

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 6, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton, Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Royce; Slack; Webber; Commissioners Martin, Lynott and Sistare; Commissioners Elect Moore and Zerba; County Administrator Wozmak; Ellen DeYoung Treasurer; Wendy Putnam Computer Coordinator; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners
Chairman Hunt called the meeting to order at 9:09 AM.

Rep. Royce stated that he has asked George Liebl to replace him on the executive committee, because of other commitments. Chairman Hunt stated that it would have to be brought before the delegation for a vote, and he will do so.

Chairman Hunt stated that he would not be at the next meeting of the committee, and Vice Chair Mitchell will run the meeting.

Commissioners Sistare and Zerba stated that they are new to the budget and ask the committee to be patient with them.

DELEGATION

Administrator Wozmak reviewed the Delegation budget. There is an increase in attendance and travel due to the increase in meetings. The legal fees in this budget depend on what happens with the personnel issue being reviewed by the court. Chairman Hunt moved to tentatively accept the Delegation budget, voted unanimously.

COMMISSIONERS

Administrator Wozmak reviewed the budget, stating that the major increase was in Outside Services because of our contribution for books, videos, beds, etc, to the RN program that will start in Keene. New Hampshire Technical College will bring this program into Keene, and we will be providing space for the program. We will also be handing down our replaced equipment to NHTC for their students.

A question was asked if the county attorney is used for legal work. Administrator Wozmak stated that the county attorney does not usually do civil work.

The total COLA and one step merit increase totals a 4% increase. Rep. Slack would like an accounting on what the effect on the budget is for each individually. Director Trombly will prepare that information for the next meeting.

Chairman Hunt moved to tentatively approve the Commissioner's Budget, voted unanimously.

FINANCE

Finance Director Trombly gave an overview of the finance department budget, and the work completed by the members of this department. The biggest increase is in auditing line, with an increase of 90%. The contract for the auditors is only for one year, because of new regulations expected.

There was a question on why the increase of the last couple of years in the telephone line. Director Trombly stated that one of the reasons is because some of the lines in her department were party lines and they have now been given individual phone lines. Chairman Hunt moved to tentatively approve the finance budget, voted unanimously.

TREASURER

Ellen DeYoung reviewed her budget. Rep. Eaton moved to tentatively accept the Treasurers budget, voted unanimously.

COMPUTER OPERATIONS - Coordinator Putnam gave an overview of her budget. There was discussion on the impact of the HIPAA regulations and what we must do to comply with the regulations. Commissioner Sistare requested a \$6000 increase in computer personnel to allow a part time person through the end of May. Line 4152.03 would be increased to \$37,195. Line 4152.36.40 is to be reduced to \$16,114, removing a program that was purchased in 2002. There was some discussion on the costs included in the computer ops budget for the new dispatch center. It was stated that in the future there needs to be an accounting for the other costs associated with the sheriff's dispatch center. Coordinator Putnam reviewed her capital outlay budget increases. Chairman Hunt moved to tentatively accept the computer operations budget, with the noted adjustments, voted unanimously. There was a short break. Meeting resumed at 11:10 AM.

HUMAN RESOURCES

Commissioner Zerba introduced HR Director Von Feldt. She gave a short overview of her department, and the payroll and job description survey that will be completed by the county. There was a discussion on the survey and the results expected. Chairman Hunt moved to tentatively accept the Human Resources budget, voted unanimously.

PERSONNEL ADMINISTRATION

Director Von Feldt reviewed the budget. Chairman Hunt asked why there was an increase in the tuition reimbursement budget. Director Trombly stated that the funds were transferred from MNH budget and increased because previously the funds did not even cover one course. The policy change has increased the number of individuals using the reimbursement. Chairman Hunt moved to tentatively accept the Personnel Administration budget, voted unanimously.

DEEDS

Register Hubal was introduced. She reviewed her budget. There was a 25% increase in ACTIVITIES FOR outside services for indexing and imaging, BUT ONLY A 15% INCREASE IN LINE 4193.29. Records from 1983 to the current date are imaged on the internet. This is the fourth year of the ten-year contract for rebinding books. In 2002, \$769,000 was turned over to the county for revenue.

Line item 4193.97 is to have \$350 removed from the budget for a color printer, as it is already budgeted in the Computer Ops budget. Chairman Hunt moved to tentatively approve the Deeds budget, and the surcharge account, voted unanimously.

ALTERNATIVE SENTENCING

Tom Kenney reviewed the budget. He gave an overview of the program, which included 65 clients in 2002. 36 have successfully completed the program. It was asked what type of people are served, and he stated that there were 21 domestic violence clients; 4 assault and battery; 9 alcohol and drug clients; 1 each larceny and crimes against persons, and at this time there are 17 clients now active.

Administrator Wozmak gave an overview of the Mental Health Court, which started last week. We will be applying for grant funds for this program in order to hire a clinical case manager. Administrator Wozmak would like a tentative approval from the committee to hire a case manager. Chairman Hunt stated that it needs to be brought before the delegation. Administrator Wozmak stated that since half the delegation is present, he would like some direction from the members present. Vice Chair Mitchell stated that he felt that the oversight committee would like to see this go forward. It is expected that a week from Wednesday the delegation will meet to decide regarding Rep. Liebl taking Rep. Royce's place on the committee, and it should be brought before the committee at that time. Administrator Wozmak will present it to the delegation. Chairman Hunt moved to tentatively approve the ASP budget, voted unanimously.

There being no further business, the meeting was adjourned at 12:15 PM, and will meet next week at MNH.



Minutes approved on Jan. 17, 2003

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 13, 2003 9:00 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Dexter; Eaton, Espieffs; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Royce; Slack; Webber; Commissioners Sistare, Moore and Zerba; County Administrator Wozmak; Sheryl Trombly Finance Director; Lisa Kemp, DNS; Terry Warren Executive Assistant to the Commissioners

Vice Chairman Mitchell called the meeting to order at 9:10 AM.

Rep. Espieffs noted for the record that replacing Rep. Royce with Rep. Liebl on the executive committee was approved unanimously by the delegation.

MNH

Administration

Administrator Wozmak reviewed the Administration budget for MNH. Rep. Pratt questioned the reduction of the two positions eliminated. Administrator Wozmak stated that it was the administrative assistant in the administrator's office and that it was a move to cut down on budget costs. The Literacy coordinator position was also eliminated and funds were put in outside services. He stated that many areas have been reduced.

Rep. Espieffs asked if we go out to bid on insurance. Administrator Wozmak stated that we do. Rep. Espieffs asked who prepares the Medicare cost reports. Administrator Wozmak stated that we hire an auditor to prepare the reports. Rep. Mitchell asked where we are in the process of hiring an administrator. Administrator Wozmak stated that there are about 15 resumes received and they will be sent to the Commissioners and reviewed to determine the candidates to be interviewed. Rep. Slack asked about background checks. Administrator Wozmak stated that this is for new employees and is only completed on MNH employees. Commissioner Zerba asked if the cost for the search has been added to the MNH budget. Administrator Wozmak state that the new budget will show this amount. Rep. Slack asked what the additional \$10,000 in outside services is for. Administrator Wozmak stated that the funds were moved from the Commissioner's budget to MNH budget for the RN consortium.

QI and Infection Control

Administrator Wozmak gave an overview of the position. There were no questions.

Nurse Practitioner

Administrator Wozmak gave an overview of the position. Rep. Laurent asked about the on call fees. Administrator Wozmak stated that the position was not being paid for being on call, and that has been added to the budget. Rep. Pratt asked if there was anyone else in nursing who is on call but does not receive on call pay, Administrator Wozmak stated that there is not.

Dietary

Mark Downing gave an overview of the department. He said that they prepare about 400,000 meals a year. He sated that part of his staff is inmate staff. His position is a contracted position.

Nursing

Lisa Kemp gave an overview of the nursing department budget. Rep. Pratt asked if the oxygen in the nursing budget would be better listed under Misc. services for Residents. Administrator Wozmak will check into it. Rep. Espieffs asked if there is an in-house pharmacist. DNS Kemp stated that we use a pharmacy company who brings the meds in on a daily and weekly basis. Administrator Wozmak explained that at one time there was a pharmacist here, but he resigned and we then transitioned to outsource the drugs. Rep. Slack asked about staffing. DNS Kemp stated that last year there was some turn over, but no higher than any other year.

TLC

DNS Kemp stated that this is the behavior unit. There are 22 residents in the unit.

Laundry/Housekeeping

Administrator Wozmak gave an overview of the work done by the two departments. Commissioner Zerba explained

how three FTE's were added to the housekeeping budget in order to alleviate some of the work that was being done by the nursing department.

The committee took a short break and returned at 10:35 AM.

Activities

Steve Wilson gave an overview of the department. There are 6 full time employees covering seven days a week, providing different activities for residents. He noted that there is a request for a .5 FTE. There were no questions from the committee.

Social Services

Teresa Speaker gave an overview of the department. The members of the department act as resident advocates.

OT

Lisa Malchuk gave an overview of the department, which include daily life skills. There were no questions.

PT

Kathryn Kindopp gave an overview of the department. There were no questions.

Misc. Services for Residents

Director Trombly gave an overview of this budget. There were no questions.

Vice Chairman Mitchell moved to tentatively accept the proposed MNH budget, voted unanimously.

ASSISTED LIVING

Jeanne Donohoe gave an overview of the department. There are 20 residents in AL who need light assistance. There is presently a waiting list of 42 people. Rep. Liebl asked about the increase in continuing ed. Jeanne stated that for her and her staff, there are required continuing ed credits.

LTC

Catherine Banks does the assessment of Medicaid recipients to help them determine the assistance available to them.

Vice Chairman Mitchell moved to tentatively approve the proposed MNH budget, voted unanimously.

Vice Chairman Mitchell moved to tentatively approve the proposed Assisted Living budget, voted unanimously.

Vice Chairman Mitchell moved to tentatively approve the proposed LTC budget, voted unanimously.

Commissioner Zerba stated that he wanted to complement Administrator Wozmak and Lisa Kemp for their work this past year.

DOC

Superintendent Van Wickler gave an overview of the department and some of the statistics on the inmates as to recidivism, education and disabilities. The DOC conducted 250 tours in 2002; 208 inmates were provided to the Cheshire Fairgrounds for labor. He then gave an overview of the budget. He stated that he would recommend an increase in the federal inmate rate. His request for an additional CO is because of the results of the shift relief factor report.

Vice Chair Mitchell moved to tentatively approve the proposed DOC budget, voted unanimously.

FACILITIES

Barry King reviewed the facilities budget, and also gave an overview of the new lighting changes to the county facilities. He reviewed the capital budget. He requested an additional \$2000 be added to line 4900.89.20 for replacement of the Deeds door. Rep. Eaton moved to increase the line 4900.89.20 by \$2000 to \$5700, Rep. Allen seconded, voted unanimously.

Vice Chair Mitchell moved to tentatively approve the proposed facilities budget, voted unanimously.

FARM

Farm Manager David Putnam stated that the budget is down because it reflects the recommendations of the farm study. Manager Putnam stated that \$12500 should be removed from the capital budget line for the tractor. Rep. Eaton moved to delete the \$12,500 from the capital budget line 4900.97.15, Rep. Laurent seconded, voted unanimously. Vice Chair Mitchell moved to tentatively approve the proposed farm budget, voted unanimously. Director Trombly advised the committee that the value of the merit increase of 2 ½ % is \$112,071, and the COLA increase of 1 ½% is \$129,200.

The next meeting of the committee is at 33 West St. at 9 AM on January 27. (Rep. Liebl will be on vacation)

Administrator Wozmak confirmed the committee that there was an orientation for new members at 2 PM that day.

There being no further business, the meeting was adjourned at 12:20 PM.

Minutes approved on January 17, 2003

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 27, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton, Espieffs; Hunt; Laurent; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Moore and Zerba; County Administrator Wozmak; Sheryl Trombly Finance Director; Human Services Director Mimi Barber; Sheriff Dick Foote; County Attorney Heed; Asst. Attorney Cleary; Victim Witness Coordinator Lyndi Horn; Sarah Hoskins Victim Witness District Court; Medical Examiner Hal Brown; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 9:12 AM.

Human Services

HS Director Barber distributed a narrative of the proposed HS budget. She stated that her budget is an estimate because of the variables, which make up her budget. Rep. Laurent asked about the Cheshire County Youth Profile, because \$20,000 was requested last year and nothing was expended. Director Barber stated that the funds were not used because they did not receive any program requests. Director Barber distributed a revision to the HS 2003 budget figures based on some of the more recent figures she has calculated: Old age assistance 4441.54 has to be increased by \$4000; Aid to the permanently disabled 4441.55 should be decreased by \$18,000; Intermediate nursing care 4441.56 should be decreased by \$73,000; Board and care of children 4441.58 should be decreased by \$77,000. Another \$90,000 should be decreased from the 4441.56 line.

Director Barber stated that there are two programs that are not state-mandated programs, the CHINS diversion program and the Juvenile conference committee.

There was discussion about the effect of the new no out of state travel rule. Director Barber stated that it probably would not affect her budget.

A motion was made to tentatively approve the proposed human services budget, as presented with adjustments, voted 11 for 1 against.

County Attorney

County Attorney Peter Heed distributed the prosecution history from 1997 to 2002, which indicates an increase in the number of trials. He stated that the request for another prosecutor and legal secretary is needed because of the increase, in addition to it being a recommendation of the jail consultant report. Rep. Webber asked if there has been an increase in the superior court level as well as the district court and Attorney Cleary stated that there has been an increase. Rep. Dexter asked who receives the fines set, Attorney Heed stated that most fines are more significant at the district court level in misdemeanor issues and that some of the funds go to the courts and some to the victims. Hal Brown, the part time medical examiner, is appointed by the chief medical examiner. He was an overview of his background and the circumstances in which a medical examiner is called in to a case.

Rep. Slack asked Attorney Heed about the amount of time he spends doing work that could be done by the secretaries, he stated that approximately 10-20% of his time is spent doing his own work. Rep. Slack moved to tentatively accept the addition of the secretary position and not the addition of an attorney. There was a discussion on this and a **motion was made to table the proposed County Attorney budget, vote was 8 for and two against.**

After a short break, the committee returned to the budget review.

FMA

Paul Szoc gave an overview of the services provided by the FMA. He stated that a new employee contract has just been signed. Paul noted they expect to be moving to Marlborough Street in April. He stated that \$440,000 revenue is refunded to the county. Chairman Hunt thanked him for his presentation. **A motion was made to tentatively approve the FMA budget, voted unanimously.**

Sheriff

Sheriff Foote requested that line 4211.29 Outside Services, be increased by \$3000 because of electrical work for the dispatch center; line 4211.97 should be increased by \$5000 for HAZMAT; line 4212.02 should be reduced by \$33,832 because the Supervisor position is not used. After discussion on the budget and the status of the start up of

the dispatch center, **a motion was made to table to budget, voted unanimously.**

UNH

Lauren Bressett gave an overview of the purpose of the UNH continuing ed program and the areas in which they work. A narrative on their budget was distributed. Lauren reviewed any increases in the budget lines. There were no questions and **a motion was made to tentatively accept the UNH budget, voted unanimously.**

Conservation District

Deb Hinman distributed brochures on the work of the Conservation District. She stated that the Cheshire County Farm was chosen as the Cooperator of the Year for 2002 for all the work they have done. Rep. Slack asked if the schools in the county are encouraged to visit the farm. Deb stated that she appreciates any ideas like that. **A motion was made to tentatively approve the Conservation District budget, voted unanimously.**

County Government

Pam Fortner gave an overview of the work she does for the county as safety officer. Rep. Slack questioned the 4199.19.11 line for \$1400 for fire safety training. **A motion was made to tentatively approve the General County budget, motion passed ten for one against.**

The next meeting of the committee is at 33 West St. at 9 AM on February 3, followed by the fourth quarter budget review.

There being no further business, the meeting was adjourned at 12:25 PM.

Minutes approved by email on 2/1/03 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 3, 2003 12:30 PM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Eaton, Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 12:30 PM

Fourth Quarter 2002 Budget Review

Director Trombly stated that year end surplus will be approximately \$263,000, and encumbrances of approximately \$269,000. This includes the tractor, additional equipment for the dispatch center, HR consultant costs and server migration funds.

The nursing home revenue fell short by \$93,000.

The expenses that came under were Human Services, Alternative Sentencing, HR budget and savings on the TAN. Rep. Mitchell asked if there were any additional anticipated costs to the personnel appeal. Administrator Wozmak stated that a brief was received but we don't know where it is going at this time. It depends on whether the supreme court hears arguments or just makes a decision based on the briefs.

DOC

Administrator Wozmak explained the medical costs that were incurred last year resulted from an inmate that required surgery, and we are responsible for some of the medical costs of the inmates.

Sheriff

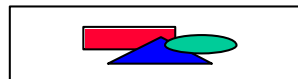
Lines 4211.02.00, 4211.02.08 and 4211.97.00 are the lines in the Sheriff's budget that relate to the dispatch center.

Director Trombly stated that the dispatch costs will be broken out separately.

There were no further questions. **Rep. Mitchell moved to accept the fourth quarter budget, Rep. Eaton seconded, voted unanimously.**

Rep. Hunt asked about the meeting about the jail on Feb. 17. There was discussion on what we are going to review at the meeting and how a vote is expected without a site chosen. Administrator Wozmak explained that there is a need for some kind of consensus vote from the delegation about going ahead with the jail plan. Rep. Allen asked that the jail discussion and vote be put on the agenda for the next meeting.

There being no further business, the meeting was adjourned at 1:45 PM.



Minutes approved on March 14, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 3, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton, Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners
Chairman Hunt called the meeting to order at 9:10 AM and everyone spent a moment in silence in memory of the crew of the Columbia space shuttle.

HCS

Barbara Duckett introduced the members of her team that attended the meeting with her. She gave an overview of the services provided by HCS to the community. Rep. Liebl asked if there is a financial assessment done on the individuals assisted. HCS confirmed that is the first thing they do. Rep. Liebl asked if revenue is requested from the towns outside of Cheshire County who have residents receiving assistance, it was confirmed that funds are requested from those towns. Barbara Duckett stated that each town is asked for an appropriation based on historical use of their services by the residents of that town.

Chairman Hunt thanked HCS for their presentation. **A motion was made to tentatively approve the HCS requested amount of \$89,000, voted unanimously. A motion was made to table the motion and it failed for a lack of a majority vote.**

Women's Crisis Services

Liz Sayre gave an overview of the services given by WCS. They work with the County Attorney and the Victim Witness advocates. This past year they were able to purchase a building to house four families, and there are currently two women and five children in the building. There were 1872 victims of domestic violence served in 2002. Chairman Hunt thanked Liz for her presentation. **Rep. Eaton moved to tentatively accept the budget for WCS, Rep. Slack seconded, voted unanimously.**

Monadnock Substance Abuse

Mario Cossa distributed a report of the services and the number of participants in the program. He stated that he will be retiring from the program this year. **Rep. Eaton moved to tentatively accept the commissioner's budget, Rep. Slack seconded, voted unanimously.**

Keene Senior Citizens

Chris Callahan gave an overview of the services provided by the Senior Center. **Rep. Slack moved to tentatively approve the commissioner's budget, Rep. Webber seconded, voted unanimously. Rep. Slack moved to table the motion, motion passed.**

Community Kitchen

Mindy Cambiar presented an overview of the services of the kitchen. There were many more people served with hot meals and pantry goods given out, than ever before. Mindy was thanked for her presentation. **Rep. Slack moved to tentatively approve the \$6000 budget, Rep. Eaton seconded, voted unanimously.**

Monadnock Developmental Services

Alan Green, Chris Coates, Bob Barrows and Carol Byrnes presented an overview of the program. Carol gave an overview of the respite services given to the community and the need for this respite care in order to relieve the primary caregivers. There is a waiting list at this time. Because their services are flexible, they have spread out the services to a minimum amount for recipients. **Rep. Pratt moved to accept the requested amount of \$123,188, Rep. Richardson seconded. Rep. Eaton moved to table the motion, Rep. Espieffs seconded, vote to table the motion passed 10 to 1.**

Monadnock Family Services

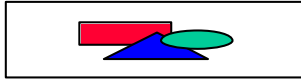
Doug Iosue made the presentation of the request for \$80,000 for MFS services for under and uninsured persons. **Rep. Laurent moved to table a motion for approval of the budget, table motion passed 9 to 1.**

Winchester Learning Center

Penny Vane gave an overview of the program in Winchester, which provides child care for children in town and for

surrounding communities. Penny advised the committee that the learning center has been approved for incentive funds. **A motion was made to tentatively accept the Commissioners recommendation of \$0, motion passed with a vote of 9 to 1.**

There being no further business, the meeting was adjourned at 12:15 PM.



Minutes approved on March 14, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 10, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton, Espieffs; Hunt; Laurent; Mitchell; Richardson; Slack; Webber; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Judy Von Feldt HR Director; Rick Van Wickler Superintendent of DOC; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 9:07 AM.

Rep. Dexter stated that he has reviewed the budget and believes there are more places cuts can be made. There was discussion about the budget process.

COLA

Administrator Wozmak suggested that Director Von Feldt speak to the merit raise process, which is expected to be completed within three months. Rep. Slack asked if everyone is receiving a merit raise this year, Administrator Wozmak said no. He stated that the budget is established with it because we don't know who will be receiving a raise. Rep. Allen asked about reservists. Administrator Wozmak stated that we presently have 5-6 reservists on payroll. There was discussion on the call up of reservists and the affect on the county.

Rep. Webber stated that she feels the merit increases are a minimum issue and almost everyone in any job in any company would receive a merit raise and that the discussion on cutting the merit raise is punitive. Commissioner Zerba recommended that the budget for merit raises go ahead as proposed because that is what has been done for some time, and next year the new procedure can be used. Rep. Allen moved to approve the Commissioners proposed merit and COLA budget, Rep. Webber seconded. There was further discussion on the motion. Rep. Mitchell called the motion, all approved, ceasing discussion. Motion passed on a vote of 8 to 2.

DELEGATION

Rep. Eaton moved to add a food line of \$250 to the delegation budget, Rep. Mitchell seconded, voted unanimously. Rep. Eaton moved, Rep. Mitchell seconded the delegation budget, as amended, voted unanimously.

COUNTY ATTORNEY

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded. Rep. Espieffs spoke to the need for the county attorney to follow the Supreme Court decision for a speedy trial for offenders. Motion passed on a vote of 8 to 2.

VICTIM WITNESS

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

PROSECUTOR'S GRANT

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

VICTIM WITNESS DISTRICT COURT

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

COMMISSIONERS

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

FINANCE

Rep. Dexter moved to cut the continuing Ed and travel line by 50%, Rep. Hunt seconded. Director Trombly described her department needs for travel, which includes weekly meetings for employees at MNH, and continuing Ed, which includes keeping up to date on payroll, and Medicare/Medicaid issues. Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

TREASURER

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

COMPUTER OPERATIONS

There was discussion on the amendments requested to add \$6000 to the specialist line for temporary help due to an employee out on extended leave, and to reduce supplies \$650. Rep. Eaton moved to approve the amended budget of \$221,112, Rep. Mitchell seconded, voted unanimously.

HUMAN RESOURCES

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

PERSONNEL ADMINISTRATION

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

MEDICAL EXAMINER

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

DEEDS

Rep. Eaton moved to approve the amended budget of \$431,770, Rep. Mitchell seconded, voted unanimously.

FACILITIES

MNH - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

HOC - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

WWTP - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

WTP - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Farm - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Courthouse - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Administration Bldg. - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

GENERAL COUNTY

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

SHERIFF

Rep. Eaton moved to add \$5000 to purchase HAZMAT clothing to the budget, Rep. Mitchell seconded, voted unanimously. The \$5000 will be offset by a grant for the clothing. The \$3000 request for electrical work for the dispatch center will be added to capital expenses.

Rep. Eaton moved to approve the amended budget, Rep. Mitchell seconded, voted unanimously.

FIRE MUTUAL AID

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded. Rep. Dexter moved to cut the training budget by \$5000, uniforms to \$3800 and travel to \$1250, motion was not seconded and withdrawn. Original motion was voted unanimously.

DOC

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Rep. Allen asked the Superintendent about the reason for the overtime line. Superintendent Van Wickler stated that part of it is the cost for coverage for four correction officers to attend the academy, and if it is not required, it is not used. Rep. Allen moved to raise the overtime line to the requested amount of \$23,491, Rep. Espieffs seconded, there were five votes for and five votes against, motion failed. The Superintendent stated that he received a fax this morning from the Feds that they will pay \$64 a day.

FARM

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously. There was discussion on the farm and the property. Rep. Mitchell suggested that we continue with the farm and allow the farm study suggestions be implemented, all agreed.

MNH ADMINISTRATION

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

QI

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Nurse Practitioner

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded. There was discussion regarding the reason for on call pay for the nurse practitioner. Rep. Slack amended the motion to remove the on call pay, Rep. Laurent seconded, a voice vote was taken, three for, seven against, motion to amend the budget failed. A voice vote was taken on the original motion and the motion passed nine for and one against.

Dietary

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Nursing

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

TLC

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Laundry

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Housekeeping

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Activities

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Social Services

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

OT

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

PT

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Misc. Services for Residents

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

ASSISTED LIVING

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

HUMAN SERVICES

Rep. Eaton moved to approve the amended budget of \$4,980,273, Rep. Mitchell seconded, voted unanimously.

LTC Coordinator

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

OUTSIDE SERVICES

HCS - Rep. Eaton moved to approve the requested amount of \$89,000, Rep. Mitchell seconded, voted unanimously.

Women's Crisis - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Substance Abuse - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

Community Kitchen - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

MDS - Rep. Richardson moved to approve the requested amount of \$123,188, Rep. Mitchell seconded. There was discussion on the requested amount. Rep. Allen amended the motion to \$35,000, Rep. Slack seconded, voted unanimously.

Keene Senior Citizens - Rep. Laurent moved to reduce the Commissioner's proposed to \$5,000, Rep. Espieffs seconded. There was discussion on the amount. Rep. Richardson moved to amend the motion to \$0, Rep. Eaton seconded, voice vote was four yes, three no, one abstention. Motion to reduce the amount to \$0 carried.

MFS - Rep. Slack moved to accept the Commissioner's proposed budget, Rep. Hunt seconded, voice vote of 7 yes, one no, motion carried.

Winchester Learning Ctr - Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Slack seconded, voted unanimously.

PILOT PROJECT

Rep. Mitchell moved to approve the Commissioner's proposed budget, Rep. Eaton seconded, voice vote of 6 yes,

two no, motion carried.

ALTERNATIVE SENTENCING

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

COOPERATIVE EXTENSION

The equipment purchase line has been reduced by \$500 from the Commissioner's proposed budget. Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

CONSERVATION DISTRICT

Rep. Eaton moved to approve the Commissioner's proposed budget, Rep. Mitchell seconded, voted unanimously.

DEBT SERVICE

Rep. Eaton moved to approve the Commissioner's proposed TAN budget, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's grand total debt service proposed, Rep. Mitchell seconded, voted unanimously.

CAPITAL OUTLAY

- 91. Add \$3000 to Sheriff's line for electric
- 20. Add \$2000 to Administration line for Deeds Door
- 15. Reduce \$12,500 from farm line
- 34. After discussion, Rep. Slack moved to reduce flat screen purchase to 9 screens, reduce line by \$846, Rep. Hunt seconded, vote 1 yes, 7 no, motion failed.

Rep. Eaton moved to approve the Commissioner's proposed capital outlay budget of \$462,748, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's proposed capital reserves, Rep. Mitchell seconded, voted unanimously.

Revenue

Rep. Eaton moved to approve the Commissioner's proposed DOC revenue, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's amended MNH revenue of \$8,539,034, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's proposed farm revenue of \$335,000, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's proposed revenue from MNH, DOC and Farm of \$9,174,034, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's amended total revenue of \$24,355,202, Rep. Mitchell seconded, voted unanimously.

Rep. Eaton moved to approve the Commissioner's proposed taxes to be raised of \$11,567,157, Rep. Mitchell seconded, voted unanimously.

There being no further business, the meeting was adjourned at 2:12 PM.



Minutes approved on Feb. 14, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Public Meeting
Monday, March 3, 2003 7:00 PM
12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dunn; Dexter; Eaton, Espieffs; Fish; Hunt; Laurent; Liebl; Manning; Meader; Mitchell; Parkhurst; I. Pratt; J. Pratt; Richardson; Robertson; Royce; Slack; Smith, Tilton; Weed; Commissioners Zerba, Sistare and Zerba; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners

Chairman Espieffs called the meeting to order at 7:10 PM. He turned the meeting over to Chairman Hunt for presentation of the Executive Committee Budget to the Delegation.

Rep. Eaton moved to approve the executive committee budget in the amount of \$24,355,202, Rep. Hunt seconded. Discussion followed. Rep. Dexter stated that he couldn't support the budget as presented. He feels that raises, equipment and uniforms are out of order. Chairman Hunt reviewed the items that were changed from the Commissioner's Proposed Budget. Rep. Allen moved to restore \$6500 to the budget for the Keene Senior Citizens budget, Rep. Mitchell seconded. Discussion followed. Rep. Irene Pratt reminded everyone of the cuts being made by the governor and that everyone is going to suffer and must deal with a pared down budget. Rep. Mitchell addressed the hardship that will result from having had the \$6500 removed from their budget. He feels that we should have addressed the request from the organization with the organization, before cutting their request. Rep. Hunt added that he feels that there should be guidelines established for outside agencies. **Rep. Jack Pratt moved the question of the amendment to the original motion, adding \$6500 to the budget, Rep. Eaton seconded. A roll call vote taken resulted in 13 yes, 8 no, motion passed.**

Rep. Jack Pratt asked for the total figures on the health insurance, whether comparisons are made regarding insurance companies, and raises for employees. Director Trombly stated that merit and cola raises will increase the budget by approximately \$244,000, and health insurance results in an increase of approximately \$210,000. Director Trombly stated that other insurance company costs are always obtained to compare against our self-insurance plan, and she gave the cost comparisons, which indicated they are within the area of our present plan. Additionally, when there is a surplus on our self-insurance plan, the surplus is ours, where if there is a surplus with insurance companies, they retain the surplus.

Commissioner Zerba addressed the merit and cola raises and that the Commissioners feel that they support the system as it is now, since the wage survey is due to be completed in three months.

Rep. Robertson spoke to the fact that there are three dispatch systems in the county. Rep. Hunt suggested that for next year, Fire Mutual Aid not be funded. He explained how the sheriff's dispatch budget was added to the 2002 budget by a vote of the delegation.

Rep. Jack Pratt moved that the county sell the farmland, the motion was not second, motion withdrawn. Rep. Irene Pratt noted that human needs are being cut and that such amounts are spent on the farm.

Rep. Tilton asked about the cuts by the governor and how it will affect the county. Director Trombly stated that since Governor Benson's budget had not been passed, we have not seen the effects it would be on the nursing home. However, in comparing the rate calculated through the 2001 Medicaid cost report to the rate we are currently receiving, the nursing home is being paid approximately \$1.5 million less than our accumulated costs.

A roll call vote was taken on the motion to approve the budget of \$24,361,702, resulting in a vote of 16 yes, 5 no, motion passed.

Rep. Liebl moved to approve the revenue account of taxes to be raised in the amount of \$11,573,657, Rep. Smith seconded, roll call vote of 18 yes, 2 no, motion passed.

Rep. Eaton moved to approve \$5760 withdrawal from the Deeds surcharge account, Rep. Jack Pratt seconded, voted unanimously.

Chairman Espieffs asked Commissioner Zerba to address the jail issue. Commissioner Zerba asked the delegation to make a decision to determine the direction the Commissioners should follow regarding the jail, whether to go ahead with the research into a new/expanded jail, or not. Rep. Liebl stated that he needs to know where the facility will be before he votes on building a jail. Administrator Wozmak stated that several sites are under review. He explained that

as soon as a site is identified, the information would be given to the delegation. **Rep. Laurent moved that the Commissioners find a jail site and come back to the delegation with that information, seconded by Rep. Liebl, roll call vote taken and the motion passed unanimously.**

Chairman Espiefs thanked the delegation, the executive committee and those who work for the county for all their work on putting together the budget.

There being no further business, the meeting was adjourned at 8:40 PM.

Minutes approved April 30, 2003

**Barbara Hull Richardson
Clerk, Pro tem**

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, May 12, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Eaton, Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Bill Albrecht, County Attorney; Sheriff Foote; Bill Roberts and members of the Friends of Pisgah; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 9:05 AM.

Chairman Hunt asked if there were any questions on the budget. There were none. Commissioner Zerba stated that Director Trombly was prepared to give the committee an overview of any items in the budget that needed comment. Director Trombly stated that most items are at 75%, indicating that we are in good shape. Some of the revenues are one-time revenues, such as taxes, which come at the end of the year, and therefore show up as being less than 75%. The Human Services budget is about \$93,000 under budget in revenue, although the numbers since the report was generated bring it down to about \$63,000 under budget.

County Attorney Albrecht gave an update on the hiring of a new assistant county attorney and administrative assistant. He expects the positions to be filled by June 1.

Rep. Slack asked about the outside services line that is over budget. Attorney Albrecht stated that some of the items charged to that line should be charged to the newly established line "witness expenses". He explained that the Expert Witness line is for expert witnesses to be paid for some cases, which is different from witness expenses, which pays for transportation or other expenses for witnesses on cases. The new line will help in establishing a history for the costs that would be incurred.

Rep. Mitchell asked about the Commissioner's legal line, which is over budget, and whether all the bills have been received. Administrator Wozmak stated that he does not know if all the bills have come in, because the case has been heard by the Supreme Court and is not yet decided. He stated that the legal costs would be split with the Delegation legal line because the Personnel Committee also incurred some of the costs, that would keep both legal lines within budget.

The travel line for the sheriff's office is over due to travel costs incurred by personnel for training. Rep. Mitchell asked about the status of the dispatch. The Sheriff stated that he is still interviewing, and once the new hires are trained, he expects to have the dispatch up soon afterwards. He has most of the equipment but still has some equipment coming in. Rep. Slack asked when the dispatch will be starting up, and the sheriff stated that he needs two more people in order to start. Rep. Slack stated her concern about the dispatch no being up and running yet. The sheriff stated that the people he hires require training, with the SPOTS and with handling phones, which is being done now.

Chairman Hunt asked if the committee had any other questions. There were none.

Rep. Eaton moved to accept the first quarter budget, Rep. Mitchell seconded, voted unanimously.

Bill Roberts, from the Friends of Pisgah, explained the request, which has been presented previously, regarding the donation of the Blood Farm Barn to the Friends of Pisgah. **Rep. Mitchell made a motion to authorize the County Commissioners to transfer ownership of the Blood Farm Barn to the Friends of Pisgah, provided that the County incurs no expense associated with the transfer or removal of the barn from County property, Rep. Eaton seconded.** Rep. Mitchell gave additional detail about the barn ownership transfer request. Commissioner Zerba stated that the issue was brought before the committee previously and the Friends now have the funds to move the barn. He stated that the barn transfer was also brought before the Westmoreland residents, and there was no opposition to the moving of the barn. Rep. Slack stated that she thinks the idea to make use of the building is a great idea. The next step is to present it to the delegation. There was discussion about bringing it to vote at a delegation meeting and at the same time to discuss the proshare funds. A date will be set. **A roll call vote was taken and the motion passed unanimously.**

Chairman Hunt stated that he wanted guidelines established regarding county support of outside agencies. Rep. Pratt stated that although agencies may request funds from both the town and the county, the programs or areas of funding are usually separate. Administrator Wozmak stated that the more the stated reduces funding of human

service agencies, the more the agencies will come to the county and towns for funding. Rep. Slack suggested that the committee look into the incentive funds and how that money is distributed. Director Trombly advised the committee that \$222,381.20 was received for the 2003 incentive funds and offered to tell them how it was distributed. It was suggested that the outside agencies request for funding be reviewed before the beginning of the year. The committee will be invited to attend the Commissioner's meeting with the outside agencies in the fall. The executive committee would like to review the application and scoring standard at the third quarterly budget meeting. They would like the agencies to supply a balance sheet, by laws, and their 501 c (3) status with their application. Director Trombly will prepare a history of the funding for the agencies. They have also requested copies of the old applications supplied by the agencies.

Rep. Liebl asked if there is any component of the Liebert study that can be set up at this time. Administrator Wozmak stated that we have started many of the programs suggested, such as ASP (Alternative Sentencing Program), MHC (Mental Health Court) and electronic monitoring. Rep. Liebl stated that the delegation needs to receive information about the programs suggested by the Liebert report and how it has affected the numbers of inmates.

Rep. Weed stated that he has heard from Rep. McGuirk about the farm and asked if there is any information available about the farm. Rep. Mitchell stated that he is on the farm committee and he can speak with Rep. Weed about the farm after the meeting.

Rep. Espieffs stated that he would prefer delegation public meetings be held here in Keene to enable public attendance. The meeting regarding the barn will be held in the evening on June 5. If the information about the proshare funds is available, that will be reviewed at that time also.

There being no further business, the meeting was adjourned at 10:55 AM.



Minutes approved on May 27, 2003

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, May 12, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Eaton, Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Bill Albrecht, County Attorney; Sheriff Foote; Bill Roberts and members of the Friends of Pisgah; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 9:05 AM.

Chairman Hunt asked if there were any questions on the budget. There were none. Commissioner Zerba stated that Director Trombly was prepared to give the committee an overview of any items in the budget that needed comment. Director Trombly stated that most items are at 75%, indicating that we are in good shape. Some of the revenues are one-time revenues, such as taxes, which come at the end of the year, and therefore show up as being less than 75%. The Human Services budget is about \$93,000 under budget in revenue, although the numbers since the report was generated bring it down to about \$63,000 under budget.

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Rep. Mitchell asked about the Commissioner's legal line, which is over budget, and whether all the bills have been received. Administrator Wozmak stated that he does not know if all the bills have come in, because the case has been heard by the Supreme Court and is not yet decided. He stated that the legal costs would be split with the Delegation legal line because the Personnel Committee also incurred some of the costs, that would keep both legal lines within budget.

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Chairman Hunt asked if the committee had any other questions. There were none.

Rep. Eaton moved to accept the first quarter budget, Rep. Mitchell seconded, voted unanimously.

Bill Roberts, from the Friends of Pisgah, explained the request, which has been presented previously, regarding the donation of the Blood Farm Barn to the Friends of Pisgah. Rep. Mitchell made a motion to authorize the County Commissioners to transfer ownership of the Blood Farm Barn to the Friends of Pisgah, provided that the County incurs no expense associated with the transfer or removal of the barn from County property, Rep. Eaton seconded. Rep. Mitchell gave additional detail about the barn ownership transfer request. Commissioner Zerba stated that the issue was brought before the committee previously and the Friends now have the funds to move the barn. He stated that the barn transfer was also brought before the Westmoreland residents, and there was no opposition to the moving of the barn. Rep. Slack stated that she thinks the idea to make use of the building is a great idea. The next step is to present it to the delegation. There was discussion about bringing it to vote at a delegation meeting and at the same time to discuss the proshare funds. A date will be set. A roll call vote was taken and the motion passed unanimously.

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service agencies, the more the agencies will come to the county and towns for funding. Rep. Slack suggested that the committee look into the incentive funds and how that money is distributed. Director Trombly advised the committee that \$222,381.20 was received for the 2003 incentive funds and offered to tell them how it was distributed. It was suggested that the outside agencies request for funding be reviewed before the beginning of the year. The committee will be invited to attend the Commissioner's meeting with the outside agencies in the fall. The executive committee would like to review the application and scoring standard at the third quarterly budget meeting. They would like the agencies to supply a balance sheet, by laws, and their 501 c (3) status with their application. Director Trombly will prepare a history of the funding for the agencies. They have also requested copies of the old applications supplied by the agencies.

Rep. Liebl asked if there is any component of the Liebert study that can be set up at this time. Administrator Wozmak stated that we have started many of the programs suggested, such as ASP (Alternative Sentencing Program), MHC (Mental Health Court) and electronic monitoring. Rep. Liebl stated that the delegation needs to receive information about the programs suggested by the Liebert report and how it has affected the numbers of inmates.

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Rep. Espieffs stated that he would prefer delegation public meetings be held here in Keene to enable public attendance. The meeting regarding the barn will be held in the evening on June 5. If the information about the proshare funds is available, that will be reviewed at that time also.

There being no further business, the meeting was adjourned at 10:55 AM.



Minutes approved on May 27, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Monday, August 18, 2003 10:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dunn; Eaton; Espieffs; Fish; Hunt; Laurent; Liebl; Manning; Meader; Mitchell; Parkhurst; I. Pratt; Richardson; Robertson; Royce; Slack; Tilton; Webber; Weed; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Superintendent Van Wickler; Computer Coordinator Putnam; Computer Specialist Scribner; Facilities Manager King; Register of Deeds Hubal; Terry Warren Executive Assistant to the Commissioners

Chairman Espieffs called the meeting to order at 11:00 AM.

A motion was made by Rep. Hunt, seconded by Rep. Royce, to authorize the County Commissioners to transfer ownership of the Blood Farm Barn to the Friends of Pisgah provided that the County incur no expense associated with the transfer or removal of the barn from County property. Rep. Allen asked if any land was involved in the barn transfer, he was assured there was no land transfer. A voice vote was taken and the motion passed unanimously.

A motion was made by Rep. Hunt, seconded by Rep. Royce, to increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$544,183. And to authorize the use of Proshare funds, contingent upon receipt of funds by increasing the account lines as follows: 4441.56.00 (Human Services Intermediate Nursing Care) for \$25,000.00 for additional expenses anticipated due to Nursing Home rate increases; 4900.97.34 (Capital Outlay – Computers) for \$134,000.00 for replacement of the Microwave Communication System; 4915.89.00 (Capital Reserve Funds) for \$385,183 for the specified designations which include: \$125,183 for Nursing Home Reserves, \$60,000.00 for Computer Reserves, \$200,000.00 to establish a reserve to accommodate rate adjustments to wages based on the Wage and Salary Study conducted in 2003. Director Trombly reviewed the motion for the group. A voice vote was taken and the motion passed unanimously.

A motion was made by Rep. Hunt, seconded by Rep. Eaton to increase revenue line #3509.00.00 (Miscellaneous Income) by \$162,366 for the Drug Rebate funds from the State of New Hampshire. And to authorize the use of the funds by increasing the account lines as follows: 4441.55.00 (Human Services – Aid to Permanently and Total Disabled) for \$25,000.00; 4441.56.00 (Human Services - Intermediate Nursing Care) \$22,366; 4441.56.01 (Human Services – Related Health Costs) \$50,000.00; 4441.58.00 (Human Services - Board & Care of Children) \$65,000.00 in order to accommodate additional anticipated expenses for the county's liability of the categorical listed. Director Trombly explained the source of the rebate. A voice vote was taken and the motion passed unanimously.

Rep. Hunt made a motion, seconded by Rep. Liebl, to increase revenue line #3359.08.00 (Alternative Sentencing Mental Health Court) by \$75,000.00 to reflect the first year of a grant awarded from the U.S. Department of Justice. This amount will include an offset decrease of \$75,000.00 to revenue line 3111.00.00, (Taxes To Be Raised). A voice vote was taken and the motion passed unanimously.

Rep. Hunt moved, Rep. Dunn seconded, to increase revenue line #3402.01.00 (Registry of Deeds Fees) by \$29,500.00. And to authorize the expenditure of the additional revenues by increasing the account lines as follows: 4193.29.00 (Deeds – Outside Services) by \$8,000.00; 4193.36.35 (Deeds - Photocopy Supplies) by \$6,000.00; 4193.38.00 (Deeds – Postage) by \$5,500.00 and 4193.39.00 (Deeds – Printing, Binding, Books) by \$10,000.00 in order to accommodate increases to those expenses that are directly related to the increased revenues. A voice vote was taken and the motion passed unanimously.

Rep. Hunt made a motion, seconded by Rep. Mitchell, to increase revenue line #3915.00.00 (Transfer from Capital Reserves – Downtown Campus Reserves) by \$37,713.00. And to authorize the use of the reserves by increasing expense line #4900.89.96 (Capital Outlay – Downtown Campus) by \$37,713.00 in order to accommodate the Design and Development Costs associated with potential County Office Space at 350 Marlboro Street. Administrator Wozmak explained that the space needs assessment stemmed from the needs of the Deeds Department and that the expansion of Deeds was the original reason for the purchase of the Latchis Building. Since the City's purchase of 350 Marlborough Street, the delegation indicated some interest in the county moving their office in with the city at 350 Marlborough Street. It is necessary to determine what it would cost to move some of our offices there.

It was asked if anyone has indicated any interest in the Latchis Building. Administrator Wozmak stated that there have been two calls of interest in the building. In addition, MEDC and the county are looking into a plan for it to

become a multi use building, with retail space on the bottom floor, and residential/condos above. CDFR funds have been received for the feasibility study. Rep. Tilton asked if we were leasing or purchasing space at 350 Marlborough Street, Administrator Wozmak stated that it is still under discussion.

A voice vote was taken and the motion to transfer the funds for costs related to 350 Marlborough Street passed unanimously.

Rep. Hunt made a motion, seconded by Rep. Eaton, to increase revenue line #3509.00.00 (County Miscellaneous Revenue) by \$4,779.00 due to a refund of DCYF monies from the State of NH Department of Health & Human Services. And to increase expense line #4915.89.00 (Transfer to Community Youth Profile Reserve Fund) by \$4,779.00 in order to add to the existing reserve fund set aside to fund Community Youth Profile programs. Director Trombly explained the CYP program. The refunded monies would go to reserves to fund future programs. A voice vote was taken and the motion passed unanimously.

Commissioner Zerba presented a report on the jail site search to the delegation. He stated that 16 sites came before the committee, and some of them were removed for various reasons, as noted below:

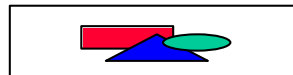
1. Marlborough – Robert and Dorothy W. (withdrawn by owner)
2. Hinsdale – McRae land near racetrack (too far away)
3. Westmoreland – county owned gravel pit
4. Westmoreland – county owned current jail site
5. Keene – Ellis farm land (not suitable location)
6. Keene – Rt. 9 & 10 – David Thomas land (no utilities, solid rock)
7. Swanzey – Rt. 10 – David Pollock LLC land (no utilities, rocky land)
8. Winchester – Rt. 10 – Batulevitz land
9. Swanzey/Winchester – Payne land
10. Marlborough – David Pollock land (too far away, no utilities)
11. Swanzey – Gene Dubois land (no utilities, far away)
12. Swanzey – Bardwell farm land
13. Keene – Perry Kiritsy land (Rt. 10/Winchester St)
14. Keene – Buffum land (behind Bardwell) (not available)
15. Westmoreland – Putters driving range (no potential)
16. Keene – Hurricane Road land (Jona Lee Century 21) (no utilities, rocky)

It is the recommendation of the Commissioners that the existing jail site be used and to ask the Delegation Jail Committee to meet and consider moving forward with a bond vote to construct a new correctional facility at the present site.

Superintendent Van Wickler reviewed some of the reasons why it is necessary to make some changes quickly. He encouraged the Delegation to come and visit the jail. The Jail committee will meet to discuss the Commissioner's recommendation. Administrator Wozmak will contact Rep. Dexter to set up a date.

Rep. Hunt made a motion, seconded by Rep. Slack, to authorize the Commissioners to submit a joint application, with the Town of Troy, NH, for an Economic Development Community Development Block Grant (CDBG) application to the Community Development Finance Authority for a total amount up to \$1,000,000 over a two-year period equaling the retention and creation of fifty (50) jobs at the Troy Mills Complex. As the Lead Applicant, the Town of Troy is requesting \$700,000 over a two-year period. Cheshire County is requesting \$300,000 over a one-year period. CDBG funds must directly benefit low to moderate-income people, and can be used for housing rehabilitation, certain public facilities, or economic development activities. If awarded, the Town of Troy and Cheshire County will subgrant the funds to Monadnock Economic Development Corporation (MEDC) for use in renovating the Troy Mills Complex. Doug Brown from MEDC gave an overview of the application for funds for the Troy Mills. They are looking to purchase the property and expand the businesses that are in the building. The motion is to authorize the Commissioners to apply for the grant. A voice vote was taken and the motion passed unanimously.

There being no further business, the meeting was adjourned at 12:10 PM.



Minutes approved on Sept. 4, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, August 18, 2003b 10:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Eaton; Espieffs; Hunt; Laurent; Lieb; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Superintendent Van Wickler; Computer Coordinator Putnam; Computer Specialist Scribner; Facilities Manager King; Terry Warren Executive Assistant to the Commissioners

Chairman Hunt called the meeting to order at 10:03 AM.

Chairman Hunt asked if there were any questions on the budget, as there were none, Commissioner Zerba stated that Director Trombly was prepared to give the committee an overview of the budget.

Director Trombly addressed the revenues which is at 48% remaining, right on target. The nursing home revenues are lower because the rates have been reduced and because we have a lower census. Expenses are at 54% remaining, and the nursing home is at 51% remaining. The electric, fuel and telecommunications lines are running over because of the cold winter. We had changed our telecommunication company and the benefits expected have not materialized, and we will be changing back to Verizon. Human Services is over about \$70,000, and the lines will be adjusted with a motion at the delegation meeting.

There was some discussion about the fact that the county must pay 25% of costs for approximately 266 county residents that are in other nursing homes besides Maplewood. Rep. Mitchell asked if the situation with the court is affecting pretrial holds at the HOC. Superintendent Van Wickler stated that at this time the HOC is not affected because his detainees are at the district court level.

Chairman Hunt stated that his concern for the budget is in regard to the outside agencies. He requested a history of the agency requests and needs. Director Trombly had prepared and brought to the committee, a list of the agencies that Cheshire County has supported since 1924. Chairman Hunt requested the committee to review the list and bring any questions to the meeting with outside agencies on October 27 at 9 AM.

There being no further business, the meeting was adjourned at 10:40 AM.



Minutes approved on Sept. 4, 2003 Amy Webber, Clerk

MINUTES
Cheshire County Delegation Jail Committee Meeting
Wednesday, October 15, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dunn; Dexter; Eaton, Espiefs; Fish; Hunt; Laurent; Lieb; Manning; Meader; Mitchell; J. Pratt; Robertson; Slack; Tilton; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Rick Van Wickler HOC Superintendent; Terry Warren Executive Assistant to the Commissioners

Chairman Dexter called the meeting to order at 9 AM. He explained that the meeting is a working meeting for the Delegation Jail Committee to discuss the sites available for the county jail. He reviewed the guidelines for the meeting. These included that the members of the committee are encouraged to participate in the discussion, members of the public who have questions may be called upon, but this is not an open meeting to discuss financial decisions on a new jail, or whether the present jail is adequate.

Representative Hunt explained to all present that the delegation has already agreed to go forward with building a new jail, and the decision before the group is choosing a site from those sites brought forward by the Commissioners. Administrator Wozmak gave an overview of the history that has brought us to today. A year ago, the Delegation agreed that a new facility was needed, but that it would not make a decision to go out for a bond for a new facility unless a site were presented. The Commissioners established a Jail Site Committee to consider the sites available for a new jail. The charge of the Delegation to the Commissioners was to find a jail site. After review of many sites, and visiting some sites, two sites were chosen. This is the first meeting of the Delegation Jail Site Committee to decide on a site. The Delegation Jail Site Committee has a limited task of choosing a site from the sites presented by the Commissioner's Jail Site Committee. The decision of the Delegation Site Selection committee was to determine the final site. Rep. Hunt asked if there are two sites for consideration, Administrator Wozmak stated that there is. Rep. Pratt moved that the site selection decision be reviewed, Rep. Eaton seconded.

Commissioner Zerba reviewed the initial recommendation of the Commissioners that the new facility be at the present site.

Rep. Pratt asked if there was a report. He feels there has not been enough information released about sites.

Chairman Dexter suggested that members of this subcommittee meet in a month after reviewing the options. Rep. Dunn stated that at the last delegation meeting, Commissioner Zerba gave the information about the available sites, which were the present site and the Bardwell site. Rep. Espiefs stated that in March the Commissioners Jail Site Committee had a large ad asking the public for property available for the jail. He gave a copy of this ad to the members of the committee.

Rep. Hunt asked if the Commissioners Jail Site Committee could be more proactive in finding a site and asked if we have looked at every parcel available. Chairman Dexter stated that he does not feel the River Road site be taken off the board for consideration.

Rep. Pratt moved that the decision of the site selection committee be rejected and further that a new committee be established to review properties available for sale and properties subject to eminent domain, Rep. Eaton seconded. Discussion followed.

Commissioner Zerba was asked to address the Bardwell property and why it is recommended. Commissioner Zerba stated that the site is in a location that we were looking for, the site is favorable for building. Rep. Mitchell asked that the site selection committee present a report in advance of the delegation meeting so a decision can be made. It is important to make a decision and a new jail built as is recommended by the consultants we hired.

There was discussion about available properties and members of the delegation discussed looking at properties that would be acceptable for a jail site, and if necessary, take property by eminent domain. Rep. Pratt stated that it is the delegation's job to take the heat about where the prison should go, and that it should go where it makes the most sense. The issue of how many people want or do not want it does not matter. Administrator Wozmak stated that he could prepare a report of all the sites that have been reviewed.

Rep. Mitchell recommended that the outside members who were involved in the site selection be involved again. He feels that every member of the delegation be approached individually and asked if they want to be on the committee. Administrator Wozmak stated that it was the call of the delegation chair to invite delegation members on the site

committee.

At 10:05, there was a 20 minute recess to allow the Commissioners to talk to the Chair of the Delegation to determine those members of the delegation for the committee.

The meeting reconvened at 10:25. The Commissioners stated that they were not comfortable with the idea of eminent domain and would like that idea removed from consideration. Rep. Espieffs moved, Rep. Allen seconded, that the phrase "eminent domain" be struck from the motion, passed unanimously. The original motion was then passed unanimously.

The Commissioner's Jail Site committee was expanded to include Reps. Allen, Eaton, Robertson, Jack Pratt, Dexter and Espieffs, with Rep. Fish as an alternate. The Westmoreland Selectman Russ Austin will replace the previous selectman. The Commissioners will advise the members of the meeting date. The next meeting will be scheduled for either 4 PM or 7 PM. The Delegation Site Committee will meet after the Commissioners Site Committee has information available. It is hoped that this process will be ready for the Delegation meeting in December.

There being no further business, the meeting was adjourned at 11: 25 AM.

Terry Warren Clerk, Pro tem

MINUTES
Cheshire County Delegation
Executive Committee Meeting
3rd Quarter Budget Review
Monday, November 24, 2003 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Superintendent Van Wickler; Facilities Manager King;

Chairman Hunt called the meeting to order at 9:00 AM.

Chairman Hunt asked if there were any questions on the budget, as there was none, Director Trombly gave the committee an overview of the budget.

Rep. Slack asked about the overtime in the Nursing Department. This is a result of the nursing shortage and the need to use per diem nurses. There was some discussion the county's incentives for hiring new nurses for the nursing home. The county offers tuition reimbursement and has been involved in the community coalition to increase awareness of nursing as a career in elementary school.

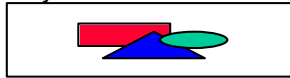
Manager King advised the committee that Honeywell has performed an energy audit to county buildings and has submitted their recommendations of improvements to save energy.

Manager King also advised the committee about the river erosion, and that the Army Corps of Engineers has visited the site.

Administrator Wozmak will contact Lucille Jordan at the NH Community Technical College and ask them to defer tuition until the end of the student's education.

Rep. Slack asked about the overtime in the Sheriff's Dispatch.

There being no further business, the meeting was adjourned at 9:57 AM.



Minutes approved Jan. 9, 2004 Amy Webber, Clerk

MINUTES
Cheshire County Delegation Jail Committee Meeting
Monday, November 24, 2003, 1:00 PM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton, Hunt; Laurent; Liebl; Manning; Meader; Mitchell; I. Pratt; J. Pratt; Richardson; Slack; Tilton; Commissioners Zerba, and Moore; County Administrator Wozmak; Rick Van Wickler HOC Superintendent

Chairman Dexter opened the meeting at approximately 1:10 PM. recapping where the committee was on the sites under consideration. Chairman Dexter recognized Commissioner Zerba for an update on the four properties being evaluated by the Commissioners Jail Site Selection Committee.

Because Mr. Zerba was to discuss the status of financial negotiations on two of the properties to be discussed, At 1:30 P.M., pursuant to RSA 91-A (II)(a), (b) and (c), **Representative Eaton made a motion to go into non-public session "to discuss the consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community". Seconded by Rep. Allen. A role call vote was taken and the motion passed unanimously.**

While in non-public session, a decision was reached **and a vote taken that the County would table any further discussions or negotiations regarding the Bardwell property. The motion was made by Rep. Hunt and seconded by Rep. Jack Pratt. The vote was unanimous. At 1:48 P.M. Rep Jack Pratt made a motion was made to return to public session, seconded by Rep. Mitchell. The role call vote was unanimous to return to public session.**

Rep. Jack Pratt inquired about the "Aldrich" property whose owner had approached the county for consideration. Mr. Wozmak explained that while the site was 23 acres, it was very long and thin, approximately 550 feet wide. This was simply too narrow as the contemplated building is nearly 350 feet wide. There was additional discussion about whether abutters should be contacted. **Rep. Pratt made a motion to instruct the County Administrator to contact abutters to the Aldrich property to determine their interest in selling. Seconded by Rep Richardson.** There was discussion on the motion regarding the cost of the engineering studies for each site (\$5,000). Rep. Hunt felt that it would be a "waste of time" to contact the abutters and that it was too close to the existing facility to warrant the development costs. Rep. Allen was concerned about the high-speed roadway. **The question was moved and upon a role call vote, the motion failed on a vote of six in favor and eight opposed.**

Selectman Beauregard asked to present statistics relating to the inmate's towns of origin for the record that indicated that the vast majority of offenders are brought to the county facility by the City of Keene. Rep. Slack requested additional information regarding the actual residence town for the offenders rather than merely the arresting agency information. Superintendent Van Wickler agreed to try to provide this information.

Chairman Dexter summarized the meeting by stating that the current site is still in the running. In addition, the County continues to talk with the developers of the MedCare. The results of the talks are pending. The engineers are performing evaluation work on the "Parrott" property on Rt. 101 in Keene and the results of this work are pending. Finally, Commissioner Zerba has been placed on the City County Planning, License and Development Committee agenda, (at the request of this Delegation Committee) which will take place on November 26, 2003 at 7 PM in City Council Chambers. Notices of this meeting were mailed to each member of the delegation for their information.

It was discussed that at the December 8, 2003 meeting of the full Delegation, they be presented a summary of activities, as it seems that there will not be sufficient time to resolve these pending issues before the eighth. The Delegation Jail Committee will meet again on December 15, 2003 at 4:00 P.M. in the basement conference room at the County Administration Building at 33 West Street, Keene.

There was no other business and the meeting was adjourned at 2:25 P.M.

Jack Wozmak, Clerk, Pro tem

MINUTES
Cheshire County Delegation
Monday, December 8, 2003 7:00 PM
12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dexter, Dunn; Eaton; Espieffs; Fish; Hunt; Laurent; Liebl; Manning; Meader; Mitchell; Parkhurst; J. Pratt; I. Pratt; Richardson; Robertson; Slack; Tilton; Webber; Weed; Commissioners Zerba, and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners

Chairman Espieffs called the meeting to order at 7:00 PM. He asked the Commissioners to review the Commissioners' Proposed Budget. Commissioner Zerba introduced employees of Cheshire County who were present to the members of the Delegation.

Commissioner Zerba explained the budget process. He gave an overview of the present budget. He reviewed some of the increases and decreases in expenditures and revenue.

Rep. J. Pratt asked what is happening with the health insurance line. Director Trombly stated that the health insurance for all employees was added together to the Personnel Administration budget on page 29 so that increased health insurance costs could be easily tracked. There were four lines added to this budget to include health and dental insurance costs for MNH employees, and health and dental costs for general county employees. Rep. Pratt suggested that he would like to see the costs listed in the individual departments. Director Trombly will prepare a report.

Rep. Dexter noted that the COLA increase is 2% as listed on the summary, but the merit increases are not listed. Director Trombly stated that the budget includes a potential 2 1/2% merit increase for each employee. Administrator Wozmak stated that the HR consultant was asked to provide an evaluation system that will grade and reward performance vs. nonperformance.

Mr. McGuirk stated that he hoped that the farm report prepared in 2002 is not being ignored. Administrator Wozmak stated that the result of some of the changes should be seen by the end of the year and that many of the consultant's recommendations had been incorporated into the farm's 2004 budget. He stated that he believes the losses seen in October will be reduced by the end of the year.

Rep. Robertson asked how Fire Mutual Aid is going to continue since we have changed the appropriation formula. Commissioner Zerba stated that the formula for the towns in Cheshire County is more equitable now and that the other towns using FMA are being billed directly. He stated that the formula was developed by my FMA and was patterned after another county's formula.

Rep. Smith asked about payroll costs and why some salaries are higher than what was requested by the department. Commissioner Zerba stated that the wage and salary recommendations by the consultant was established using information from businesses in Cheshire County, in surrounding areas, various types of businesses, etc. He stated that the salaries listed in the budget were at the low end of the pay scale recommended. Rep. Slack stated that she would like to see a copy of the report. The report will be distributed at the executive committee meetings.

It was questioned why the LTC Coordinator position was reduced. Administrator Wozmak stated that this project was a pilot project with the state that has been operating for about 5 years and that the state is starting its own program and a full time position is no longer required as the state's program will fully fund the program.

Rep. J. Pratt asked why the total amount of outside agency funds are being cut 50%, and he suggests the executive committee look at this.

Rep. Tilton asked about the elimination of the housekeeping/linens director. Administrator Wozmak stated that it was recommended we eliminate the director's position and retain the supervisors of each department, who then reports to the nursing home administrator. Rep. Tilton asked if the increase under the nurse practitioner budget increase indicates that a position increase. Commissioner Zerba stated that yes, a position was added. The NP position generates revenue and increased use of the nurse practitioner will increase revenues.

Rep. Weed asked if the commissioners considered a transition increase in salaries over a period of time rather than an increase at one time. Commissioner Zerba stated that the commissioners decided that the pay and classification study would be used to bring the individuals who were well below a minimum salary range to that minimum rate.

Director Trombly stated that the pay and classification study will be given to the delegation when it is received from

the consultant. The consultant is processing the feedback received from department heads and will incorporate the feedback into the report where indicated. Rep. J. Pratt asked if this is the year the executive committee make a decision on salaries for elected officials. Administrator Wozmak stated that it was. Rep. Pratt asked if the elected officials were included in this pay and classification study. He suggested that the executive committee look at the elected official's salaries.

Rep. I. Pratt asked what is the significant difference between the medical examiner's budget for 2003/2004. County Attorney Albrecht stated that part of what was previously budgeted was medical examiner fees that should come out of the state treasury.

Rep. Mitchell asked where are we in the interview process for the HR director. Administrator Wozmak stated that we have three interviews set up in the continuing search for a replacement HR director.

The meeting was recessed for five minutes at 7:48 PM.

The meeting resumed at 7:55 PM.

Chairman Espiefs asked the commissioners and Rep. Dexter to address the Delegation Jail Study meetings.

Commissioner Zerba spoke to the latest report distributed this evening. There was discussion on the various sites reviewed. The Medcare property is not viable because of the amount of wetlands on the property. The Routhier site requires a bridge and extensive land work to be viable. The former public works area has not been evaluated because environmental studies on the city property have not been received.

There being no further business, the meeting was adjourned at 8:14 PM.



Minutes approved on Jan. 9, 2004 Amy Webber, Clerk

MINUTES
Cheshire County Executive Committee Meeting
Monday, December 8, 2003b 7:30 PM
12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton; Espiefs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Executive Assistant to the Commissioners

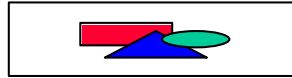
Chairman Hunt opened the Executive Committee Meeting at 8:14 PM.

The executive committee budget review schedule was distributed to the members.

Chairman Hunt stated that a payroll report will be distributed to the committee at the time of the meetings. He stated that at the budget meetings, he would like to address and vote on the issue of double dipping by outside agencies.

Rep. Eaton would like a ruling made that the delegation does not have to pass through the metal detector when there are meetings at the courthouse.

There being no further business, the meeting was adjourned at 8:30 PM.



Minutes approved on Jan. 9, 2004 Amy Webber, Clerk

Delegation Jail Committee Minutes
December 15, 2003
33 West Street, Keene, NH

Present: Reps. Allen, Eaton, Espieffs, Dexter, Hunt, Laurent, Liebl, Manning, Meader, I. Pratt, J. Pratt, Richardson, Robertson, Slack, Tilton, Weed; Administrator Wozmak

The two sites available, the city site and the Routhier-Parrott site, were discussed.

Rep. Liebl stated that he preferred the Routhier-Parrott site, putting the jail on the lower level of the property. Rep. J. Pratt stated that he favored the lower area of the Routhier-Parrott site. He felt the Westmoreland site was not an option. Rep. Manning stated that historically the costs and burden to the local police to transport prisoners make the Westmoreland site not an option. He felt transferring this responsibility to the Sheriff's Department would create logistical issues if more than one transport were to happen at once. He concurs with the lower level of the Routhier-Parrott site.

Rep. Eaton stated that the Westmoreland site was not suitable and never was, and he would never vote to keep the jail in that location. He also preferred the lower level of the Routhier-Parrott site. Rep. Laurent feels that the jail should not be in Westmoreland any longer. Rep. Slack stated that she was not in favor of putting the jail in Keene and would work actively against it. Rep. Allen raised a concern about the soil conditions associated with the lower site and he asked if there is a design problem with the lower level of the Routhier-Parrott land. It was noted that, according to the report, this area is less favored than the upper site due to the soil conditions.

Rep. Irene Pratt stated that transportation costs for smaller towns was significant and that there would be significant transportation savings to the towns and the county. She feels that it makes more sense to move the jail from Westmoreland to a more central location.

Rep. Eaton moved (after a friendly amendment) to recommend to the full delegation that the delegation authorize the county commissioners to enter into negotiations for the acquisition of the Routhier-Parrott property for the purpose of building a new jail, Rep. Laurent seconded.

Rep. J. Pratt asked about whether a public hearing on the decision should be held. Rep. Hunt felt that the public hearing should be held before a vote of the full delegation. Administrator Wozmak stated that a public meeting could be scheduled once the full delegation has voted that this site is agreeable. Wozmak suggested that several public hearings be scheduled to make sure that ample opportunity has been provided for feedback on the decision.

Rep. Pratt asked about whether today's open discussion about our interest in this property would adversely affect negotiations. Rep. Robertson said that he felt that if that were the case, the county could always take the property by eminent domain to avoid an unreasonably high price.

Rep. Espieffs stated that we have not looked at enough properties, he feels that the Bardwell property is the best site.

Rep. J. Pratt asked whether the building footprint included the necessary space needed for future expansion.

Administrator Wozmak stated that he was not certain whether or not a future expansion was included in the shadowed portion of the Clough, Harbour report.

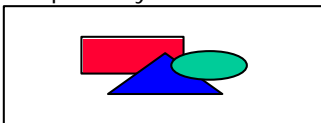
Rep. Slack asked what if this site does not work to meet our needs, how much do we spend to make it work. Rep.

Dexter stated that he could not answer that question and that we would just have to wait to see.

Rep. Laurent reiterated that the consultants felt that it should be closer to Keene.

A roll call vote was taken on the motion and twelve members of the committee voted yes, Rep. Slack voted no; two delegation members who were not members of the committee voted yes. Motion passed.

Respectfully submitted,



Jack Wozmak Clerk, Pro Tem