

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 13, 2016 02:00PM
County Hall Building
Commissioners Conference Room
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Charles Weed, and Peter Graves

STAFF: County Administrator Coates, Finance Director Trombly, HR Director Hurley, Grants Manager Bansley, County Attorney McLaughlin, and Assistant County Administrator (ACA) Bouchard

At 2:04PM Chairman Rogers opened the meeting and recognized County Administrator Coates for the purpose of receiving the weekly operational report.

Coates reminded the Commissioners that the County Volunteer Appreciation Dinner was scheduled for tonight and that the event will be held at the Maplewood Nursing starting at 5:00PM.

Coates then reminded Commissioner Weed that he is scheduled to attend a voter participation panel meeting on the 21st and Commissioner Graves a second meeting on April 25th.

Coates discussed the recently completed Right-To-Know seminar at the jail and also reviewed a recently received legal notice from an inmate's attorney on their arrest. An investigation showed that the County only provided the transport and that Keene PD was the arresting agency. He said the Sheriff's office has provided what information it has pertaining to the transport.

He then said that on May 17th he will be attending a Healthy Community Summit meeting at the Hanna Grimes Center Conference Room. The event is scheduled to run from 12:00 – 2:00PM.

He then informed the Commissioners that Linda Ruben from CMC would be in attendance at next week's meeting to discuss a Living Wage Initiative that is underway in the County.

Coates then asked the Commissioners for clarification of a personnel issue related to performance reviews process and procedures and the Commissioners expressed their desire for the Administrator to complete the process for department managers and to then discuss the documents with the board going forward.

Grants Manager Bansley was then recognized and presented the following three Master Agenda Items:

Master Agenda Item# 367: Victims of Crime Act (VOCA) Grant Acceptance. Bansley presented a request to accept a \$50,000.00 grant for the County Attorney's office that helps fund a Victim Witness Advocate position. She said that the grant this year was twice the amount that has been received in previous years but may not continue at this level.

Following questions by the Commissioners, Commissioner Weed moved to accept the Victims of Crime Act (VOCA) Grant and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

Master Agenda Item# 368: GMMRC and NACCHO Grant Agreement. Bansley then reviewed a grant that has been received in the amount of \$15,000.00 for the Greater Monadnock Medical Reserve Corp for program funding that includes training of the corps members. The purpose of the Medical Reserve

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Corp was discussed as well as the make-up of the membership. **Commissioner Graves moved to accept the grant and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

Master Agenda Item# 369: System of Care County-Identified Priority. Bansley then discussed the System of Care grant that is being prepared and the grants scope and coverage was covered. Following questions from the Commissioners, **Commissioner Graves moved to authorize the Chair to sign the submission document and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

Master Agenda Item# 370: County Attorney Semi-Annual Report was then taken-up and County Attorney McLaughlin was then recognized for the purpose of presenting the report.

McLaughlin presented the following report:

County Attorney's Office - Period from 10/1/2015 to 3/31/2016

The Cheshire County Attorney's Office had a number of personnel changes in this six-month period. John Gasaway, Jr., who had worked in this office as an Assistant County Attorney since February of 2010, left on February 17, 2016 to commence working with the Fraud Unit of the N.H. Insurance Department. Effective June 1, 2016, Assistant County Attorney Jean Kilham will be transitioning from her current position as prosecutor for the Keene Police Department to fill the position left open by John's departure. In addition, I recently hired Ellie Boisvert, Esq. to fill Jean's position as the Keene Police Department prosecutor. Ellie currently works for the Legal Advice and Referral Center, and prior to that she was a trial attorney with the N.H. Public Defender Office – Concord for three (3) years. Lastly, owing to the implementation of the Felonies First Program, Vanessa Wilson, who was working as a part-time prosecutor for the Regional Prosecutor Program, began working as a full-time felony prosecutor with this office.

During this six-month period, 293 felony case files were referred to our office, and a Victim/Witness Coordinator was assigned to all of these cases. We have indicted 128 individuals, on a total of 325 charges. There were 3 cases that proceeded to trial. 133 cases were resolved prior to trial, by plea. Approximately 19 felony level cases were resolved as misdemeanors at the Circuit Court level. Our office handled 66 Violations of Probation, and 9 Superior Court Petitions to Annul.

As mentioned above, the Regional Prosecutor Program has had one personnel change this period when Vanessa left that program on January 1, 2016 to begin prosecuting felony cases for this office as a full-time Assistant County Attorney. During this period, 365 misdemeanor case files were referred to the program, and a Victim/Witness Coordinator was assigned to some of these cases.

The Domestic Violence Prosecutor reviewed 28 Felony Domestic Violence cases this quarter, and 18 Misdemeanor Domestic Violence Cases. A Victim Witness Coordinator was assigned to each of these cases.

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The Commissioners asked questions concerning staffing and discussed the increase in cases being handled by the County Attorney Office due to the Felony First program that was started on January 1, 2016. McLaughlin said that thus far his office has handled approximately 150 cases in the first three (3) months of the program. He also discussed the loss of one of the Assistant County Attorney's to the State's Attorney's office and the reshuffling of staff, and a new hire, that was just completed to account for the changes.

The Commissioners thanked McLaughlin for his report and then recognized ACA Bouchard who presented Master Agenda Item# 371: No-bid waiver for Maplewood Wi-Fi project.

Bouchard presented a request from the IT Director who could not be present for the meeting to waive a third bidder requirement on a wireless installation project to be installed at Maplewood. Bouchard explained that only two (2) bidders had replied to an RFP that was advertised and that both companies were competitive financially and met all required specifications. It was discussed that one company is offering a very attractive discount package and that on some elements of the bid some units are being offered at almost a ninety percent (90%) discount. The two (2) bids received were for \$25,597.24 and \$21,731.50.

Following an extended discussion, Commissioner Graves moved to waive the third bidder requirement and to authorize the purchase of the Wi-Fi equipment from Whalley Computer Associates of Milford Massachusetts for \$21,731.50. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.

New Business was then taken-up and a discussion of the Maplewood sub-committee meeting on the 29th and the overall status of the sub-committee work was had. A timeline review of the Maplewood Task Forces' work and the work being completed by the sub-committee was then discussed.

At 3:13PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

As a result of deliberations in non-public no vote was taken and decisions were made.

A matter of personnel was then discussed and as a result of deliberations in non-public session no vote was taken and no decisions were made.

At 3:42PM the Commissioners voted unanimously to return to public session.

The Commissioners then reviewed the weekly Census.

The Weekly Manifest was then reviewed and Commissioner Weed moved to accept the Manifest

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as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The minutes of March 23, 2016 were then reviewed and Commissioner Weed moved to accept the minutes as amended, and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

A discussion of the status of the farm property began and the progress of the RFP reviews and scheduling of interviews was reviewed.

The Commissioners Calendar was then reviewed.

At 3:48PM 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 with unanimously.

Respectfully Submitted,
P. Graves, Clerk