



County of Cheshire

12 Court Street, Keene, NH 03431
www.co.cheshire.nh.us

MINUTES
COMMISSIONERS MEETING
Wednesday, August 16, 2023

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

County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803
Pin #: 6031233

Start Time 08:30 AM

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

Staff: County Administrator Coates, Finance Director Trombly, Superintendent Iosue, HR Director May, Sheriff Rivera, and County Project Director Bouchard

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 08:33 AM, the Commissioners opened the meeting, and all Commissioners responded as present.

I. Elected Officials & Department Head Updates

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

II. Scheduled Items

11:30 AM 2023 Commissioners Annual Cookout – NGM Park

Master Agenda Item: #1112 - Request to consider a time-limited change impacting per diem staff at MNH - K. Kindopp and S. Trombly

Action Expected: Review and consider a request for a change impacting per diem staff At Maplewood Nursing Home, which impacts two minor holidays each year.

Kindopp was recognized and spoke to per-diem pay for two holidays (Memorial and Labor Day) each year for Maplewood Nursing staff. She said it has been tough to attract per-diem

Area Code 603

♦ **County Commissioners** 352-8215/Fax 355-3026 ♦ **Registry of Deeds** 352-0403/Fax 352-7678 ♦ **Finance Department** 355-0154/Fax 355-3000 – 12 Court Street, Keene, NH 03431 ♦ **County Sheriff** 352-4238/Fax 355-3020 ♦ **County Attorney** 352-0056/Fax 355-3012 – 12 Court Street, Keene, NH 03431 ♦ **Behavioral Health Court** 355-0160/Fax 355-0159 – 33 West St. Keene N.H. ♦ **Department of Corrections** 825 Marlboro Street, Keene, 03431 - 903-1600/Fax 352-4044 ♦ **Maplewood Nursing Home & Assisted Living** 399-4912/Fax 399-7005 - TTY Access 1-800-735-2964 ♦ **Facilities** 399-7300/Fax 399-7357 ♦ **Human Resources** 399-7317/399-7378/Fax 399-4429 - 201 River Rd, Westmoreland, NH 03467

employees to work during these holidays due to an anomaly in how the overtime pay is structured. She suggests that overtime pay be structured like major holidays that pay double per hour for holiday overtime. She asked for a trial period of two years to determine if the changes would be effective and viable. The change would be available only for the Nursing department at Maplewood. A discussion of the employees who would be covered and the impact on the budget was covered.

Following extended discussions, Commissioner Englund moved to accept the proposal for two years, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.

Master Agenda Item: #1113 – Deeds Semi-Annual Report. – A. Tilton.

Action Expected: To receive as informational a report from the Register of Deeds on the previous six months of operations.

Tilton said that 70% of the registry activity is now being done electronically, and she believes that a significant operations expense is being avoided due to high U.S. Mail costs, which are significantly reduced from previous years.

She outlined the various online records search software systems that the Registry uses, and she said that over \$49K in revenue had been realized in the past seven months from those systems. She said that only two County Registries in the state do not use the software that Cheshire and the other eight Counties use. She said both Counties are missing out on a significant stream of revenues.

An extended discussion of the local real estate market began, and the cost of transfer fees and the New Hampshire Land and Community Heritage Investment Program (LCHIP) surcharges were covered. Also discussed were staffing issues and the need for succession planning over the next few years.

Based on current sales activity in the County, Tilton believes that the revenue generated will meet budget expectations for the year.

The Commissioners thanked Tilton for her report.

Sheriff Rivera was then recognized and said that the radio infrastructure improvement project update was going well, except that at least two towers needed to increase the antenna size, which is problematic for the owners of the towers.

He stated that the upgrade for the mobile command post was reviewed last week with the vendor doing the work, and they suggested two additional upgrades, one for the satellite dish and the second for a Wi-Fi consolidation upgrade to aggregate and raise the total bandwidth throughput of the unit. It will increase the cost of the unit upgrade by \$30K.

A discussion of the overall history of the infrastructure project timeline and costs was covered, and the financial commitments in place for the project were reviewed.

At the conclusion of discussions, Commissioner Englund moved to authorize funding for the additional \$30K to upgrade the Mobile Command Post, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Area Code 603

III. County Administrator

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

Coates said the Commissioner Cookout would occur today at the NGM park, starting at 11:30 AM and running until 1:00 PM.

A discussion of possibly canceling next week's Commissioners' meeting was had. After reviewing the schedule, it was decided to cancel the meeting for the 23rd and reconvene at Maplewood on the 30th for the next Commissioners' meeting.

An overview of EMS coverage and discussions with the towns of Fitzwilliam and Winchester was covered by Coates. He said that the meetings went very well. He outlined the possible scenarios for coverage that were discussed. He said that the towns told him they were pleased with the outcome of the talks.

He then discussed a meeting with the City of Keene last week, where the Countywide EMS structure and situation were reviewed and discussed.

Coates said 134 NH Association of Counties conference participants have registered, and the number of vendors is on track to make it a very successful conference.

Construction is continuing for the entryway to the MCVP offices in the basement level of the County Hall building. The project overall is currently on time and under budget.

Coates said Cheshire Medical Center is very pleased with the County EMS plan. Implementing a Paramedic Fly Car operating out of the hospital was discussed.

Coates then said that a meeting with the Restorative Justice manager occurred this week, and seeing the program's growth was very encouraging. Thirty-nine individuals are currently being served.

Coates said that an abutter to the County Chesterfield timber lot is interested in purchasing the property; he said that more information is needed to better understand the property's options.

IV. Old Business

Commissioner Englund reported that the Sullivan Store is now open and seems to be doing well after a two-year rebuilding effort.

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests for August 16, 2023, and August 09, 2023 meeting minutes. **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 to discuss 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. - K. May / C. Coates

At 11:09 AM, Commissioner Englund moved to enter a nonpublic session to discuss 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. The motion was seconded by Commissioner Clark, and upon roll call vote, the motion passed unanimously.

As a result of the deliberations in non-public sessions, no decision was made, and no vote was taken.

At 11:49 AM, the Commissioners voted unanimously to return to public session.

X. Adjournment

At 11:50 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:
R. Bouchard
Director, County Projects and
Energy Management

Reviewed and approved by:
T. Clark, Clerk
Board of Commissioners