**COMMISSIONERS MEETING**

Wednesday, December 4, 2024

**Minutes**

This meeting will be conducted in person and via Zoom Maplewood Nursing Home

201 River Road

Westmoreland NH, 03467

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

**Meeting ID: 409 748 8803**

**Pin #: 603123**

**Start Time 08:30 AM**

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

**Absent:**

**Staff:** County Administrator Coates, Finance Director Trombly, HR Director May, Grants Manager Bansley, Superintendent Iosue, Director of Executive Services/Communications Bernstein, Facilities Director Hart, Maplewood Administrator Kindopp, and Maplewood Facilities Director Newman.

**Guests:** Commissioner-Elect Stewart and Commissioner-Elect DiBernardo

**Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

1. **Elected Officials & Department Head Updates**

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

1. HR Director May requested a non-FMLA leave of absence for a CCEMS employee due to medical issues. May said she imagines this employee will need four weeks, but she wanted to approve them for eight weeks just in case.

**Commissioner Wozmak made a motion to approve the non-FMLA leave of absence. Commissioner Englund seconded. Upon a roll call vote the motion passed**

**unanimously.**

2. HR Director May requested a non-FMLA leave of absence for a CCEMS employee due to medical issues. May said she imagines this employee will need a full eight weeks of leave.

**Commissioner Wozmak made a motion to approve the non-FMLA leave of absence. Commissioner Englund seconded. Upon a roll call vote the motion passed**

**unanimously.**

1. **Scheduled Items**

Master Agenda Item #1224: Request for County Treasurer to attend the Delegation Executive Committee Meeting on December 9th for 2025 TAN Borrowing– S. Trombly

**Action Expected: Signing of the letter requesting the County Treasurer’s presence at the December 9th Executive Committee Meeting.**

1. Finance Director Trombly explained that this letter is sent to the County Treasurer to attend the December Executive Committee meeting in order to approve the yearly borrowing in anticipation of taxes (TAN).

**Commissioner Clark made a motion to approve the signing of the letter to request the presence of the County Treasurer at the December Executive Committee meeting to authorize borrowing in anticipation of taxes (TAN) for 2025. Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.**

Trombly noted that the current Treasurer, Chuck Weed, will attend the meeting on December 9th, while the newly elected Treasurer for 2025-2026, Jack Wozmak, will also attend the meeting.

Master Agenda Item #1225: Request for a Transfer of Funds from County Generator Project –

R. Hart

**Action Expected: To vote on the transfer of funds from the County generator project to HVAC update project.**

1. Facilities Director Hart said the building of the offices within the County Attorney’s office requires newly placed fire protection systems and HVAC systems.

**Commissioner Englund made a motion to approve the transfer of funds to complete this project. Commissioner Englund seconded the motion. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1226: Presentation of Bid for Maplewood Generator – A. Newman **Action Expected: To vote on the acceptance of the presented bid for the Maplewood generator.**

1. Maplewood Facilities Director Newman said during the construction project that occurred in 2019 the generators were placed appropriately. Currently, the power needs have increased, and the generators are down by about 30%.

Newman said the bid is $133,100.

**Commissioner Englund made a motion to approve the bid for the Maplewood Generator Project, and was seconded by Commissioner Clark. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1227: Request to Complete Maplewood Bed Frame Project – K. Kindopp

**Action Expected: To vote to approve the continuation of the Maplewood bedframe capital project.**

1. Maplewood Administrator Kindopp brought forward a request to finish up the capital project of replacing Maplewood’s bedframes. The cost is $19,909.80.

**Commissioner Englund made a motion to approve the Maplewood Bedframe Capital Project, and was seconded by Commissioner Clark. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1228: – Annual Corporate Compliance Training - K. Kindopp **Action Expected: To have the Commissioners take part in the annual corporate compliance training.**

1. Kindopp trained the Commissioners in corporate compliance.

Master Agenda Item #1229: Adoption of “Cheshire County Grants Policy,” Acceptance of its Corresponding, “Grants Policy and Procedure Manual,” and Initiation of Annual Grants Training for County Employees. – S. Bansley

**Action Expected: Vote to adopt the County of Cheshire Grants Policy to further core county functions or benefit county residents; to comply with all applicable grant rules, terms, and conditions; and to delegate authority to the Cheshire County Grants Manager to develop and update the Grants Policy and Procedure Manual, which establishes policies for grant applications and administration.**

1. Grants Manager Bansley explained this policy and procedures manual will help cement current practices into writing. This manual will be helpful for grant funders as it establishes a further degree of trustworthiness.

Any department that works with grants will have these policies and procedures applied to them.

Bansley will run a semi-regular training for employees to outline these policies and procedures.

**Commissioner Englund made a motion to adopt the County of Cheshire Grants Policy to further core county functions or benefit county residents; to comply with all applicable grant rules, terms, and conditions; and to delegate authority to the Cheshire County Grants Manager to develop and update the Grants Policy and Procedure Manual, which establishes policies for grant applications and administration. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item 1230: – Holiday Schedule 2025 Discussion and Vote – D. Bernstein

**Action Expected: To discuss, assess, and approve the draft 2025 holiday schedule.**

1. Director of Executive Services/Communications Bernstein explained the holiday schedule is identical to 2024 with the dates changed to accurately reflect the holidays of 2025.

**Commissioner Clark made a motion to approve the holiday schedule for 2025. Commissioner Wozmak seconded. Upon a roll call vote the motion passed unanimously.**

**County Administrator**

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

1. County Administrator Coates said HR Director May and himself will be meeting with the CEO of Primex to help expand and develop their Supervisors Academy. Coates said the current trainings take place in Concord, and there are never enough spots. Gagne has said there is a consensus that this program needs to be expanded. Hosting a day training in Cheshire County will be a pilot program; the meeting on December 18th with Ty Gagne will be a time to develop this.

2. Coates said the elected official orientation on December 3rd went very smoothly. 17 elected officials attended. He thanked Superintendent Iosue, Maplewood Administrator Kindopp, and Interim Chief of CCEMS Kreamer for their presentations.

He said the next and final orientation will occur on December 9th from 2:30PM until 7:00PM. After the orientation an organizational meeting of the County Delegation will occur, as well as the Commissioner’s proposed budget hearing, followed by the Delegation Executive Committee.

3. Coates said the Community Development Block Grant given to Monadnock Peer Support through the County is going well after the issues they faced with their previous Executive Director who was indicted.

4. Coates said Congresswoman-elect Goodlander is looking to have an office in Keene and have asked if the County has office space available. Coates said he will be meeting with her staff to discuss their needs.

1. **Old Business**
2. **New Business**
3. **Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of November 20, 2024

**Commissioner Clark made a motion to approve the manifest and minutes of November 20th, 2024, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.**

1. **Calendar**

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

**Commissioner meeting locations through 2024:**

December 11th, 12 Court December 18th, 12 Court December 25th, Canceled

1. **General Discussion for Commissioners**
2. **Nonpublic Sessions:**

RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

RSA 91-A:3, II(b) The hiring of any person as a public employee.

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. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

1. **Adjournment**

**At 11:30AM, 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