

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 4, 2015 09:30AM
Commissioners Meeting Room
12 Court Street
Keene, NH 03431

PRESENT: Commissioners Rogers, Weed, and Graves

STAFF: Finance Director Trombly, County Attorney C. McLaughlin, Grants Manager Bansley, and Assistant County Administrator (ACA) Bouchard

Guests: J. Hammond, Selectman, Westmoreland

Commissioner Rogers opened the meeting at 09:30AM and recognized ACA Bouchard for the purpose of providing the Weekly Operations Report.

ACA Bouchard reported that the State Survey team had arrived at the Nursing home on Tuesday and the annual review was in process.

Bouchard then discussed the County's decision to participate in the Cheshire Medical Vision 20/20 program last year. As part of the agreement to be in the program a publicly accessible lactation room and an employee workout room were committed for the program. The space for both rooms has been chosen and work to build out the spaces will begin shortly. The total cost for both spaces is anticipated to be less than \$3,000.00.

Bouchard then discussed the Fuel Card program that the State recently awarded to WEX. A meeting was held with the WEX representative and it was learned that the program is extremely flexible in its terms and has no requirements that would bind the County to using the program if it elected to try it and then decided not to participate. Fuel cards would be allocated to each County vehicle (Sheriff's department is already using the program) and it would allow County personnel to fuel vehicles at many local gas stations at a significant savings over using the State gas pump locations. Should the price for fuel at the State pumps become cheaper than the street price in the future, then County personnel could simply stop using the WEX cards and return to using the State pumps. The anticipated savings based on current rates is more than .60 cents a gallon. Bouchard will review and submit the paperwork and will track usage over the next few months and then report back with findings on the program.

Bouchard reported that the digital recorder for the Maplewood Delegation Sub-Committee has been received and will be used to record subsequent meetings. He said that new web pages have been created for the Sub-Committee that are accessible from the main County web site. Documents and recording for public access will be posted as received.

The search for temporary minute taker for the Sub-Committee was then discussed and the HR department will be interviewing candidates shortly.

Bouchard reported that information for parking requirements has been sent out to department managers so that the downtown parking spaces in the County lots can be reallocated now that the Court House rehabilitation project is drawing to a close.

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Bouchard then said that the IT department would be hosting an “IT Summit” meeting for County department managers on April 30th in the Commissioners Meeting Room. The purpose of the meeting is to help the department heads better understand the opportunities that are available to them for the use of technology in their work environments due to the numerous changes that have occurred over the past few years as the core network and data backbone connections of the County network have been upgraded. The meeting will also be used to review the identified technology needs of the various departments for the next few budget years.

A discussion of the Maplewood Delegation Sub-Committee projected costs for the trips to view nursing homes in NH, MA, and NY, food costs, staff support requirements, Representative fee’s, and miscellaneous costs began. Following discussion it was decided to bring forward a recommendation to add approximately \$8,500.00 to the Delegation budget to cover the cost of the Sub-Committee’s work. This item will be discussed at next week’s budget review.

Master Agenda Item #174 was then taken-up. Drug Court SAMHSA Grant Continuation Application. Manager Bansley spoke to the grant request to approve a continuation application for the drug court program. Bansley reviewed the grants in place for the drug court and discussed the expected continuation of funding and the steps being taken by a “Friends of the Drug Court” group to provide sustainability funding for the program in the coming years. She also spoke to the expansion of the Medicaid and Medicare funding programs that are expected to have a positive financial impact as counseling and personal services would be covered by the insurance programs instead of coming from drug court funds.

Bansley then discussed the overall structure of the program and how it provides support for the program participants. The Commissioners asked a number of questions and following conclusion of the discussions **Commissioner Weed moved to review and approve a continuation application for SAMHSA drug court for year 3 (8/1/15-7/31/16) for \$325,000 (including \$25,000 admin and no required match), and to sign (1) Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations; and (2) Assurance of Compliance with Title VI of the Civil Rights Act. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #175: Violence Against Women Act (Domestic Violence Prosecutor) 2015 grant acceptance in the amount of \$27,000 with a \$9,000 match to come from the domestic violence prosecutor’s budget was then reviewed. Bansley said that this is a renewal of an existing grant that the County has been receiving for many years. She said that the funds help to partially fund one Assistant County Attorney position and the program has been effective in past years.

A short discussion of the programs history was covered and following questions **Commissioner Weed moved to accept the terms and conditions of the grant, and sign (1) grant award**

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cover sheet, (2) Acknowledgement of Notice of Statutory Requirement to Comply with Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended; (3) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion; (4) VAWA Program Guidelines and Conditions; and (5) Compliance with the Equal Employment Opportunity Plan Requirements. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

Master Agenda Item #176: To receive as informational a Quarterly report from the MNH Facilities Manager was then taken-up for discussion.

ACA Bouchard said that MNH Facilities Manager Harrison was unavailable due to the State Survey team being on-site but he had reviewed Harrison's report with him and presented the following on Harrison's behalf:

MNH Facilities Report to the Commissioners
Covering Q4 FY2014

- Attended on site fire extinguisher training
- Rob Reindeau and Dave Johnson attended WWTP / WTP training
- Repairs completed on the WWTP generator – not starting in automatic mode
- Attended JLMC inspections and meetings as well as MNH Safety Committee meetings
- New Electric supply contract was awarded and signed
- Bid requests out and contracts signed for #4 fuel, diesel fuel, gasoline
- Mike worked with IT to install a new adjustable height PC work station in the Nursing Home, preliminary testing was successful, five stations to be installed on each floor, 3 remaining to be complete
- Lawrence Bros was in to perform the annual back flow testing
- Powers was in to perform a Major PM on the Nursing Home generator
- 2nd floor north end was shut down to re-finish / repaint in preparation for the new flooring that was installed
- 2nd floor south end was shut down to re-finish / repaint in preparation for the new flooring to be installed in January
- Attended training with Rick Van Wickler on handling aggressive behaviors
- Bid request out and contracted accepted on (4) copiers – (2) MNH, (1) Sheriffs (1) Attorneys
- Worked with Rod on Honeywell's new contract for 2015 at the County Complex in Westmoreland
- Guyettes was in to perform the annual fire extinguisher inspections and hood inspection

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- Mike installed a small generator line with an outside plug and outlet inside the server room to give redundancy in case the main generator does not start. This was requested from nursing to give them the ability to produce the medication report which is now on line.
- Life Safety in to flow test the sprinkler system
- Honeywell and Stanley performed the annual safety / alarm testing required for State permitting
- Chimneys at the Herdsman's house were cleaned and inspected
- 3rd floor south end was shut down to re-finish / repaint in preparation for the new flooring to be installed in January
- State inspection of the water treatment plant – everything went well

Concerns

- Drain line corrosion – on the Wednesday before Thanksgiving, a 4” vertical cast iron drain line was located inside the walls between floors 2 and 3 that was leaking and badly corroded. We soon learned that this fitting is no longer available in this configuration but Mark Houghton found us an acceptable alternative. It took several weeks to get this fitting so once we confirmed it would work in our application six more were ordered as back up.
- Phase loss during a power outage – looking into the cost to protect some of our larger 3ph equipment from phase loss which can lead to large horsepower motors overheating.

Budget Account - Q4 2014	2014 Budget	Dec Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$288,394	\$26,731	\$297,639	-\$9,245	-3.21%
P/R Overtime MNH	\$8,500	\$957	\$5,190	\$3,309	38.94%
Outside Services MNH	\$129,282	\$17,405	\$124,608	\$4,674	3.62%
Supplies MNH	\$8,400	\$2,347	\$6,100	\$2,300	27.38%
Electricity MNH	\$138,800	\$11,394	\$122,078	\$16,722	12.05%
Gas/LPG MNH	\$35,980	\$5,128	\$50,582	-\$14,602	-40.58%
Fuel #4 MNH	\$282,017	\$31,267	\$241,494	\$40,523	14.37%
Auto Repair MNH	\$11,500	\$1,252	\$12,939	-\$1,439	-12.51%
Building Repair MNH	\$47,350	\$7,832	\$50,375	-\$3,025	-6.39%
Equipment Repair MNH	\$37,350	\$4,418	\$32,665	\$4,685	12.54%
Total MNH Facilities	\$1,186,035	\$1,138,120	\$47,915		4.04%

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Looking Forward

- Meet with an engineer to look at the dryer / ductwork replacement project from 2014 capital list
- Pricing building hot water supply pump rebuild or replacement
- Controls installation on the new domestic hot water storage tank and seeing the benefits
- Spring clean up

The Commissioners asked questions concerning various elements of the report and Bouchard explained in detail the reasons for and functions of the new domestic hot water tank control system that was being installed.

The Commissioners accepted the report and then returned to a discussion with the Grants Manager Bansley concerning her Quarterly Review presentation scheduled for next week. Bansley gave a short overview of what she would present and took the opportunity to discuss a transportation grant that will be split between the Red Cross and Contoocook Regional Transportation. The way the grant was agreed to be split will provide \$2,600.00 of administration fee's to the County. Bansley will review the overall status of the Grant program next week and provide guidance on future and pending grant opportunities in her report.

ACA Bouchard then discussed the Kinder Morgan pipeline meeting schedule and information requests being made by one of its subsidiary companies. A lengthy discussion began around how the company was attempting to move the pipeline from Massachusetts to New Hampshire because of strong opposition to project in Massachusetts. A number of issues were discussed and it was decided to have some of the Commissioners attend a meeting being held by Kinder Morgan this evening in Winchester to gather more information on the project to gain a better prospective on the status of the project.

The weekly Census was then reviewed. During the Census review it was discussed that the Drug Court was covered by the report. Bouchard will modify the report and reach out to the Drug Court personnel to work with them on gathering their data weekly for the report.

Commissioner Weed moved to accept the Weekly Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The minutes of January 28, 2014 were then reviewed and Commissioner Weed moved to accept the minutes as amended. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

The Commissioner Calendar was then reviewed and the IT Summit meeting will be added to calendar.

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Commissioner Rogers then recounted his trip with DOC Superintendent Van Wickler to the NHAC Corrections Affiliate Correctional Officers Certification Board meeting. The Certification Board was scheduled to meet relative to the appeal from denial of certification for two of the officers of Cheshire County.

Commissioner Rogers said that he was appalled by the casual and unprofessional attitude demonstrated by the Certification Board. He went on to say that he could only assume that attendance of Board members at Certification Board meetings seems to be optional and that there does not appear to be any apparent requirement that Board members attend hearings. This was evident he said as they could not produce a sufficient number of Board Members to hold a long scheduled meeting. He then said that he and Superintendent Van Wickler waited for over an hour for a quorum to arrive during which time the chair made no effort to contact the other board members to see if they intended to be at the meeting. Rogers said that he would write a letter expressing his extreme displeasure with the way that the Board conducts its business and the very unprofessional conduct of its members to the President of the New Hampshire Association of County's President and to the President of the Commissioners Affiliate.

Finance Director Trombly then discussed the upcoming budget review scheduled for Monday February 9th and the need to take time immediately following the meeting to get a sense from the members of the Executive Committee on the content of the budget recommendations before the budget is moved to the full delegation for review and consideration.

At 12:49PM there being no further business to discuss, **Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,

P. Graves, Clerk