

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 24, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**PRESENT:** Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed

**STAFF:** County Administrator Coates, Finance Director Trombly, DOC Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard.

**GUESTS:**

At 9:37AM the meeting opened and Chairman Graves recognized Van Wickler who presented the Department of Corrections Correctional Officer Certification Training Packets for review and approval.

Master Agenda Item #495: Presentation of Correctional Officer Certification Packets - R. Van Wickler

Action Expected: To receive, review, and approve, seven (7) Correctional Officer certification packets and to discuss a class graduation date in June.

Van Wickler presented seven (7) Correctional Officers and Dr. Daniel Edwards for Correctional Officer Certification at the completion of their training. The following individuals were presented for review and approval.

1. Megan Walker
2. Ryan Ball
3. Michael Darrell
4. Mandy Jobin
5. Randell Blodgett
6. Hunter McDonald
7. Joshua Damaso
8. Dr. Daniel Edwards

**Following review of the certification packets, Commissioner Weed moved to approve the certification of the eight (8) packets submitted. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.**

It was agreed to hold a graduation ceremony for the Correctional Officers on June 21, 2017 that will take place at 12 Court Street in Keene following the Commissioners meeting that day.

Master Agenda Item #494: Semi-Annual Report - Department of Corrections - R. Van Wickler  
Action Expected: To receive as informational the Semi-Annual report from the Superintendent of the Department of Corrections.

A discussion of the state of Corrections Officer hiring and training in the state and county began. The County's approach to in-house training and follow-on training was covered.

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Van Wickler said that overall the inmate population is down due in part to a court paradigm shift to move inmates to non-jailed options such as electronic monitoring and alternative sentencing options. He said that he and Coates will be visiting the Vermont and New Hampshire federal law enforcement personnel to discuss a possible increase in federal inmates holds that the County is reimbursed to house.

Van Wickler said that the new transport van authorized in the 2017 budget has been ordered and the transportation cage unit is being fitted to the vehicle before final delivery.

Van Wickler then said that at the seven year mark a number of Uninterruptible Power supplies (UPS) and Digital Video Recorders (DVR's) are starting to fail throughout the facility as well as some of the door access card readers. He also said that a number of microphones used to communicate within the building are starting to fail and are being replaced at a cost of \$650.00 each.

A discussion concerning employee turnover began and Van Wickler said that employment at the facility has been largely stabilized with the exception of two (2) recent voluntary terminations.

He then said that the reorganization of the Safety and Security office has gone well and the feedback has been positive.

Commissioner Cartwright asked about the HVAC balancing program that was recently completed and Van Wickler said that it appears that the building is more temperature stable with less humidity but he needs to check with the facilities staff to understand if there are actual savings on fuels and electrical costs being realized.

In a general discussion of the physical plant, Van Wickler said that some of the pavement is beginning to crack and heave and next year some of the paving will need to be repaired or replaced.

The Commissioners thanked Van Wickler for his report and then took-up Master Agenda Item # 496: Joint Loss Management Committee Inspection Policy  
Action Expected: To review, approve, and sign the updated policy document.

Bouchard discussed the updated policy that was presented to the Commissioners at last week's meeting so that they could review the policy and make any suggested changes.

**Commissioner Cartwright moved to accept the Joint Loss Management Committee Inspection Policy and Commissioner Weed seconded the motion. Upon vote the motion passed unanimously.**

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Bouchard then discussed a worker's compensation report that was requested by the Commissioners at last week's meeting and was provided to the Commissioner's this week. A review of data did not point out any significant trends.

Coates then provided the Weekly Operations report.

Coates said that the staff committee will meet next Thursday to begin the Maplewood reconstruction detailed process as well as start the process to create the \$35.9M public bond documents.

Commissioner Cartwright asked who would be in charge of the approval of the subcontractors for the project and it discussed that the Construction Management team (Engelberth) will hold the responsibility to vet, hire, and manage all subcontractors.

A discussion of the possible solar project in Westmoreland that was presented on Monday at the Maplewood Public Hearing began and various scenarios were discussed. During discussion, it was agreed that other locations in the County could also host "solar gardens" as well as Westmoreland. Also covered were 3 scenarios that presented different size options that could allow towns and other private individuals to obtain discounts on electrical costs. Coates will work with S. Horton to gather more information on solar and report out to the Commissioners in the coming months.

Coates then said and he and Bouchard will be meeting with private group in the afternoon to determine the possibility of fund raising for the rehab of the Old Courthouse windows to meet the matching grant requirement for the grant to rebuild the old windows.

A meeting with Coates and Commissioner Weed and a representative of the University of New Hampshire Masters of Public Administration (MPA) program to discuss the acquisition of an intern to assist in furthering selected County projects and initiatives.

Coates then said that the Wage and Grade committee met again this week and a review of some positions / grades were discussed. When the work is completed the department, heads will be brought into the conversation to discuss and review the recommendations of the committee.

Coates said that a department head meeting was held last Friday and a number of issues were covered. He said the meeting went well and that they will continue to meet on a quarterly basis.

Coates related that he met with the Mayor and the Keene City Manager to discuss the next scheduled City Delegation meeting scheduled for some time in July. A possible topic will be shared governance.

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The grants manager received a communication from the 100 Nights Shelter staff concerning other buildings in the city that are being considered for the movement of the shelter from Lamson Street and the list was reviewed and discussed.

The Commissioners calendar was then reviewed.

The Commissioners then reviewed the weekly Census.

**The minutes of May 17, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

**The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

A discussion of the number of people involved in local volunteer organizations such as fire departments and EMS services was had in it was noted that these positions are being more difficult to fill and it is causing service problems high expenses for a number of towns.

A discussion of the ability to hire employees by businesses throughout the County was explored and the Workforce meeting held at Keene State this morning was covered.

**At 11:28AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,  
C. Weed