



County of Cheshire

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

MINUTES
COMMISSIONERS MEETING
Wednesday, October 4, 2023

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

Department of Corrections
825 Marlboro Road, Keene, 03431

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803
Pin #: 6031233

Start Time 08:30 AM

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

Staff: County Administrator Coates, Superintendent Iosue, IT Director Hummel, Grants Manager Bansley, Director of Executive Services Bernstein, 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 08:39 AM, the Commissioners opened the meeting, and Commissioners Wozmak, Englund, and Clark 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.

County Attorney McLaughlin recommended that the County hires a new Regional Prosecutor. McLaughlin stated due to an increased workload and scheduled staff-leave, hiring an additional prosecutor had become necessary. It was determined that if this position were to be filled it would be done conditionally stipulation that this position could only continue if it was to be funded during the December meeting of the Cheshire Delegation.

Following discussions, Commissioner Wozmak moved to allow County Attorney to hire a new Regional Prosecutor, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.

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♦ **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

II. Scheduled Items

Master Agenda Item: #1123: Semi-Annual Report Informational Technology - R. Hummel
Action Expected: To receive as informational a report from the Human Resources Director on the previous six months of operations.

Informational Technology (IT) Director Hummel began his report by mentioning that there had been recent staffing changes in the department. He stated that one full time employee recently left due to their commute being too long, but noted that this employee said they greatly appreciated their time working for the IT Department, and that they learned a lot.

Hummel asked that the Commissioners allow an additional full-time employee (FTE) to be hired, as the IT Department's workload has increased greatly due to an increase of an employees working for Cheshire County, and IT work focused on Cheshire EMS. On top of this, Hummel said that the ability to create tiered employees has and will increase retention rates as employees could be quickly promoted within six months to a year.

Hummel moved on to give an update on the health of Cheshire County's cybersecurity. He stated that the County has not experienced any cybersecurity compromises, but there are frequent attacks.

Hummel states that operational costs have gone up, especially due to the increased costs of used items, and the lack of availability of new items.

Following discussions, Commissioner Englund moved to allow the IT Department to hire an additional full-time employee, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.

Master Agenda Item: #1124: Opioid Abatement Fund Acceptance - S. Bansley
Action Expected: To hear about, and vote on the acceptance or rejection of the Opioid Abatement grant program.

Following discussions, Commissioner Englund moved to allow Grants Manager Bansley to enter into the Opioid Abatement Program with the State of New Hampshire, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.

At 09:43 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 10:29 AM, the Commissioners moved to re-enter the public session.

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At 10:29 AM, Commissioner Wozmak moved to temporarily adjourn the meeting, to attend the Department of Corrections Graduation Ceremony which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

At 10:55 AM, the Commissioners re-opened the meeting, and Commissioners Wozmak, Englund, and Clark responded as present.

III. County Administrator

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

County Administrator Coates began his report by stating the Commissioners and himself would be meeting with the new CEO of Cheshire Medical on the following Thursday, October 5th.

Coates stated that the NH Association of Counties Conference is sold out on Tuesday, and the planning for the event is nearing completion.

Coates stated that the budget for Cheshire EMS was drafted for the following year, and that the City of Keene stated it looked good

Coates moved on to say he recently met with Madison Lightfoot from Senator Shaheen's office to discuss Community Project Funding.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests for September 27, 2023, and the meeting minutes of March 22, 2023.

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

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.

X. Adjournment

At 11:36 AM, 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

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