

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 2, 2015 09:30am**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

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

**STAFF:** Finance Director Trombly, Sheriff Rivera, Maplewood Administrator Kindopp, Assistant Finance Director Hall, HR Director Hurley, Safety Office Fortner, Grants Manager Bansley, System of Care Manager Culcutt, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** A member of the public

Chairman Rogers opened the meeting at 9:31AM.

**At 9:32AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**Sheriff Rivera presented a request to hire an on-call dispatcher at a rate of \$17.31 based on experience, training, and certifications. The Commissioners asked a number of questions concerning A. G.'s background and training. Following discussion, Commissioner Weed moved to hire A. G. as an on-call dispatcher at a rate of \$17.31 based on experience, training, and certifications. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**At 9:36AM the Commissioners voted unanimously to return to public session.**

Assistant County Administrator Bouchard was then recognized for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

He said that the on-site visit for the timber-cut was completed yesterday and that it went well. Bids will be received in the next few weeks. He said that Commissioner Rogers and he had stopped by the farm and looked at the dairy barn and the farm yard. A full annual safety inspection will be conducted by the Safety Officer later in the month. He then said that the Safety Officer and the Maplewood Facilities Manager had just completed an inspection of the "Herdsman" house and that repairs needed to move forward shortly.

Bouchard then reminded the Commissioners that the Delegation Farm Committee would be meeting on Monday September 23<sup>rd</sup> at 4:00PM at the Assisted Living Conference Room at Maplewood.

He then discussed his upcoming meeting with the Surveyor for the work that needs to be completed to create a five (5) acre parcel around the Blood Farm house so that the building can be placed on the market in the Spring of 2016.

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Bouchard said that the portico rehabilitation project at the County Hall building was proceeding apace and that the Court / Center Street parking lot expansion project should be starting in a few weeks.

Bouchard then said that meetings with various contractors to rehab the old Grand Jury Room space into a new Sheriff's dispatch center were underway and that the Commissioners would be kept informed as the project moves forward.

**Master Agenda Item #283:** Underwriter Selection and Moody's rating release. - S. Trombly. Director Trombly discussed the DOC bond refunding project and said that a call with PFM who is the County's consultant on the refinancing would take place on Thursday with the purpose of clarifying additional questions and to discuss the timing of the sale of the new bonds. An extended discussion of the process and variables of the refunding began and Trombly said that at next week's meeting she would be prepared to recommend a lead underwriter and to discuss possible bond sale dates.

**Master Agenda Item #284:** System of Care (SOC) Indirect Cost Rate Change to 5% and SOC Grant Status Update began. S- Bansley and D. Culcutt. Grants Manager Bansley said that she was requesting a cut of the authorized Grants department administrative fee to administer the SOC from ten-percent (10%) to five-percent (5%) so that approximately \$12,000 could be used in the SOC program to help fund a grant extension of an additional year for the program.

Program Manager Culcutt then discussed the SOC grant work completed to date, the extension of the grant for an additional year, and the plans to apply for an implementation grant that would run for four (4) years.

Culcutt described his work within the community and the focus on building a safety net program for at risk youth primarily in the 12 to 21 age groups. The project brings together various information resources and provides training to service providers on the resources that are available for at-risk individuals in the greater County's area. (Cheshire and parts of Hillsborough). A dialogue on the various elements of the program, the goals, the participants, and the funding ensued with the Commissioners making a number of inquiries of the possible impact of shifting the five percent (5%) funding from the Grants department to the SOC program was discussed.

The Commissioners asked for further details on the financial impact of the requested change and Trombly and Bansley will present the numbers at next week's meeting.

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Bansley then discussed an environmental agreement for Westmill CDGB project in Keene. She said that an environmental agreement needed to be signed as part of the documentation to move the project forward. She said the agreement only required that the Chair of the Board signature. Commissioner Rogers reviewed and signed the document.

Bansley then requested permission to seek two (2) grants for Sheriff's office. One (1) is for \$305,000 that will pay for the installation of new dispatch radio consoles and the second (2) is for approximately \$90,000 that would be used to purchase and install base radio repeaters. The Commissioners asked questions concerning the use of the funds if granted and discussed how the equipment would be incorporated into a new dispatch center if approved. Following discussion the Chair signed the grant requests.

**Safety Officer Fortner was then recognized and presented a summary of the current and on-going Safety projects for the second quarter of 2015.**

- Continuing preparedness for the Center for Medicaid Services adoption of the 2012 Life Safety Code at Maplewood Nursing Home, 2015 Life Safety Code for Assisted Living Facility (ALF).
- Involves meeting new requirements for emergency preparedness including completing the hazard vulnerability assessment tool, ensuring continuity of operations and extensive staff training. Reviewing NFPA 1600, which will be strongly implemented during our next Nursing Home survey.
- Disaster and fire drills were held in accordance with state and local regulations. Currently preparing for the required 2015 functional drill at MNH. Completed all emergency equipment inspections and replaced items as needed.
- The Safety Officer has received training in the following this quarter: Effective Business Writing and Workers Comp Cost Cutting Strategies
- Serves on the Cheshire County Wellness Committee. Assisted with planning and facilitation of two employee health fairs: May 15th at MNH, May 28th at 12 Court St. with a combined attendance of approximately 150 employees.
- Ensure all the Transportation department and drivers who transport residents driving record and/or defensive driving certificates are current.

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- Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.
- Manages workers compensation claims as they occur, assists with developing and providing Temporary Alternative Duty as needed for injured employees. There have been 24 workers comp claims YTD compared to 35 in 2014 at this time.
- Enter property/liability claims as requested, some departments enter their own. 7 YTD in 2015, 9 at this time last year.
- Both workers comp and property/liability are "positive low trending"
- Working closely with Primex to develop programs to manage and monitor our progress and continue in our efforts to meet our benchmarks.
- Completed the Hazard Vulnerability survey for both the Westmoreland and Keene locations. The survey indicates areas where further emergency planning is needed.
- Ongoing: developing the evacuation maps for 12 Court St., updating the Material Safety Data Sheets for Facilities Keene, reviewing disaster plans, updating the POD plan for the Keene campus
- Continuing to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing.

Fortner then answered a number of questions from the Commissioners and the Commissioner's then thanked Fortner for her report.

The Commissioner's then reviewed the Weekly Census report.

**The minutes of August 26, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as presented. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

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

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The Commissioners calendar was then reviewed.

**At 11:30AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss the hiring of any person as a public employee and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**Following deliberations in non-public session Commissioner Weed moved to offer the position of County Administrator to C. C. at \$38.22 per hour based on training, education, and experience. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**  
**At 11:56AM Commissioner Graves moved to exit non-public session and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**At 12:04pm 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