

MINUTES
Cheshire County Commissioners Meeting
Wednesday May 18, 2016 9:30AM
County Hall Building
Commissioners Conference Room
12 Court Street
Keene, NH

PRESENT: Commissioners Stillman Rogers, and Peter Graves (Charles Weed – absent with notice)

STAFF: County Administrator Coates, Finance Director Trombly, IT Director Hummel, Sheriff Rivera, Superintendent Van Wickler, DOC Captain Knowles, HR Director Hurley, and Assistant County Administrator (ACA) Bouchard

At 9:30AM Chairman Rogers opened the meeting and recognized Superintendent Van Wickler who discussed the following items:

Van Wickler said that the DOC has received a “Above and Beyond” award from the Department of Defense National Guard / Reserves program.

“The Above and Beyond Award is presented by Employer Support of Guard and Reserves (ESGR) State Committees to recognize employers at the local level who have gone above and beyond the legal requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) by providing their Guard and Reserve employees additional, non-mandated benefits such as differential or full pay to offset lost wages, extended health benefits, and other similar benefits.

Van Wickler then presented completion of training packets for six (6) Correctional Officers seeking certification to the Commissioners for review. The six candidates are the first County trained C. O.’s who would be certified by the County Commissioners.

The six C. O.’s presented were: Michael Bailey, Scott Hale, Joshua Gustafson, Sara Blood, Timothy Monette, and Erin Gebo.

The Commissioners reviewed the submission packets and asked questions of Knowles and Van Wickler concerning the procedures and thoroughness of the training. Following review, **Commissioner Graves moved that the six (6) submissions for County of Cheshire Correctional Officer Certification be accepted and approved. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

A certification ceremony will be held for the six (6) new officers in the Delegation Meeting Hall following next week’s Commissioner meeting at 12 Court Street.

IT Director Hummel was then recognized and discussed two (2) recent ransomware incidents that effected the Nursing Home and the Finance department. He spoke of the work that he and his staff did to remediate the infections and the discussed the timeframe from discovery to restoration as being only a few hours. The Commissioners asked questions concerning the overall impact and Director Hummel said that he was pleased to say that thus far due to the system and network enhancements that IT has put in place over the last few years the changes have shown the value of the work as the County has not had a major infection or breach despite a

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huge upturn of outside attacks from around the globe. Hummel also said that a new “Canary” program was just placed into service that will help identify any file modifications that are caused by malware infections which will serve as an early warning signal and give the staff an early indication of potential problems. The Commissioners strongly commended Hummel and his staff for their professionalism and diligence in keeping the County data systems safe and secure.

Administrator Coates then discussed the potential need for a 2017 addition to the IT staff who would be focused on database maintenance issues. Hummel said that with the increasing numbers and sophistication of the database systems within the County someone with specialized skills is needed to keep the application systems for the DOC, Nursing Home, and Finance departments running at optimum efficiency. He said that no one currently on staff possessed those specialized skills.

Sheriff Rivera was then recognized and discussed the upcoming ceremony to be held in the Delegation Hall meeting room that recognizes fallen Police Officers. He said that this year a special tribute will be paid to the first New Hampshire Police Officer killed in the line duty. The death of Cheshire County Deputy Sheriff John Walker Sr., who died in 1886, is now being recognized as New Hampshire's first line-of-duty death.

Coates then presented a request for Oxygen Concentrators for use at the Nursing Home. He said that the Nursing Home Administrator has recommended the purchase of the units from Direct Supply as the supplied cost is significantly cheaper than the competing vendors are offering.

Company	Item	QTY	Price Each	Extended price	Shipping	Total
Direct Supply	5 Liter O2 concentrator	6	\$463.98	\$2,783.88	\$19.00	\$2,802.88
Direct Supply	Ambulatory O2 system	1	\$2,484.99	\$2,484.99	\$34.25	\$2,519.24
Direct Supply						\$5,322.12
McKesson	5 Liter O2 concentrator	6	\$518.99	\$3,113.94		\$3,113.94
McKesson	Ambulatory O2 system	1	\$3,716.32	\$3,716.32		\$3,716.32
McKesson						\$6,830.26
Invacare	5 Liter O2 concentrator	6	\$836.00	\$5,016.00		\$5,016.00
Invacare	Ambulatory O2 system	1	\$3,148.00	\$3,148.00		\$3,148.00
Invacare						\$8,164.00
Goal of this project is to replace 4 oxygen concentrators and purchase one more portable unit						
2016: this capital project is approved @ \$5,600						
Administrator recommends: Chose best pricing quote from Direct Supply - it allow us to purchase one additional unit (5 non-portable one in total) due to the good pricing.						

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Following review, Commissioner Graves moved to accept the quote from Direct Supply for \$5,322.12 for the purchase of the O2 Concentrators and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.

Administrator Coates was then recognized for the purpose of providing the Weekly Operations report. He provided the following information:

Coates reported that the Department of Corrections graduation ceremony is scheduled for next week following the Commissioners meeting. It was agreed to move the meeting to 12 Court Street to facilitate the graduation ceremony. Bouchard will notify and post the change as required.

Coates then reminded the Commissioners of the Delegations Maplewood Sub-Committee meeting scheduled for next Monday at 10:00AM.

Coates discussed his planned attendance at the Westmoreland Selectboard meeting on Thursday and again on May 24th, to discuss Maplewood and the Blood Farm sub-division being submitted to the town planning board in a few weeks.

Coates then said that a meeting with the Keene Chamber of Commerce, Monadnock Economic Development, and Southwestern Regional Planning is being scheduled for next week to review and discuss regional economic development issues.

Coates related a meeting that he and Bouchard attended last week to discuss the Second Chance Housing unit on the grounds of the jail. He said that a number of issues were discussed and he anticipates that some organizational changes may be coming to the facility in the next few months.

A discussion ensued concerning the Salary / Classification study currently underway in the County HR Director Hurley discussed the inter-county cooperation for sharing data on position descriptions and compensation.

Finance Director Trombly was then recognized and discussed the Tax Anticipation Note that was approved in last week's meeting. She said that a formal resolution needs to be adopted in conformance with legal requirements. The motions are as follows;

CHESHIRE COUNTY, NEW HAMPSHIRE (the "Issuer")

**\$16,500,000 General Obligation Tax Anticipation Notes
Dated May 18, 2016 and Maturing December 29, 2016
(the "Notes") in the Principal Amounts, Bearing Interest
and Sold to the Purchaser(s) (collectively the "Purchaser") specified in Exhibit A,**

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Attached hereto and made a part hereof

TAX ANTICIPATION NOTE CERTIFICATE

The undersigned, at least a majority of the Governing Board and the Treasurer of Issuer, hereby certify as follows with respect to resolutions passed by the Board of Commissioners:

VOTED: To authorize the issuance of the Notes on the terms set forth on Exhibit A, attached hereto and make a part hereof and in substantially the form presented to this meeting;
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

VOTED: To sell said Notes to the purchaser (the "Purchaser"), with the principal amounts, maturities, premium, if any, redemption provisions, if any, and interest rates specified on Exhibit A, attached hereto and made a part hereof;
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

VOTED: To issue the Notes in substantially the form set forth in Exhibit B, attached hereto and made a part hereof;
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

VOTED: To authorize the Governing Board and the Treasurer to sign the Notes, and to affix the seal of the Issuer to the Notes or to have facsimiles of the same printed thereon;
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

VOTED: To authorize the Treasurer to deliver the Notes to the Purchaser against payment therefor;
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

VOTED: To authorize the Governing Board and the Treasurer to execute and deliver this Certificate, a Signature and No Litigation Certificate with Receipt, a No Arbitrage and Tax Certificate, a Paying Agent and Registrar Agreement, a Significant Events Disclosure Certificate and the IRS Form 8038-G in substantially the form presented to this meeting and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the Notes in accordance with the foregoing; and
Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

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VOTED: To authorize U.S. Bank National Association to serve as the Issuer's paying agent.

Moved by Commissioner Graves, Seconded by Commissioner Rogers, unanimously upon vote.

Dated this 18th day of May, 2016. CHESHIRE COUNTY, NEW HAMPSHIRE

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

The minutes of May 11, 2016 were then reviewed and Commissioner Graves moved to accept the minutes as amended, and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.

The Commissioners then reviewed the weekly Census.

The Commissioners Calendar was then reviewed.

At 11:41AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed with unanimously.

Respectfully Submitted,

P. Graves, Clerk