

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 11, 2016 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road**  
**Westmoreland, NH 03467**

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

**STAFF:** County Administrator Coates (Telephonically), Finance Director Trombly, Maplewood Administrator Kindopp, Assisted Living Administrator Neal, and Assistant County Administrator (ACA) Bouchard

**Guests:** Peter Davis

At 9:30AM Chairman Rogers opened the meeting and recognized Assistant Administrator Bouchard who provided the following Weekly Operations report items:

Bouchard said that the WorxHub software that will allow a Capital Maintenance Program to be instituted across the county has been ordered and training will begin in June. He further said that the implementation phase will take between sixty to ninety (60-90) days. Commissioner Weed expressed interest in attending some of the trainings and Bouchard will inform all of the Commissioners of the training schedule once it is in place.

Bouchard then discussed the Department of Corrections graduation of six Correctional Officers from the Cheshire County Department of Corrections In Service Training Academy. The ceremony will begin at noon on Wednesday May 25, 2016 in the Delegation meeting room following the Commissioners meeting.

He then reminded the Commissioners that the next Maplewood Sub-Committee would be on Friday of this week (5/13) and is scheduled to begin at 10:00AM.

Bouchard then reviewed the drafts of the new County rental policies and asked the Commissioners to review them and to provide feedback over the next week. A few changes were suggested by the Commissioners and the review will continue into next week.

**The minutes of May 4, 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.**

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

The Commissioners then reviewed the weekly Census.

The upcoming Maplewood Sub-Committee meetings were then discussed and it was learned that the Sub-Committee has chosen to hold public input sessions in Keene, Sullivan, Jaffrey, Westmoreland, and Winchester. Dates have not yet been scheduled for the meetings.

County Administrator Coates then joined the meeting telephonically to conduct the following non-public and recessed sessions;

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**At 10:07AM 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.**

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

**At 10:13AM the Commissioners voted unanimously voted to return to public session.**

**At 10:14AM the meeting was recessed to discuss negotiations for a Collective Bargaining Agreement.**

**At 10:24AM the Commissioners voted unanimously voted to return to public session.**

Administrator Coates then left the meeting.

Assisted Living Administrator Neal was recognized and reported that the recently completed state survey inspection resulted in no deficiencies for the Assisted Living Facility. The Commissioners commended Neal for passing her first inspection as the new Administrator and said that she was doing a very good job getting the facility on-track in a short period of time.

Bouchard then continued the Weekly Operations report and said that the Blood Farm sub-division is almost ready to be presented to the town of Westmoreland for review and approval and that Attorney John Rab of Keene would be representing the County during the process.

A discussion concerning getting the property onto the market as-soon-as-possible arose and Bouchard said that he would contact the Realtor who won the RFP bid to market the property (Re-Max of Keene) to set-up a meeting to craft a marketing plan.

Bouchard then reported that a thorough inspection of the farm was completed and a number of maintenance items were noted. Bouchard said that a list of items to be reviewed was created and the list will be addressed over the next few months.

One of the major items is the poor condition of the Herdsman's house and Bouchard will have the property fully inspected before an RFP is issued to ensure that any major infrastructure issues are addressed as a priority.

Bouchard then said that a tentative date of August 17<sup>th</sup> has been chosen to hold the Annual Commissioners Cookout this year. More information will follow in the next few weeks.

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Finance Director Trombly then discussed the recent sale of the Tax Anticipated Note (TAN) in the amount of \$16,500,000.00 and she presented the following synopsis of the bidding process.

*(Tax anticipation notes (TAN's) are notes issued by the County to finance current operations before tax revenues are received).*

Trombly said that based on the responses Jeffries was chosen to provide the TAN funding as they had the lowest overall cost. Trombly noted that the overall cost of funding has begun to rise over the past few years from approximately .25% to .77% this year.

Cheshire County, New Hampshire Dated May 18, 2016 \$16,500,000 Tax Anticipation Notes						
Sale Date Dated Date Due Date 5/10/2016 5/18/2016 12/29/2016						
BIDDER	AMOUNT	COUPON	PREMIUM	INTEREST	NIC %	
Jeffries LLC	16,500,000	2.00	124,080.00	78,503.33	0.775023%	78,503.33
Morgan Stanley	16,500,000	2.00	116,820.00	85,763.33	0.846697%	85,763.33
Piper Jaffrey	8,056,560	2.00	56,560.00	42,356.65	0.856411%	42,356.65
TD Securities	16,500,000	2.00	113,520.00	89,063.33	0.879276%	89,063.33
Oppenheimer	16,500,000	2.00	102,695.00	99,888.33	0.986146%	99,888.33
AWARD						
Jeffries LLC 1	16,500,000	2.00	124,080.00	78,503.33	0.775023%	78,503.33

The Commissioners Calendar was then reviewed.

**At 11:18AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Weed and upon vote the motion passed with unanimously.**

Respectfully Submitted,

P. Graves, Clerk