

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, January 16, 2009 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Butynski; Carlson; Eaton; Emerson; Hunt; Johnson; Mitchell, Richardson; Sad; Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Vice Chairman Hunt opened the Executive Committee meeting at 9:05 AM.

HCS

Barbara Duckett gave an overview of the work done by HCS, mainly home visiting and home health aide services, also including many outreach programs. \$101,700 is the amount they are requesting. The home care helps to keep many individuals healthy and safe at home. \$16K goes to outreach services and \$85K is for the home health care. Richard Olmstead explained the work done by the outreach services. There were no further questions. Vice Chair Hunt thanked them for their presentation.

Monadnock Center for Violence Prevention

Robin explained that they have a 24/7 crisis line. They have an emergency center, and they advocate for victims of domestic or sexual assaults and respond to calls from a hospital. They have support groups for victims. The funds requested are used for rent at the courthouse. They do prevention education in schools. Vice Chair Hunt suggested that they apply to Hillsborough county for funding since they provide services to that area.

Monadnock Substance Abuse/Acting out

They offer counseling services with adults and teenagers. Work with the courts and the alternative sentencing programs. They provide assistance and education services for high school seniors. Acting out is a program for youth in middle and high school and KSC and work on meeting the issues kids are dealing with today. There were no further questions.

Monadnock Family Services

Ken Jue explained that his request for \$444,528 was to illustrate the need for extensive funding because of funding cuts at the state and federal level. Medicaid rates were reduced retroactive to December 1. His staff has taken a cut in pay and removal of contributions to retirement accounts. Vice Chair Hunt thanked him for his presentation.

Community Kitchen

Anne Davis distributed a chart indicating the number of hot meals, pantry meals and agencies that have served in the past year. She explained in detail how the food is distributed. Vice chair Hunt thanked her for her work and presentation.

MDS

Carol Brown gave an overview of the MDS program. They provide services to people with developmental disabilities and they cover from cradle to grave. The respite services are for the families of their clients. The services help to keep the families intact by giving them some time away

from the 24/7 care they must give to them. They have 13 families waiting for services that are not funded. They served 115 families last year. Their request would provide services for 150 families.

FMA

Phil Tirrell explained how the funding comes from the county for the towns in the county and that other towns pay directly to them. A list of the grants FMA has applied for was distributed. The committee asked that when the negotiating committee meets to discuss the next union contract that they come before the executive committee and one of the committee be asked to participate to look out for the tax payer.

UNH CE

Carl Majewski gave an overview of what they do for the citizens of Cheshire county. They have educational assistance in the areas of financial, dietary, farm and forest based businesses, and land owners. They work with other organizations in the area, prepare publications. He explained the increase in travel costs were because of fuel prices and they are requesting that the amount be reduced by \$1800. Equipment purchase is needed to replace copy equipment. There was a request to see the agreement made between UNH and the county.

Conservation District

Amanda Costello distributed brochures on the conservation district and the work she does. The Commissioners reduced the budget by \$2880, which was for a retirement account. There was discussion on how the conservation board is considering asking us to have the position become an employee of the county in order to stabilize the position. Vice Chair Hunt asked that Director Trombly prepare figures on what the cost would be to incorporate the position as an employee. Their board has asked that it be considered that there be a county representative on their board.

There being no further business, at 12:06 PM, the meeting was suspended to meet on January 23 at 9 AM.

Barbara Hull Richardson

Minutes approved on Jan. 23

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, January 23, 2009 9 AM
33 West St. Keene, NH

PRESENT: Representatives Allen; Butynski; Carlson; Eaton; Emerson; Hunt; Johnson; Mitchell, Richardson; Weber; Commissioners Pratt, Rogers; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Superintendent Van Wickler

Vice Chairman Hunt opened the Executive Committee meeting at 9:02 AM.

HOC

Superintendent Van Wickler noted that other than staff, other areas of the HOC budget are unremarkable.

Rep. Hunt asked about federal inmates, holding them in Westmoreland after the new jail opens and issues in the news about Strafford jail issues. The Superintendent noted that the HOC in Westmoreland can not be used for inmates for many reasons such as safety, lack of program areas, the lack of handicapped availability. The existing building would need a lot of work to make it into a facility to hold inmates. The building could be used for many other uses where people can leave the building because when the situation includes the lack of ability to leave the building, additional safety issues are involved. He spoke about an attorney who understands many issues with federal inmates. This attorney advised us that there is now legislation allowing governments to recoup costs and make a profit holding inmates. Superintendent Van Wickler noted that all the areas included in determining costs incurred with holding federal inmates. Commissioner Pratt noted that the Commissioners are meeting with Congressman Hodes to see if there are funds to pay for the correctional officers.

Superintendent Van Wickler distributed the staffing pattern analysis, which was previously presented to the committee in December 2007. Rep. Mitchell noted that we are lucky to have Rick as our HOC superintendent. She noted that she understands from Chief Justice Broderick that legislation will have to change because of so many issues with the court system. Rick noted that in addition to federal inmates, there is no way crime or the jails are going to go away. Rep. Allen asked about the facility offering rehab services. The Superintendent noted that it is his hope that rehab services be offered to the inmates in order to integrate them into society. He noted that the staffing analysis was done in order to ensure the correct amount of people are there to provide a safe and secure facility. Rep. Richardson asked if there are going to be services for people with substance abuse. Superintendent Van Wickler noted that we have now and will continue to do so.

Superintendent Van Wickler is asking for 10 additional staff this year. He noted that we had 32 officers before ramping up. He said that there is a loss of new hires because of the low salary, moving into other police positions and because some people just do not fit the standard as an officer. The jail has been designed for long term use. The use of federal prisoners is to use the future growth capacity in order to offset the costs of the jail. Commissioner Pratt noted that in order to make money and bring in federal inmates we would double bunk. Superintendent Van Wickler thanked the committee for their time and hard work.

Commissioner Pratt noted that the superintendent is a member of LEAP (Law Enforcement Against Prosecution), who are working to reduce by legislation the number of nonviolent drug offences.

Alternative Sentencing

Commissioner Rogers introduced Mike Potter to the committee. Rep. Hunt asked about the reduction in outside services. Mike noted that in 2007 they started the day reporting services. The primary purpose of ASP is community, safety and to provide substance and mental health services. He said that we are the payer of last resort and all insurance and other sources are used first. Rep. Richardson asked if there are any statistics on the services we provide. Mike distributed a report on the results of the program since its inception. There is a high rate of success in the three programs: Alternative sentencing, Mental Health Court and Day Reporting Center. Rep. Mitchell asked what does successful completion mean as it is stated on the report. Mike responded that it means the client has completed attendance requirements, drug and alcohol abstinence and not reoffending.

Mike explained that there are several people who continue to attend group meetings because they feel safe in continuing the program and the support of the group. He explained that in 2001 the ASP program was established for those whose criminal conviction directly or indirectly involved alcohol/drug use; the MHC was established in 2003 for criminal convictions involving a moderate to severe mental illness; the DRC was established in 2007 for pretrial individuals who would otherwise be held on cash bail. There were no further questions and Mike was thanked for his presentation.

There being no further business, at 11:05 AM, the meeting was suspended to meet on January 30 at 9 AM.



Minutes approved on Jan. 30

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, January 30, 2009 9 AM
33 West St. Keene, NH

PRESENT: Representatives Allen; Butynski; Carlson; Eaton; Emerson; Johnson; Leraudeau; Mitchell, Richardson; Sad; Weber; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Administrator Kindopp

Chairman Leraudeau opened the Executive Committee meeting at 9:06 AM.

MNH

Administration

Kathryn Kindopp gave an overview of the budget. Director Trombly explained what the bed tax is, which is a new form of revenue for county nursing homes. A 5.5% tax will bring in an additional \$70K in revenue. Kathryn was asked about an increase of \$3K in office supplies, she stated that it had not been increased for 10 years and they were consistently going over. Rep. Emerson asked about the increase in legal expense, Kathryn noted that it was because of the routine union negotiations.

QI

The outside services line increased because of additional chicken pox testing for staff. Rep. Weber asked about residents testing and Kathryn noted that those tests are covered by Medicare.

Dietary

Rep. Emerson asked what the medical flex account is, and Kathryn noted that it is an account that people can, if they wish, put money in to pay their medical bills that are not covered by insurance. Kathryn noted that an increase in dietary aids will be needed when the jail opens because of the loss of inmate help. There is a Sept. 1 start date for the new FTEs proposed in the budget.

Nursing

Rep. Weber asked about the increase in registry costs. Kathryn noted that it is difficult to get full time nursing and the increase reflects history. There was some discussion on the effectiveness of the new payroll, HR and scheduling computer program. There were questions regarding the census. Kathryn noted that because of a lack of therapists they were not able to take in some residents. She said that there are fewer people in those wanting to travel to Westmoreland. It was noted that Administrator Wozmak is working on strengthening referrals from Cheshire Medical. There was discussion on the apparent increase in salary for several positions.

TLC

Rep. Emerson noted the increase in RN pay of \$8K and was advised that it is 1.6 FTE, not just one person. Rep. Richardson asked about the revenue for this unit. Kathryn noted that it receives higher funding because of the specialized care. We now have psychiatric services three times a month.

Environmental Services

Kathryn noted that changing the dryers in laundry to gas has decreased our oil consumption by about 100 gallons a day and using ozone has resulted in the use of less chemicals.

Activities

No questions.

Social Services

There were no questions.

Occupational Therapy

We have hired an OT staff and she has been with us for six months and is working out well.

Physical Therapy

There were no questions.

Miscellaneous Services for Residents

Rep. Weber asked what outside services for Medicare A vendors should include. Director Trombly stated that we are required to pay for skilled expenses and this is included on this line.

Speech Therapy

Rep. Weber asked if the increase reflects filling an open position. Kathryn stated that it was.

MNH Capital Projects

Kathryn reviewed the items in the capital budget. Bed replacement is in the first year of a three year plan. Kathryn reviewed the needs of capital equipment in the dietary department.

Assisted Living

Administrator Wozmak presented the Assisted Living budget. He stated that they continue to have a waiting list. Rep. Sad asked about the increase in meal costs. Administrator Wozmak noted that they may have specific requests, rather than having more institutional meals. The increase was reflected in an increase in the monthly rent to offset the increased meal cost. There were no further questions.

There being no further business, at 11:03 AM, the meeting was suspended to meet on February 6 at 9 AM.



Minutes approved on Feb. 6, 2009

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, February 6, 2009 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Carlson; Emerson; Hunt; Johnson; Lerandeau, Mitchell, Richardson; Sad; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Mgr. King; Mgr. Hurley; Ex. Asst. Warren

Chairman Lerandeau opened the Executive Committee meeting at 9:03 AM.

General County Budget

Director Trombly presented the general county budget and explained that the budget is mainly for training, furniture and insurance. There was a 10% increase in insurance this year. The use of an intern was removed from the budget, not because our safety officer doesn't use them, but because it was felt that it could be an unpaid position this year.

Rep. Lerandeau asked whether there are any costs this year over which we have no control. Director Trombly noted it is employee pay at \$700K as part of natural growth, which includes raises received last year and the additional correctional officers. Additionally, human services is up about \$400K based on the memo of understanding with the state. Also, interest incurred on the jail bond is down from \$900K to \$200K.

Facilities

Mgr. King reviewed some of the items in the budget. A 10 ½% increase is expected from PSNH. He explained the new ozone system for washing and the propane dryers that we purchased for laundry and the savings we are experiencing. Rep. Hunt suggested that if every department who has \$2000 in equipment repairs should reduce it to \$1000 and a great deal of savings would be made. Commissioner Zerba noted that when they review the budget, they take prior usage into consideration.

Mgr. King was advised by the state that a new monitoring well must be added at the wastewater treatment plant at a cost of \$4500. Cryptosporidium testing is required by the DES and EPA, at an additional cost of \$9000. Mgr. King reviewed the facilities capital budget. He noted that if they could get the sheriffs old cars, he could eliminate the purchase of two new cars. He reviewed the need for new beds because of the daily need for repairs of the beds. A new fire alarm system is needed to be added to the budget. The roof at the herdsman's house and the Blood Farm need repairs, in addition to windows needed at the Blood Farm.

Computers

Doug Scribner, Arlene Brewer and Rob Hummel presented their computer budgets.

Doug noted that there are three deletions in his budget, a network laser printer for OT/PT \$700; dispatch remove \$5700 and \$2900, Server replacement from \$15K to \$4100, reducing the capital budget to \$117,685. He reviewed the balance of capital projects. Rob addressed the scanners needed for the jail. Arlene spoke to the spots link, which transfers information received on incoming calls at dispatch into their data base, without them having to manually add this info. She

has found a grant for \$10K, the county would pay the balance. Doug reviewed the balance of the budget with the committee.

Human Resources

Wendy Hurley presented the HR budget. There were some questions on the employee recognition/longevity program.

Personnel Administration

Director Trombly presented the budget, which includes health and dental insurance. Rep. Emerson stated that she thought we were going to charge employees for meals. Director Trombly stated that it was discussed but never went through as a budget change. Director Trombly distributed a sheet noting what the increases to the budget include. Rep Hunt moved that the 100K generator be taken out of the budget. It was noted that all individual motions will be taken up at the final executive committee meeting.

There being no further business, at 12:05 PM, the meeting was suspended to meet on February 13 at 9 AM.



Minutes approved on Feb. 13, 2009

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, February 13, 2009 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Butynski; Carlson; Emerson; Hunt; Johnson; Lerandeau, Mitchell, Richardson; Sad; Weber; Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; Mgr. Putnam; Ex. Asst. Warren

Chairman Lerandeau opened the Executive Committee meeting at 9:06 AM.

Farm

Dave Putnam reviewed the farm budget. High fuel prices were a drain on the budget because they were at their highest at the busiest time. Milk prices are expected to slowly increase. We are no longer going to receive funds from the government because of new legislation.

Dave stated that he wants to purchase a conveyer for firewood processing for \$34,500. Rep. Lerandeau asked if there are any county buildings that would use the wood, Dave said that only the barn uses wood. Lerandeau questioned whether the county should be in the cord wood business, essentially competing with the privates. Rep. Emerson stated that there are about 3000 people who visit the farm every year. There was a discussion about the need for the farm. Rep. Bonnie Mitchell suggested that any discussion on phasing out the farm would be a discussion to have with the farm committee. Rep. Carlson asked if it is the executive committee's job to determine individual items in the budget. Rep. Hunt said that it is their job to determine individual items. Rep. Weber stated that it is their responsibility to consider individual items but the statute states that they are the ones who determine the final budget. Commissioner Pratt noted that he thinks that is wrong and the executive committee is the one who determines the budget. Administrator Wozmak read the statutory language to the committee as to the requirement for the convention to establish an itemized budget and a total budget amount within which the Commissioners must operate. There were no further questions.

Sheriff

Sheriff Foote stated that he can reduce the fuel budget line by \$7K.

Human Services

Director Trombly reviewed the Human Services budget. Intermediate Nursing Home Care and HBCC lines are increased.

Rep. Weber noted that she feels employee salaries are an issue and she thinks that keeping employees (avoiding a lay-off) is preferable to giving raises. She stated that she would rather leave line by line items to the Commissioners but the budget does need to decrease. A short break was taken.

Upon return, the committee asked Commissioner Pratt to comment on the budget. He explained that there is a \$1.15 million dollar increase in the budget because of positions added and salary increases from last year. He noted that the Commissioners are as aware of public opinion as the committee members are. He reviewed the list of potential changes to the budget. He reviewed the changes line by line. There was discussion on the various potential changes. Rep. Emerson

reviewed some of the salaries and benefits increased from 2008. Director Trombly properly explained the numbers Rep. Emerson was looking at and also explained why what appears to be an increase, is not so. Emerson thinks salaries should be held at the 2008 levels. Rep. Carlson noted that people making \$50K may not need a raise but those making less it would be a hardship. Rep. Weber suggested that the half step merit raise be removed and apply several different scenarios of COLA for lower level employees. Rep. Carlson stated that she appreciates the work of the Commissioners, working with the Executive Committee to reduce the budget.

The committee will meet next week and another meeting on March 6. The budget adoption meeting of the Delegation is scheduled for March 23. Rep. Emerson suggested that the Commissioners should look at salaried positions made flat from 2008 to 2009. Rep. Mitchell stated that she feels it is not the job of the Executive Committee to determine how much any particular employee needs to live on. Rep. Butynski stated that he expects that various scenarios will be presented in order to make a decision. Rep. Weber stated that considering the reserves of HCS, she feels better about eliminating them for this year only. Commissioner Pratt noted that HCS has not heard of the possible cut and it would be courteous to advise them. Rep. Richardson noted that it should be determined whether they still have the \$14 million. She feels that they should be given something in the budget. The Commissioners will contact HCS.

Regarding UNH Cooperative Extension, Rep. Sad stated that if we cut them, there is a possibility UNH will also make cuts. Commissioner Pratt stated that he feels the UNH CE organization will consolidate and reduce the number of offices if there is a budget cut. Rep. Allen said that he feels the forester performs a great service to the county residents. Rep. Weber suggested that if we are considering cutting HCS and UNH CE, we should bring them back in front of the committee.

Rep. Hunt felt that times have changed and the budget has to be looked at more carefully.

There being no further business, at 11:19 AM, the meeting was suspended to meet on February 20 at 9 AM.

Barbara Hull Richardson

Minutes approved on March 6

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, February 20, 2009 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Carlson; Butynski; Emerson; Hunt; Johnson; Lerandeau, Mitchell, Richardson; Weber; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Lerandeau opened the Executive Committee meeting at 9:00 AM.

HCS

Barbara Duckett and two board members attended to review their funding request which is at risk of being cut at the Executive Committee budget review level. This funding is used to provide direct care to needy elders in the county. HCS felt that they have been partners for 30 years with the county doing this work as part of the county's role as the safety net for the community and in recognition that the VNA was the best entity to provide the services. They are treating people who were steps away from nursing home care. Without county funding the 518 people served are jeopardized with a potential loss of services. Medicare funding to HCS is decreased by 4.5%. They are facing significant deficits. The \$101K they are requesting would be problematic to lose. Home Healthcare, Hospice and Community Services is the only providers of acute care services in the area. Barbara stated that they are financially very vulnerable right now. The cost of keeping an individual in a nursing home is about \$100K a year and they feel that the home visiting program prevents people from going into the nursing home. Rep. Weber stated that she understands they have a \$14 million reserve and asked if they are able to absorb the cost for one year because of it. Barbara noted that they have \$2.5 million in operating reserves, not 14 million. The amount of \$5 million was a goal set by the board, and this year they have lost money. Rep. Carlson asked if she knows of any federal money going to help them. Barbara stated that she does know and that there are no federal funds to help them out.

UNH Cooperative Extension

Carl Majewski and other staff of the UNH Cooperative Extension were present to answer any questions. This is their second appearance before the Executive Committee because their funding is at risk of being cut at the Executive Committee level. He distributed an information booklet to the committee. He noted that they help people with financial and food education, working with the youth and members of the public on how to use resources. He reviewed some of the specific information about services given by the Cooperative Extension. The staff were able to come up with \$13K in reductions that could be taken out of their budget. Rep. Carlson asked if they are working with invasive species and staff noted that they are. Rep. Johnson noted that she thinks that sometimes people don't recognize what the UNH Cooperative Extension does.

Commissioner Rogers stated that he and the other Commissioners agree in the value of HCS and UNH Cooperative Extension. He hopes they understand that the Commissioners had to make additional budget recommendations in response to the Executive Committee's position that they would not vote a 2009 budget without additional reductions recommended by the Commissioners. Therefore, the Commissioners have to look at all areas of the county business. There were no further questions. A short break was taken.

Cheshire County Conservation District

Director Trombly noted that the reason Amanda Costello was brought back was because there was some talk about making her position an employee of the county. Amanda reviewed the work done by Cheshire County Conservation District. Rep. Johnson asked how closely they collaborate with others such as UNH Cooperative Extension. Amanda noted that they work with different municipalities, nonprofit groups and other organizations in the area. Rep. Weber asked about the issue of bringing the position on as a county employee. Administrator Wozmak noted that it has always been a difficult position to fill because it does not offer any benefits and the county position was considered and, in fact, encouraged by this year's Executive Committee. But now, there are many budget cuts being made and this is being reconsidered. Director Trombly noted that the position would be in grade 5 and would be a salary of \$41K and \$10K in benefits. There were no further questions.

Chairman Lerandeau noted that they are to meet next on March 6th. He would like to have the Delegation meet with them on that date to receive comments from them and then come back on the 13th to finalize the budget for the March 23 meeting.

At the request of the Executive Committee, the Commissioners distributed wage adjustment scenarios. Commissioner Rogers reviewed the savings available. Rep. Weber noted that she doesn't want to see lower level people losing pay. Further, after hearing from HCS about the problem that de-funding them would cause, she doesn't see the value of eliminating HCS from the budget. There was discussion on the various options given.

Rep. Lerandeau said some decisions have to be made before the meeting on March 6 in order for the county to be able to present something to the Delegation. A revised recommendation of changes was distributed. There was a discussion on some of the reductions made to the budget that will be presented on March 6.

Sheriff

The sheriff expressed his concern in reducing the car purchases for this year. He has one car that has over 100K miles and he would like to have at least one car put back into the budget.

There being no further business, at 11:13 AM, the meeting was suspended to meet on February 27 at 9 AM.

Minutes approved on March 13, 2009

Barbara Hull Richardson/s

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, March 6, 2009 9 AM
12 Court St. Keene, NH

PRESENT: Representatives Butcher; Carlson; Carr; Emerson; Hunt; Johnson; Laurent, Lindsey; Mitchell, Richardson; Roberts; Robertson; Sad; Sterling; Weber; Weed; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Acct. Asst. Hall; Ex. Asst. Warren

Rep. Hunt opened the Executive Committee meeting at 9:06 AM. He noted that the meeting was being held to offer an opportunity to the full delegation to review the executive committee's work on the budget and to provide an opportunity for feedback to the executive committee.

Rep. Emerson stated that she would like to see the \$98 K for HCS be put back into the budget. Commissioner Pratt noted that there are several issues. One is what to give to employees, there is no COLA and no merit raises, giving them \$500 in lieu of them. There is a reduction in the UNH cooperative extension budget which was cut in half based on the fact that there were some cuts that had to be made to reduce the budget. The last cut was HCS, which was done because of the economy and because they have a \$6 million reserved and can endure it better. He noted that there is an additional recommendation, which is putting back one vehicle for the sheriff department. He explained that the replaced vehicle is usually given to the nursing home or the HOC.

Rep. Robertson noted that he has seen, on two occasions, the sheriff's car pulling over a care and he spoke to the driver and they were stopped because of an expired sticker. He does not think the deputies should be bothering with such things because it would reduce the number of miles they drive and their cars could last longer.

Rep. Weed noted that he understands UNH Cooperative Extension (CE) would be losing matching funds. Carl Majewski spoke to the issue and noted that the county pays for 36% of their budget and the remaining comes from the state and feds. The university is not able to supply the remaining 36%. Rep. Weber asked if we deleted half of the 36% we fund, would they lose a comparative amount from the university. Carl stated that if the amount was cut in half, the office would have to be closed. He stated that it would severely reduce the extension program from what it is today. Carl reviewed many of the programs the CE is involved in. He noted that with the economic situation we are in now, the UNH CE is working with many individuals who need assistance.

Rep. Butcher asked for an update regarding the courthouse. Commissioners Rogers noted that we have been trying to get something done but because of the cuts to the budget, \$40K was taken out for a courthouse plan. Rep. Carlson stated that she would like to see HCS and UNH CE put back in the budget. She noted that she has received many calls from residents in support of the CE.

Rep. Emerson asked the Commissioners about the 12 new hires for the jail. Commissioner Rogers noted that the budget allows for five to be hired (not 12) in October 09 for the jail potentially opening in Jan. 2010 and that the hiring may be delayed if the jail opening date is later than Jan. 2010.

Barbara Duckett from HCS noted that one of the things they do is that they have 600 acute care patients. In the past, due to a federal budget problem, the government shut down funding and they

did not receive payments for three months. At that time the board decided that they needed \$5 million in reserves for such emergencies, which they have not reached yet. Because of the economy, they have lost funds. She noted that HCS has subsidized the program that the county is funding. In January, they received a 4.5% decrease to Medicare. She noted that this program covers the people at home, assisting them so they don't have to go into a nursing home.

Rep. Eaton noted that he supports the reduction for CE because he feels they have over extended the things they do. He feels they can reduce some of the things they do. Rep. Carr stated that he supports funding UNH CE and HCS.

A member of the public noted that employees of Rindge are not receiving any increases and want to know the cost of the monetary amount given. Director Trombly noted that the amount is \$224,000. Commissioner Pratt stated that the employees provide the services to the residents of the county and to cut that and not to cut outside agencies is an insult to employees. Rep. Robertson noted that we care for the neediest people in the nursing home. Rep. Johnson stated that she feels the budget should be looked at more carefully. Rep. Carr thanked the Commissioners for their work on the budget. He noted that many people learn by hands on and that 4H gives them that opportunity. Rep. Carlson noted that as a selectman in the town of Swanzey, they support putting UNH CE and HCS back into the budget.

Director Trombly stated that adding back HCS and UNH CE would result in an increase of 22 cents per \$1000 assessment.

At 10:40AM, Rep. Hunt suspended the meeting to next week and further noted that there is a delegation meeting on the 23rd at 7 PM in the Jury Assembly Room where the delegation will vote on the Executive committee's proposed 2009 budget.

Minutes approved on March 23, 2009

Barbara Hull Richardson/s

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Friday, March 13, 2009 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Carlson; Eaton; Emerson; Hunt; Johnson; Lerandeau, Mitchell, Richardson; Sad; Weber; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Acct. Asst. Hall; Ex. Asst. Warren

Chairman Lerandeau opened the Executive Committee meeting at 9:00 AM and handed the meeting over to Vice Chair Hunt.

Commissioner Pratt noted that the recommendations of changes is basically the same as previously distributed but this one has one vehicle for the sheriff department added back in to the budget. Commissioner Pratt noted that the Commissioners did not make any other changes.

Rep. Emerson stated that she feels the personnel increases for the jail should be cut instead of cutting HCS. Rep. Carlson supported this. Rep. Weber noted that eliminating HCS is penny wise and pound foolish and suggested that it be funded at \$75K. She asked about whether or not there is there is any information regarding the stimulus package and Medicaid funds expected. Administrator Wozmak stated that he has reviewed available details as to the stimulus plan and it does not appear that there will be any relief associated with the nursing home revenue but he said that there is much detail that has yet to be worked out, according to the state recovery website and the federal recovery website.

Commissioner Pratt stated that the jail building is on schedule and on budget. Rep. Johnson asked where the new hires are going to be working if the building is not opened. Superintendent Van Wickler stated that he is having personnel going to the new jail daily starting June to set up policies and procedures and to acquaint themselves with the facility because they cannot just move into the building without a great deal of preparation.

Rep. Weber made a motion to add \$75K to the budget for HCS, seconded by Rep. Eaton, voted unanimously.

Rep. Johnson made a motion to add \$69,346 back to the UNH CE budget, bringing the total funding to \$188,214, Rep. Allen seconded. (this would effectively reduce the NH CE budget by \$50,000). Commissioner Pratt stated that he feels this is the largest amount of funding we contribute to an outside agency and he feels we should be cutting them before employees are cut. Rep. Eaton concurred with him and he feels they should be run more efficiently and that many of their programs are duplicative. Rep. Carlson stated that many people in Swanzey have been helped by the UNH CE and the town itself has been helped by them. She does not feel they should be asked to make cuts just as everyone else has been asked to do. A Division vote resulted in 6 yes votes and 5 no votes, motion passed.

Rep. Weber moved to remove the \$26,500 for the one vehicle for the Sheriff's office, Rep. Eaton seconded, voted unanimously. (this removes the one vehicle that the Commissioners had recently added back).

Rep. Emerson moved to remove hiring of officers for the jail in 2009 and hire all 10 in 2010, Rep. Carlson seconded. Rep. Eaton stated that jail is a core responsibility of the county and we need to support that responsibility. Hiring the correct number of officers will allow us to staff it in a way that will create revenue from the facility. Commissioner Rogers stated that we are trying to get this facility working so we can generate revenue. The committee asked that the Commissioners take into consideration the hiring of officers to be dependent on the actual open date of the facility. Rep. Emerson withdrew her motion and Rep. Carlson withdrew her second.

Rep. Eaton moved that the Executive Committee Proposed budget for 2009 be set at \$37,417,373 with taxes to be raised of \$21,374,082, seconded by Rep. Carlson, hand vote resulted in 9 yes, 2 no, motion passed.

There being no further business, at 10:25 AM, the meeting was adjourned.

Minutes approved on March 23, 2009

Barbara Hull Richardson/s

MINUTES
Cheshire County Delegation Meeting, and
Public Hearings for the
Economic Stimulus Funding for the Wastewater Plant Upgrade in Westmoreland, and
A Workforce Development CDBG project
Monday, March 23, 2009 7 PM
12 Court St. Keene, NH

PRESENT: Representatives Allen, Butynski, Butcher, Butterworth; Carlson; Carr; Eaton, Emerson; Hunt; Johnson; Laurent, Lerandean; Lindsey; Meader, Mitchell, Parkhurst, Richardson; Roberts; Robertson; Sad; Sterling; Weber; Weed; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Fin. Dir. Trombly; Ex. Asst. Warren

Chair Mitchell opened the public hearing at 7:05 PM and asked Administrator Wozmak to speak regarding the wastewater treatment plant request for stimulus funds. He noted that we are 13th out of 40 in the list of request for stimulus funds. Wozmak said that it was not entirely clear at this point whether the funds would be a grant, a loan or a combination of both as the funds were coming through the State Revolving Loan Fund program. Rep. Roberts asked if that is the \$495K that will be going to those requesting funds. Mr. Wozmak distinguished this project from the water treatment plant upgrade that was approved earlier and which is currently in progress. The Chair asked if there were any comments or questions from the public. Seeing none, she closed the public hearing at 7:15pm.

Rep. Allen made a motion to raise and appropriate a sum not to exceed \$450,000 to finance the design, construction and equipping of the county waste water treatment plant in Westmoreland to comply with new federal and state regulations, such sum to be raised through the use of the New Hampshire Economic Stimulus Recovery funds and that the County will accept the funds if approved, and will enter into an agreement with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project and take any other votes or actions related thereto, Rep. Eaton seconded, roll call vote resulted in a unanimous vote of 19, motion passed. (5 members absent at that time).

Wozmak explained the Deeds surcharge account and how, in their deliberations, the Executive Committee shifted \$50,000 from the Deeds operating budget to the surcharge account. As a result of this shift, the previously voted motion to expend funds from the surcharge account had to be amended to add this \$50,000. There was a brief discussion on the history of the surcharge account.

Rep. Sterling made a motion to amend the December 9, 2008 authorization for surcharge expenditures by adding the amount of \$50,000 to pay for the restoration of permanent deeds books. This amendment will authorize the Register of Deeds to expend \$73,400 from the surcharge account in 2009, seconded by Rep. Eaton, roll call vote resulted in a unanimous vote of 23-0, motion passed.

Rep. Hunt made a motion to abate the interest charged for late payment on County Tax payment for 2008 for the Town of Rindge in the amount of \$2,667.94, Rep. Sterling seconded, voted unanimously. Motion passed.

Commissioner Rogers explained the reason for the abatement for the town was because of the interest due on late payment of taxes for the town around the time that government services were disrupted due to the ice storm.

Chair Mitchell asked Exec. Comm. Vice Chair, Rep. Hunt to speak to the budget proposed by the executive committee. She thanked Executive Committee Chair Rep. Lerandean, the committee and the Commissioners for their work on the budget. Rep. Hunt asked if there were any questions from the members of the public. He explained how many cuts were made to reduce the budget, how the sheriff's car, personnel, outside agencies UNH CE and hiring for the DOC were discussed. Rep. Parkhurst expressed his concern over the cuts to the UNH CE. Commissioner Pratt noted that there was \$550K in the UNH CE budget and it was their choice as to how the cuts were made to the budget. Rep. Butcher asked what the changes were since the March 6 meeting with the Delegation. Rep. Hunt said that \$60K+ was put back into the UNH CE budget. He felt this was a good time for them to look at their programs and to prioritize them consistent with their historical mission.

Rep. Johnson moved to restore \$50K to the extension budget, Rep. Parkhurst seconded.

A recess was taken at 7:35 PM to open the public hearing on the CDBG application and planning documents. Brian McMaster from SWRP explained that the Community Development Block Grant program is a federal program from which the State of NH receives approximately \$10 million annually. Counties and municipalities are eligible to apply for up to \$500,000 annually for each category of housing and public facilities or economic development. Handouts were distributed containing a list of eligible uses for CDBG funds, the income guidelines for Cheshire County, and the County's Housing and Community Development Plan, and Residential Antidisplacement and Relocation Assistance Plan. He explained that the public hearing was to take comments from the public about the proposed economic development project, and on the two planning documents, prior to votes to re-adopt the plans, and to authorize the County Commissioners to apply for and expend CDBG funds.

He introduced Susan Newcomer from Keene Chamber of Commerce, who explained that this project is the machine lab project she brought before the committee in December. She stated that it will be housed at Keene State College. The individuals admitted to the program will be admitted at any level of what their educational needs are. Training programs could be designed to help area companies train students for specific job opportunities. About \$650K is needed for the program and many of the partners in the project are contributing, in addition to many of the manufacturing companies in the Monadnock Region are supporting this program. CDBG funds would be used to purchase up-to-date equipment for the lab. A vote is needed in order to apply for the grant. The county is eligible to apply for up to \$500K.

Rep. Robertson asked if the equipment is going to be kept updated. She said that it would be. Rep. Sterling urged the members to vote for this program.

Rep. Butterworth made a motion that the delegation reaffirm their support of the Housing and Community Development Plan and the Residential Antidisplacement and Relocation Assistance Plan previously adopted, Rep. Robertson seconded, voted unanimously.

Rep. Robertson made a motion that the delegation authorize the Cheshire County Commissioners to apply for and expend Community Development Block Grant funds for

the Greater Keene Chamber of Commerce and Keene State College and their partners to develop a new program, in an amount up to \$500,000, to create a machining laboratory, called Regional Center for Advanced Manufacturing Education, seconded by Rep. Weed, voted unanimously.

Public hearing closed at 8:15.

Delegation meeting reviewing the budget resumed at 8:16 PM.

Rep. Weed asked if the cut of \$50K is causing a layoff of a county employee at UNH Cooperative Extension (CE). Rep. Weber stated that we have no control over what choices they made with the funds they receive. She felt that since we have cut to the bone and that we have to ask other organizations to consider their priorities. The executive committee tried to ensure county employees did not lose their jobs and if the UNH CE choice is to cut employees, that is their choice Weber said.

Rep. Carlson noted that Rep. Lerandeau and Hunt and the committee worked very hard to bring the budget down to what it is today. Rep. Robertson noted that the cut to the budget will put someone on unemployment and that during this difficult time it is time to spend, not cut. He said he would like to see the money put back into UNH CE budget.

Rep. Weed stated that if there was a job loss, he could not vote for it but he is convinced that the cut does not have to result in a job loss. Rep. Butterworth stated that he feels UNH CE is an organization that helps people during tough economic times. Rep. Johnson read a letter from the Harrisville Conservation Center in support of the UNH CE because Cheshire County is a forested county. Rep. Eaton spoke to the fact that many state agencies are being cut and we are asking for a cut for one year only.

A friendly amendment to the motion to increase the UNH CE budget was made to make the increase \$37K, prime sponsor and seconder agreed to the change. Discussion followed. Rep. Butterworth asked if the reduction to the budget results in a reduction in matching funds, Rep. Hunt noted that it does not. Roll call vote resulted in 11 yes votes and 12 no votes, motion failed.

Rep. Richardson moved to increase the HCS budget by \$23,752, seconded by Rep. Butcher. There was a discussion on HCS reserves and it was explained that they have been advised to have enough reserves for 53 days. Rep. Eaton said that the agency said they could live with the funds proposed. Roll call vote resulted in 13 no, 7 yes and 2 abstained. Motion failed.

Rep. Sad made a motion to approve executive committee budget in the amount of \$37,417,373, seconded by Rep. Weber. Roll call vote resulted in 19 yes, 4 no, motion passed.

Rep. Butterworth asked if we are funding things such as alternative sentencing and assisted living. Rep. Robertson said that he feels the alternative sentencing program could be developed more, but not at this time. The assisted living program at the nursing home is operating efficiently, stated Commissioner Pratt, and the new jail will bring in increased revenue eventually. He stated that he was opposed to the employees cut in COLA and merit raises and that \$600K in reductions have been made on the back of employees. Rep. Roberts stated that he thinks the budget is cut very close

and he felt that some of the cuts could not be sustained. Rep. Hunt confirmed that the committee reviewed the budget very closely.

Rep. Parkhurst made a motion to approve taxes to be raised from cities and towns for 2009 in the amount of \$21,374,082, seconded by Rep. Hunt, vote 22 yes, 1 no, motion passed.

Commissioner Tim Rogers spoke regarding the issue of Superior and District courts in Keene.

Meeting adjourned at 8:55 PM.

Minutes approved on April 2, 2009

Barbara Hull Richardson/s

MINUTES
Cheshire County Executive Committee Meeting
Monday, July 13, 2009 6:30 PM
12 Court St. Keene, NH

PRESENT: Representatives Allen, Butynski, Butcher, Eaton, Emerson; Johnson; Lerandeau; Mitchell, Richardson; Sad; Weber; Commissioners Pratt, Rogers; Administrator Wozmak; Fin. Dir. Trombly; Ex. Asst. Warren

Meeting opened at 6:30 by Chairman Lerandeau.

He advised the committee that they were present to review the first and second quarter budget. Director Trombly gave an overview of the first and second quarter budget. At the end of the second quarter, we are \$287K under budget. Revenue is falling short because of milk prices and a low census at the nursing home because of skilled nursing admissions. He asked if there were any questions, the committee did not have any questions on the budget.

Chairman Lerandeau thanked John Hunt, the executive committee and those present for their help this winter during his illness.

Meeting adjourned at 6:40.

Minutes approved on August 6, 2009 Barbara Hull Richardson/s

MINUTES
Cheshire County Delegation Meeting
and Public Hearing
Monday, July 13, 2009 7 PM
12 Court St. Keene, NH

PRESENT: Representatives Allen, Burridge, Butynski, Butcher, Butterworth; Carr; Eaton, Emerson; Johnson; Laurent, Lerandeau; Lindsey; Meader, Mitchell, Parkhurst, Richardson; Robertson; Sad; Weber; Weed; Commissioners Pratt, Rogers; Administrator Wozmak; Fin. Dir. Trombly; Ex. Asst. Warren

Chairman Mitchell opened the Public hearing at 7 PM and asked Brian McMaster and Bob Elliott to discuss the CDBG program and the proposed accessible housing project.

Brian explained the CDBG program to those present and distributed handouts explaining the program, its income limits, and the two planning documents.

Chairman Mitchell asked for public comment on the updated housing and development plan and the residential antidisplacement and relocation plan. There being none, the Chair asked Bob Elliot of MDS to explain the proposed project.

Mr. Elliot explained that there are 16 units proposed, each between 900 and 1000 square feet, supported by MDS. There were some questions from the public regarding what is on the proposed site now, which is a house that has been removed.

Rep. Butcher asked about the set up of the kitchen and bath. Bob noted that there are eight units fully accessible and eight partially accessible. Chairman Mitchell asked if there were any more questions regarding the project, there were no additional questions.

Norm Voudrian, from MDS spoke about the need for the accessible housing. Rep. Mitchell asked if there were any other questions. Rep. Weed asked Norm if he had any input into the design of the units. He said he did because people want and need to be able to do as much as they can for themselves. Public hearing closed at 7:20 PM.

Rep. Johnson made a motion to approve the Housing and Community Development Plan as updated, seconded by Rep. Eaton, approved unanimously.

Rep. Robertson made a motion to approve the Residential Antidisplacement and Relocation Assistance Plan, seconded by Rep. Eaton, approved unanimously.

Rep. Burridge made a motion to approve the submittal of the application for up to \$500,000 for the Unity Housing accessible housing project, and to authorize the County Commissioners to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Approved unanimously.

Delegation meeting opened at 7:21 PM.

Rep. Lerandeau made a motion to increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$612,197 for the receipt of the State of NH Proportional Share Funds, and to authorize the use of Proshare funds by offsetting account lines as follows:

Reduce revenue line Taxes to be Raised account # 3111.00.00 by \$200,000; Decrease account # 3404.20.00 (Medicare Part A Revenues) by \$191,197 in order to offset revenue shortfalls in the skilled nursing census; Increase various payroll lines by \$53,000 for an additional 1 time \$250 Pay in Lieu of COLA and Merit to MNH employees; Increase account line 4900.97.52 by \$93,000 for bed frames, a pressure-reducing wound care bed and treatment carts for the nursing department; Increase account #4900.89.11 by \$75,000 for a security system for the north stairwell the purchase of a resident transport vehicle and to convert the MNH streetlights to LED, Seconded by Rep. Eaton.

Director Trombly explained the motion, Rep. Emerson asked if we had already given employees \$500 payment already. Sheryl said yes. Rep. Sad asked for discussion on using the proshare funds for employees be used instead to reduce taxes to be raised. Administrator Wozmak noted that most of the items on the list of expenditures of the proshare funds are items we have put out of the budget for several years. Commissioner Rogers spoke to the expenditures as items that need to be purchased. Rep. Sad moved to amend the motion and use the funds to reduce taxes, Rep. Butcher seconded, roll call vote on the amendment resulted in a 13 to 7 vote, motion failed. Roll call vote on the original motion resulted in a 13 to 7 vote, motion passed.

Rep. Butterworth made a motion to increase revenue line #3359.10.00 ("Freed Up" Funds – ARRA FMAP "Stimulus") by \$485,000 the receipt of Freed Up - Stimulus FMAP funds and to authorize the use of these funds by offsetting account lines as follows:

Apply \$250,000 towards the cost of the Geothermal project at the new Jail; Increase account line 4900.97.15 by \$15,000 to provide additional funding for the farm cord wood processor; Increase line 4900.89.12 by \$12,000 for repairs to the Jail boiler; Increase line 4900.89.14 by \$10,000 for Copper/Lead remediation at the Water Treatment Plant; Increase the DOC payroll and benefit lines by \$45,000 in order to hire 5 additional Correctional Officers as of October 1, 2009; add \$40,000 to account line 4900.89.19 in order to provide funding for design work on the Superior Court House building; Increase various payroll lines by \$40,000 for an additional 1 time \$250 Pay in Lieu of COLA and Merit to County employees; Increase account line 4900.89.15 by \$73,000 for repairs and improvements to the Farm houses, seconded by Rep. Eaton. Commissioner Rogers spoke to the needed repairs on the Blood Farm and herdsman's house. Rep. Weber moved to amend the motion by reducing the \$15K for the cordwood processor, seconded by Rep. Eaton. Roll call vote resulted in 10 – 10, amendment to the motion failed.

Rep. Emerson moved to reduce by \$45K for correction officers and put the funds towards the geothermal project, Rep. Johnson seconded. Superintendent Van Wickler spoke to the amendment about his concern in being short staffed and its affect on the opening of the jail. Commissioner Rogers also spoke to the amendment. There was discussion and a roll call vote was taken. The vote was explained, yes to take out the funds, no would leave in the funds. The vote was 18 no, 2 yes, amendment failed. Roll call vote taken on the motion and the vote was 19 – 1, motion passed.

Rep. Sad made a motion to adjust the Regional Prosecutor Town Reimbursement Revenue budget and the Regional Prosecutor Expense budget in order to account for the increased revenues and expenses due to the City of Keene joining the program and by amending the account lines as follows: Increase revenue line 3359.09.00 Regional Prosecutor Town Reimbursement by \$76,125; Increase Prosecutor payroll and benefit lines by \$76,125 for one additional prosecutor, seconded by Rep. Eaton. Roll call vote was 19 yes, 1 no, motion passed.

Rep. Allen made a motion to increase revenue line # 3508.00.00 (contributions and donations) by \$14,100 for the receipt of a donation received from the Madalyn K. Baronoski Estate and to

authorize the transfer of this money into a separate fund for the purpose of adding to the scholarship fund in order to recruit Therapists for Maplewood Nursing Home, seconded by Rep. Eaton, roll call vote was 20 to 0 motion passed.

Rep. Eaton made a motion to raise and appropriate a sum not to exceed \$614,000 to finance the design, construction and equipping of the county waste water treatment plant in Westmoreland to comply with new federal and state regulations, such sum to be raised through the use of the state revolving loan fund and/or New Hampshire Economic Stimulus funds and that the County will accept the funds if approved, and will enter into an agreement with the State of New Hampshire; and further, that the County Commissioners are authorized to execute any documents that may be necessary for this project and take any other votes or actions related thereto. This Motion supercedes the Motion made on March 23, 2009 that was originally in the amount of \$450,000, seconded by Rep. Weed, roll call vote was 19 to 1, motion passed.

Rep. Eaton made a motion to accept JAG grant funds in the amount of approximately \$209,000 for Keene Jaffrey, Hinsdale, Swanzey Winchester and the County and to expend approximately \$77,000 for the Sheriff's Department and to upgrade the communication, video surveillance/recording system at \$33,000, cruiser data terminals at \$23,000 and a card swipe program for the courthouse at \$21,000 and to dispense the remainder to the above-listed towns for their own use in accordance with the Memorandum of Understanding signed by the towns, Rep. Weber seconded, voted unanimously. Roll call vote was 18 – 2, motion passed.

There being no further business, the meeting adjourned at 9:04 PM.

Minutes approved on July 21, 2009

Barbara Hull Richardson/s

MINUTES
Cheshire County Delegation Meeting
Monday, October 5, 2009 7 PM
12 Court St. Keene, NH

PRESENT: Representatives Allen, Burridge, Butynski, Butcher, Butterworth, Carlson, Carr; Eaton, Hunt, Johnson; Laurent, Lerandean; Meader, Mitchell, Parkhurst, Richardson; Roberts, Robertson; Sad; Weber; Commissioners Pratt, Zerba; Administrator Wozmak; Fin. Dir. Trombly

Chair Mitchell opened the meeting at 7 PM.

New Court Facility An update on the discussions regarding a new court facility to be constructed on the county-owned parking lot on Winter Street, next to the current Superior Court building. County officials, along with City of Keene officials, Rep. Eaton and Senator Kelly have participated in a response to a state RFP to build a new court facility in downtown Keene. This new building would contain all court functions, freeing up the existing court building for county re-use. Much work needs to be done on the design of this facility, parking and the funding sources but it is envisioned that the county would contribute its land for this purpose. Conceptually, the funding might be a combination of New Market Tax Credits and/or federal Recovery Bonds. We are seeking your concurrence that we continue these discussions as to the feasibility of this project and to return to the Delegation with a specific plan suitable for a vote no earlier than December of this year. This construction is not expected to increase county taxes. Renovation of the existing court for re-use by the county is likely to have expenses associated with it but the impact on county taxes is unclear at this point in the process.

Rep. Eaton made a motion to authorize the County Commissioners to engage in preliminary planning discussions regarding a new court facility, to include adequate parking facilities, on county-owned land in downtown Keene and to make a recommendation to the Delegation on a specific course of action, Rep. Burridge seconded, voted unanimously. There is no new appropriation associated with this Motion.

Jack Dugan from MEDC spoke about the CDBG application for the continued development of Railroad Square in Keene. Southwestern Community Services and Monadnock Economic Development Corporation will provide a preview of a CDBG application they will be asking the Delegation to vote on in December for the January 2010 round of CDBG funding.

Rep. Sad moved to support for CDBG application for the continued development of Railroad Square in Keene in preparation for a formal project vote in December, Rep. Eaton seconded, voted unanimously.

Linda Mangones from the Keene Housing Authority, William Marcello from Southwest Community Services and County Administrator Wozmak presented a plan for a Transitional Housing Facility on county-owned land near the new jail site. The early jail project envisioned a transitional housing element to reduce recidivism and increase the likelihood of success for recently released offenders. The costs of the project required that this element be deleted earlier. A new source of funds has been identified and will be approached in December such that this facility can be built and operated by an outside agency. This will strengthen our partnership with the regional agencies that deal with homelessness and those in transition.

Rep. Butterworth moved to support the Transitional Housing Facility on county-owned land near the new jail site in preparation for a formal project vote in December, seconded by Rep. Eaton, voice vote resulted in 18 yes 1 no vote, motion passed.

County Administrator Wozmak gave the delegation an update Public Health Regionalization efforts. For the past two years, the County has been increasingly participating in regional public health initiatives such as the H1N1/Pandemic planning process, the Monadnock Voices for Prevention (substance abuse) and All Health Hazard Response. This participation has been at the request of the local communities as well as the state. The state and federal governments are encouraging counties to become regional public health entities such that state and federal funds can more easily reach local communities and agencies performing public health work. The county currently is the fiscal agent for grant funding related to the flu and pandemic planning. In the upcoming 2010 county budget, you will begin to see evidence of this regionalization process. At this time, all funds are grant funds flowing to and through the county. There are currently no county tax dollars used for this purpose. The federal government has indicated that such funds may only be available to units of government for this purpose. Other grant funds require that projects be regionally based. Hence, the county role, on behalf of the region, will grow. It is budget neutral at present. We expect that future grants will provide administrative fees to be collected to offset direct costs we incur.

The Commissioners provided an update on the Regional Prosecutor Program. The regional prosecutor program has grown to include nearly 75% of all county citizens and most of its largest towns (12 towns are in, 11 are not in). The initial multi-year grant will expire in June of 2010. It is time to consider making this program a standard county-funded program to relieve the participating towns of the need to separately fund portions of the program in their town budgets. There will be a general discussion of what needs to happen for this cost transition to take place.

Rep. Johnson moved to support for allowing the Regional Prosecutor Program evolution to be county-funded and countywide, thus relieving the communities of having to appropriate funds for this program, Rep. Eaton seconded, voted unanimously.

There being no further business, the meeting adjourned at PM.



Minutes approved on Nov. 25

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Saturday, November 14, 2009 9:30 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Representatives Butynski; Carlson; Eaton; Johnson; Lerandeau; Mitchell, Richardson; Sad; Weber; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly

Chairman Lerandeau opened the Executive Committee meeting at 9:30 AM. The meeting was held to review the third quarter budget.

Finance Director Trombly said that at the end of the third quarter, County expenses are at 38.44% remaining and Nursing Home at 25.14%. In order to get a better indication of where we are I have recalculated the percentages to adjust for major items that have not been expended due to timing. When these adjustments are made, County expenses are estimated at 25.56% remaining and Maplewood at 24.72%. As of September 30, 2009, budget balances should be at 25% remaining; therefore, combined expenses are on target for an excess of approximately \$56,000.

She said that County revenues for the third quarter are at 89.04% remaining with Nursing Home revenues at 21.86%. The major item that causes the high County percentage is that taxes are not collected until the end of the year. In order to put this in line I have recalculated revenues to account for those items not received on a monthly basis. This adjusts County revenues to 26.73% remaining and Nursing Home revenues at 21.25% remaining. As balances should be around 25% remaining, this indicates that revenues combined are projected to come in on budget with an excess of approximately \$30,372.

She pointed out the following areas of interest:

Revenues:

- Page 1 - Federal Grants are at 98.12% remaining. The major item is grant funds for a Mobile Command Unit that has not been received. There is a matching capital expense that will not be expended in the event the grant funds are not awarded.
- Page 2 – Registry of Deeds Fees – This revenue line continues to be impacted as a result of the real estate market and economy. With 41.43% remaining at the end of the 3rd quarter, fees are projected to be short by approximately \$157,000.
- Page 3 – Sale of Milk Farm Revenue – Due to the significant decline in the price of milk, revenues generated are estimated to fall short by approximately \$100,000. Overall, the farm is projected to end the year with a deficit of approximately \$140,000.
- Page 3 – Interest on Investments – This line is at 89.42% remaining. There will be a transfer at year-end from the Jail Bond interest income for \$440,000, however, due to extremely low investment rates, interest income will fall short by approximately \$160,000.
- Page 36 – Nursing Home Revenues – Adjusted are at 21.25% remaining. Although original projections indicated that the nursing home would have revenue shortfalls due to resident census levels, this shortfall will be offset by ARRA funds which have provided additional Bed Tax receipts for 2009.

Expenses

- Page 32 – Alternative Sentencing – at 16.36% remaining the budget will go over by approximately \$40,000. The program census has increased with 79 clients currently in the program. It is anticipated that census levels will continue to remain high. As a result, 2010 budget requests will reflect this increase.
- Page 34 – Interest on Tax Anticipation Notes – Although this budget is at 100% remaining, this is due to timing of payments. This line will go over budget due to the increased amount of money that was needed to be borrowed. Additionally the length of time the money was needed has increased compounded by slightly higher rates. These factors will cause interest expense to cost approximately \$170,000 more than budgeted.
- Page 41 – Dietary – This budget is anticipated to go over by approximately \$50,000. The major area is in the food budget with the main contributing factor being an increase in the number of meals served to the jail. In addition to the inmate census being up some, the increase in staff meals due to the ramp up in correctional officers was not accounted for.
- Pages 42 - 45 – Nursing & TLC– Combined, year to date figures are projected to go over by approximately \$200,000. Areas having an impact on this overage are lower long-term vacancies in positions. Although there is still a high amount of turnover, due to the economy, these positions do not remain vacant for long. As a result, each new nursing employee hired must go through an orientation/mentoring process. This requirement ultimately results in doubled staffing during the orientation time period. Additionally, as Licensed Practical Nurses (LPNs) still remain a shortage, more costly RN's are staffed to fill these vacancies.
- Pages 50 – Physical Therapy – On a positive note, the nursing home has been successful in hiring a licensed Physical Therapist. As this position has been vacant the majority of the year, there will be a sizable surplus in this budget which will help toward the other areas of the nursing home that have gone over.

Trombly said that overall, 2009 will be another year with the bottom line coming in very close to what was budgeted. As a result, we are experiencing another year where we will not have any significant surplus in which to add to our available fund balance. As the County's overall budget grows our percentage of fund balance to budget becomes smaller. As a result, we will continue to see the negative impact this will have on the amount we will need to borrow and the cost to borrow those funds. As I am sure you will agree, this is a direction that cannot continue. Therefore, during the 2010 budget process, discussions will occur and decisions will need to be made in order to start growing the County fund balance once again.

Chairman Lerandeau asked if there were any questions of the Finance Director. There were none. He thanked her for a very clear and thorough report.

Rep. Eaton was recognized to speak about a mistake made in the 2009 Mutual Aid budget. He said that an across the board percentage reduction voted by the Executive Committee was inadvertently applied also to Mutual Aid. Because the county has an MOU with Mutual Aid, this cut should not have applied to this agency. Rep. Eaton moved to add \$7000 back into the Fire Mutual Aid budget which was inadvertently reduced by that amount, Rep. Weber seconded, voted unanimously.

There being no further business, at 10 AM, the meeting was adjourned.

Barbara Hull Richardson

Minutes approved on Nov. 30

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting
Saturday, November 14, 2009 10 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Representatives Burridge; Butynski; Butterworth; Carlson; Carr; Eaton; Johnson; Lerandeau; Lindsey; Mitchell, Richardson; Robertson; Sad; Weber; Weed; Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly. There were about six members of the public present.

Chairman Mitchell opened the meeting at 10:05 AM. The meeting was being held to hear the presentation by Warrenstreet Architects regarding Maplewood Nursing Home. Commissioner Rogers introduced Kathryn Kindopp to the delegation and she introduced the representatives from Warrenstreet.

Commissioner Rogers explained that the reason the Commissioners began looking at the condition of the nursing home is that it is about 35 years old. The facility is looking worn in terms of cosmetics and appearances and is developing regular significant maintenance issues with plumbing and sanitary sewer lines, electrical circuits, flooring, some roof leaks and the fact that four residents share one bathroom. While this was acceptable 35 years ago, standards have changed.

Warrenstreet Architects made an oral report and slide show presentation in which they described the work they did and the things they found. They presented their findings for future consideration for the county as they decide the long-term plan for the nursing home. There were several enlarged poster-sized drawings illustrative of several scenarios that they left with us.

The architects fielded many questions from members of the delegation. County Administrator Wozmak asked the Delegation not to focus on the estimated costs of any particular construction or renovation of the nursing home, but to focus on beginning a discussion about what the county's role in long-term care should be. He said that the illustrations presented by the architects are conceptual only and don't necessarily reflect anything that might actually happen. They are tools to begin the discussion. Administrator Wozmak said that the county has been providing this type of care for nearly 200 years in some form or other, before any other such facilities existed. Now, our nursing home operates under the same rules as all nursing homes. The main (and important) difference with the county nursing homes is that they take more Medicaid patients and more clinically difficult patients, which puts the operations in the red due to insufficient reimbursement. This causes the approximate \$3 million taxpayer subsidy. This has been viewed as a proper mission of county government to make sure this population receives the care they deserve. While not suggesting any specific change of mission, Administrator Wozmak recommended that we at least re-affirm what the county's mission is or should be prior to making any financial decisions regarding the nursing home. He hoped that such a dialog would take place over the next year or two so that any financial decisions could be well reasoned.

As the discussion of the nursing home was underway, a member of the public, Mrs. Martens, spoke up and asked that the delegation discuss the topic regarding a community residence on county property putting the public and taxpayers at risk. Delegation Chair Mitchell explained that the agenda that was advertised in the paper only included a presentation regarding the condition of the nursing home. Rep. Eaton told the citizen that her request was out of order and that this meeting while open to the public was not a public hearing where testimony of the public was accepted.

Rep. Robertson made a motion to waive the rules and allow the public to speak. Rep. Robertson stated that he felt it would be more beneficial to get public input early. The motion was seconded and upon a vote, the motion failed on a vote of 7 Yeas and 7 Nays. Rep. Butynski said that since this was just an initial presentation, that the Delegation would be having many meetings to come regarding this topic and that there would be plenty of opportunity for public input prior to any decision being made regarding the nursing home.

Rep. Weed noted that he enjoyed the jail tour and would like another one to see the progress on the jail building. He was told that there would be additional tours scheduled.

Rep. Eaton moved to add \$7000 back into the Fire Mutual Aid budget which was inadvertently reduced by that amount, Rep. Weber seconded, voted unanimously.

There being no further business, at 11:46 AM, the meeting was adjourned.

Barbara Hull Richardson

Minutes approved on Nov. 30

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Public Hearing and Delegation Meeting
Monday, Dec. 14, 2009 7 PM
12 Court St., Keene, NH

PRESENT: Representatives Allen, Burrige, Butcher; Butynski; Butterworth; Carr; Eaton; Emerson; Johnson; Laurent; Lerandean; Meader; Mitchell; Parkhurst; Richardson; Robertson; Sad; Weber; Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Treasurer West

Chairman Mitchell called the meeting to order at 7 PM. She reviewed the agenda for the evening, and opened the first public hearing for the CDBG transitional housing at 7:06 PM.

Linda Mangones, CDBG Grant Administrator explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Cheshire County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year. Handouts on both projects, the County's Housing and Community Development Plan, and the Residential Anti-Displacement and Relocation Assistance Plan were available.

The proposed application to the Community Development Finance Authority is for \$500,000 in Community Development Block Grant funds. The funds will be used for Second Chance for Success, transitional housing and training program for inmates released from the Cheshire County Jail. Administrator Wozmak and SCS CEO Bill Marcello explained that the purpose of the project is to reduce recidivism for inmates from the jail. He explained that some of the people who come out of the jail are or become homeless and this will help them make a successful transition. This transitional housing would be built on land owned by the County and adjacent to the House of Correction.

This project conforms with Cheshire County's Housing and Community Development Plan. Linda Mangones explained the Low-Moderate Income Benefit of the project.

Chairman Mitchell opened the floor to public comment on the project. There were no questions from the public. The Chair opened the floor to the members of the Delegation. Rep. Johnson asked who would go to the house. Wozmak noted that the county would determine who would be offered the housing. Rep. Robertson asked if the house is manned 24/7, Marcello stated that it will have a house manager, likely chosen from someone living there in addition to program staff. Rep. Laurent asked how long an individual would stay there. Marcello stated 12 – 18 months. Rep. Robertson asked if the judge can sentence offenders to the housing, Administrator Wozmak responded to that question noting that the Alternative Sentencing program is an option when a judge wants to offer an alternate. Rep. Emerson asked what it is going to cost. She was advised that the physical plant will be paid for with grant funds. Administrator Wozmak noted that it would be a county owned building and eventually we would collect rent from the released inmates who have secured work. In the meantime, Wozmak said, the county will budget an amount that supports the operating costs of the house. Rep. Johnson asked what the units would look like and she was told that there will be 6 apartments with two bedrooms each.

Chairman Mitchell moved to close this portion of the public hearing at 7:15 PM.

Rep. Parkhurst made a motion to authorize the County Commissioners to submit an application for Community Development Block Grant Housing and Public Facility funds, not to exceed \$500,000, to be used by Cheshire County to construct transitional housing on land already owned by Cheshire County adjacent to the House of Corrections; and that the Commissioners will accept the grant, if approved, and will enter into a contract with the State of New Hampshire and further that the County Commissioners are authorized to execute any documents that may be necessary for this project, seconded by Rep. Eaton. Roll call vote resulted in a unanimous passing vote of 17-0.

At 7:18 Chair Mitchell opened the second public hearing on the Public Facility Block Grant project for a job training center.

Linda Mangones, CDBG Grant Administrator explained that Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Cheshire County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year. Bill Marcello noted that they have about 5-6 training programs and they hope to add up to two more. Chair Mitchell asked if there were any questions from the public. There were none. Chair Mitchell asked if the members of the Delegation had any questions. Rep. Laurent asked if this property would pay taxes to the city and Bill noted that it would.

Chair Mitchell asked if there were any further questions, there being none, the public hearing was closed at 7:22.

Rep. Butynski made a motion to authorize the County Commissioners to submit an application for Community Development Block Grant Economic Development funds, not to exceed \$500,000 for a job training center to be developed by Southwestern Community Services and Monadnock Economic Development Corporation in Keene's railroad yard area; and that the Commissioners will accept the grant, if approved, and will enter into a contract with the State of New Hampshire and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Rep. Eaton seconded. Roll call vote passed motion unanimously.

Chairman Mitchell opened the third public hearing at 7:24. The floor was given to Linda Mangones, CDBG Administrator, who explained that the Housing and Community Development Plan is a requirement of the CDBG program and the County has had this plan since 1995. The HCD Plan is updated as necessary. Ms. Mangones explained that she had updated the Plan to include reference to the two County-owned facilities which house people who are low or moderate-income (the nursing home and House of Correction). Otherwise, the Plan is the same one that the Board adopted for the application for Unity Housing in June 2009.

Chairman Mitchell called for public comment. There was none. There were no questions by the members of the Delegation.

Rep. Weber made a motion that the delegation reaffirm their support of the housing and community development plan, seconded by Rep. Eaton, voted unanimously. Motion passed.

Linda Mangones, CDBG Administrator, explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Under the certification section of the application, the county will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. Chair called for public comment, there were none, and no questions from the Delegation.

Rep. Weber made a motion that the delegation reaffirm their support of the residential antidisplacement and relocation plan previously adopted, Rep. Eaton seconded, voted unanimously. Motion passed.

Public hearing closed at 7:29.

The public hearing on the Commissioners' proposed budget was opened at 7:31. Commissioner Rogers explained that the 2010 budget of \$41,718,552 was an 8.5% increase (\$3,295,954) over last year's budget. Taxes to be raised are \$24,181,862, an increase of 14.21% (\$3,007,780) over last year. Commissioner Rogers explained the areas contributing to the increase. He described the budget process, which begins with the presentation of the Commissioner's budget to the executive committee review, and the final budget presented to the Delegation in March.

Bill Raymond from Dublin asked if the county is permitted to bank fund balances and if the legislation can change the rules so that the county can collect taxes twice a year instead of once a year. Commissioner Rogers stated that we do not bank fund balances and he didn't think that the towns would appreciate a twice a year collection. Ed Germain from Dublin noted that it is difficult for citizens to understand the tax increases.

Bob from Chesterfield asked what instructions were given to those making up the budget. Commissioner Rogers noted that it is impossible to reduce staff because of our 24/7 services. He noted that the primary increase was because of the jail costs. He noted that we don't have a great deal of control because of the 24/7 services.

Charlie Champlain of Dublin stated that there has to be something the county can do with the budget.

Kenny from Troy noted that he knows of many people in dire straits. There were no further comments from the public, public hearing on the budget closed at 7:48.

Rep. Allen spoke to the fact that the residents of New Hampshire pay the lowest taxes of any state. Rep. Robertson noted that the minimum wage has not kept up with the cost living. Rep. Carr asked about the increase in health insurance and why there are three levels. Director Trombly explained that the increase was because there was a 13% increase in claims; we used \$200,000 last year from surplus to keep any increase down and lastly because we have a higher census of people using our plan, including the new correctional employees. Rep. Butterworth asked about the cost for nursing

home Medicare/Medicaid. Administrator Wozmak explained that there is funding being budgeted from the state. At the federal level there has been an increase in stimulus funds and they are also talking about reducing funding for Medicare/Medicaid. Rep. Robertson noted that there has been a great deal of cost shifting from the state. There were no further comments.

Rep. Butterworth made a motion to authorize the Register of Deeds to expend 2010 surcharge funds in the amount of \$77,100, seconded by Rep. Eaton, voted unanimously.

There being no further business the meeting closed at 8:05 PM.

Barbara Hull Richardson

Minutes approved by phone on Jan. 11, 2010

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, Dec. 14, 2009 8:10 PM
12 Court St., Keene, NH

PRESENT: Representatives Allen, Butynski; Eaton; Emerson; Johnson; Lerandeau; Mitchell; Richardson; Sad; Weber; Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Treasurer West

Chairman Lerandeau called the meeting to order.

Rep. Weber made a motion to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners to borrow in anticipation of taxes an amount not to exceed \$ 26 million dollars for the 2010 budget year, January 1, 2010 to December 31, 2010, seconded by Rep. Eaton, voted 10-0, motion passed.

The executive committee meeting schedule was distributed. Rep. Eaton noted that the FMA has been moved to outside agency, but UNH has not and he believes it should be.

There being no further business the meeting closed at 8:20 PM.

Barbara Hull Richardson

Minutes approved by phone on Jan. 11, 2010

Barbara Hull Richardson