

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 22, 2015 09:30am**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

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

**STAFF:** Finance Director Trombly, Assistant Finance Director Hall, Maplewood Administrator Kindopp, DOC Superintendent Van Wickler, County Treasurer Zerba, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** William Fazioli, PFM Group, Westmoreland Selectman Hammond and a member of the public, Mr. Earl Anderson

Chairman Rogers opened the meeting at 9:34AM and recognized Assistant County Administrator Bouchard for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard said that the oil fired boiler at the Blood Farm house has a failure of the boiler coil that had to be replaced. The cost of the repair was \$984.58.

Bouchard then said that the final paperwork for the closure of the underground oil tank at 33 West Street has been submitted to the state by the tank company and the project of converting the building to gas heat is now complete.

Bouchard next discussed that the expansion of the Middle and Court Street parking lot is being scheduled to begin the second week of August. More information will be provided to the effected departments in the next few weeks.

**Master Agenda Item #263:** Second quarter budget review was taken up for discussion. Finance Director Trombly provided the following information:

*Specifically, "At the end of the second quarter, **revenues** adjusted for the tax collection pattern have reached 50.84% of the budgeted revenue projections with the Nursing Home having achieved 50.00%. As revenues should be at 50% collected, this indicates that revenues are running ahead of expectations for the General County and currently right on track for the Nursing Home. The totals combined amounts to an excess of approximately \$305,446.00".*

*"At the end of the second quarter, **expenses** are below budget by \$531,000.00 after adjusting for major items that have not been expended due to timing. Overall County expenses are at 48.88% spent and Maplewood having expended 47.52% of their appropriated budget".*

**Master Agenda Item #264:** Draft Wage and Salary RFP was then discussed. Trombly said that the draft that was handed out should be reviewed by the board and any comments or suggestions should be provided in the next few weeks. An extended discussion on the content of the RFP was had and Commissioner Weed suggested that each employee also review their job descriptions to ensure that they are accurate and complete. Trombly responded to a question as

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to the anticipated cost for the survey and she said that the budget was forecast at \$40K to complete the work.

Department of Corrections (DOC) Superintendent Van Wickler was then recognized by the Chair. Van Wickler provided a short overview of a recently completed motivational survey for employees at the DOC and responded to questions from the Commissioners regarding use-of-force policies that in place. Following a short discussion it was determined that a more in-depth review of both issues should be scheduled for a Commissioners meeting in the near future.

Master Agenda Item #265: Finalize Pro Share Recommendations was then taken-up for discussion. Director Trombly presented a list of possible Pro Share funding ideas and discussed the overall costs of implementing the list. A discussion of one of the items, a wireless network to be installed at the Nursing home to facilitate a proposed joint working relationship with Cheshire Medical Center for Medicare admissions was reviewed.

Master Agenda Item #266: Review Executive Committee and Delegation meeting agenda's was then discussed. Trombly reviewed the proposed Executive Committee agenda for the meeting August 17<sup>th</sup> and the Delegation meeting scheduled for August 24<sup>th</sup>. Following discussion the agendas were approved and be will published when the meeting materials are ready to be sent to the delegation members.

Master Agenda Item #267: Amendment for the Westmill Senior Housing Grant project. Trombly presented the modification paperwork for the CGDB grant for the Westmill Senior Housing project and explained the change reflected a different allocation of funds for the project but did not change the overall content or cost of the project. The Subrecipient has requested that this budget be amended so that the funding could be split between site improvements and acquisition costs. The revised budget would include \$82,500 for site improvements and \$90,000 for acquisitions costs. The amendment is to document the change of allocation. **After a short discussion, Commissioner Graves moved to approve the amendment and to authorize the Chairman to sign the document. The motion was seconded by Commissioner Weed. Upon vote the motion passed unanimously.** Commissioner Rogers then signed the documentation.

Commissioner Rogers then presented County Treasurer Zerba with a signed copy of the 2014 County Annual Report that is dedicated to Commissioners Zerba and Pratt for their years of service to the County. Commissioners Rogers said that he was extremely pleased to be able to present the copy of the Report that was signed by all of the Commissioners in person and went on to say that Zerba's dedication and service to the County was exemplary and that the dedication was a small way of recognizing the many contributions of both Zerba and Pratt.

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Assistant Finance Director Hall was recognized and she presented the suggested 2016 Departmental Budget Review Schedule and department meetings to the Commissioners for consideration. Trombly said that the format of two (2) full days of departmental budget reviews has been used for the past few years and has proven to be very effective and suggested that the same format be considered for this year. Following discussion it was decided to hold the department reviews on October 15<sup>th</sup> at Maplewood Nursing Home and on October 22<sup>nd</sup> at 12 Court Street.

**The minutes of July 15, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as amended. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**Commissioner Weed then moved to accept the Weekly Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's.**

The Commissioner's then reviewed the Weekly Census report.

Master Agenda Item #262: William J. Fazioli - DOC Bond Refunding – Fazioli of The PFM Group, Financial and Investment Advisors, addressed the Commissioners concerning the Department of Corrections Bond refunding Proposal. He said that due to market conditions the refunding of the existing DOC construction bond within the next two years could save up to \$860,000 over the remaining life of the bond issue. He outlined the refunding highlights, the mechanics of how a refunding works, factors to consider, and the chain of events in a refunding process.

The Commissioners asked a great number of questions concerning costs, the potential savings to taxpayers, the timing of the refunding, the present interest rate vs. the projected refunding interest rates, market conditions, etc. **Following discussion Commissioner Weed moved to recommend refunding the 2007 Department of Corrections construction bond based on the 2017 bond call date. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Commissioner Weed then provided an update on the current discussion within the New Hampshire Association of Counties on nursing home funding and discussed state and County funding options.

**At 11:37 Commissioners Graves moved to enter a Non-Public Session - pursuant to RSA 91-A (II) (a), (b) and (c); 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.**

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**As a result of the deliberations in nonpublic session, no decisions were made and no vote taken.**

**The Commissioners unanimously voted to return to public session at 12:12PM.**

**At 12:12PM Commissioners Graves moved to enter a Non-Public Session - pursuant to RSA 91-A (II) (a), (b) and (c); 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 the deliberations in nonpublic session, no decisions were made and no vote taken.**

**The Commissioners unanimously voted to return to public session at 12:14PM.**

**At 12:15PM 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 two (2) Yea's.**

Respectfully Submitted,

P. Graves, Clerk