

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 19, 2015 09:30am
Commissioners Conference Room
Cheshire County Hall
12 Court Street
Keene, NH 03431

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

STAFF: Finance Director Trombly, Sheriff Rivera, Deputies Abramson and Reilly, County Attorney McLaughlin, Grants Manager Bansley, Drug Court Manager Alison Welsh, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectman Hammond, and members of the public.

Chairman Rogers opened the meeting at 9:32AM and Assistant County Administrator Bouchard was recognized for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

Bouchard displayed corroded and split cast iron drain pipe sections that have been removed from the 1979 section of the County Hall building. He said that a number of damaged pipe sections have been recently replaced and that there appears to be more damage that will be addressed as they are identified. He said that there seems to be a growing problem with deteriorating plumbing in both the County Hall and Administrative buildings.

Bouchard then discussed that the roof on the Administration building at 33 West Street was in poor shape and that a new roof for the building would be included in the 2016 budget requests. He said that two (2) firms had looked at the roof and both recommended replacement rather than repair due to the roof being over 30 years old.

Bouchard then discussed the Westmoreland timber cut that is being advertised in the local paper (Keene Sentinel) and on the County website. He said that the anticipated revenue should exceed the previously budgeted amount for the year.

Master Agenda Item #271: #4 – Petition for a new bargaining unit in the Sheriff's department. Sheriff Rivera presented information on the proposed unit and said that the initial proposal included two (2) of the department's lieutenants and both positions as well as the Captains position are considered to be management jobs and therefore will be removed from the pending union petition. He said that five (5) other Counties in the State have union representation in their Sheriff's departments and that he does not have any issues with the establishment of a bargaining unit. He went on to say that he has previously been on both sides of the bargaining table and that overall he believes that the addition of the unit will help make the department stronger.

The Commissioners asked the Sheriff a number of questions concerning the makeup of the proposed bargaining unit and learned that between the deputies and dispatcher the total number of members will be about 12. A discussion of how union representation works for those who may not want to be part of the

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union and what the minimum number of members is for forming a union was covered. It was learned that under existing law once a union is established all new hires must be part of the bargaining unit and that existing employees may have some negotiated options that reduce their costs to belong to the bargaining unit as it is formed. It was also discussed that a minimum of ten (10) employees must elect to form the bargaining before it can be created.

Commissioners Weed and Rogers expressed their general support of the proposed unit and Commissioners Rogers said that the bargaining unit that has been in place at Maplewood for a number of years has helped foster better management to employee working relationships. Commissioner Weed expressed his support of the formation of the unit and discussed his previous engagement with the union at Keene State College.

Item #271 - #1 - Request to advertise for Quotes for the remodeling/moving of the dispatcher center. Sheriff Rivera discussed that some potential grants have been found for equipment for a new dispatch center but not for the construction phase of the project. A RFP to gain accurate construction costs was discussed and Bouchard will work with the Sheriff's department to assemble the details of the project and to write and help the Sheriff's department publish an appropriate RFP.

Item #271 - #2 - Update on Holding Cell Security Cameras – Sheriff Rivera discussed the holding cell camera issue and said that the State has applied a technology fix to address privacy concerns when the security cameras are in use in the holding cells.

Item #272 - #3 - Medication Disposal for Safer Communities Program – The Sheriff then requested that the Commissioners support an initiative to place a drug take-back box in the lobby area of the County Hall building just outside of the Sheriff's office and to sign a letter to the CVS corporation seeking the donation of the box. A discussion about the need for this type of program and other drug take-back boxes began and the Sheriff answered a number of questions about managing the box and disposal procedures. **Following discussion Commissioner Weed moved to support the County Drug Take-Back program and was seconded by Commissioner Graves. Upon vote the motion passed unanimously. Following the meeting the Commissioners signed the letter of support and request to CVS Corporate for the donation of the Drug Take-Box.**

Sheriff Rivera then told the Commissioners as a point of information, that an insurance claim for a dispatch radio that was struck by lightning last week during an electrical storm has been filed with Primex, the County's insurance carrier.

Master Agenda Item #281: Justice Assistance Grant and Acceptance of the Award Funds. – Rivera discussed the pending grant application for the Sheriff's department from Justice Assistance Grant

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(JAG). The grant will be used to pay for an equipment in the Sheriff's department and specifically a video camera and recorder that will be installed in the transportation van used to transport inmates. **Following questioning from the Commissioners, Commissioner Weed moved to accept the grant for a total of \$13,898.00 that is to be split equally between the City of Keene and the County with the County and City each receiving \$6,949.00. The motion was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #277: Potential staffing changes in the CCAO resulting from Felonies First Program – The issue was discussed by County Attorney McLaughlin and he said that based on the Felony First program requirements, he anticipated a 15% increase in the number of cases being handled by the County Attorney's office. He said that the resulting increase in the number of cases in the County Attorney's office should be off-set by a decrease in the case load for the Regional Prosecutor program.

He stated that in order to handle the increased case load in the County Attorney's office he is recommending that a full-time Assistant County Attorney be added to the County Attorney's office and that the administrative assistant position that is currently splitting their support time between the County Attorney and the Regional Prosecutor at 1/3 to the County Attorney and 2/3 to the Regional Prosecutor be moved to full time support for the County Attorney staff. He said he is also recommending that the present part-time Regional Prosecutor position be eliminated and that a new part-time position administrative position be added to support the Regional Prosecutor. A discussion of the number and mix of cases began and the way that plea deals are reached was also covered.

Master Agenda Item #278: AECOM Response Letter #2 – Commissioner Rogers then discussed his response to the second AECOM letter that was received concerning the build out of the proposed gas pipeline in lower Cheshire County. Following review of the letter and discussion it was decided to forward copies of the letter to the towns that will be directly impacted by the pipeline. Commissioner Rogers will draft a cover letter and copies of the letter will be sent out next week.

Master Agenda Item #280: CDBG Micro-enterprise Grant Agreement – Grants Manager Bansley presented the third and final CDBG grant for 2015 which funds economic development programs for micro companies through the Hanna Grimes center in Keene. She said this project consists of awarding \$378,250 in Community Development Block Grant (CDBG) funds to Cheshire County of which \$347,500 is to be subgranted to:

1. Hannah Grimes Center, Inc. (HGC -) (\$137,500)
2. University of New Hampshire (SBDC Pathway to Work) (SBDC) (\$107,500)
3. Rockingham Economic Development Center (REDC) (\$102,500)

The difference of \$30,750 will be applied to program administrative fees.

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The program will provide training and technical assistance services through the Sub recipients' and partner organizations microenterprise programs, to a collective minimum of 196 microenterprises throughout the State of which 139 (or 71%) will be of low- and moderate-income.

The microenterprise programs mission is to increase the income and economic stability of self-employed people and microenterprises, by helping them to access capital, business training and expanded market opportunities. These funds will support training and technical assistance services to low and moderate income business owners. County Attorney McLaughlin said that he had reviewed the documentation and although he had some concerns in the wording, he found the documents to be satisfactory.

At the close of discussion Commissioner Weed moved to accept the CDGB grant and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

Master Agenda Item #279: Per Diem Meal Rate Increase – Bansley and Welsh then reviewed the reimbursement rate for travel expenses and it was discussed that the County rate for meal reimbursement hasn't changed since about 2003 (thirteen (13) years). It was suggested that travel expenses that are covered by grants might follow the federal GSA schedule for reimbursement and that the County consider reviewing the non-grant rates for an adjustment that reflect current costs more accurately. A rate of approximately \$45.00 per day was considered as that is the number adjusted for inflation from the original rate set in 2003. Director Trombly and Bansley will meet and work on a suggested updated policy that will be presented at a future meeting.

Trombly then discussed the federal Centers for Medicare & Medicaid Services (CMS) pending change for Assisted Living Facilities (ALF's) that requires completely separating ALF's from nursing homes by 2019. She discussed the initiative in the state to seek a waiver for the existing facilities that currently have combined facilities which include Cheshire, Rockingham, and Merrimack Counties. Trombly also said that she has found and engaged a consultant to review the operations and needs of the Cheshire County ALF as the current administrator has tended their notice and will be leaving the County in a few weeks. The consultant has many years of experience in running ALF's and will review more efficient methods of running the facility.

New Business was then taken-up for discussion and Commissioner Rogers reviewed the recent RFP responses for cost study to be completed for the County Nursing Home. Rogers provided a summary of the RFP process and reviewed the results from the four (4) bidders who responded. He explained the ranking and rating process and said that the results had been given to the Delegation Executive Committee for review. He then said that is the Commissioners recommendation to award the bid to EGA Architects of Newburyport, MA based on receiving the highest overall rating from the review panel. He then said that the Executive Committee will move the recommendation forward to the full

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Delegation for review and consideration at next week's Delegation meeting on Monday the 24th.

The details on the RFP follow:

The RFP sent out July 2, 2015 required interested bidders to return a bid package by Friday July 31st to MNH. 4 bids in total were received; all arrived to the requisite address and by the time allocated on the RFP. Bidder title companies were as follows; Warrenstreet, EGA, Harriman and SMRT. Each had at least one representative at the optional July 9th informational meeting. Excerpts of the RFP regarding how we were going to award the bid as follows:

EVALUATION PROCEDURE

*Proposals will be reviewed by a selection committee. **If deemed necessary**, a short list of firms will be interviewed to determine which can best meet the needs of the County for this project. Interviews will be scheduled at a location to be determined.*

The firms will be ranked in order of preference based on the criteria listed below. Fee negotiations will commence with the top ranked firm for a "total not to exceed" contract. If agreement cannot be reached, negotiations will be initiated with the next ranked firm and so on, until an agreement is reached to the satisfaction of Maplewood and the County.

<i>Criteria</i>	<i>Maximum Score</i>
<i>Qualifications and Experience of Project Team</i>	<i>40</i>
<i>Relevant Experience</i>	<i>40</i>
<i>Ability to Meet the Proposed Timeline</i>	<i>10</i>
<i>Cost Estimating Ability</i>	<i>10</i>

Selection Committee: A team of 3 (Rod Bouchard, Kathryn Kindopp and Tim Rogers) opened and reviewed the bid materials on August 4, 2015. Each had the requisite 3 copies included. Each of the team members reviewed and awarded points per category for each proposal and the following table represents the average for each category then the sum of the averages.

Scores can be up to ()	SMRT	Harriman	Warrenstreet	EGA
Relevant experience (40)	30	22	40	39
Qualifications and Exp of team (40)	27	30	36	37
Ability to meet proposed timeline (10)	10	5	8	5
Cost Estimating Ability (10)	0	0	0	10
Total: (possible out of 100)	67	57	84	91
Financial bid submitted:	\$121,200	\$125,300	\$97,500	\$96-106,000

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Commissioner Weed then said that he has learned that the State Managed Care Organizations will be using the local Red Cross and other public transportation services to provide fee for service for transportation to and from County nursing homes where possible.

Commissioners Rogers discussed the Drug Court and Behavioral Health's growing programs and said that he is concerned that grant funding for the Drug Court ends in 2017. He said that a sustainability program is being looked to keep the program funded. He also said that the programs are looking for Medicaid reimbursement opportunities and that currently no programs can bill for incarnated participates.

The Commissioner's then reviewed the Weekly Census report. The Commissioners commented that between the Department of Corrections and the Drug Court programs almost 100 people per day are served by the departments.

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

The minutes of August 12, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as amended. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

The Commissioners calendar was then reviewed.

At 11:41AM 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 unanimously.

Respectfully Submitted,
P. Graves, Clerk