

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 25, 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, HR Director Hurley, and Assistant County Administrator (ACA) Bouchard

At 9:30AM Chairman Rogers opened the meeting and recognized County Administrator Coates who discussed the following items:

Coates discussed the upcoming National Association of Counties Annual meeting and the New Hampshire Association of Counties breakfast at Primex in June.

Coates then reviewed a meeting he had with Monadnock Development Corporation, Southwest Regional Planning, and the Keene Chamber of Commerce to discuss economic development and growth opportunities in the region. Coates said that a grant was available from the Community Development Finance Authority (CDFA) that utilizes the Community Development Block Grant (CDGB) tax credit program to provide up to \$75,000.00 in total with \$60,000.00 that would be available to the County to use to hire a full-time development staff member. The purpose of the position would be to identify and create a business plan to develop infrastructure build-out of water, sewer, and most particularly, broadband services in the region. He said that the Grants Manager is looking into how to structure and submit the application.

Coates then discussed the meetings with County municipalities aimed at continuing discussions of ordinance development and to explore common interests in collaborative purchasing groups. He said that more needs to be done and follow-up meetings will be scheduled. Coates cited a meeting he had with the Town of Brattleboro, Vermont town manager who said that they had applied for and received a grant for \$230,000.00 from the United States Department of Agriculture (USDA) Rural Development fund to assist the town and surrounding communities plan for the closure of the Vermont Yankee Nuclear Power plant. This will also be investigated as a possible source of funding for Cheshire County region.

Coates then reminded the Commissioners that the Department of Corrections (DOC) graduation ceremony would follow the meeting and that the County staff will be preparing for the Keene Health Fair that will be held in the Delegation Meeting room tomorrow.

Coates said that he has prepared and submitted a letter in support of the 1115 Waiver and forwarded it to the Deputy Commission of the State Department of Health and Human Services (DHHS).

He then discussed the meeting that was held in Westmoreland on the previous evening concerning the Maplewood Nursing Home. He said that about ninety (90) people were in attendance and that State Representative Paul Berch did a very good job of moderating the meeting.

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Coates and Bouchard then discussed the new lease of a portion of the farm and the submission of the application for the sub-division of the Blood Farm. They discussed a meeting with ReMax of Keene, the real estate firm who won a previous RFP to market the property. The listing of the property in the Multiple Listing Service (MLS) should be completed by the end of the month.

Discussion of a letter of appointment to fill the County representatives' chair on the Southwest Regional Planning Commission (SWRPC) was discussed and following review **Commissioner Graves moved to authorize the appointment of the County Administrator Christopher Coates, to fill the vacant position on the SWRPC board. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #386: Acquisition of Laptop Computers was then taken-up for discussion. IT Director Hummel presented two (2) requests, the first to seek authorization to purchase needed software to upgrade some County servers and the second to purchase specially configured laptops needed for various County departments.

Hummel said that he researched very specific hardware / software configurations and researched four (4) companies for bids. As a result of his research and negotiations he is able to purchase the laptops from a refurbished equipment company that will provide a five year (5) warranty on the laptops at greatly reduced prices. He stated that he has high confidence that the refurbished units are equal to new units in terms of reliability and lower in life cycle costs. He said that he will be able to save over thirty percent (30%) on the equipment buying refurbished instead of new. He explained that issuing an RFP for new equipment will result in bidders responding with new hardware configurations at least at thirty percent (30%) premium (or greater) over the refurbished units with less warranty coverage.

He also said that the server operating software was available from a reseller at a substantial discount from Microsoft retail prices. The Commissioners asked a number of questions around the quality of the laptops and why the pricing was substantially less costly than through distributors and resellers of new equipment.

**Following discussion, Commissioner Graves moved to waive the requirement of a formal RFP, the research and comparisons for the specified equipment having served the same purpose as a formal RFP, and to authorize the purchase of two (2) copies of Microsoft 2012 R2 Data Center server software at \$3,249.97 each from Bargain Valley Software, and further to authorize the acquisition of refurbished laptop computers for a lease amount of \$9,544.64. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #387: Referral for Admission as Safety Net Resident was taken-up for discussion. Coates explained the purpose of the review was to bring the Commissioners up to speed on a possible admission to the Nursing Home of an individual that has substantially no

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assets with which to pay for services. An extended discussion ensued and no decision was reached concerning the individual until more information can be gathered.

Human Resources Director Hurley was then recognized and updated the Commissioners on the next LNA training program that had just started at Maplewood. The Commissioners discussed the mix of employee and outside students and reviewed possible avenues to attract more LNA's to consider working at Maplewood.

**At 10:47AM Commissioner Graves moved to recess the meeting to discuss a Collective Bargaining Agreement (CBA) matter and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

**At 11:05AM the Commissioner vote unanimously to return to public session.**  
The Commissioners then reviewed the weekly Census.

**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 18, 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 Calendar was then reviewed.

**At 11:02AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting in order to attend the Department of Corrections new officer certification ceremony that is being held for the six (6) new Correctional Officers (C. O.'s) in the Delegation Meeting Hall. The six candidates are the first County trained C. O.'s that have been directly certified by the County Commissioners. The six C. O.'s present are: Michael Bailey, Scott Hale, Joshua Gustafson, Sara Blood, Timothy Monette, and Erin Gebo.**

**The motion seconded by Commissioner Rogers and upon vote the motion passed with unanimously.**

Respectfully Submitted,

P. Graves, Clerk