



## COMMISSIONERS MEETING

### Minutes

Wednesday, January 31, 2024

This meeting will be conducted in person  
and electronically (via Zoom) at

Maplewood Nursing Home  
Eaton/Hunt Conference Room  
201 River Road  
Westmoreland, NH 03467

**Zoom Call-in Number: +1 646 558 8656**

**Meeting ID: 409 748 8803**

**Pin #: 6031233**

**Start Time 09:30 AM**

**Present:** Commissioners Jack Wozmak, Robert Englund, and Terry Clark

**Staff:** County Administrator Coates, IT Director Hummel, Human Resources Director May, Sheriff Rivera, Superintendent Iosue, Sheriff Rivera, and Director of Executive Services/Communications Bernstein

**Guest(s):**

### **Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made, at most three (3) minutes in length.

At 8:32AM the Commissioners opened the meeting, and Commissioners Wozmak, Englund, and Clark responded as present.

Administrator Coates acknowledged that there were no public comments present and moved on to the next item.

### **I. Elected Officials & Department Head Updates**

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

Superintendent Iosue stated that the inmate transport bus has a chronic issue, with the transmission having recently failed. The repairs will cost \$5,000. Iosue asked that this be placed in the budget for 2025.

Sheriff Rivera said that as a part of the yearly budget, he asked for funding for a monument for law enforcement who passed away in the line of duty. Rivera heard from a local monument company. He said that he hopes to have it placed between 12 Court Street and the

courthouse. The monument will have the two names of the Cheshire County law enforcement officers lost in the line of duty.

Human Resources Director May stated that she is requesting a non-FMLA leave request for a correctional officer.

**Commissioner Englund moved to approve the non-FMLA leave request and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.**

May said CCEMS currently has 39 employees excluding captains, the Assistant Chief, or the Chief. The recent employee orientation had seven new employees attend. There are several interviews scheduled, if all offers that are extended are accepted, CCEMS could have 49 employees within the next few weeks. May said that morale seems to be very strong at CCEMS.

Commissioner Englund asked how many ambulances are fully operational out of the seven. Commissioner Wozmak said five of them are in constant service, rotated with two additional ambulances.

May said three new-hires reached out to her to thank her, and the County as a whole for a strong orientation program. Administrator Coates said Mark Kreamer who runs the orientation program has been doing a fantastic job.

May said that one new CCEMS employee is staying at Maplewood until they relocate to Cheshire County.

Coates said CCEMS has covered calls for the City of Keene around 3-4 times a week.

## **II. Scheduled Items**

IT Director Hummel began the bid presentation. Hummel said several bids were received for the server upgrades. He said he found a state contract that is the cheapest option as well as having the benefit of falling under the volume discount through Microsoft. Hummel asked that the Commissioner's approve the bid under Dell. Hummel originally budgeted 80 thousand dollars for this project. Utilizing the state contract with Dell, the projected cost will be around 53 thousand.

Server 2022 upgrade  
Project 34-03-23  
Budget 76,930  
Bid 42.448

Server 2022 CALs  
Project 34-04-23  
Budget 11,400  
Bid 9233.40 + 1548.40 = 10781.80

**III. County Administrator**

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

Administrator Coates said FEMA responded to the County in response to the letter of intent to apply for a BRIC grant. FEMA said that the County needs an emergency mitigation plan before this can happen. Also, the County will have to coordinate with Vermont as the proposed project spans areas of both NH and VT.

Coates said that the next NACO Executive Committee meeting will be on February 16<sup>th</sup>.

**IV. Old Business**

**V. New Business**

**VI. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of January 24, 2024.

**Commissioner Englund moved to accept the manifests and minutes and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.**

**VII. Calendar**

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

**VIII. General Discussion for Commissioners**

**IX. Nonpublic Sessions:**

*A nonpublic session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of this board unless such person requests an open meeting.*

**At 11:27 AM, Commissioner Englund moved to enter non-public to discuss RSA 91-A:3, II(c) Matters which, if discussed in public, would affect adversely the reputation of any person other than a member of this board unless such person requests an open meeting.**

**As a result of discussions in nonpublic sessions, no decisions were made, and no vote was taken.**

**At 12:15 PM, the Commissioners moved to re-enter the public session.**

**X. Adjournment**

**At 12:15 PM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.**

Minutes recorded by:

D. Bernstein

Director, Executive Services and  
Communications

Reviewed and approved by:

T. Clark, Clerk

Board of Commissioners