



COMMISSIONERS MEETING
COMMISSIONERS MINUTES
Wednesday, September 13, 2023

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

Department of Corrections
825 Marlboro Road
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 and Robert Englund (Commissioner Clark was absent with advance notice.)

Staff: County Administrator Coates, Finance Director Trombly, Human Resources Director May, Superintendent Iouse, County Project Director Bouchard, and Director of Executive Services and 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 08:37 AM, the Commissioners opened the meeting, and Commissioner Englund and Wozmak 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.

Superintendent Iouse stated that he will be on leave from September 19th to September 26th. Iouse made the Commissioners aware the Department of Corrections Graduation would take place at 10:30am on October 4th and he requested that the Commissioners attend and say a few words. Iouse said that the DOC will move towards having one graduation in the Fall, rather than two throughout the year.

II. Scheduled Items

Master Agenda Item: #1120: Quotes for 1979 wing renovation and county attorney bathroom renovations. C. Coates & R. Bouchard.

Action Expected: Review and accept a quote for the 1979 wing and County Attorney bathroom renovations.

County Administrator Coates kicked off the conversation on by stating that County Attorney McLaughlin requested these renovations as there have been leaks within individual offices that have required staff placing down buckets intermittently for the past year and the bathrooms are in need of renovations and upgrades.

County Project Director Bouchard stepped in and said that finding the leak has been difficult. Coates states that they believe that when they installed a metal chimney for boilers a few years ago it may have caused the leak, and since the metal chimney is now redundant and will not be used, it makes sense to remove it.

Griffin Construction who currently is heading up the renovation of County Hall has submitted the quote; they would continue contracting with the county after they finish the current projects they are working on. If it is not completed now, it would have to be pushed back until Spring 2024 at the earliest.

Following discussions, Commissioner Englund moved to authorize the acceptance of the quote from Griffin Construction to renovate the County Attorney bathrooms, and fix the leaks within the 1979 wing of the building. Commissioner Wozmak seconded the motion, and upon roll call vote, the motion passed unanimously.

III. County Administrator

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

Master Agenda Item: #1121: Purchase of a No-Lift Stretcher for Smart Ride LLC – C. Coates

Action Expected: Review and approve the purchase of a No-Lift stretcher.

County Administrator Coates begins by stating that Smart Ride are looking to use this stretcher within the vehicles they already have, and they could perform transport instead of ambulances, thus freeing up ambulances throughout the region. Smart Ride is considering using the No-Lift stretcher within one of the Diluzio ambulances they purchased.

Coates states that Smart Ride is invaluable to the region, and on a monthly average they performed 400 rides in Keene alone. Smart Ride is based out of Peterborough but has recently added an additional office in Keene to have a closer base for their operations in Cheshire County.

Commissioner Wozmak states that structurally it's better to have ambulances focused on 911 calls. If Cheshire EMS gets to the point where they are covering all 911s for nursing homes in the county, having smart ride stepping in would be invaluable.

Following discussions, Commissioner Englund moved to authorize the purchase of a No-Lift stretcher for Smart Ride LLC. Commissioner Wozmak seconded the motion, and upon roll call vote, the motion passed unanimously.

Coates moves on to give an update on the annual County Conference. Coates states that Human Resources Director May, Director of Executive Services Bernstein, and himself met with Kate Horgan and Danielle Duschene from the Dupont Group. Coates said that the group

walked through page by page, what Sunday to Wednesday at the conference will look like. Currently we have 75 attendees for Sunday nights welcome gathering, and that the rest of the conference is on the cusp of being sold out at 220 attending. We're heading towards 10,000 dollars past the expected revenue and we still have 6 weeks until the event. By having all speakers in place and a Keynote identified by June 1st, has allowed the planning to go very smoothly.

Coates moved on to make the Commissioners aware of important dates coming up in the next 2 months. On the 23rd of September 100 Nights will have its grand opening at 10:00am. The Commissioners have been invited to attend. Keene's sister city delegation from Einbeck Germany will be in Keene on the 23rd of September. On the 5th of October at 10:00am Coates and the County Commissioners will be meeting with the CEO of Cheshire Medical.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of September 6, 2023.

Commissioner Englund moved to accept the manifests and minutes and was seconded by Commissioner Wozmak. 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

Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program

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 10:16 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 10:48 AM, the Commissioners moved to re-enter the public session.

Finally, Director of Finance Trombly submitted the line of credit TAN paperwork in the amount of 9,925,000 for the commissioners to sign before the end of the meeting.

X. Adjournment

At 11:50 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Wozmak 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