

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 4, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

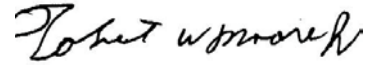
MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Dec. 28, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the meeting schedule.
2. Chairman Zerba discussed the management of our forests and the forester that will be hired by UNH Cooperative Extension following the retirement of Marshall Patmos. Chairman Zerba felt that the forester should report to the Commissioners for the decisions regarding the management of county-owned forests.
3. Chairman Zerba stated that a memo was sent by the Register of Deeds regarding the back door to the deeds department that has rusted through due to rain and water run-off. He assumes that the project will be handled by Manager King and does not require Commissioner input. Administrator Wozmak will follow up with Facilities Manager King.
4. The Commissioners reviewed the letter from County Attorney Albrecht regarding the employee who will be returning from FMLA leave, working part time for four weeks before returning to full time status. The letter will be placed in the employee's file for reference.
5. Chairman Zerba discussed the jail study minutes of 11/13/2000, which referenced the various uses of the jail at Westmoreland once the new jail is built. This information will be reviewed at a future date, when needed. Chairman Zerba mentioned some of the uses listed in the report as being a correctional facility for the mentally ill; correctional facility for juveniles; correctional facility for women; correctional facility under contract for federal inmates. There will be more discussion about this in the future.
6. Administrator Wozmak advised the Commissioners that the state police are at the jail today to do training exercises for the drug search dog and handlers.
7. Commissioner Sistare asked if we should be considering taking in federal prisoners since we are below the number of inmates we had several months ago. The Commissioners agreed that it is a decision at the discretion of the Superintendent. Administrator Wozmak will discuss this with the Superintendent.
8. **Nonpublic session** – At 8:49 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:51 AM.**
9. **Nonpublic session** – At 8:51 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having**

requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:00 AM.

There being no further business, the meeting adjourned at 9:01 AM.

A handwritten signature in cursive script that reads "Robert Moore".

Robert Moore, Clerk

Minutes approved at the Jan. 11 meeting.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 11, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly

Chairman Zerba opened the meeting at 5:00 PM.

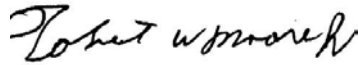
MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Jan. 4, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the meeting schedule.
2. Chairman Zerba signed the letter to Senator Judd Gregg regarding a request to introduce specific legislation that will provide the necessary \$350,000 in federal funds for the Army Corps of Engineers to undertake the streambank protection project.
3. The Human Services manager was approached by the State of New Hampshire to contribute to the temporary relocation expenses at a nursing home for an Alstead resident who was displaced as a result of the flooding in October. There was discussion about the amount and the County Administrator will ask for a decision from the Commissioners at a subsequent meeting pending the receipt of additional information.
4. A volunteer, Stella Chickering, who goes to Maplewood and sews and repairs clothes for residents will be sent a letter of thanks for her work, and a \$25 gift certificate. For years, Stella has worked to make sewing repairs to resident clothing at Maplewood and is one of the unsung heroes who improve the quality of life for the residents.
5. The Sheriff's office brought the bloodhound by to visit with the Commissioners. The bloodhound has been donated to the County.
6. Administrator Wozmak updated the Commissioners on the discussion for a regional prosecutor as requested by the Swanzey police. Administrator Wozmak will be meeting with the Police Chiefs Association to further discuss this request. County Attorney Albrecht has spoken to Administrator Wozmak and opined that the law would prevent the County from taking over the regional prosecutors programs. However, more discussion needs to take place regarding this request.
7. The result of the survey at Maplewood was received. Administrator Wozmak explained the results of the survey, which were 11 deficiencies. He explained that two of the deficiencies are being appealed, and the rest are relatively minor deficiencies. He will advise them of the results of the appeal.
8. There are currently 111 inmates at the jail, three of them are federal inmates.
9. There was discussion on the issue with the Deeds back door and Administrator Wozmak advised the Commissioners that the cost of a new door will be added to the 2006 budget.
10. **Commissioner Moore moved to approve the roll over of \$5700 from the computer telecommunications study budget into the 2006 budget, Commissioner Sistare seconded, voted unanimously.** This will allow the consulting work to continue with JW Consulting.
11. Administrator Wozmak asked for approval to hire Patricia Davis, RN as Assistant DNS at a Grade 6 Step 9 at \$23.52 per hour. **The Commissioners approved the hire with no non-public discussion needed.**
12. **Nonpublic session** – At 5:45 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba**

moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:06 PM.

There being no further business, the meeting adjourned at 6:10 PM.



Minutes approved at the Jan. 18 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 18, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Asst. NH Administrator Hemenway; Facilities Manager King

Chairman Zerba opened the meeting at 5:00 PM.

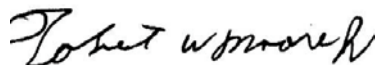
MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Jan. 11, Commissioner Sistare seconded, voted unanimously.

1. Manager King advised the Commissioners that the oil tank at Maplewood that needed repair must be replaced because it is leaking into the soil. Replacement cost is about \$70,000, and there are other costs such as set up and pumping out the oil in the tank would require approximately an additional \$30,000. This would have to be added to the 2006 budget. The costs to date for the work already done is \$11,600, from the original \$30,000 budgeted. There is a \$18,400 balance, which could be deducted from the \$100,000 needed. This will be brought up as an addition to the budget Monday at the Executive Committee meeting.
2. Manager King stated that the door to replace the deeds door will cost \$6000, which will be taken from the reserve funds. This will be brought before the Executive Committee.
3. The DES has given us a deficiency in our treatment process in using the Connecticut River for water. Manager King has recommended putting a new pump in the field well located in the field by the jail, which would give us an additional water source, which would become the primary source of water. This pump would cost about \$10,000. In addition, the County Administrator and Finance Director recommend a reallocation of funds from the jail study to upgrade the water/waste water plants now that the jail and water/wastewater are separate projects. Administrator Wozmak suggested that \$65,000 be allocated from the jail study funds for the continuation of the study projects for the water and wastewater treatment systems. These studies, which when initiated were voluntary on our part, will be required by NH DES, so the timing is good for the projects to continue.
4. Manager King is also requesting \$1500 for a turbidity meter for the water treatment plant; a filter system at \$2000; and to change the meter position in the water treatment plant at a cost of about \$1500. These items should be done to increase efficiency. These items will be brought before the Executive Committee on Monday.
5. Asst. Administrator Hemenway requested that an employee, who has transferred from dietary to laundry is at the lowest step 1, \$8.55, be given an additional step increase to step 2 at \$8.77 on the basis of her longevity and experience in laundry. **Chairman Zerba moved to authorize the step increase as requested by Asst. Administrator Hemenway due to the individual's experience, Commissioner Moore seconded, voted unanimously.**
6. **Nonpublic session** – At 5:21 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to consult with legal counsel. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:49 PM.**

7. The Commissioners reviewed the meeting schedule.
8. The Janos project update paperwork was reviewed by the Commissioners and will be filed.
9. Superintendent Van Wickler stated that total population at the jail is 111; female inmates about 16.
10. The multipurpose room is again being used for inmate recreation.
11. Superintendent Van Wickler discussed an employee issue. This employee was married in a same sex marriage in Canada and would like to add their spouse to their insurance. Commissioner Sistare suggested that legal advice be sought.
12. Director Trombly distributed a report on the number of employees who received merit increases in 2005. She also prepared a report on the medical and dental rates paid by employees for the employee/employee children/employee/spouse/family plans. These two reports, in addition to the health insurance rates will be distributed to the executive committee Monday.
13. Administrator Wozmak stated that he has met with the Chiefs of Police regarding the regional prosecutor request by Swanzey. Further discussion on the subject is required. The Police Chiefs association has formed a study committee that includes the County Administrator and the County Attorney, among others.
14. Administrator Wozmak met with Jeff Porter of the Conservation District and he will send additional information regarding the activities of the Conservation Commissioner as an aid in making a recommendation about their request to have their staff position become a county employee.
15. **Nonpublic session** – At 6:14 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:32 PM.**

There being no further business, the meeting adjourned at 6:33 PM.



Minutes approved at the Jan. 25 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 25, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; County Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

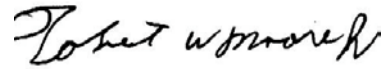
MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of Jan. 18, Commissioner Zerba seconded, voted unanimously.

1. Matt Suchodolski from Southwest Regional Planning requested Chairman Zerba sign the paperwork for the reapplication of the CDBG housing rehab program. The paperwork will be notarized and he will pick up the paperwork tomorrow.
2. Matt gave Administrator Wozmak a letter from Liz Sweeney of CDFA regarding the change of management of the Incubator Project to Hannah Grimes Development.
3. The calendar was reviewed.
4. An inquiry was received from Sullivan County asking if we were interested in a regional jail facility in Sullivan County. There was some discussion on the feasibility of a regional jail. The Commissioners decided not to pursue this.
5. At the recent budget review of the farm with the executive committee, some members questioned the future of the farm. After discussion of the merits of the farm as well as what could be done to improve its financial operation, a request was made that the Commissioners prepare a report to that effect. Administrator Wozmak suggested that before any time or money is devoted to a report or study, the delegation should be polled by the farm committee as to what they want done with the farm as this would help with the direction of the report/study. Commissioner Moore will speak to Delegation Farm Committee Chair Sawyer.
6. Wozmak updated the Commissioners on the jail site selection. The Keene City Manager will be asking the city council about their interest in the city's involvement in bringing utilities to the Thomas property, a site currently being considered for the jail.
7. There was an executive committee request by a member on how the COLA was established and Director Trombly will bring the computations for the 3% 3.5% and 4% COLA she prepared for the Commissioners on November 5.
8. There was executive committee discussion on the number of parking spaces we currently have and what we may need in the future in the Winter Street Parking lot.
9. **Nonpublic session** – At 5:38 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:56 PM.**

There being no further business, the meeting adjourned at 6:02 PM.

Minutes approved at the February 1 meeting.

A handwritten signature in cursive script that reads "Robert Moore".

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 1, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

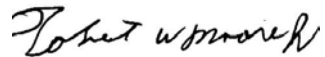
PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly

MINUTES: Commissioner Sistare moved to approve the minutes of January 25, Commissioner Moore seconded, voted unanimously.

Chairman Zerba opened the meeting at 8:30 AM.

1. Sheryl Trombly will confirm appointments for the outside agencies to meet with the Executive committee next week.
2. Bill Marcello was present to request funding of \$20,000 for the Head Start Program. Funding from federal sources has declined and without some additional funding, the program will likely have to close. He was requested to bring this last minute funding request to the Executive Committee meeting Monday, Feb. 6.
3. Commissioner Sistare requested health insurance costs be reviewed with Walter Rohr. Commissioner Sistare feels the per employee costs are high and would like an explanation as to why this appears to be so.
4. Bill Marcello, CEO of SCS updated the Commissioners as to the continuing rehab efforts in Alstead as a result of the recent flooding. A total of \$750,000 has been received from various sources to aid in the rehabilitation and replacement of housing for Alstead residents. Two thousand homes were damaged, and of that 200 were seriously damaged.
5. Administrator Wozmak discussed the Latchis Theater with the Commissioners and stated that he still believed that this building has potential for county office use. He asked permission to continue to work with an architect to work on a plan that will utilize the existing space—a somewhat scaled back version of the original proposal from Charles Michal for the Latchis building. The Commissioners authorized Administrator Wozmak to continue this work pending confirmation from Finance Director Trombly that funds are available for this purpose.
6. Doug Scribner was present to give an update on the computer department.
7. Administrator Wozmak updated the Commissioners on changes in the Nursing Department at Maplewood. Commissioner Zerba spoke to the Commissioners about his recent meeting with Lisa Kemp to discuss the changes. Last Friday, Lisa Kemp had a meeting with nursing home staff to present the changes that she is working towards.
8. Director Trombly gave the Commissioners an update on the 2005 fourth quarter budget report. There is a surplus of \$130,000 after expenses.
9. Bob Hemenway was present to update the Commissioners on the nursing home.
10. The Commissioners had requested an outside legal opinion relative to whether they are required to offer health benefits to same-sex partners. They are not, therefore the Commissioners voted to deny the request of the employee. They asked Administrator Wozmak to draft a memo to the employee's supervisor regarding this matter.
11. Manager King was present to update the Commissioners on some of the issues going on at Maplewood; the progress on the oil tank replacement; that he is requesting an addition to the 2006 capital budget for three oxygen concentrators for the nursing home at a total cost of \$2800; e-coli testing will be required for the wastewater treatment plant at about \$3000 a year; and that the ADA project continues to be an ongoing program.

There being no further business, the meeting adjourned at 10:00 AM.



Minutes approved at the Feb. 8 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 8, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

MINUTES: Commissioner Sistare moved to approve the minutes of February 1, Commissioner Moore seconded, voted unanimously.

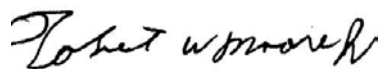
MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

Chairman Zerba opened the meeting at 5 PM.

1. Walter Rohr of IPG was present in response to Commissioner Sistare's request regarding additional information about health insurance. Commissioner Sistare stated that his interest was because of the high cost of health insurance, especially for the family plan. Walter Rohr stated that it is primarily the high claims activity of the county. He stated that statistically, there are more claims for females than males, and health care workers, which comprise most of our employee base, generate more activity. He believes that Cheshire County employees prefer the better health plans and paying the higher price rather than lower costs and less benefits. He stated that several initiatives might promote better health, recommending that we establish a wellness committee to promote these programs. This committee should be made up of employees, not management, and he will advise them of the various programs available. Commissioner Sistare requested that Walter and Sheryl give the Commissioners a list of ideas to reduce the costs.
2. The Commissioners reviewed the calendar.
3. There was a discussion on the budget status and how the meetings with the Executive Committee have been going. Chairman Zerba discussed the results of the outside agency requests and mentioned that the alternative medicine budget was voted back in to the health plan budget. Commissioner Sistare stated that he does not agree with the committee's decision, that they did not have the authority to add what amounts to a policy decision that is within the purview of the Commissioners. Commissioner Sistare wants it taken out of the 2006 budget. The Commissioner's agreed that Chairman Zerba would address the issue at the next meeting of the Executive Committee.
4. Chairman Zerba attended the NHAC meeting last week and found that the National Association of Counties offers a discount prescription plan for all residents of a county. There is no cost to the counties for the plan and no subscription costs for the user. It would be available to all residents. Director Trombly will look into it. Chairman Zerba also discussed the state's expectation of county nursing homes and jails to house sick elderly and inmates in case of an avian flu epidemic.
5. Administrator Wozmak stated that he wanted to have Dave Putnam speak to the commissioners regarding the planned well in the field. Administrator Wozmak will ask David to be present.
6. The tractor maintenance issue will be discussed with the Commissioners after Administrator Wozmak needs to speak to David Putnam about this.
7. There was some discussion about the request to the City of Keene and whether they will share costs of bringing utilities to the Thomas property. Administrator Wozmak will continue to follow up with this and with other jail site locations.
8. Administrator Wozmak advised the Commissioners of the conferences for the Board of Trustees of

- Primex, which he may be attending. The conference expenses are paid for by Primex.
9. Administrator Wozmak requested that a per diem employee, who has returned to work as a full time employee of the county, be hired at a Grade 5M, Step 10, at \$21.75 an hour. **The Commissioners unanimously agreed, upon the recommendation of the Nursing Home Administrator and DNS, to authorize hiring Gerry Ellsworth at a Grade 5M, Step 10.**
 10. Administrator Wozmak requested that a per diem LNA, who has returned to work as a full time employee of the county, be hired at a Grade 5T, Step 7, at \$12.21 an hour. **The Commissioners unanimously agreed, upon the recommendation of the Nursing Home Administrator and DNS, to authorize hiring Michelle Lee, LNA at a Grade 5T, Step 7.**
 11. Administrator Wozmak received a letter from Chief Justice Broderick regarding the Alternative Sentencing Program and who wishes to discuss the success of the program.
 12. Administrator Wozmak stated that he has started moving his primary office up to Maplewood.
 13. The Conservation District will be at the executive committee meeting next week. They have requested the county take on the District Manager as an employee of the county. Paperwork has been received from the Conservation District explaining the position. The Commissioners discussed the report. **The Commissioners unanimously agreed to decline the request to make that person an employee and have agreed to support the budgeted amount requested by the District.**
 14. Administrator Wozmak advised the Commissioners about a request to subsidize an elderly Alstead resident who was taken into Genesis because of the flooding in Alstead last year. **The Commissioners unanimously agreed to authorize payment of \$5000 from the Hemingway fund for the Alstead resident for temporary relocation expenses at Genesis.** The temporary expenses totaled more than \$20,000 for the several months period that she was unable to occupy her home.
 15. Commissioner Sistare asked if the county was planning to apply for CDBG funds because he would like the county to use some funds for the Jaffrey wastewater treatment plant.
 16. **Nonpublic session** – At 7:14 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, the Commissioners approved the request of the Farm Manager to give the herdsman an additional step increase because his experience was not taken into consideration when he was hired. The step increase goes in to effect on his review date in December 2005. The Commissioners unanimously voted to return to public session at 7:17 PM.**
 17. **Nonpublic session** – At 7:18 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 7:20 PM.**

There being no further business, the meeting adjourned at 7:22 PM.



Robert Moore, Clerk

Minutes approved at the Feb. 15 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 22, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; County Administrator Wozmak; Bill Albrecht, County Attorney; Ex. Asst. Warren

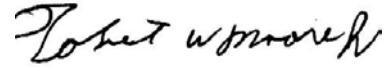
Chairman Zerba opened the meeting at 5:01 PM.

MINUTES: Commissioner Moore moved to approve the minutes of February 15, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

1. Bill Albrecht, the County Attorney, was present regarding two personnel issues he wanted to discuss with the Commissioners.
 - ❖ An employee in the attorney's office had taken two days sick time for an illness and has requested that she would rather use vacation time instead. Attorney Albrecht approved the change, but since it was contrary to county employee policies, brought the issue before the Commissioners. He stated that this employee works many hours and often does not use all available vacation time because of dedication to work. He stated that in his reading of the Employees Handbook and Policy Manual for Cheshire County, New Hampshire dated June 2005 he does not see that an employee cannot come to him and make that request and he does not see anything in the policy to prevent him from making this exception. He spoke to Finance Director Trombly who conferred with Administrator Wozmak and advised him that the County's policy must be followed. Commissioner Zerba stated that this employee has other options and further, that allowing exceptions would create a precedent.. **Commissioner Zerba moved to deny the request to change sick time taken to vacation time, Commissioner Moore seconded, voted unanimously.**
 - ❖ Another employee from the attorney's office has taken some time off because of the illness and death of a close friend and Attorney Albrecht has requested that this employee be permitted to use bereavement time. He contacted Director Trombly for an exception to the policy, which states that this paid leave is in the event of a death in the immediate family and she advised him that policy must be followed. There was discussion about how the policies were established and how to balance requests for exceptions. Attorney Albrecht stated that he feels there needs to be a time when the rules are broken. **Commissioner Zerba moved to deny the request to allow an exception to the bereavement policy to include other than immediate family, Commissioner Moore seconded, voted unanimously.**
2. The calendar was reviewed.
3. Commissioner Moore will continue to get in touch with Rep. Sawyer regarding setting a date for a farm committee meeting.
4. **Nonpublic session** – At 6:07 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:19 PM.**

There being no further business, the meeting adjourned at 6:20 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved on March 1, 2006

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 1, 2006 5 PM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Facilities Manager King, HR Manager Hurley; Asst. NH Administrator Hemenway; HOC Superintendent Van Wickler; Assisted Living Manager Maria Miffick; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of February 22, Commissioner Sistare seconded, voted unanimously.

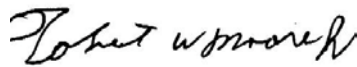
MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

10. Wendy Hurley updated the commissioners on what is happening in the human resources department.
11. Administrator Wozmak gave an overview of some of the FTE changes he has made at the nursing home, which includes additional Medical Nursing Assistant positions. This change was made in response to meetings held with the nursing staff regarding the increasing burdens of passing medications. Depending upon the feedback and effectiveness of this change, he will likely request budgetary changes in the 2007 budget to formalize the change in staffing.
12. There was some discussion on how absenteeism will affect the merit raises and that Superintendent Van Wickler covered the half step system relative to absenteeism in the inservices he conducted for managers.
13. Bob Hemenway informed the Commissioners that they have been tracking CQI statistics, which indicated that in 2005 falls were 263 and in 2004 there were 409 falls. Most falls seem to happen between 9 AM – 3 PM and 5 PM – 9 PM. 64% of falls happen in the bedroom. In the past quarter, they have reduced falls between 3 – 5 PM and he believes that it can be attributed to the family style dining, but he needs more time to review this as it is only based on one quarter.
14. Barry King gave an overview of some of the issues facilities has addressed lately, such as some small leaks on the roof of the nursing home, and installing a carbon monoxide detector in the air intake on the roof, as well as other safety measures on the boilers in the event of a malfunction.
15. Superintendent Van Wickler stated that the population at the jail is 98, including 13 female inmates.
16. Superintendent Van Wickler advised the Commissioners regarding an suicidal inmate who has cut himself and swallowed razors, was brought to the hospital, treated and watched for passing of the razor. When he was ready to return to the HOC, he swallowed another blade after cutting himself again. Superintendent Van Wickler tried to get him a bed at the New Hampshire Secure Psychiatric Unit and was told that they have no room for county inmates. Apparently, the local hospital is not able to take this person either, plus, if hospitalized locally, he would need 24-hour attendance of an officer. There was discussion about the absolute inability of the county jails to place mentally ill inmates at the state hospital, even when the inmates are extremely suicidal. This is a longstanding problem that has previously been discussed not only with the Commissioners, but with the Delegation. He will try to have the inmate arraigned today so he can be processed as a state prison inmate (due to the pending state charges) and attempt to send him to the SPU. Apparently, if he were to become a state prison inmate, there would be a possibility that he could get into the NH-SPU.
17. Maria Miffick, Assisted Living Administrator was introduced to the Commissioners. She has been in this position since September. She updated the Commissioners on the waiting list and general

conditions in Assisted Living.

18. Administrator Wozmak discussed a change he is considering, which is to change two rooms to hospice rooms. He will continue to research the need and available funding for this change as well as licensure issues..
19. There was discussion on the result of the executive committee meeting on Monday.
20. The Calendar was reviewed.
21. Administrator Wozmak is meeting with Lauren Bressett and Jeff Porter today to discuss combining the conservation district position and the forester position as requested by the executive committee at its meeting of February 27.
22. Raylene Alexandra has applied for a nurse manager position and Administrator Wozmak is requesting Grade 6 Step 3, \$20.20. **Commissioner Moore moved to authorize grade 6 and step 3 increase as recommended by Administrator Wozmak and due to her experience, Commissioner Sistare seconded, voted unanimously.**
23. Tanya Martin has applied for the QA position and Administrator Wozmak is requesting Grade 5 Step 3, \$18.30. **Commissioner Moore moved to authorize grade 5 and step 3 increase as recommended by Administrator Wozmak and due to her experience, Commissioner Sistare seconded, voted unanimously.**
24. Commissioner Moore spoke to Rep. Sawyer about having a meeting of the farm committee. Rep. Sawyer was invited to contact Terry Warren to send out notices.
25. Chairman Zerba spoke about the NHAC request for information on what each county is doing for county government week. He stated that he does not feel it is something for us to pursue at this time.

There being no further business, the meeting adjourned at 9:55 AM.



Minutes approved at March 8 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 8, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; Ex. Asst. Warren

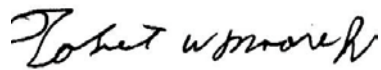
Chairman Zerba opened the meeting at 5:00 PM.

MINUTES: Commissioner Moore moved to approve the minutes of March 1, Commissioner Sistare seconded, voted unanimously.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners discussed some of the suggestions prepared by Administrator Wozmak and Director Trombly to present to the executive committee Monday. These are considerations to allow reductions to the funds to be raised for the 2006 budget. A rate increase in nursing home revenue, bed tax expense and intermediate nursing care would result in a \$90,000 increase in revenue. Approximately \$25,000 in revenue for federal inmates at the HOC is expected. Administrator Wozmak is in the process of discussing the dietary budget with the dietary director to look for more cuts to that budget. The Commissioners recommend taking out the additional personnel for the attorney which would result in a savings of \$38,000. The Commissioners also recommend taking out \$27,877 from the outside agencies budget. They also suggested that the proshare funds be added to reduce the taxes to be raised. Proshare funds are expected to be about \$700,000, but some funds from that amount should be added to the nursing homes reserves.
3. Commissioner Sistare gave the Commissioners an overview of his request for \$500,000 CDBG economic development funds for Jaffrey for the wastewater treatment facility upgrade, which will retain and create jobs for the community. **Commissioner Moore moved to approve the request for authorization to go forward with the CDBG economic development application, Commissioner Zerba seconded, Commissioner Sistare abstained from vote, vote was 2 to 0. Motion passed.**
4. The TANS paperwork will be presented to the Commissioners shortly, Director Trombly will advise them of the scheduled date the paperwork will need to be signed.
5. **Nonpublic session** – At 5:36 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:39 PM.**
6. **Nonpublic session** – At 5:40 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:47 PM.**

There being no further business, the meeting adjourned at 5:49 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at the March 15 meeting.

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 15, 2006 8:30 AM
House of Correction, Westmoreland, NH

PRESENT: Commissioners Zerba and Moore; Superintendent Van Wickler; HR Manager Hurley; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of March 8, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners discussed the upcoming Delegation Farm Committee meeting on March 24. They discussed the use of the land and that even if the county closes the farm and leases the land to other farmers, there are costs associated with the farm that would still be incurred, such as building upkeep, insurance and land tax. The Commissioners are not inclined to close the farm and feel that working toward more savings of expenses may make the farm more effective. They also feel that they would reserve the discussion about closing the farm until after the jail is built. Then the issue of inmate labor and transportation can be addressed.
3. Wendy Hurley told the Commissioners that a new OT person has been interviewed, who has a masters in OT and experience, and they would like to hire her. They would like to bring Kim Raynor in at Grade 6 Step 11, \$25.57. **Commissioner Moore moved to approve the recommendation of HR manager and OT Director and offer Kim Raynor the position because of her experience and education, Commissioner Zerba seconded, voted unanimously.** She will be starting about April 1.
4. Wendy advised the Commissioners that a current employee, Charles Smith, has applied for the position as cook. She and Philip Gambale are recommending that he be offered Grade 5, Step 1 at \$10.53 an hour. **Commissioner Moore moved to approve the recommendation of HR Manager and Dietary Director and offer Charles Smith Grade 5, Step 1 for the position of cook, effective February 26 Commissioner Zerba seconded, voted unanimously.**
5. Administrator Wozmak met with the city staff from planning and public works yesterday. He will prepare a timeline on what it would be to work with the Thomas land as a potential jail site. He believes it would add at least a year to the timeline to get all interested parties working together. The property would have to be rezoned, which would take at least 6 months. Site planning would take at least three months. A development agreement between the city, county and the property owners could take 4 months. They will continue to talk about the site. The primary issue is to get all three groups together and to agree on a conceptual course of action with a financial scenario.
6. The list of changes made at the executive committee meeting was distributed. Director Trombly reviewed the changes. There was discussion on the report by Rep. Butynski distributed to the executive committee Monday evening. Superintendent Van Wickler stated that increasing taking in federal inmates as suggested in the report is not a good idea at this time because of the overcrowding at the jail and that we have several lawsuits against us, which are all from federal inmates. He is comfortable in taking several at this time but he is not comfortable on us depending on higher numbers of inmates for income purposes. He stated that taking in more inmates simply for the

money, under the crowded conditions, is very unwise from both an operating point of view and a legal liability aspect. He stated that the employees at the HOC are disgruntled because they feel abandoned and under appreciated.

7. Administrator Wozmak advised the Commissioners that the nursing home is getting ready for a resurvey.
8. The census at the jail is 108, with 4 federal inmates; two inmates are on suicide watch; 6 inmates are on work release, 7 on electronic monitoring and 4 on weekend sentences.
9. The HOC is down four correction officers and continues with recruiting efforts.
10. Cigna and IPG will be meeting with the employee association to come up with ideas on a wellness committee.
11. The Superintendent spoke to the Commissioners about an inmate that was hospitalized and who was subsequently immediately furloughed and explained that the County will likely be responsible for the hospital expenses due to the fact that the hospital admission preceded the furlough. The Superintendent will see if the individual had his own health insurance.
12. As part of the Commissioners semi-annual inspection of conditions and management at the jail, they decided to choose two inmates and two correction officers to interview in private.
13. The Commissioners inspected the upper and lower control rooms, segregation day room, two other dayrooms and they observed a lock-down. They also spoke to several of the correction officers. They observed the Superintendent and staff during an inmate intervention where an inmate was threatening violence against the staff. The Commissioners observed the application of de-escalation techniques that allowed the inmate to be controlled and become cooperative without the use of force. This allowed the Commissioners to see first-hand how the correction officers are trained to control negative behavior without the use of force.
14. The Commissioners met with the inmates and officers in nonpublic sessions.

There being no further business, the meeting adjourned at 11:30 AM.



Robert Moore, Clerk

Minutes approved at March 22, 2006 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 22, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly

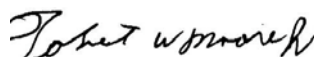
Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved to approve the minutes of March 15, Commissioner Sistare, seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. **Nonpublic session** – At 5:22 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:45 PM.**
3. **Nonpublic session** – At 5:47 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was made to request the county Administrator contact the Thomas' regarding plans for their land. The Commissioners unanimously voted to return to public session at 6:13 PM.**
4. **Nonpublic session** – At 6:14 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:20 PM.**

There being no further business, the meeting adjourned at 6:20 PM.



Robert Moore, Clerk

Minutes approved at the March 29 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 29, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; HOC Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Warren

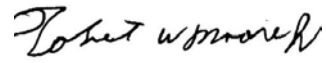
Chairman Zerba opened the meeting at 4:45 PM.

MINUTES: Commissioner Moore moved to approve the minutes of March 22, Commissioner Sistare, seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. **Nonpublic session** – At 4:45 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:19 PM.**
2. **Nonpublic session** – At 5:21 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the HOC Superintendent to hire Laura Raymond as a LPN at grade 4, step 11, \$18.17, as she has experience at the HOC and worked as a registry nurse for over a year. She starts March 30. Commissioners unanimously voted to return to public session at 5:29 PM.**
3. Superintendent Van Wickler stated that the population is increasing, over 100 at this time, with 10 female inmates, no federal inmates. He stated that Probation and Parole is doing a sweep and thereby increasing the number of inmates.
4. The Commissioners reviewed the calendar.
5. Director Trombly distributed a tentative list on the .5% budget cuts. The Commissioners reviewed the list.
6. Administrator Wozmak stated that the nursing home is back in compliance according to the phone call received from the surveyors.
7. At Maplewood, a new Occupational Therapy person is starting in April, they are still looking for a Physical Therapy person.
8. The Commissioners signed the Tax Anticipation Note paperwork for application of funds.
9. **Nonpublic session** – At 6:04 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:37 PM.**

There being no further business, the meeting adjourned at 6:39 PM.

A handwritten signature in cursive script that reads "Robert Moore".

Minutes approved at the April 5 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 5, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Manager King; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of March 29, Commissioner Sistare, seconded, voted unanimously.

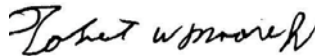
MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. Manager King stated that the energy audit will take place this month and will show that savings made on energy use. Manager King will bring this back to the Commissioners.
2. Manager King stated that the RFP for the 12,000 gallon oil tank for Maplewood went out last week. Only two responses have been received.
3. The boiler at the jail has developed leaks that needed some welding repairs, which may have happened because of a power bump that could have kept the boiler in the high firing mode too long, which may be covered by Primex. He has contacted Primex regarding coverage. The boiler is running now. He is expecting the repair costs be about \$8,000-10,000.
4. The Commissioners reviewed the calendar. A change to the time and place for the April 19 meeting was made. The Commissioners will meet at 4:30 for a short meeting at Maplewood. The Volunteer dinner is at 5 PM.
5. Administrator Wozmak stated that the Army Corps of Engineers has picked up about \$28,000 in additional funds to complete the design and specifications for the erosion repair project. Next will come the wetlands review process at the town level. There is still no new information as to whether any federal funds will be available. Administrator Wozmak suggested that the erosion project be added to our budget because it is something that must be done and we cannot wait and expect the federal government to subsidize this repair. We still have an obligation to repair the erosion. Chairman Zerba suggested that perhaps money from the proshare funds could be added to this project.
6. There was discussion on the changes to the dining procedures at the nursing home and whether or not bringing the food up to the floors has reached the goals it was believed it would reach.
7. Chairman Zerba asked if Administrator Wozmak had any ideas on where the office for the new Victim Witness person for the attorney's office will be set up. Administrator Wozmak stated that he will be speaking with Monadnock Center for Violence Prevention soon but that any move of MCVP will not happen in 2006, and he has no idea at this point where additional staff would go.
8. Administrator Wozmak stated that he expects Charles Michal to bring forward the results of his analysis of downtown space in the next few weeks.
9. Administrator Wozmak spoke about the individual who fell through the roof at the Latchis building. He explained how they got up to the roof. The ladder going to the roof has been cut and the building has been posted. The person who fell was brought to the hospital but was not hurt and was released. He will be charged by the Keene Police with criminal trespass and disorderly conduct related.
10. Director Trombly distributed the policy for reimbursement of complementary medicine for county employees. This benefit will be reimbursed through the finance department. The Commissioners will

review the policy and determine approval next week.

11. The county prescription card was discussed and Director Trombly explained Rep. Hogancamp's concern in our distributing this card. Commissioner Sistare stated that we drop the plan to consider the card. The Commissioners agreed.
12. **Nonpublic session** – At 9:20 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 10:20 AM.**

There being no further business, the meeting adjourned at 10:22 AM.



Minutes approved on April 12 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 12, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved to approve the minutes of April 5, Commissioner Sistare, seconded, voted unanimously.

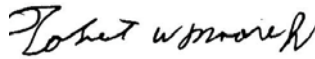
MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. Matt Suchodolski was present with a request to extend the Roxbury Street CDBG Business Incubator Project for one year. Administrator Wozmak signed the necessary paperwork and Matt will pick up the accompanying letter tomorrow.
2. The Commissioners reviewed the calendar.
3. Superintendent Van Wickler advised the Commissioners regarding new legislation RSA 30 B.15. The RSA relates to inmates being assigned to more than 12 months at the HOC and the option of the state to either pay per diem costs or pick up these particular inmates. The Superintendent has been requested by the judiciary to accept an inmate, for a 16 month period for the welfare of this individual. Superintendent Van Wickler is requesting the Commissioners waive any per diem fees and allow the consecutive sentence be completed at the county jail as a professional courtesy to the State.
Commissioner Moore moved to accept the Superintendent's recommendations to authorize an inmate to stay at the county Department of Corrections in excess of 12 months and waive the per diem charges that are referenced in RSA 30-B:15, seconded by Comm. Sistare, voted unanimously.
4. Superintendent Van Wickler requested the commissioners approve hiring a LPN at a step higher than step 1. She has worked as a registry nurse and he requests grade 4 step 11. **Commissioner Moore moved to approve the Superintendent's request to hire applicant L. L. at grade 4 step 11, effective April 16, Commissioner Sistare seconded, voted unanimously.**
5. The census at the jail is 96, with 14 women.
6. Director Trombly asked the Commissioners if they were willing to make a determination on the complementary medicine policy. **Chairman Zerba moved to approve the new policy dated April 12, 2006, Commissioner Moore seconded, Commissioner Sistare opposed, motion passed.**
7. The riverbank erosion project was discussed and it was determined that the reserves for this project should be increased each year until full funding is achieved. There will be more discussion about this funding for the project will be decided when the proshare funds come in. In addition, Commissioner Moore spoke about erosion work that needs to be addressed elsewhere on the farm and requested that Administrator Wozmak examine where money might come from to make these necessary repairs.
8. Director Trombly discussed HB 638, which is relative to county and state financing of nursing home services. There is a meeting Friday in which the house has requested Commissioners to attend for input. Since the Commissioners are unable to attend due to scheduling conflicts, Chairman Zerba will request that Administrator be permitted to attend in their place.
9. **Nonpublic session** – At 5:52 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a**

public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:20 PM.

10. **Nonpublic session** – At 6:21 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba** moved 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. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:30 PM.

There being no further business, the meeting adjourned at 6:21 PM.



Robert Moore, Clerk

Minutes approved at April 19 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 19, 2006 4:30 PM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba and Moore; County Administrator Wozmak; Facilities Manager King

Chairman Zerba opened the meeting at 4:30 PM.

MINUTES: Commissioner Moore moved to approve the minutes of April 12, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

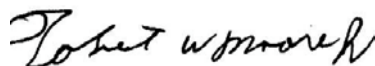
1. Manager King presented the bids received in response to an RFQ for the 12,000 gallon oil tank for Maplewood Nursing Home.

Name	Bid
Marlborough Construction	\$93,475
MB Maintenance	\$62,870

Commissioner Moore moved to accept the bid from MB Maintenance, for \$62,870, Commissioner Zerba seconded, voted unanimously.

2. Manager King presented the single bid received for the wheelchair van, from Ride Away at a cost of \$50,534. As this amount is over budget and was the only bid received, the Commissioners unanimously rejected the bid.
3. Clough-Harbour has made an inquiry regarding the work that they did for the county at the Black Brook North location. They want to know if they can provide the information to another entity as this land is being developed. Because it is not clear whether this information is public information or whether it can be sold, the Commissioners advised Administrator Wozmak to seek an opinion from an attorney.
4. The Commissioners approved a hiring request to hire Frank Cuellar as an LNA with 18 years experience at a grade 5 T Step 7, \$12.64. **Commissioner Moore moved to approve hiring Frank Cuellar at a grade 5T, Step 7, effective upon his actual date of hire. Commissioner Zerba seconded, voted unanimously.**

There being no further business, the meeting adjourned at 5 PM to attend the Maplewood Annual Volunteer dinner.



Minutes approved on April 26

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 26, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, and Moore; County Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Computer Coordinator Putnam

Chairman Zerba opened the meeting at 5 PM.

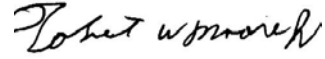
MINUTES: Commissioner Moore moved to approve the minutes of April 19, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

1. The Sheriff advised the Commissioners that he expects approximately \$7500 in donations to be used for the care of Reese, the Sheriff Department bloodhound. The Sheriff brought this to the attention of the Commissioners since some if not all of these expenses that were not anticipated will be offset by donations that also were not anticipated.
2. The Sheriff advised the Commissioners that he has two new vehicles in the 2006 budget but that the dog will require that he expand his fleet by one vehicle. Therefore he will only be trading in one car rather than two.
3. The Sheriff updated the Commissioners on the law that now makes the Sheriff's Department responsible for courtroom security. The counties will be reimbursed by the state for these expenses but it will change the Sheriff's allocation of deputies.
4. Wendy Putnam presented a request to waive the bid process for a new terminal service for Keene. The Commissioners will take the request under advisement.
5. The Commissioners reviewed and approved a correction to the Minutes of April 12, item 3, replacing the second and third sentences as follows: *The RSA relates to inmates being assigned to more than 12 months at the HOC and the option of the state to either pay per diem costs or pick up these particular inmates. At a meeting in judges chambers, an agreement was reached by prosecution and defense with investigator and Judge in attendance, to accept an inmate, for a 16 month period for the welfare of this individual.*
6. Administrator Wozmak advised the Commissioners that the flu has passed at Maplewood and we are again accepting admissions.
7. Bids have been received on the farm land erosion. This erosion is in addition to the riverbank erosion and must be repaired to stabilize the land. Funding will be posted to contingency and after we have received approval from the delegation in June we will transfer money from the erosion reserve account to cover the expenses. This erosion repair should cost around \$10,000.
8. Superintendent Van Wickler stated that the census is 88 with 8 women, no federal prisoners.
9. At the May 10 meeting, Director Trombly will discuss the first quarter budget with the Commissioners.
10. The Commissioners have agreed to change all their meetings to 8:30 AM on Thursdays until the end of June. A new schedule will be distributed.
11. **Nonpublic session** – At 5:52 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved 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. The motion was approved upon a voice vote of Commissioners Zerba and Moore. As a result of deliberations**

in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:20 PM.

There being no further business, the meeting adjourned at 6:20 PM



Minutes approved on May 4

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, May 4, 2006 8:30
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Computer Coordinator Putnam; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

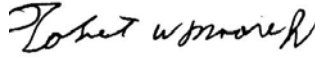
MINUTES: Commissioner Moore moved to approve the minutes of April 26, Commissioner Sistare seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. The Commissioners reviewed the calendar. They discussed the meeting on the 10th and asked if Linda Mangones can be contacted to change the meeting by posting a notice on the door notifying anyone attending to come on Thursday instead of Wednesday at 5 PM. Terry will call Linda. Chairman Zerba stated that if it is a problem, he will add the 5 PM public meeting to his schedule and be present for her.
2. Wendy Putnam brought forward her request to waive the bid process for a new terminal service for Keene. Symquest has been the technical support for the department and are knowledgeable of all the county servers and network components. **Commissioner Moore moved to approve the request to waive bidding and award the purchase from Symquest as they are knowledgeable of our system, Commissioner Sistare seconded, voted unanimously.**
3. The Sheriff updated Commissioner Sistare about the \$7500 in donations for the care of Reese, the Sheriff Department bloodhound.
4. The Sheriff advised the Commissioners that the multiplexer, which is a video recorder that records more than one camera at a time, crashed and cost of repairs would be about \$2000. HEW has provided a unit to the Sheriff for their use, and this unit can be purchased at a cost of \$3600. A new unit would cost \$4000, plus costs for installation. Administrator Wozmak suggested that the cost be posted to contingency until the proshare funds come in and it can be brought before the executive committee and delegation. **Commissioner Moore moved to authorize the purchase of the multiplex loaner from HEW for \$3600 and to advance this to the executive committee and delegation, Commissioner Sistare seconded, voted unanimously.**
5. The Sheriff and the Commissioners discussed the Sheriff's Department responsibility for courtroom security.
6. The Sheriff advised the Commissioners that on May 18 he will be officially acknowledging the law enforcement organizations that assisted in the Alstead flood. It will be held at Vilas school in Alstead.
7. There was discussion on having a public meeting regarding the jail site being considered at this time. It was discussed that the delegation leadership be advised of the jail timeline. Chairman Zerba will speak to Representative Dexter.
8. Administrator Wozmak stated that last night was family night at the nursing home and it is a time for families to give input.
9. Chairman Zerba reviewed the amendments to Bill HB 638. The House and Senate have different amendments and it is going to committee to discuss. Chairman Zerba will contact Senator Eaton to discuss.
10. **Nonpublic session** – At 9:32 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba**

moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:35 AM.

There being no further business, the meeting adjourned at 9:36 AM.



Minutes approved at the May 11 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, May 11, 2006 8:30
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; Ex. Asst. Warren

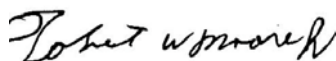
Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of May 4, Commissioner Sistare seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. Denise Belle, a local artisan, presented the Commissioners two historical paintings she has done. The paintings will be framed and hung in the Administration building. The Commissioners thanked her for her gift to the county.
2. The Commissioners reviewed the calendar.
3. Director Trombly reviewed the fund balance amount noted in the audit. She distributed a statement on the 2006 fund balance of \$2,291,167, which is 7.99% of the budget.
4. Director Trombly reviewed the first quarter budget in preparation for Monday's meeting with the Executive Committee at MNH.
5. There was discussion on the purchase of supplies for the county and the pros and cons of a centralized person to purchase for the county.
6. Chairman Zerba updated the commissioners on the NHAC meeting held last Friday. He advised that the annual conference will be held in Manchester on September 24-27.
7. The Commissioners signed a letter to Stella Chickering for her service as a volunteer at MNH.
8. Chairman Zerba updated the commissioners on the meeting with the leadership of the delegation regarding jail sites. It was decided that he would go to the Swanzey selectman's meeting to advise them about the Swanzey 2 site. He said that the meeting was a positive meeting.

There being no further business, the meeting adjourned at 9:15 AM.



Minutes approved at the May 18 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, May 18, 2006 8:30
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Finance Director Trombly; Facilities Manager King; Dietary Director Gambale; HR Manager Hurley; Ex. Asst. Warren

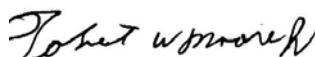
Chairman Zerba opened the meeting at 8:40 AM.

MINUTES: Commissioner Moore moved to approve the minutes of May 11, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

1. Phil Gambale presented his request to transfer Heather Cotnoir from evening supervisor to day assistant cook for personal reasons. With her experience, it was agreed that she be placed at grade 4 step 10 \$12.48. It is lower than she is currently being paid, but she has agreed to accept the cut.
Chairman Zerba moved to approve the request of the HR Manager and Dietary Directory for Heather Cotnoir, effective June 11, 2006, Commissioner Zerba seconded, voted unanimously.
2. Manager King presented the bids received for a condensate pump system for assisted living, which is budgeted for \$5800.
BE Crowley \$5,380
FW Webb \$3566.33
Manager King recommends awarding the bid to Crowley because the unit they are recommending is larger and more efficient than what we have, Webb's recommendation was for a unit the same as what we have and we are regularly repairing it. He stated that he felt we should purchase the larger unit.
Chairman Zerba move to accept the bid from Crowley, Commissioner Moore seconded, voted unanimously.
3. The Commissioners reviewed the calendar.
4. Chairman Zerba discussed communications with John MacLean, Keene City Manager, who advised us that the 'Thomas' are not prepared at this time to guarantee the bond payment for utilities for their land on Route 10, which is a proposed site for the jail.
5. Rep. Dexter stopped by to ask if a date has been set for a delegation meeting in June. Chairman Zerba stated that we would advise him when as soon as we have enough information to give to the delegation.
6. Director Trombly requested that the commissioners consider an increase in the nursing home private pay rates, effective July 1, 2006. She proposed increasing the rate to \$210 for the ICF unit, from \$200 a day; and from \$205.35 a day to \$225 for the TLC unit. The information will be transmitted to Commissioner Sistare and a decision made next week.
7. Director Trombly advised the Commissioners regarding a former (deceased) resident's property to be sold to pay off a bill. The selling price on the house has been reduced \$183,000 due to some deficiencies. More specific information on the funds will be determined at the time of sale.

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



Minutes approved at the May 25 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, May 25, 2006 8:30
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Evelyn Hubal; Charles Michal, Weller and Michael Architects

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of May 18, Commissioner Sistare seconded, voted unanimously.

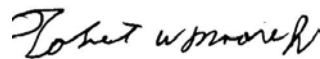
MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. Chairman Zerba asked Charles Michal to do his presentation on the downtown campus designs. He examined three suggestions for an expanded location for deeds and other departments of the county. He presented three options:
 - ❖ 33 West St. Expansion
Renovation of current 14,000 square feet with a 14,700 addition for the county offices with separate entrances for deeds and administration. \$28,700 square feet gross floor area at \$240 a square foot. Cost about \$6.9 million for building in January 2008.
 - ❖ 34 West St.
Gutting the 15,000 square foot interior and landing for deeds. 16,500 square foot renovation at \$167 a square foot for \$2.75 million for work done in January 2008. Acquisition costs additional. Renovate 33 West, \$1-2 million.
 - ❖ Latchis Building
Three floors at 18,000 square foot. Third level for Registry, no windows but lighting from the roof. Second floor has an area with a secure area, balance of the area open for other uses. First floor, office space, opening to the building on Lamson Street with large window openings. Restore 21,500 square feet at \$223 a square foot, \$4.8 million. Renovate 33 West, \$1-2 million.
There was discussion on the presentation. Since this is the first time the commissioners have seen this presentation, they will take some time to think about the concepts. Charles Michal stated that all the sites are important sites and deserve being restored as a contribution to the civic life of the city. Administrator Wozmak and Finance Director Trombly stated that it might be useful to combine both the jail project and the downtown campus project as a larger amount of bonding would expand the bond market possibilities and save some bonding costs. In addition, given that something needs to be done with the downtown campus within the next few years, there is no financial reason to separate the two projects.
2. The Commissioners reviewed the calendar.
3. Administrator Wozmak has a meeting on May 30 with the architects and engineers to discuss where the jail would be placed on the sites being considered. He stated that the Thomas' have expressed that they are not willing to participate financially to the extent that the City would like for the infrastructure costs associated with water and sewer. Therefore, the large municipal project is dead for the time being. If we want to use Thomas land for a jail, we would have to purchase it and change the plans to incorporate our own water and wastewater treatment systems. Administrator Wozmak repeated this information for Reps. Dexter and Robertson when they joined the meeting. Rep. Dexter stated that we might also like to consider acreage for the NH Technical College on the site of the jail. He asked if

the Commissioners would consider adding a park to the site for use by Swanzey. Administrator Wozmak will contact Rep. Eaton regarding the interest of the NHTC in locating at that site. Rep. Robertson stated that he called Yale who denied any interest in selling the land to us for a jail. Administrator Wozmak reiterated that he stated to the executive committee that it was the developer who approached him regarding using the Yale property for the jail and not Yale. Rep. Robertson also stated that there is 16 acres of state-owned surplus land in Keene near the intersection of Routes 9 and 12 and that we should make an inquiry about this land. Administrator Wozmak stated that about two years ago, we made an inquiry as to surplus land and were told that there were no large tracts that were surplus. In addition, Administrator Wozmak stated that as recently as three weeks ago, he has conversed with DOT through former Representative Smokey Smith to again check into the availability of any surplus land in Keene. Administrator Wozmak was told that there was only one site larger than 6 acres one mile from the Chesterfield town line. The Commissioners asked Administrator Wozmak to check again with the State to make certain that there is no surplus land that could be used for the jail.

4. Administrator Wozmak stated that they are admitting five residents to the nursing home this week and there are others being considered. The census has been lower as a result of the flu season and limited admissions.
5. Director Trombly suggested a daily private pay rate increase from \$200 to \$215 a day for ICF and \$205.34 to \$230 a day for TLC. **Commissioner Sistare moved to approve the rate increase as presented, effective July 1, 2006, Commissioner Moore seconded, voted unanimously.** There was discussion on HB 638 and how the human services costs are being distributed.
6. Chairman Zerba asked about the Belknap County nursing home issues. Administrator Wozmak stated that he and Bob Hemenway, and others from the nursing home have been up there helping them try to get their systems in order for state review. They will be meeting with DHHS on June 6.

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



Minutes approved at the June 15 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, June 15, 2006 8:30
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare; Finance Director Trombly; Facilities Manager King; County Attorney Albrecht; Ex. Asst. Warren; Matt Suchodolski, Southwest Community Services

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Sistare moved to approve the minutes of May 25, Commissioner Zerba seconded, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

1. Manager King presented the four bids received for the wheel chair van, and his recommendation to accept the bid from Patsy's because they meet all the criteria and are within the budget.

Commissioner Sistare moved to accept the recommendation of Manager King to order the van from Patsy's, Commissioner Zerba seconded, voted unanimously.

Budgeted	Hillsborough	Patsy's	Northern Bus	Gateway
\$42,000	Ford		Sales	
	\$46,472	\$37,950	\$38,397	\$37,685

2. The Commissioners reviewed the bid for the dishwasher for the nursing home. The county administrator requested that the Commissioners review the need and vote on the purchase last week because of the immediate need. Manager King reviewed the request. Budgeted amount for the dishwasher was \$27,000. Four bids were received. **Commissioner Sistare moved to approve the purchase of the dishwasher from Northeast Food Service in the amount of \$24,186, Commissioner Zerba seconded, voted unanimously.**

Budgeted	Northeast Food	Northeast Food	Perkins	Kittredge
\$27,000	Svc	Svc		
	\$24,186	\$22,197	\$24,798	\$24,275

3. The deeds door replacement RFQ brought in two bids. Manager King recommends West Rindge Builders.

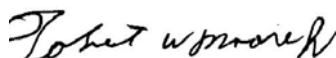
Budgeted \$6,000	West Rindge Builders	Cardinal Door
	\$5603	\$6076.81

4. Matt Suchodolski requested the Commissioners sign two CDBG subordination agreements for units at Stone Arch Village. Chairman Zerba signed the documents and they will be notarized by Terry and picked up at another time.
5. Bill Albrecht advised the Commissioners that Asst. Atty. Ruffle has taken on the responsibilities of the domestic violence position since Bill Cleary's retirement. He is requesting that she receive an increase in pay from \$51,438 to about \$56,000 (to the closest step increase to this amount). His request is based on the domestic violence position and increased responsibilities that will be involved with her involvement in a new grant for child advocacy. Chairman Zerba stated Bill would have to submit a position evaluation narrative according to the criteria and scoring mechanism of the Pay and Classification Study. Director Trombly and Administrator Wozmak will review the request. Bill stated that he only wants to move the attorney several steps to reach the \$56,000 salary, he does not want to

change her grade. Director Trombly clarified how the pay and classification study is used. Bill stated that Bill Cleary was not at a different grade and he is not requesting a higher grade. He is just asking for additional compensation for the additional work and responsibility. The Commissioners decided to take the request under advisement and will advise Bill Albrecht.

6. Bill Albrecht asked about space at the courthouse and if there will be space for the new victim witness position. Chairman Zerba stated that he does not know that anything has been decided with the Monadnock Center for Violence Prevention (MCVP) using the basement in the courthouse. Chairman Zerba stated that he would like Director Trombly and Barry King to take a walk through the basement at the courthouse.
7. Chairman Zerba asked Director Trombly to give a brief narrative on 34 West St. for possible new County space as the school district has been talking of selling. She stated that there is a possibility of deeds being here at 33 West and administration and finance, MCVP, Alternative Sentencing, and cooperative extension moving together to 34 West.
8. The Commissioners reviewed the calendar. Commissioner Sistare stated that next week would be his last as he is being deployed to Iraq.
9. Chairman Zerba moved to release the nonpublic decision of the April 5 meeting, Commissioner Sistare seconded, voted unanimously. It reads as follows: "A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. *Commissioners authorize the county administrator to hire an appraiser to appraise a portion of land owned by Yale University*".
10. Chairman Zerba reviewed how the Community Youth Profile funds were allocated. **Commissioner Sistare moved to approve the recommendations of the committee, Commissioner Zerba seconded, voted unanimously. The allocations and rating sheet are included as an attachment to the minutes.**
11. The Commissioners reviewed a letter Superintendent Van Wickler sent to a terminated employee who was appealing her termination. (As she has not worked for the county for a year, she does not fall within RSA 28:10a.) The paperwork will be filed.
12. Chairman Zerba stated that last week he and the County Administrator met with the Thomas' regarding choosing a site for the jail on their Route 9-10 property. Rick Stewart of Louis Berger Inc., an engineering firm hired by the County, was also at the meeting and explained the preliminary layout of the building and infrastructure. The Thomas' offered their input as to the jail's location and Rick will continue his work accordingly.

There being no further business, the meeting adjourned at 9:22 AM.



Robert Moore, Clerk

Minutes approved at the June 22 meeting

COMMUNITY YOUTH PROFILE GRANT COMMITTEE

PROPOSAL RATING FORM

Project

Name: _____

Directions: Please circle the appropriate score for each item based on your evaluation of the proposal.

- | | | | | | | | | | |
|---|---|---|---|---|---|--|--|--|--|
| 1. Seeks to address a targeted community need. | | | | | | | | | |
| | | | | | | | | | |
| 2. Has the potential to succeed and to impact the problem or target population. | | | | | | | | | |
| | | | | | | | | | |
| 3. Shows imagination, ingenuity and innovation; is either a new idea or something that may have worked elsewhere. | | | | | | | | | |
| | | | | | | | | | |
| 4. Applicant demonstrates the ability to manage the project and to responsibly handle the funds. | | | | | | | | | |
| | | | | | | | | | |
| 5. Project is a new initiative or a new initiative of existing program. | 1 | 2 | 3 | 4 | 5 | | | | |
| | | | | | | | | | |
| 6. Geographic area served by the program is appropriate | | | | | | | | | |
| | | | | | | | | | |
| 7. Will be coordinated with other complimentary services to ensure efficient and non-duplicated services. | | | | | | | | | |
| | | | | | | | | | |
| 8. Has a realistic plan for evaluating the effectiveness of the program | | | | | | | | | |
| | | | | | | | | | |
| 9. Program outcomes are worth the projected costs. | 1 | 2 | 3 | 4 | 5 | | | | |
| | | | | | | | | | |
| 10. Program is appropriate for a Community Youth Profile grant. | | | | | | | | | |
| | | | | | | | | | |

TOTAL

SCORE _____

A. APPLICANT	<u>REQ 2006</u>	REC 2006	BRIEF DESCRIPTION OF PROPOSAL
<u>4-H Farm, Fashion and Food Summer Day Camp</u>	\$ 3,234.42	\$3,234.00	We plan to offer a total of 60-hours of quality instruction and fun to girls ages 10-12 in the community of Winchester, NH. The site of the camp will be the Kelly View Farm on Old Westport Road.
Hinsdale Prevention Coalition	\$ 6,250.00	6250.00	Summer Arts Program for 7 th – 12 th grade population allowing youth to develop self-esteem, personal growth, as well as safe/health non-alcohol related programs which are supervised and developed by adults.
Keene State College	\$ 6,031.00	0	The Early College Awareness Program (ECAP) is a grant-funded partnership between Keene State College, Keene High School, and the Winchester Schools. ECAP is seeking funding to facilitate a successful transition from Winchester Middle School into the regional Keene High School. Keene State College students will mentor and tutor the high school students at an after school program on the College campus, providing service learning opportunities for the college students and enabling Winchester students to create meaningful bonds with high achieving college students.
Monadnock Family Services – MANY Options	\$ 2,000.00	2,000.00	MANY options is an after school program serving over sixty Cheshire County youth in grades 5 – 9. MANY Options offers safe, supervised, fun activities for youth including those with special needs. Activities or “options” are offered in six weeks session with three different activities offered each day. The program will begin a digital photography project to be offered during four six-week sessions. The program will provide over 30 youth with the opportunity to learn basic camera and photocomposition skills. In addition, participants will learn leadership, teamwork, communication, and social skills. A final exhibit for the community to enjoy will show the skills learned by participants.
Monadnock Regional Middle School After-School Program	\$ 5,680.00	5,680.00	MRMS After-School Program (to be named by participants) – The program would address the needs of the 7 th and 8 th grade students through weekly groups, which would include, but are not limited to, bullying, conflict resolution, self-esteem, assertiveness, team building, internet safety and respect.
The Moving Company Dance Center	\$ 5,000.00	0	To provide scholarships for disadvantaged youth to Creative Arts at Keene (CAKE) our innovative, multidisciplinary, co-ed summer arts youth program for ages 8-16 with additional leadership, mentoring and employment opportunities for 17 and 18 years-olds who serve as counselors-in-training. 40% of our students need and receive scholarship assistance. 12% of our students are identified as having

			special needs. 120 students attend classes from 9 AM – 4 PM, Monday through Friday from July 2 to July 27, 2006 receiving 140 hours of hands-on arts education with daily performance opportunities. The program includes beginner through advanced placement classes in visual arts, music, dance, theatre, creative writing, photography, technical theatre, film and video studies.
Stonewall Farm	\$ 5,600.00	0	The Cow Club (an after school program) will connect youth to our agricultural heritage and the natural environment through games, art and exploration. Cow Club provides a safe and enriching after school environment where youth can develop a relationship with the land and farming as a way of life. Cow Club will take place daily at the Farm from 2:30 – 5:30 Monday through Friday during the school year. In its pilot year Cow Club is limited to 10 students in grades 3 – 5, but this number will grow as the program gains popularity and support. The tuition of \$100/week to be paid by parents is based on research of other local programs, discussions with parents and an average hourly care rate of \$5 - \$8.
Town of Jaffrey (Rails to Trails Environmental Program)	\$ 5,000.00	5,000.00	This program will consist of two phases. The first phase would include an educational program taught by members of the Conservation Commission and other environmental experts. The focus would be to learn about the environmental resources in and around Jaffrey's Rail-Trail. The second phase would put this knowledge into action, by creating content for, and constructing, an informational kiosk, education stations, and other trail enhancements.
Winchester Town Beach Committee	\$ 2,500.00	0	To repair and maintain the Winchester Town Beach walls which are eroding.
TOTAL	\$ 41,295.42	\$22,164.00	

MINUTES
Cheshire County Commissioners Meeting
Thursday, June 22, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Ex. Asst. Warren; County Attorney Albrecht; Rob Riley, MicroCredit;

Chairman Zerba opened the meeting at 8:30 AM.

MANIFEST: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

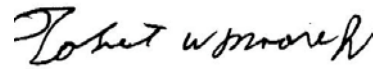
MINUTES: Commissioner Sistare moved to approve the minutes of June 15, Commissioner Moore seconded, voted unanimously.

1. Natalie Shafiroff, Southwest Regional Planning Commissioner was present to conduct the public hearing on the Stone Arch Village CDBG project. She asked if there were any questions of the public on the project. She stated that the project is 60% paid by the CDBG funds. There will be an open house on October 26 at 11 AM. Curt Heibert of Keene Housing Authority, owners of the project, stated that he is very much in favor of the project. He said that 21 of the 24 family units are occupied and the remaining three families are waiting for paperwork. The 33 units of senior housing will be complete in late fall; there are currently 60 applications. He thanked the Commissioners for their support for this project. There were no questions from the public. Public hearing was closed.
2. Commissioner Sistare was thanked by the Commissioners for his years of service as a Commissioner and they wished him good luck as he prepared to be deployed to Iraq. A gift of a Cheshire County mantle clock was given to the Commissioner to commemorate his service to the county.
3. Rob Riley from MicroCredit was in attendance for his yearly update to the Commissioners on what has been happening in the past year and to solicit their support for the coming year. One of the things they are looking into health care insurance information and availability to the smaller organizations. The Commissioners agreed to continue their support for this organization and will send a letter denoting that support.
4. **Nonpublic session** – At 8:48 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:43 AM.**
5. Administrator Wozmak updated the Commissioners on the fact that the proshare funds are expected to be about \$737,000. He recommends that \$400,000 be put towards reducing the increase in taxes. This will bring the tax increase for 2006 down to 10%. This will be brought before the delegation in July.
6. Administrator Wozmak met with the 'Thomas' and at this point our proposal to them is that they give us the land and we will make improvements to it with utilities, use a portion of their land for a sewer/septic plant and continue to work toward a deal that there will be future user fees for this. The 'Thomas' are taking this information under advisement. The 'Thomas' portion is more expensive than the Yale property to prepare and those figures will be forthcoming. He will be hearing from them if their offer is still in effect that is that the land is given to the county free because of the improvements we would make.
7. **Nonpublic session** – At 10 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:14 AM.

8. **Nonpublic session** – At 10:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:20 AM.

There being no further business, the meeting adjourned at 10:23 AM.



Robert Moore, Clerk

Minutes approved at June 29 meeting

MINUTES
Cheshire County Commissioners Meeting
Thursday, June 29, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; County Administrator Wozmak; Ex. Asst. Warren; Sheryl Trombly Finance Director; Barry King Facilities Manager; Rick Van Wickler, HOC Superintendent

Chairman Zerba opened the meeting at 8:30 AM.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of June 22, Commissioner Zerba seconded, voted unanimously.

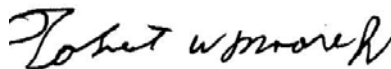
1. Manager King brought before the Commissioners the two bids received for the 10,000-gallon oil tank for the courthouse. \$85,441.22 was budgeted for the project. He recommends the bid from MB Maintenance. **Commissioner Moore moved to accept the recommendation of Manager King to accept the bid from MB Maintenance for \$59,670, Chairman Zerba seconded, voted unanimously.**

Company	MBB Maintenance	Marlboro Construction
	\$59,670	\$79,500

2. Administrator Wozmak updated the Commissioners about changes being made in dietary procedures at Maplewood. Some suppliers have contributed enough equipment for hot and cold drinks for three locations to enable easier and faster access to drinks for residents.
3. The Commissioners reviewed the schedule and established a new schedule for the balance of the year. It will be revised and sent out for posting.
4. Administrator stated that he is still working on the space issues for downtown and because the needs still exist. In addition, the ongoing discussion about the regional prosecutor duties being considered by the county attorney's office would increase that department by about 12 people, requiring a great deal of space. Administrator Wozmak stated that he thinks the issue should be kept on the agenda for up dating. Commissioner Moore stated that he thinks the county already has too many things to think about and this is not a good time to consider taking on new duties and positions increasing our space needs.
5. Director Trombly stated that she attended a pandemic flu preparedness conference and the concern seems to be that there is a plan in place. The Commissioners agreed to support the development of a plan. Administrator Wozmak stated that he feels that this is no different than the disaster plan already in place in case of a major illness among the residents or employees. They will look at any changes that may be needed.
6. Register Hubal spoke to the use of our handicapped parking space, which was used by individuals not accessing our county offices. Administrator Wozmak stated that he thought that a handicapped plate allowed an individual to park anywhere. He suggested that a sign be put on the handicapped sign stated that the space is for county business only.
7. A request from fish and game to use county land for pheasant release, as we approved last year. Chairman Zerba signed the authorization.
8. Superintendent Van Wickler stated that the population at the jail for the past several weeks has been as high as 101, yesterday the population was 98 with 6 individuals on electronic monitoring. The female population is 9-10. He stated that his staff is disappointed in the lack of progress on the jail.

9. There was discussion on the issues with admissions to the jail for individuals that would be better served being admitted to other places such as drug and alcohol clinics, nursing homes or psychiatric facilities. There is continuing concern over the fact that an individual with alzheimers was brought to the jail because of the need for restraint.
10. Commissioner Zerba read the email from Ann Ray that announced the fact that MNH auxiliary reached their goal of \$55,000 to purchase the bus for the nursing home. Chairman Zerba and Commissioner Moore both commended the group for all their work in raising the funds with various fund raising events.
11. Administrator Wozmak stated that the trade in value of the bus is \$1000 and he suggested that the auxiliary contact the Carpenter home to see if they would like to purchase the old bus for that price. The Commissioners agreed this would be a good idea.
12. There was discussion on the results of the meeting with the Delegation Monday night, where the Yale and Thomas property was discussed. Administrator Wozmak stated that he is asking the Commissioners if they want to present just the Thomas property to the Delegation because the Commissioners have decided that they would not proceed with eminent domain on the Yale property. Superintendent Van Wickler stated that he supports this Thomas property as a site and he would like to see it presented to the Delegation.
13. **Nonpublic session** – At 9:55 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:02 AM.**
14. **Nonpublic session** – At 10:03 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize the county administrator to begin negotiating with the Thomas family for purposes of developing a memorandum of Understanding with respect to a jail site and to report his progress at a subsequent meeting. The Commissioners unanimously voted to return to public session at 10:47 AM.**

There being no further business, the meeting adjourned at 10:50 AM.



Minutes approved at the July 5 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 5, 2006 8:30 AM
County Farm, Westmoreland, NH

PRESENT: Commissioners Zerba and Moore; Ex. Asst. Warren; Sheryl Trombly Finance Director; Farm Manager Putnam

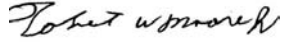
Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved to approve the minutes of June 29, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners approved the revised meeting policy.
3. Farm Manager Putnam stated that milk production is good but the price we receive for milk is quite low.
4. Manager Putnam showed the Commissioners a grant application for a manure storage grant for the farm that would be built up the road from the farm. This item is in the capital reserves budget for \$53,000, but David would like to apply for this grant which would give us \$5000 a year for two years knowing that the county is not obligated to build the system. This system would replace the current stack system. He doesn't have additional costs for this project at this time. The grant would be allocated in November. This new system will get us in compliance with government standards. The Commissioners agreed with the plan authorizing him to apply for the agricultural nutrient program at the NH Department of Agriculture for improving manure storage. **Commissioner Moore moved to authorize Manager Putnam to apply for the grant, Commissioner Zerba seconded, voted unanimously.**
5. Manager Putnam brought before the Commissioners a request that the electric meter at the herdsman's house be separated from the farm meter. Since the herdsman living in the house previously had free housing as part of his pay, there was one meter for the house and the farm. Manager Putnam also requested that the herdsman be reimbursed for the county's share of the electric bills he has received. The Commissioners agreed to the electric meter separation and to refunding costs for the county's share of the bills to the herdsman.
6. Commissioner Moore asked Director Trombly if she has any additional information on the drug prescription cards for county residents that we looked in to several months ago. There was an article in the newspaper about two counties that have this program and the Commissioners asked Director Trombly to look further into the program. She will follow up and bring additional information to the Commissioners.
7. Director Trombly distributed a suggested list of how the proshare funds should be distributed. Of \$665,684 expected, \$400,000 would be put towards taxes to be raised, reducing the percentage of increase to taxes from 15% to 10.7%. The recommendation to the delegation will be finalized at the next meeting.
8. Director Trombly reviewed an application for a loan from the state for a water treatment plan being prepared by The Louis Berger Group on behalf of the county. The Cheshire County Board of Commissioners hereby authorizes The Louis Berger Group Inc, to apply for a loan from the DWSRF for improvements to the existing water treatment and distribution system at the Cheshire County Facility in Westmoreland, NH
9. **Nonpublic session** – At 9:13 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners**

Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made to approve the promotion of Regina Holt to Laundry supervisor at grade 6T Step 7, based on her years of experience, at \$13.85 an hour effective July 9. The Commissioners unanimously voted to return to public session at 9:16 AM.

There being no further business, the meeting adjourned at 9:18 AM.



Minutes approved at the July 12 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 12, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Ex. Asst. Warren; Administrator Wozmak; Sheryl Trombly Finance Director

Chairman Zerba opened the meeting at 8:38 AM.

MINUTES: Commissioner Moore moved to approve the minutes of July 5, Commissioner Zerba seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. The Commissioners reviewed the recommendations for disbursement of the proshare funds as distributed by Director Trombly last week and determined that the distribution be presented to the Delegation on Monday.
3. The funds donated for the care of Reese, the sheriff department bloodhound, was discussed and will be presented to the Delegation on Monday.
4. Lauren Bressett is applying for three after school mini-grants for youth from JCPenny. She requires approval for UNH Cooperative Extension to be the fiscal agents for these grants and she requires Commissioner approval. **Commissioner Moore moved to authorize Lauren Bressett to act as fiscal agent for the funds received from JCPenny for the three youth grants and to execute and documents related thereto, Chairman Zerba seconded, voted unanimously.**
5. There was discussion on the county becoming involved with the prescription discount card system that is being used by other counties that has been sponsored by the National Association of Counties. Since there are so many prescription drug cards available the commissioners decided that they would not pursue this. Rather, we will check out the various sites on line that list the many prescription discount card programs available and will put this on the front page of our web site for the public to access.
6. Administrator Wozmak continues discussion with the 'Thomas' on the jail site. The engineers are still working on the sewer design issues for the site.
7. Administrator Wozmak spoke to Matt Leahy at Senator Gregg's office regarding the riverbank erosion project. He stated that our project has been stricken from the funding bill and will hopefully be reintroduced next year. Administrator Wozmak will follow up with Matt at the end of the year.
8. The revolving loan from the state for funding of the water treatment plant was discussed. The preliminary \$619,900 request will be brought before the Delegation on Monday, and voted on at a public hearing at the next Delegation meeting.
9. **Nonpublic session** – At 9:34 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:03 AM.**

There being no further business, the meeting adjourned at 10:05 AM.

Robert Wozmak

Minutes approved at the July 19 meeting

Robert Moore, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 19, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Ex. Asst. Warren; Administrator Wozmak; Superintendent Van Wickler; County Attorney Albrecht; HR Manager Hurley

Chairman Zerba opened the meeting at 8:30 AM.

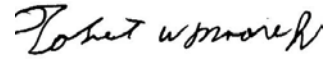
MINUTES: Commissioner Moore moved to approve the minutes of July 12, Commissioner Rogers seconded, voted unanimously.

1. Chairman Zerba welcomed Commissioner Stillman "Tim" Rogers to the Board of Commissioners.
2. There was discussion on the board positions and how the chair, vice chair and clerk positions have been decided. It was determined by a majority of the board that Commissioner Zerba would remain chair, Commissioner Moore would take over as vice chair and Commissioner Rogers would take over as clerk.
3. **Nonpublic session** – At 8:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting and consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:50 AM.**
4. Superintendent Van Wickler spoke to the fact that an air conditioner compressor at the jail continues to break down on a yearly basis and that Honeywell cannot find the reason for the problem. There was a discussion on the search for a solution.
5. **Nonpublic session** – At 8:58 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the a matter which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The decision was made to direct the HR manager to send a response to the subject employee. The Commissioners unanimously voted to return to public session at 9:57 AM.**
6. A resident contacted Administrator Wozmak regarding some available land with an aquifer that is across the road and down the road a bit. He will follow up with this.
7. **Nonpublic session** – At 10:07 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners**

unanimously voted to return to public session at 10:15 AM.

8. The Commissioners reviewed the calendar.
9. Administrator Wozmak has been asked to be a vice president of the New Hampshire Association of Counties nursing home affiliate. There was discussion about the work of the NHAC with the affiliates.
10. Chairman Zerba signed the support letter of MicroCredit.

There being no further business, the meeting adjourned at 10:39 AM.



Robert Moore, Clerk

Minutes approved at July 24 meeting

MINUTES
Cheshire County Commissioners Meeting
Monday, July 24, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Ex. Asst. Warren; Administrator Wozmak; County Attorney Albrecht; Finance Director Trombly; Facilities Manager King

Chairman Zerba opened the meeting at 5:05 PM.

MANIFEST: Commissioner Rogers moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of July 24, Commissioner Rogers seconded, voted unanimously.

1. Manager King stated that we were offered \$1000 as a trade in for the old bus. He would like to sell the bus, and Harborside Healthcare has offered \$1000, but he wanted to know if the Commissioners would waive the bid process. The Commissioners stated that they prefer he go out for bids and then return with input.
2. The Commissioners calendar was reviewed and this Wednesday's meeting cancelled.
3. Administrator Wozmak is still working with the engineers about the availability of water supply on or near the Thomas property.
4. **Nonpublic session** – At 5:28 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize the County Administrator to continue to work with outside counsel until the claim issue is resolved. The Commissioners unanimously voted to return to public session at 6:03 PM.
5. **Nonpublic session** – At 6:11 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:26 PM.
6. **Nonpublic session** – At 8:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 7:45 PM.

There being no further business, the meeting adjourned at 7:46 PM.



Minutes approved at the August 2 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 2, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Manager King, HR Manager Hurley; Social Services Dir. Speaker; Asst. NH Administrator Hemenway; Doug Scribner; Katherine Kindopp; Finance Director Trombly; Farm Manager Putnam; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

MINUTES: Commissioner Moore moved to approve the minutes of July 24, Commissioner Rogers seconded, voted unanimously.

1. Manager Putnam updated the commissioners on the farm. Milk is at about \$12.40 cwt; corn crop is less than average, less produced and smaller plants; grain prices for next year do not look good. The big tractor had a wiring problem and he expects that it will be covered under warranty. He stated that we are missing a calf that is 20 days old, someone must have just walked off with the calf. He has reported the incident to the Sheriff's Dept. The Commissioners thanked him for his update.
2. Finance Director Trombly distributed a copy of the letter that will be sent to the department managers with the 2007 budget. She confirmed the schedule with the Commissioners and Administrator Wozmak. Terry will send out the applications to the outside agencies that receive county funding.
3. Director Trombly updated the Commissioners on the nursing home rates discussed with the state last week, and the state explained how they set their rates.
4. Manager King stated that he called Pine State Elevator to repair an elevator at the nursing home, but they went to 33 West instead, and billed us for \$2600 in repairs. He contacted them and explained that the elevator at the nursing home is what should have been repaired, not at 33 West and he would not approve payment of the bill. They have had a lawyer contact us to collect the funds. Administrator Wozmak stated that we will respond to the lawyer explaining the issue and our reason for not paying.
5. The permit has been received for installing the oil tank at MNH. The oil tank in Keene was to be installed but they found a split in the tank and the manufacturer has been contacted regarding the defect.
6. Manager King stated that a lot of plumbing repairs has been needed at the nursing home.
7. The temperature in the building is about 72-74⁰ and the chiller seems to be working well.
8. Phil Gambale the dietary director stated that the new dishwasher machine has been installed. It uses less electric and water and this usage will be tracked. The equipment making drinks available for each floor is ready to be installed. He is just waiting for the plumbing to be installed.
9. Teresa Speaker introduced herself and explained that the Social Services Department's jobs including keeping the beds filled. Bob Hemenway stated that there is a lower census statewide.
10. Doug Scribner stated that the most recent change in the department is that Wendy Putnam moved her office to the nursing home. He explained the coverage that they give to the departments. He explained that we are on a three-year lease program with the county computers and they have just completed installing this years computers. For next year they are looking at integrating nursing scheduling, attendance and HR information to be incorporated into a single program, thereby eliminating the multiple input on employees currently being done. A consulting firm to determine the telephone needs of the county is underway and a new system will be looked into with input from all departments.
11. Superintendent Van Wickler said that the census is 94 inmates, 6 on work release, four on electronic

monitoring. He addressed a letter the Commissioners received from an inmate that is receiving kidney dialysis regarding medical issues. He stated that the inmate requested the DOC release medical records be given to his girlfriend and the Superintendent stated that in keeping with HIPPA regulations as they pertain to correctional institutions, he would only release the paperwork to the inmate's lawyer.

12. **Nonpublic session** – At 9:37 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:51 AM.**
13. **Nonpublic session** – At 9:52 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:27 AM.**
26. **Nonpublic session** – At 10:28 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approved the recommendation of the DNS to hire Meghan Cook as nurse manager at LPN grade 4 Step 13 for for \$19.96*, because of her experience, and to offer to pay her COBRA costs during the three month wait period for county insurance to go in to effect, based on her experience. The Commissioners unanimously voted to return to public session at 10:38 AM.**
27. **Nonpublic session** – At 10:45 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:48 AM.**

There being no further business, the meeting adjourned at 10:50 AM.



Minutes approved at the August 9 meeting

Stillman Rogers, Clerk

- Amount corrected to be \$19.76 at meeting of Oct. 4 by unanimous vote.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 7, 2006 1:10 PM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; HR Mgr. Hurley

Chairman Zerba opened the meeting at 1:10 PM.

- 1. Nonpublic session** – At 1:10 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. A decision was reached and a vote taken to meet with the County Attorney as soon as practicable upon his return from vacation. The Commissioners unanimously voted to return to public session at 2:20 PM.**

There being no further business, the meeting adjourned at 2:20 PM.



Stillman Rogers, Clerk

Minutes approved at the Aug. 16 meeting.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 9, 2006 5 PM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:03 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of Aug. 2, Commissioner Moore seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. In corresponding with the Commissioners, the Sheriff advised the Commissioners that the dog Reese has been retired because he has eye problems and has been replaced with a new dog and handler and this change will not incur any additional expense.
3. Two of the engineers working on the Thomas property were on vacation at the same time so things have slowed down. We are still trying to determine if there is sufficient water on the land.
4. Administrator Wozmak received an update on the cost of a sewer but has not fully reviewed the information but it will be in the area of \$2 million.
5. **Nonpublic session** – At 5:53 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 6:23 PM.
6. **Nonpublic session** – At 6:23 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, the Commissioners approved the recommendation of the County Administrator to hire a physical therapist at Grade 7, Step 9, \$28.67 as a part timer until he leaves his present position sometime in October. The Commissioners unanimously voted to return to public session at 6:29 PM.
7. **Nonpublic session** – At 6:30 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 7:05 PM.
8. **Nonpublic session** – At 7:06 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba

moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 7:26 PM.

There being no further business, the meeting adjourned at 7:27 PM.

A handwritten signature in black ink, appearing to read 'Stillman Rogers', written in a cursive style.

Stillman Rogers, Clerk

Minutes approved at the Aug. 16 meeting.

MINUTES
Cheshire County Commissioners Meeting
Monday, August 14, 2006 9:30 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; County Attorney Albrecht; Atty. Matthew Leahy; Atty. Ann Scheer

Chairman Zerba opened the meeting at 9:30 AM.

- 1. Nonpublic session** – At 9:30 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:44 AM.**

There being no further business, the meeting adjourned at 10:45 AM.

Minutes approved at the Aug. 16 meeting.



Stillman Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 16, 2006 8:30 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Finance Dir. Trombly; Ex. Asst. Warren; Treasurer West

Chairman Zerba opened the meeting at 8:35 AM.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of Aug. 7, Commissioner Moore seconded, voted unanimously.

Commissioner Moore moved to approve the minutes of Aug. 9, Commissioner Rogers seconded, voted unanimously.

Commissioner Rogers moved to approve the minutes of Aug. 14, Commissioner Moore seconded, voted unanimously

1. The Commissioners reviewed the calendar.
2. Director Trombly advised the Commissioners that there is \$24,000 balance in interest from the Jaffrey Courthouse bond and she asked what she should do with it. We can put it towards reducing the BAN or towards the last payment. The Commissioners told her to contact the state and tell them that the balance exists and that we intend to apply it to offset the administrative expense that we incurred in arranging and handling this obligation for the state.
3. Director Trombly has spoken to Rep. Roberts regarding the letter to the Keene School Board regarding our interest to purchase the building at 34 West Street. He stated that he did not hear about it but would bring it up at the school board meeting. He told her that a decision has to be made regarding location of the SAU before the upcoming budget process.
4. Stuart West asked for the policy and procedures regarding his signature stamp and Finance Director Trombly will address his request
5. **Nonpublic session** – At 8:48 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 10:01 AM.**
6. The Commissioners reviewed the calendar and cancelled the Aug. 30 meeting.
7. **Nonpublic session** – At 10:13 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations**

in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:16 AM.

8. The Commissioners discussed being available to the selectmen and towns to maintain open lines of communication.

There being no further business, the meeting adjourned at 10:17 AM.

A handwritten signature in black ink, appearing to read 'Stillman Rogers', written in a cursive style.

Minutes approved at the Aug. 23 meeting.

Stillman Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, August 17, 2006 9 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Attorney Cleary; Atty. Ann Scheer; Director Trombly

Chairman Zerba opened the meeting at 9 AM.

1. **Nonpublic session** – At 9 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 11:23 AM.**

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



Stillman Rogers, Clerk

Minutes approved at the Aug. 23 meeting.

MINUTES
Cheshire County Commissioners Meeting
Friday, August 18, 2006 9:10 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Attorney Cleary; Atty. Ann Scheer;
Administrator Wozmak

Chairman Zerba opened the meeting at 9:10 AM.

- 1. Nonpublic session** – At 9:11 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to appoint William Cleary as Asst. County Attorney effective 8/18/06 through 9/1/06. The Commissioners unanimously voted to return to public session at 9:23 AM.**

There being no further business, the meeting adjourned at 9:23 AM.



Stillman Rogers, Clerk

Minutes approved at the Aug. 23 meeting.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 23, 2006 5 PM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Finance Dir. Trombly; Ex. Asst. Warren; Facilities Mgr King; Farm Mgr Putnam; County Atty Cleary; UNH CE Lauren Bressett

Chairman Zerba opened the meeting at 5 PM.

MANIFEST: Commissioner Moore moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of Aug. 16, Commissioner Moore seconded, voted unanimously.

Commissioner Moore moved to approve the minutes of Aug. 17, Commissioner Rogers seconded, voted unanimously.

Commissioner Rogers moved to approve the minutes of Aug. 18, Commissioner Moore seconded, voted unanimously

1. Manager Putnam advised the Commissioners the fact that sawdust bedding for the cows is getting harder to get. The local distributors have less product to sell for the farm. He is requesting purchasing a paper shredding machine for \$3997. **Commissioner Rogers moved to authorize the purchase of the shredding machine for \$3997, to be paid for from the bedding expense line, Commissioner Moore seconded, voted unanimously.**
2. Manager Putnam stated that help from the HOC is greatly reduced and this work is now being picked up by him and the two other farm employees and asked authorization to purchase pre-cast feed bunks to put outside for the cows, which would enable him to fill by machine rather than by hand, which is a labor intensive job. They cost about \$400 each new, installed, and he needs 9 of them. He thinks that there may be used feed bunks from other farms that he can purchase at a lower cost. **Commissioner Rogers moved to authorize the farm manager to expend the maximum amount of \$3600 to purchase feed bunks, preferably purchasing used ones at a lower cost, Commissioner Moore seconded, voted unanimously.**
3. Manager King brought before the Commissioners the two bids received for purchase of the old MNH bus, one from Joe Perron for \$1100 and one from Harborside Nursing Home for \$1200. He recommended sale to Harborside. **Commissioner Rogers moved to approve the sale to Harborside of the old MNH bus, once the new bus is received, Commissioner Moore seconded, voted unanimously.**
4. Manager King stated that three copiers are scheduled to be replaced this year but he has received a promotional offer from Imagistics to replace the leased copiers now with an upscale model at a cost of \$50 each per month. He said that it will be cheaper to replace them now, during the sale, then to wait until next year's budget cycle. **Commissioner Moore moved to approve the lease of the copiers, Commissioner Rogers seconded, voted unanimously.**
5. King reported that the oil tank at the courthouse has been installed.
6. King reported that the MNH pantry project is expected to be done by Wednesday.
7. Lauren Bressett, UNH Cooperative Extension Coordinator, brought before the Commissioners the memorandum of understanding between the state, the USDA and the county for the work done by the Cooperative Extension. This is a document that is renewed every six years. Chairman Zerba signed the document.

8. Bressett advised the Commissioners that the grant from JC Penny was increased and she now has \$90,000 for the youth grants. The Commissioners had voted at a previous meeting to support the grant and to authorize the Coop Ext. to accept and use the funds if awarded.
9. Bressett also stated that they would be interviewing applicants for the forester position next week.
10. Effective October 1, Nancy Bradford-Sisson will be taking over as office manager at the Cooperative Extension.
11. **Nonpublic session** – At 5:47 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:37PM.**
12. The Commissioners reviewed the calendar.
13. There was discussion on scheduling the meeting with the Executive Committee at 6:30 PM to review the second quarter budget and Delegation immediately after, for various issues. The date will be September 11 in the jury assembly room.
14. The Commissioners discussed the issue with the reporter from the Sentinel who misrepresented that she has authorization to see the Commissioner's reading file and the Commissioners requested contact be made with the Sentinel that no further conversation will be held with this reporter. The Commissioners agreed that the reading file is not open to the public because it is incoming mail that they have not yet seen and may contain matters of personnel, legal issues or other documents protected from public disclosure.
15. Larry Barnes from TV channel 8 called and requested an interview with a commissioner. Administrator Wozmak thought that we should request questions in advance. Terry will call and get the questions and try to set up a date and time.
16. Administrator Wozmak brought before the Commissioners a suggestion that since the RN's have three weeks vacation as a recruiting draw, he suggests that the OT/PT positions be given the three weeks also. Director Trombly will review positions that may be part of the increase in vacation. The Commissioners will take the issue under advisement.
17. Director Trombly distributed for the Commissioner's review the policy and procedure for use of facsimile signature for the treasurer.
18. **Nonpublic session** – At 7:26 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:09 PM.**
19. **Nonpublic session** – At 8:09 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to change the rate of pay of Pat Matson from \$18.81/hr to \$20.91/Hr based upon her receiving her RN license and her years of service. The Commissioners unanimously voted to return to public session at 8:09 PM.**
13. **Nonpublic session** – At 8:12 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a**

result of deliberations in nonpublic session, a decision was made and a vote taken to release the following nonpublic sessions.

- **Nonpublic session of 8/16/06 at 8:48 AM reads as follows:** “A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. *The Commissioners accept the request of County Attorney Albrecht for paid administrative leave effective Sept. 1, 2006 and that the Commissioners petition the Superior Court under provision of RSA 661:9 III and RSA 733 for the appointment of Attorney William Cleary during the period of the temporary vacancy*”.
- **Nonpublic session of 8/17/06 at 9 AM,** which reads as follows: “A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. *Subject to the approval of the Superior Court, William W. Cleary is appointed County Attorney during the temporary absence of County Attorney Albrecht or until his duly elected successor shall taken his oath of office. William Cleary shall be compensated at the rate established for that office*”. **The Commissioners unanimously voted to return to public session at 8:28 PM.**
- **Nonpublic session of 7/19/06 at 8:58 AM,** which reads as follows: “A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply. *Direct the HR manager to send a response to the subject employee*”. **The Commissioners unanimously voted to return to public session at 9:57 AM.**

There being no further business, the meeting adjourned at 10:17 AM.



Stillman Rogers, Clerk

Minutes approved at the Sept. 6 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 6, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Facilities Manager King; Superintendent Van Wickler, DNS Kemp; HR Mgr. Hurley; Asst. NH Administrator Hemenway; Director Kindopp; Bill Marcello, SCS; Matt Suchodolski SWRP

Chairman Zerba opened the meeting at 8:32 AM.

MINUTES: Commissioner Moore moved that the minutes of August 23 be approved, seconded by Commissioner Rogers voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Manager King stated that the boiler at the HOC was inspected and failed inspection. He is having it reinspected today.
2. The final pantry is being completed at the nursing home today.
3. Bill Marcello had contacted Commissioner Zerba requesting to be put on the agenda in order to present a project. He also reinforced the invitation to the open house at the senior housing in Winchester on Thursday. He spoke about their office space needs and that they will be hiring additional personnel to run several programs for HHS. They are looking for a site for their organization to create a campus, which will have space for Head Start and senior housing, which will pay for some of the building costs. They are requesting the County support for a CDBG project to provide funds for the project. They will be selling their current location that they have outgrown. SWRP would be the administrator for the CDBG grant. He has received the support of the City for \$500,000 for senior housing. There was discussion on the various housing projects that the County, SCS and SWRP have been involved in around the County. The Commissioners agreed to support the project.
4. The Commissioners reviewed the calendar.
5. The Commissioners were invited to a seminar on Sept. 27 regarding the problem of mental health issues with inmates in correctional institutions. The program is put on by the National Association of Counties as part of the NH Association of Counties Annual Conference in Manchester, NH. Members of the criminal justice system have been invited.
6. Director Trombly distributed the analysis of the second quarter report and explained that it indicated that we are at about 50% in all areas, expense and revenue. There was some discussion on Medicaid issues and its affect on the budget revenues because of the delay in receiving payments from the state.
7. Superintendent Van Wickler stated that he is again using the gym to house inmates. Census is 96 inmates, with 8 on electronic monitoring, 4 weekend, and two federal inmates. He stated that they will soon be using GPS (global positioning system) for inmates on electronic monitoring. This will allow them to track the path of where an inmate has been or is. He has two inmates that they will be using this system on. Any number of GPS units are available.
8. Administrator Wozmak stated that Gerry Pelletier would be coming before the Commissioners about an additional program within Alternative Sentencing involving pre-trial release and a potential day-reporting center.
9. Bob Hemenway stated that the census at the nursing home has gone up a little in the past month. Our private pay census is down.

10. He stated that his tour at Belknap County is over and we will be billing them with the expectation that reimbursement will be made with funds received from the state.
11. Kathryn Kindopp has been working on getting her AIT (administrator in training) started and expects to begin on Oct. 1.
12. Administrator Wozmak stated that Attorney Cleary has nominated David Lauren as asst. county attorney and would like approval to hire at step 6, grade 7, effective Sept. 6. **Commissioner Rogers moved to approve hiring David Lauren at Step. 6, Grade 7, Commissioner Moore seconded, voted unanimously.**
13. A human resources consultant is working with the attorney's department to flesh out any issues in the department. Commissioner Rogers suggested that the newly elected officials be invited in January to management seminars. It was suggested that they be invited to meet with the commissioners to discuss it.
14. There was some discussion on having the new representative orientation and set a date for a meeting.
15. The vacation policy was discussed. A list of those who receive three weeks vacation was reviewed. It was recommended that the physical and occupational therapists be offered three weeks as an incentive to hiring as was done with nurses some years ago. The Commissioners agreed to allow the benefit, which will be effective September 1.
16. Director Trombly distributed the final draft of the facsimile signature policy. **Commissioner Moore moved to approve the policy, Commissioner Rogers seconded, voted unanimously.**
17. **Nonpublic session – At 10:39 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to terminate the employment of Susan Holbrook effective Sept. 16, 2006, in accordance with RSA 28-10a. The Commissioners unanimously voted to return to public session at 10:49 AM.**
18. **Nonpublic session – At 5:53 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:02 PM.**

There being no further business, Chairman Zerba ended the meeting at 12:04 PM.



Minutes approved at Sept. 13 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 6, 2006 7 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Assistant Warren; Reps. Dexter, Eaton, Hunt, Richardson, Robertson; David Lay, SMRT; Rick Stewart, Louis Berger Group

Chairman Zerba opened the meeting at 7:00 PM.

Chairman Zerba stated that the purpose of the meeting is to update the Delegation leadership on the Collier property in Swanzey. Rep. Robertson stated that he received a call about the availability of the property and he passed that information on to the Commissioners. Administrator Wozmak and the Commissioners looked at the property and they decided to have the engineers go forward with the preliminary work to determine if this was a viable site.

David Lay explained the preliminary conceptual design of the jail on the proposed site. The cut and fill needed for that site is minimal because the site is pretty flat. Water and sewer are available. Water pressure is at about 80 psi, and the site is 3-4 miles from downtown Keene. There are about one and a half acres of wetlands, which would require some mitigation.

There was discussion on the possibilities of the balance of land being used for other purposes, such as for the technical college, but that the primary focus is on the jail. David continued that the site is not in the flood plain. There is no reason for them to believe there is hazardous material on the site. There was some discussion on the possible traffic issues on the Route 12 and 32 intersection and the possible addition of a stoplight at the intersection.

Chairman Dexter stated that the building needs to be built with an attractive façade because it is in an industrial area.

There was discussion on the security of the building. David Lay stated that the walls of the building are the secure perimeter. The only outside area is in the center of the building. Administrator Wozmak stated that ideally, we would be using the inmates for most cooking and laundry functions at the new facility.

David Lay reviewed the side by side comparison of several sites that have been looked at by the Commissioners. There was discussion on the utilities available at the site and what the allocation is for Swanzey. Administrator Wozmak stated that he was advised by the City of Keene that they would increase the allocation, if necessary.

There being no further business, Chairman Zerba ended the meeting at 8:02 PM.



Minutes approved at Sept. 13 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 13, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Assistant Warren

Chairman Zerba opened the meeting at 8:47 AM.

MINUTES: Commissioner Moore moved that the minutes of September 6, 8:30 AM, be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Moore moved that the minutes of September 6, 6 PM, be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Director Trombly stated that she found, while reviewing the 2007 budget, that the dietary line had one additional FTE in the position of head cook. It was determined that this occurred because of the vacancy in dietary last year, and was unknown by the new Dietary director. The FTE has not resulted in dietary going over budget in dollars. Commissioner Moore asked if that means there one more cook than is budgeted in the department, Director Trombly stated that it does. Commissioner Zerba stated that the director should be made aware of the issue and they agreed that the FTE should be increased in the 2007 budget because the department has increased the amount of cooking and reduced the expenses of the department and that it appears to be useful, however unintentional.
3. Chairman Zerba noted that the new bus is being delivered to the nursing home today.
4. **Commissioner Moore moved that the funds (\$1,200) received from Harborside nursing home for the sale of the old bus should be given directly to the auxiliary for all the work they have done in raising funding for the bus, Commissioner Zerba seconded, voted unanimously.**
5. Chairman Zerba brought up the email from Register Hubal regarding temperature and humidity in the storage rooms in Deeds. Administrator Wozmak stated that he believes maintenance is handling the problem.
6. The location of the public hearing on the jail site was discussed. The Commissioners will consider several sites. Monadnock Regional High School was considered. Terry will contact Beth Fox in Swanzey for suggestions of location and date during the week of October 2.
7. Census at the jail is at about 98 and the Superintendent said that he is still using the gym for inmates. Medical expenses are down.
8. There was discussion on the county space needs for the downtown campus and it will continue to be an item on the agenda.
9. The 2007 budget is expected to be available next week.
10. **Nonpublic session – At 9:59 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of the DNS and NHA to transfer Leanne Finnell to the position of QI Coordinator at Grade 5, Step 13 \$24.25, effective the date of her transfer. The Commissioners unanimously voted to return to public session at 10:03 AM.**

There being no further business, Chairman Zerba ended the meeting at 10:05 AM.

A handwritten signature in black ink, appearing to read 'Stillman D. Rogers', written in a cursive style.

Minutes approved at the Sept. 20 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 20, 2006 8:30 AM
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Treasurer West; Manager King

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of September 13, 8:30 AM, be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Moore moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Commissioners welcomed County Treasurer Stuart West to the meeting and requested that with the potential of a jail site in the near future, we would need to be prepared to bond the project immediately after approval.
2. **Nonpublic session** – At 9:45 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of the County Attorney to reclassify Gemma Lantry to the position of office administrator to Grade 4, effective immediately. The Commissioners unanimously voted to return to public session at 9:54 AM.**
3. **Nonpublic session** – At 9:55 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached to continue the appraisal process and negotiation on the Bardwell property. The Commissioners unanimously voted to return to public session at 10:52 AM.**
4. The semiannual inspection of the jail began at 10:55 AM.
5. The Superintendent made some opening remarks about the jail. Sgt. DeHotman, Classification Officer, spoke about the positive relationship that her office has with the courts and prosecutors regarding information about inmates. Lt. Colby spoke about the new electronic monitoring equipment that incorporates global positioning. Lt. Hummel presented the Commissioners a request for permission to allow the Civil Air Patrol to conduct a bivouac on county land from October 6 to the 8th. The permission was granted. Lt Mousseau spoke about his role as Director of Safety and Security. The tour began with a visit to the Superintendent's office who showed the Commissioners the leaks in the ceiling tile in his office. He provided the Commissioners with reports that Officer Mousseau created to indicate the number of sanctions, transports and other information on the inmates.
6. The Superintendent advised the Commissioners about flooding that occurred recently because of the inmates flushing sheets and towels in the toilet. Facilities maintenance could not handle the incident and an outside contractor had to be brought in to clean out the pipes. Other issues with flooding as a result of inmate behavior are having a significant affect on the budget.
7. Manager King stated that he is working to determine issue on boiler damage.

8. Superintendent Van Wickler stated that there is lack of handicap access for the steps exiting the Sallyport and he has requested Facilities Manager King to have a ramp built.
9. The armory area was visited and the training needed explained.
10. Female unit was visited.
11. Booking area, observation cells and procedures reviewed.
12. The cafeteria was visited and the computer room, which contained new computers purchase with canteen funds.
13. The clean and soiled laundry area was visited.
14. A washer and dryer have been installed on site in the intake shower room, at the rear of the cafeteria.
15. Attorney and inmates meet in the visitor area due to space issues.
16. The Classification office and officer were visited.
17. The administrative office was visited and Lt. Mousseau reviewed inmate phone system.
18. The new full time therapist to work with the inmates will be set up in the safety office and the safety office is being moved upstairs in a cell that is inefficient for use by an inmate.
19. The area of medical services was visited.
20. The Director of Training was visited and he demonstrated the new document imaging program that is being piloted at the jail.
21. The cells used by a former inmate that created thousands of dollars in damage was visited to show the repairs that have been made.
22. The Upper Control Room was visited.
23. The Lower control room was visited.
24. Two inmates and two correctional officers were interviewed in a nonpublic session with the Commissioners.

There being no further business, Chairman Zerba ended the meeting at 12:05 PM.



Minutes approved at the October 4 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 27, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Treasurer West; Rep. Dexter

Chairman Zerba opened the meeting at 5 PM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Chairman Zerba announced that at the recent New Hampshire Association of Counties annual conference, Finance Director Trombly received the award of Finance Director of the Year, Sheriff Richard Foote received the award of County Sheriff of the year and County Administrator Wozmak and Assistant Nursing Home Administrator Hemenway (along with Lori Brown RN, and Bob Chase, NHA from Merrimack County Nursing Home) received the County Team award, in recognition of their role in the Interim Management Team at the Belknap County Nursing Home.
2. Director Trombly presented the responses to the RFP for auditors to do the annual county audit. Four companies were contacted, one responded. Director Trombly recommended that the response from Mason & Rich, for \$25,700 be accepted. This is about \$2000 less than this year's costs.
Commissioner Moore moved to accept the bid from Mason & Rich for \$27,500, Commissioner Rogers seconded, voted unanimously.
3. Administrator Wozmak discussed the potential that the county has to apply for CDBG grant funds to fund the water system improvements in Westmoreland. This would affect the Commissioners previous interest in supporting SCS's interest in applying for these grant funds. Wozmak invited SCS Director Bill Marcello to the meeting to discuss the impact that the application would have on SCS. The Commissioners felt that it would be in the best interest of county residents to have the county apply for the grant. There is a matching requirement. The balance of the funds necessary to complete the water project would be borrowed from the State Revolving Loan Fund. **Commissioner Rogers moved to apply for the CDBG funds for the water treatment plant repairs and bring the plan before the Delegation for approval, Commissioner Moore seconded, voted unanimously.**
4. The Commissioners reviewed the calendar.
5. There was some discussion on the set up for next week's meeting at Monadnock Regional High School. This Commissioners Informational Meeting is scheduled for October 3rd at 7PM. .
6. Treasurer West stated that we are ready to move forward on the bond for the jail as soon as the Delegation approves the bond.
7. **The Commissioners unanimously voted to release the nonpublic session of August 9, 2006 at 5:53 PM, which reads as follows:** "A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply.
The Commissioners directed the County administrator to suspend further work on the Thomas property until further information is received on another potential site and request an appraisal on this new site."
8. Administrator Wozmak will contact Bill Marcello regarding the results of the Commissioners decision tonight regarding the CDBG.
9. Administrator Wozmak and Commissioner Rogers met with the owners of the Bardwell property and had a good meeting with them, learning the history of the property and their intentions and basis for

their asking price. Administrator Wozmak contacted two appraisers that were recommended by Citizens Bank.

10. Rep. Dexter asked if the estimates and costs for the jail will be revised and brought up to date. Administrator Wozmak stated that they would be.
11. Commissioner Rogers stated that the Sheriff was also named Sheriff of the Year. Additionally, the County Team award was given with Bob Hemenway and Jack Wozmak listed as one of the recipients, for their work with Belknap County nursing home.
12. Chairman Zerba asked if the issue with Pine State elevator has been resolved. Administrator Wozmak stated that he has responded to them regarding the claim and has not heard anything from them.
13. **Nonpublic session** – At 5:47 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:49 PM.**

There being no further business, Chairman Zerba ended the meeting at 6:55 PM.

A handwritten signature in black ink, appearing to read 'Stillman D. Rogers', written in a cursive style.

Minutes approved at the October 4 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Informational Meeting
Tuesday, October 3, 2006 7 PM
Monadnock Regional High School, Swanzey, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Assistant Warren; David Lay SMRT; Rick Stewart Louis Berger Group

Chairman Zerba opened the meeting at 7:03 PM.

Chairman Zerba introduced himself and the other Commissioners, County employees and David Lay from SMRT and Rick Stewart from the Louis Berger Group. He reminded those present of the meeting next week on October 10 for a Delegation Public Hearing in which the Commissioners will update the Delegation on jail sites, and on October 17 there will be a Delegation meeting and public hearing, for a possible vote. We are here tonight to get input from residents on the jail site, but tonight is not for debate.

Commissioner Rogers state that he thought it would be helpful to give a rundown of the history of this need for a jail, which began in the mid 90's. He stated that the present jail site has been determined to be a flood way and the jail cannot be in that site. The Westmoreland site has been brought up three times to the Delegation and although approved as a site the first time, that vote was rescinded because the Delegation wanted inmates to be nearer to a central location in the county, both for family travel and services. He explained how overcrowded the jail is. He reviewed some of the sites looked at in our search, which include the Bardwell and Collier sites.

David Lay spoke to how the jail will be situated on the Bardwell site.

Chairman Zerba requested that each person who is signed up to speak to take about 3-4 minutes to speak.

1. Steve Lindsey of Keene – requested public scrutiny of the jail. He was a reporter and believes that part of the issues many years ago at the jail under a former warden was because of the isolation of the jail in the county and he recommends moving it from Westmoreland.
2. Bob Smith of Swanzey – Read Stacy Cole's letter regarding the jail (attached to minutes).
3. Greta Lamont of N. Swanzey – Was concerned about the taxes that are going to be lost if the jail is in Swanzey.
4. Lisa LaFontane from Monadnock Humane Society read a letter from the Board of Directors (attached to minutes).
5. Nancy Carlson of Swanzey – Stated that it is her understanding that the commissioners are required to choose the site and it seems that the Delegation is the one who is choosing the site rather than just allocating funds. If Westmoreland was the original site chosen, why have they changed their mind. Money would be better spent moving the nursing home to Keene.
6. Dixie Gurian of Richmond – Is concerned that money spent should be spent for the children's school because they are housed in trailers. We should take a global look and share services rather than putting them in Swanzey.
7. Greg Johnson of Swanzey – Would like to know what made the change from the original choice of Westmoreland. Have the Delegation a report as to why they want the site near Swanzey. He stated that he understood the travel time would be lessened and that is why they are choosing Bardwell. We are taking land that could be used to develop Swanzey.
8. Jane Johnson of Swanzey – Suitable land does not about in Swanzey and using this site for a jail eliminates any other use for the future. It will constrict healthy growth. We should use the county owned land in Westmoreland, where the jail is now.

9. Bob Mallat of Keene – It is a miscarriage of justice to the people of Swanzey to build the jail in Swanzey. Taking the Bardwell land will deprive residents of the taxes from that property.
10. Roger Conway of Swanzey – Thinks that the county should pay something to Westmoreland for taking their land which is not taxed. He recommends that the jail be put in Keene.
11. Bruce Clement of Westmoreland – We have over 600 acres of land that we have not paid taxes. He stated that the jail has not been a bad neighbor. He believes that building the nursing home in Westmoreland was a mistake and it should be in Keene.
12. Dean Eaton of Keene – The Delegation has usurped the authority of the Commissioners. The Delegation is not in the business of acquiring property but in funding the building of a jail. He believes building the jail in a location closer for inmate families is hogwash. The entire Delegation is obligated to where the Commissioners have chosen.
13. Bill Hutwelker of Swanzey – He corrected Chairman Rogers that it was eight months between the time Westmoreland was approved and the decision was recinded. He quoted several of the Commissioner minutes and reports over the years where the Commissioners support Westmoreland as a site. He encourages the Commissioners go back and put forward the Westmoreland site. He reviewed the votes taken on the location of the jail. He stated that he understood there are two commissioners who agree on Westmoreland.
14. Joe Amidon of Swanzey – Stated that he does not understand why we are buying more land when we already have land.
15. John Tommila of Fitzwilliam – stated that the location of the jail has been going on for too long. It needs to be built in Westmoreland.
16. Deb Davis of Swanzey – Does not understand why isn't the land in Westmoreland going to be used for a jail.
17. Ruth Kinville of W. Swanzey – Asked why didn't we buy the 350 Marlborough Street site for a jail. Why can't we just use a warehouse or apartment building.
18. Patrice Strifert of Swanzey – If the inmates at the jail are there because of mental health or addiction issues, then maybe we should build a health facility.
19. Betty Tatro of Swanzey – Asks us to be as frugal as possible. She has a response to Rep. Allen's letter in the Sentinel. Since their schools are over crowded, building the jail in Swanzey would be putting salt in the wound. Could we purchase an apartment house to house the inmates and put them on electronic monitoring.
20. Bruce Barlow of Swanzey – Why can't we get our representatives to go to environmental services organizations and change the flood plain plans so we can build on the same land.
21. Bob Beauregard of Swanzey – Is concerned that the cost of the jail has increase by \$20 million because of the delays. The engineering costs on all the land we have looked at has cost about \$660,000 in engineering costs.
22. Keith Thibault of Swanzey – Asked those in attendance to raise their hand if they want the jail in Westmoreland.
23. Douglas Lyman of Troy – As a person running for a representative position, he is up to speed on the jail information if that is a concern of the Commissioners.
24. Dan Coffman of Swanzey – Asked what is the benefit to the Swanzey taxpayer and resident if the jail is in Swanzey. What would happen to property values. He thinks the travel issue to the jail is a nonexistent issue. What are we modeling our decision after. He thinks the jail should be built in Westmoreland.

Commissioner Zerba thanked those present for their input and comments, some of which were handed in and will be attached to the minutes, and he commended them for keeping this an orderly meeting.

There being no further business, Chairman Zerba ended the meeting at 8:37 PM.

Minutes approved at the Oct. 11 meeting

A handwritten signature in black ink, appearing to read 'Stillman D. Rogers', written in a cursive style.

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 4, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Superintendent Van Wickler; Facilities Manager King

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of September 20, 8:30 AM be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of September 27, 8:30 AM be approved, seconded by Commissioner Moore, voted unanimously.

11. The Commissioners reviewed the calendar and decided that they would meet before the Delegation meeting on Tuesday, Oct. 10 at 5:30 PM. A revised calendar will be emailed out.
12. Manager King stated that the pantries on the nursing floors are completed and just need some fine-tuning.
13. Manager King stated that he has replaced a couple of windows on the Blood Farm building. He stated that a lot of work is needed at the building and he has put those expenses in the 2007 budget.
14. Repairs on the mower are going to cost about \$2800.
15. There was some discussion on the repairs needed at the water treatment plant.
16. Manager King stated that he thinks that we are doing well on the savings expected from the Honeywell project. He explained how the project works in that it cost about \$1.2 million to make energy savings changes and that amount is expected in energy savings because of those changes, and if we don't see the savings, we would receive refunds.
17. Manager King also explained the PAYS (Pay As You Save) program with PSNH, which included replacing lighting and would also result in energy savings.
18. The Commissioners reviewed the photos submitted for the photograph contest and the following photographs were chosen:
 - Family – Lisa Kemp
 - Humorous – Deborah Simonds
 - Outdoor – Kim Wyman
 - Pets & animals – Brenda Hatt
 - Miscellaneous – Doug Scribner
19. **Commissioner Rogers moved to amend the minutes of August 2 that stated Meghan Cook's pay rate from \$19.96 to \$19.76, Commissioner Moore seconded, voted unanimously.**
20. Director Trombly clarified the audit contract, which was for three years at the following rates:
 - Year 1 \$25,700
 - Year 2 \$26,343
 - Year 3 \$27,266
21. Director Trombly updated the commissioners on a conference she attended regarding elderly services, which covered the direction of services from nursing home care to home care.
22. Administrator Wozmak has contacted a couple of appraisers to look at the Bardwell land.
23. **Nonpublic session – At 9:40 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was**

approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:43 AM.

24. Commissioner Rogers stated that he was impressed with the attitude of the staff toward inmates after the inspection last week. The inmate interviews verified the treatment of the inmates by the staff. He asked if a scenario of how many inmates the jail could hold safely has been considered. He asked for an estimate of the number of inmates the jail could hold for the 2007 budget.

Superintendent Van Wickler stated that the facility was designed for 57 inmates, it is rated for 47 inmates and with possible modifications (additional bunks added to cells), it can operate with 80 inmates. Above 80 is over the safe operating capacity. We currently have 98 inmates, with electronic monitoring bringing that number to 86. Commissioner Rogers asked what the cost would be to house inmates over the safe number of 80. Superintendent Van Wickler stated that it would cost us \$55 a day to house them in Strafford County.

The Superintendent advised the Commissioners that a civil liberties organization has contacted him regarding an inmate medical records issue, and complemented him on the jail policies. They stated that they have been getting mail regarding conditions at the jail for several years. The individual understood that there is a new jail to be built, but nothing has happened yet. They stated that it is taking too long and that they must do something about the conditions at the jail if it isn't built soon. Commissioner Rogers stated that as Commissioners they are required to make sure the facilities are operating as close to compliance as is required. It is not acceptable to have people sleeping on the floor or in the gym, have activities restricted, and no space for the mentally ill and handicapped. He stated that he wants to see the financial impact on all the issues in the 2007 budget. He stated that it would be at least three years before the jail is built and these conditions cannot continue for three years. Superintendent Van Wickler recommended that 80 inmates should be the limit. Superintendent Van Wickler stated that federal fines have been set aside because we have told them that a new building is going to be built. Commissioner Rogers moved to request the Superintendent prepare budget figures for the outplacement of inmates and establish a bed cap of 80, there was no second, motion died.

There being no further business, Chairman Zerba ended the meeting at 11:10 PM.



Minutes approved at Nov. 2 meeting

Stillman D. Rogers, Clerk

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Superintendent Van Wickler; Facilities Manager King

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of September 20, 8:30 AM be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of September 27, 8:30 AM be approved, seconded by Commissioner Moore, voted unanimously.

25. The Commissioners reviewed the calendar and decided that they would meet before the Delegation meeting on Tuesday, Oct. 10 at 5:30 PM. A revised calendar will be emailed out.

26. Manager King stated that the pantries on the nursing floors are completed and just need some fine-tuning.

27. Manager King stated that he has replaced a couple of windows on the Blood Farm building. He stated that a lot of work is needed at the building and he has put those expenses in the 2007 budget.
28. Repairs on the mower are going to cost about \$2800.
29. There was some discussion on the repairs needed at the water treatment plant.
30. Manager King stated that he thinks that we are doing well on the savings expected from the Honeywell project. He explained how the project works in that it cost about \$1.2 million to make energy savings changes and that amount is expected in energy savings because of those changes, and if we don't see the savings, we would receive refunds.
31. Manager King also explained the PAYS (Pay As You Save) program with PSNH, which included replacing lighting and would also result in energy savings.
32. The Commissioners reviewed the photos submitted for the photograph contest and the following photographs were chosen:
 - Family – Lisa Kemp
 - Humorous – Deborah Simonds
 - Outdoor – Kim Wyman
 - Pets & animals – Brenda Hatt
 - Miscellaneous – Doug Scribner
33. **Commissioner Rogers moved to amend the minutes of August 2 that stated Meghan Cook's pay rate from \$19.96 to \$19.76, Commissioner Moore seconded, voted unanimously.**
34. Director Trombly clarified the audit contract, which was for three years at the following rates:
 - Year 1 \$25,700
 - Year 2 \$26,343
 - Year 3 \$27,266
35. Director Trombly updated the commissioners on a conference she attended regarding elderly services, which covered the direction of services from nursing home care to home care.
36. Administrator Wozmak has contacted a couple of appraisers to look at the Bardwell land.
37. **Nonpublic session – At 9:40 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:43 AM.**
38. Commissioner Rogers stated that he was impressed with the attitude of the staff toward inmates after the inspection last week. The inmate interviews verified the treatment of the inmates by the staff. He asked if a scenario of how many inmates the jail could hold safely has been considered. He asked for an estimate of the number of inmates the jail could hold for the 2007 budget. Superintendent Van Wickler stated that the facility was designed for 57 inmates, it is rated for 47 inmates and with possible modifications (additional bunks added to cells), it can operate with 80 inmates. Above 80 is over the safe operating capacity. We currently have 98 inmates, with electronic monitoring bringing that number to 86. Commissioner Rogers asked what the cost would be to house inmates over the safe number of 80. Superintendent Van Wickler stated that it would cost us \$55 a day to house them in Strafford County.

The Superintendent advised the Commissioners that a civil liberties organization has contacted him regarding an inmate medical records issue, and complemented him on the jail policies. They stated that they have been getting mail regarding conditions at the jail for several years. The individual understood that there is a new jail to be built, but nothing has happened yet. They stated that it is taking too long and that they must do something about the conditions at the jail if it isn't built soon. Commissioner Rogers stated that as Commissioners they are required to make sure the facilities are operating as close to compliance as is required. It is not acceptable to have people sleeping on the floor or in the gym, have

activities restricted, and no space for the mentally ill and handicapped. He stated that he wants to see the financial impact on all the issues in the 2007 budget. He stated that it would be at least three years before the jail is built and these conditions cannot continue for three years. Superintendent Van Wickler recommended that 80 inmates should be the limit. Superintendent Van Wickler stated that federal fines have been set aside because we have told them that a new building is going to be built. Commissioner Rogers moved to request the Superintendent prepare budget figures for the outplacement of inmates and establish a bed cap of 80, there was no second, motion died.

There being no further business, Chairman Zerba ended the meeting at 11:10 PM.

A handwritten signature in black ink, appearing to read 'Stillman D. Rogers', with a stylized flourish at the end.

Minutes approved at Nov. 2 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Tuesday, October 10, 2006 5:30 PM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak

Chairman Zerba opened the meeting at 5:30 PM.

Nonpublic session – At 5:30 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to ask the Delegation to “raise and appropriate a sum not to exceed thirty six million dollars (\$36,000,000) to finance the land acquisition and the costs associated with the design, construction and equipping of a county correctional facility located on Route 10 in Swanzey, NH, otherwise known as the “Bardwell Property”, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended; and to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof”. The Commissioners unanimously voted to return to public session at 6:15 PM.

There being no further business, the meeting adjourned at 6:15 PM.



Minutes approved at Oct. 18 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 11, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Superintendent Van Wickler

Chairman Zerba opened the meeting at 8:37 AM.

MINUTES: Commissioner Moore moved that the minutes of October 3, 7 PM be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Administrator Wozmak advised the Commissioners about the workstations being set up at the attorney's office, which will cost \$4700.
2. Commissioners reviewed the calendar.
3. The Commissioners discussed the meeting being held by HHS, to discuss potential pandemics and establishing a process in case of an emergency. Commissioner Rogers stated that he thinks we can be part of the planning process. Administrator Wozmak, Director Trombly and Commissioner Rogers will be attending the meeting. Superintendent Van Wickler stated that the county should contact the national guard to discuss emergency services.
4. Superintendent Van Wickler stated that things are going well at the HOC. He thanked the Commissioners for the use our land in Westmoreland for Civil Air Patrol exercises this past weekend.
5. The Commissioners commended the County Administrator and Asst. Nursing Home Administrator and all the employees at the nursing home for all their work done to make the survey a successful, deficiency free survey, and wished that be expressed to all.
6. There was discussion on the space needs of the downtown departments. Administrator Wozmak stated that we are at a point where the Commissioners should look at the long term plan for space needs.
7. **Nonpublic session** – At 9:40 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:03 AM.**

There being no further business, Chairman Zerba ended the meeting at 10:04 AM.



Minutes approved at Oct. 18 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 18, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Assistant Warren; Finance Dir. Trombly; Superintendent Van Wickler; Sheriff Foote

Chairman Zerba opened the meeting at 8:51 AM.

MINUTES: Commissioner Moore moved that the minutes of October 10 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of October 11 be approved, seconded by Commissioner Moore, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Director Trombly distributed a chart indicating the costs for housing inmates off site for the 2007 budget, if the jail population is capped at 80. There was some discussion on what funding will be needed in the future for a jail, whether it is siting, attorney fees or possible litigation because of the continuing jail issue. Superintendent Van Wickler stated that it is our responsibility of county government to house the inmates. Even if we put an inmate outside of our jurisdiction, we would be responsible for that inmate. Some of the ADA compliance and life safety changes required at the jail will have to be added to the budget. Administrator Wozmak stated that making the changes may alleviate some of the issues that the American Civil Liberties Union may have with the overcrowding and ADA (disability access) issues. Both organizations are waiting for a response on November 1 about the most recent jail vote by the delegation.
3. Sheriff Foote appeared before the Commissioners. He said that a grant is being applied for by 45 police agencies in NH, which will be jointly used by them to allow information sharing among the agencies. There are no matching funds needed, and Cheshire County would get \$11,345. The Sheriff requested the Chair to approve the application. The amount will be added to the budget and the revenue added. **Commissioner Moore moved to authorize the sheriff participate in the application of the grant for information sharing funds and authorize the chair to sign the memorandum of understanding, seconded by Commissioner Rogers, vote unanimously.** Commissioner Zerba signed the Memorandum.
4. There was discussion on the water treatment plant and necessary changes needed. **Commissioner Rogers moved to authorize the finance director to pursue a CDBG application for the water treatment plant and to bring this before the Delegation in December, Commissioner Moore seconded, voted unanimously.**
5. Director Trombly contacted the court system regarding the funds remaining in the construction account regarding the Jaffrey courthouse construction project. The balance of \$24,000 will be transferred to the county general fund.

There being no further business, Chairman Zerba ended the meeting at 10:05 AM.



Minutes approved at the Oct. 25 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 25, 2006 5 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Mgr King; Wendy Putnam, Doug Scribner, Computers; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5 PM.

MINUTES: Commissioner Moore moved that the minutes of October 18 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Manager King brought four bids for the carpeting for the administration wing at MNH.

Paul White Tile	Monadnock flooring	Monadnock flooring	Monadnock flooring
\$8580	\$10799	\$9999	\$7437

Manager King recommends the mid range carpeting from Monadnock flooring. The 2005/2006 budgeted total amount for this project was \$16,025. **Commissioner Moore moved to approve the recommendation of Manager King and accept the bid from Monadnock flooring for \$9999, Commissioner Rogers seconded, voted unanimously.**

2. Wendy Putnam distributed the system evaluations and seven bids received for the new telecommunications system they are looking into. The consultant has prepared this information for our communication upgrade planned. The consultant recommended two of the companies and Wendy and Doug will be looking into the companies and looking at a demonstration of the systems they recommend. The new system will allow us to call within departments without having to get an outside line (this system will not include the HOC at this time). Wendy and Doug gave an overview of how the system will work and they will be back with their findings on the recommendation they will propose. The payback on the capital investment is believed to be about 5 years since the new system will reduce our current telephone expenses.

3. **Nonpublic session** – At 5:22 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the County Attorney recommendation to hire Chris McLaughlin as Asst. County Atty. at grade 7, step 8.5, \$28.32 per hour, effective Nov. 1. The Commissioners unanimously voted to return to public session at 5:38 PM.**

4. There are three wooden desks that have been replaced with ergonomic desks that can be sold to employees, with Commissioner's approval. **Commissioner Moore moved to approve the sale of the desks to all employees, Commissioner Rogers seconded, voted unanimously.**

5. Jack Dugan of MEDC and Matt Suchodolski from SWRP presented a request for Commissioner support for an CDBG economic development grant for Trikeenan Tileworks, a local ceramic tile manufacturer, to expand its organization and build a manufacturing plant at 92 Water Street in Keene. This grant would provide for 25 new jobs, 15 of them to be low to moderate income. **Commissioner Rogers moved to support MEDC and Trikeenan in their application for a \$500,000 economic grant and to advance this recommendation to the full delegation in December, Commissioner Moore seconded, voted unanimously.**

6. Administrator Wozmak stated that 21 GED's (General Education Diplomas) have been granted to inmates so far this year, this is a record number of GED's that have been received by inmates.

7. Commissioner Rogers stated that the ACLU visited the HOC on Tuesday, taking photographs and collecting information. The ACLU has received complaints about conditions at the jail. The current stalemate over the new jail has caused them to make inquiries of us.

There being no further business, Chairman Zerba ended the meeting at 7:05 PM.



Minutes approved at Nov. 2 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, November 2, 2006 8:30 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Facilities Mgr. King; Sheriff Foote; DNS Kemp

Chairman Zerba opened the meeting at 8:37 AM

MINUTES: Commissioner Moore moved that the minutes of Oct. 4 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 25 be approved, seconded by Commissioner Moore, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Manager King gave an update on the replacement oil tank at Maplewood. A new one is in the ground and piping should be done by Monday and then will be inspected.
2. Chairman Zerba asked about the boiler at the HOC. Manager King stated he is following up on the damaged boiler with the manufacturer.
3. In order to make the HOC ADA compatible, it will cost about \$44,000. These do not include life safety issues. There are also some infrastructure issues at the HOC such as air conditioning, the speaker system and locks on the cell doors.
4. Sheriff Foote is seeking approval to apply for a grant for developing a mobile command center for the sheriff's department. It will provide an emergency trailer for the dispatch center at a cost of \$436,000. There would be no cost to the county, according to the Sheriff. The mobile command center would allow the current phone lines to be used in this emergency location. He needs Commissioners approval for the application. **Commissioner Rogers moved to support and execute the grant from the state for homeland security for a mobile command center, Commissioner Moore seconded, voted unanimously.**
5. Commissioner Rogers, Administrator Wozmak and Director Trombly attended a meeting at the state regarding pandemic emergency services. DHHS Commissioner Stephens would like the county to consider having a role in coordinating local municipalities and agencies for emergency planning. There was discussion on the program and how it would be coordinated within the counties.
6. The calendar was reviewed. The Nov. 22 meeting time was changed to 8:30 AM.
7. There was discussion on have the 3rd Quarter executive meeting on Nov. 20. Terry will contact Chairman Robertson to confirm the date. It will be held at 33 West Street. The Delegation meeting date is tentatively December 13 at 7 PM for the public hearing on the Commissioners Proposed 2007 Budget, the organizational meeting of the Delegation, public hearings on any CDBG grants and an Executive Committee Meeting to determine the budget review dates of the Executive Committee.
8. December 29 is the date for the Commissioner's Holiday party.
9. In the \$2.1 million lawsuit against the state over disputed bills for Medicaid patients, the judge has ruled for the counties. The state law set a \$60 million cap on county payments treated in nursing facilities and the state billed them for \$2.1 over that cap. The court will eventually be determining the method of reimbursing the counties for any excess funds they may have paid.
10. Director Trombly distributed the 2007 budget adjustment for outsourcing housing and transportation of inmates and upgrades to the HOC. There was discussion on the funding required because of the overcrowded and aging facility.

11. **Nonpublic session** – At 10:42 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved 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 interest are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:52 AM.**
12. **Nonpublic session** – At 11:06 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:10 AM.**
13. DNS Kemp reviewed her personnel requests for the 2007 budget. Administrator Wozmak reviewed the cover letter that clarifies the reasons for the personnel needs. There is an increase in admissions and discharges, physician orders and prescriptions and paperwork. Administrator Wozmak attributed the increased staff for the deficiency free survey that was done this year. More staff will cut down on use of registry staff. She is requesting: 2 MDS coordinator positions (covered by 2 LPN); 1.4 FTE RN; 1 FTE LPN; 3.2 FTE MNA; 6.8 FTE LNA; 1.25 ward aid. The approximate cost is about \$420,000 addition in personnel to the budget but the registry would be reduced by about \$200,000. There is a high turnover of residents and they have more care requirements, which results in the need for additional staff. This will be presented to the Delegation.

There being no further business, Chairman Zerba ended the meeting at 12:13 PM.



Minutes approved at the Nov. 8 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, November 8, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren

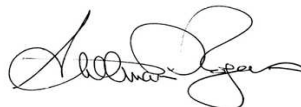
Chairman Zerba opened the meeting at 8:38 AM.

MINUTES: Commissioner Moore moved that the minutes of Nov. 2 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. The Commissioners reviewed the calendar.
2. There was a discussion on the repair of the multiplexer at the HOC. In review of the history of the unit, we found that it was purchased only three years ago. Before making a decision on purchase and why the unit cannot be repaired, the Commissioners requested further information on the unit. Superintendent Van Wickler stated that the unit is important to the functioning of the security of the HOC and is needed as soon as possible. The Commissioners stated that they can make a decision as soon as possible without having to wait for next weeks meeting.
3. There was discussion about setting the cap at the HOC to reduce the overcrowding issue. Administrator Wozmak suggested that we gradually reduce the number of inmates that will be out-sourced until we get to a number that is workable. This will ease the financial burden on the 2007 budget. The statute regarding electronic monitoring for inmates has to be clarified and this may help determine who should decides who may be put on electronic monitoring. Currently the Superior Court and the District Court disagree on the interpretation of the law.
4. There are 101 inmates at the HOC, 89 in house and 5 on electronic monitoring, 10 female inmates.
5. **Nonpublic session** – At 9:30 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:44 AM.**

There being no further business, Chairman Zerba ended the meeting at 9:45 AM.



Minutes approved at the Nov. 15 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 15, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; HR Mgr. Hurley; Superintendent Van Wickler; DNS Kemp

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of Nov. 8 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Chairman Zerba received and reviewed the incentive funds, which have been allocated for the incentive funds, and this report will be attached to the minutes.
3. Superintendent Van Wickler stated that there are 110 inmates at the jail, 99 of them in the building, 7 of them women. There are about 12-14 inmates in the gym.
4. Director Trombly distributed the surcharge account request, which totals \$18,150 in funds for the web site, cabinet and computer desk. This leaves a balance of \$111,559.69 in the account.
Chairman Zerba moved to approve the expense, Commissioner Moore seconded, voted unanimously.
5. Director Trombly distributed the outside agency analysis the Commissioners requested. This indicated the funds distributed by the incentive funds and requests in the proposed budget.
6. HEW is looking at the multiplexer at the HOC and they have given us a loaner until they determine whether or not the unit can be repaired.
7. **Nonpublic session** – At 9:06 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the HR Manager recommendation to hire Laurie Mullen as an LPN at grade 4, step 4, \$15.81 per hour. The Commissioners unanimously voted to return to public session at 9:14 AM.**
8. **Nonpublic session** – At 9:54 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken, however upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 10:12 AM.**

There being no further business, Chairman Zerba ended the meeting at 10:15 AM.

Robert W Moore

Minutes approved at the Nov. 22 meeting Bob Moore, Vice Chair

INCENTIVE FUNDS

APPLICATION SUMMARIES

		Received	Requested	Received	
	Program	2006	2007	2007	
1	Antioch Psychological Services	\$12,000	\$12,360	\$12,000	The intensive Family Intervention Project offers a flexible array of services to Cheshire County families referred by the Division of Children, Youth and Families (DCYF). The goal is to intervene with families at risk for family violence and/or child maltreatment, to head off the need for more intrusive, disruptive, and costly actions by social service and law enforcement agencies if problems were to persist.
2	Big Brothers-Big Sisters	\$6,000.	\$15,000.	\$6,000.	Big Brothers-Big Sisters of the Monadnock Region, Inc. is a mentoring program designed to serve at risk children between the ages of 6 and 18. The children (clients or "Littles") are matched with adults (volunteers or "Bigs"). The match is carefully planned, based on mutual interests, built on a child's strengths, and designed to last. The Big Brother-Big Sister Case Manager carefully monitors the matches over the span of the commitment providing full support. Big Brothers-Big Sisters is not a quick fix solution.
3	Family Center (formerly Families and Communities Together)	\$4,500.	\$4,500.	\$4,500.	The Parent-Child Connections Program is a year-round, weekly support program for families with children from birth to age ten offering education and support for parents, as well as a developmentally appropriate enrichment program for the children. The parent program provides facilitated discussions and presentations on topics that incorporate <i>The Effective Parenting Workshop</i> curriculum in weekly discussions. The topics include, but are not limited to: age-appropriate expectations, child development, setting limits, temper tantrums, nutrition and eating issues, temperament, effective communication, consequences, reward and punishment, positive discipline and problem solving.
4	Planned Parenthood Family Planning Education and Training	\$3,200.	\$3,950.	\$3,200.	The mission of the Family Planning Collaborative is to "provide encouragement, education and support for the family planning efforts of women and families and in so doing, prevent teenage and unintended pregnancies." Children born as a result of unintended pregnancies (more than 40% of all births at Cheshire Medical Center) are at significantly higher risk of poverty, housing crises, learning problems, neglect and abuse because their parents are unprepared for pregnancy and stressed by the unexpected responsibilities for parenthood. The application includes funds to (1) provide direct education in family planning to participants in social service programs, (2) train staff members of social service agencies to discuss birth control and other family planning issues with clients, (3) provide direct education to teenagers, (4) conduct a training session for local educators, and (5) hold a meeting with Winchester representatives. It also includes funds for copying, printing, and purchase of materials to be used i

5	Girls Incorporated of New Hampshire	\$5,000.	\$7,000.	\$5,000.	<p>Girls Incorporated of New Hampshire is a member-based organization for girls, ages 6 to 18, dedicated to developing their confidence, knowledge, life skills, and leadership abilities. Our programs are designed to provide girls with an environment in which they can be themselves among supportive peers. Girls Inc. enrichment programs are driven by research on issues affecting girls today. Programs aim to fill gaps and compensate for what girls do not receive elsewhere. Topics such as media literacy, substance abuse prevention, economic literacy, health education, career development, and safety awareness are addressed in our programs. Girls Inc. enrichment programs are among the best strategies available to help girls develop their potential and avoid risky behaviors.</p>
6	HCS Community Care	\$6,000.	\$6,000.	\$6,000.	<p>The purpose of the Promoting Healthily Families Program is to address inadequate social supports and social isolation in lower to moderate income families in Cheshire County. A social worker with special background and training in parenting issues is assigned to Cheshire County pregnant and parenting families who are at social and/or physical risk. The families are identified by the physicians providing prenatal care, by social agencies, town welfare offices and child care centers in Cheshire County. The role of the social worker, in coordination with other parent support systems in the community, is to make assessments and appropriate referrals to community supports and follow-up with the progress of the family with home visits. Group educational and supportive programs will be planned with topics ranging from nutrition to age specific play to the nationally recognized Parents as Teachers Program.</p>
7	Keene Housing Authority-Building Bridges Youth Services Program	\$25,400.	\$34,840.	\$25,400.	<p>Building Bridges Youth Services Program is the Keene Housing Authority's program serving youth and their families living at public housing communities. The program consists of three primary components: (1) case management for youth and their parents, (2) daily after-school program, and (3) life skill workshops and programs. There is a Resident Services Co-ordinator designated specifically for the youth's parents, who guides the family in setting goals and addressing needs in the areas of employment, financial management, parenting and family planning, education and self development. At each of the two family sites, the Youth Service Co-ordinator co-ordinates the after school program with the highest priority given to helping youth with their homework, tutoring, learning through computers, developing social skills, providing positive role models, and solving problems at home by meeting with parents and youth. The Youth Services Co-ordinator also works with each child and their family to develop youth dev</p> <p>The program, also helps build positive relationships, between youth and parent and youth and their community by addressing not only the child's needs but the parent's and community's needs which have the greatest impact on the child's well being. The Keene Housing Authority believes that children participating in a youth program are more likely to remain with their parents avoiding out of home placements, gain greater self-esteem, improve relationships with adults and peers, improve attitude toward school, achieve higher grades, are less likely to use drugs or alcohol and are less likely to participate in juvenile delinquent activities.</p>
8	Keene	\$27,200.	\$33,980.	\$33,980.	<p>The CHINS (Child in Need of Services) Diversion Program is a community based preventative</p>

	Youth Services Chins Diversion Program				program serving non-adjudicated youth ages 7-17 years and their families. CHINS is a legal term commonly used to describe a youth who is truant from school, repeatedly running away, or repeatedly disobeying their parent or guardian. Youth are identified for the program by state and local police departments, school personnel, other service agencies and parents through demonstration of status offense behaviors. The purpose of the program is to prevent inappropriate or unnecessary involvement through assessment, referral, and case management services. Adherence to a mutually developed case plan holds the youth accountable for their actions and aids the family in accessing available resources in the community.
9	Keene Youth Services Earn-It	\$16,200.	\$23,300.	\$17,200.	Earn-It is a juvenile offender/victim restitution program for delinquents (age 12-17). Youth who owe restitution (both monetary and symbolic) are referred to Earn-It to repay their victims and the community for their illegal actions. Referrals are made by the Keene District Court and the Juvenile Conference Committee Diversion Program.
10	Keene Youth Services Juvenile Conference Committee	\$14,265.	\$17,430.	\$17,430.	The Juvenile Conference Committee (JCC) is a pre-adjudication intervention program for first time young offenders. JCC is an alternative to formal juvenile court proceedings. The goal of JCC court diversion is to encourage responsibility and accountability on the part of juvenile offenders in order to deter further delinquency and future court involvement.
11	The Lily Garden Learning Center	\$0.	\$5,000.	\$0.	The Lily Garden Learning Center is a non profit childcare center located in Westmoreland NH. Infant/toddler and preschool programs serve families in Westmoreland, Chesterfield, Walpole, Keene, Surry, Langdon and other area towns.
12	Monadnock Center for Violence Prevention, Inc.	\$0.	\$8,600.	\$6,000.	Prevention education programs in cooperation with local school districts will help inform young children of the choices they can make to not participate in violent behaviors. Bullying, sexual harassment, teen relationship violence and stalking are behaviors now being seen at the elementary through high school levels. Experience has shown us those children who begin as bullies often follow a continuum of violent behavior that easily develops into dating violence and eventually domestic or sexual violence. Our goal is to impact the knowledge, skills and attitudes of children, youth and teens regarding these behaviors which will eventually impact their behaviors as our adult community members
<u>Monadnock Family Services</u>					
13	1. All R Kids Supervised Visitation Center	\$14,000.	\$19,415.	\$16,415.	All R Kids Supervised Visitation Center provides a neutral, safe, and confidential space for supervised visitation and monitored exchange to occur in court-ordered cases involving domestic violence and child abuse/neglect, as well as privately arranged cases. All R Kids is set up to ensure that the custodial and non-custodial parents have no contact when the visitation or exchanges occur.

14	2. Cheshire Mediation-- Parent-Youth Mediation	\$16,000.	\$16,000.	\$16,000.	A parent youth mediation service which brings together family members who are in crisis with the goal of helping them reach some agreements about how things can change.
15	3. Cheshire Mediation Program (Circles of Support)	\$12,000.	\$12,237.	\$12,000.	This initiative seeks to engage our communities' most disenfranchised youth in a positive way which will give them the skills and support to succeed in our community. Youth who are returning to the community from structured placement facilities or YDC face the challenge of being reintegrated into the community. Circles of Support will provide community support and a sense of belonging to the youth being reintegrated.
16	4. Parent Outreach Project	\$14,000.	\$14,000.	\$14,000.	The mission of the Parent Outreach Project is to support and strengthen families through parent education and support. We define "parent" as any adult in the primary care giving role, be they biological parent, kin, foster, and adoptive parent. Our programs meet parents where they are in their parenting journey by offering a variety of venues for parents to learn about child and parent development, develop positive discipline skills based on developmentally appropriate expectations, express parental concerns, and give and receive mutual support. The classes, workshops and individual consultations offered through POP are strength bases and focus on building family resiliency. Family resiliency is a family's ability to cultivate strengths to positively meet life stresses and manage healthy interpersonal relationships.
17	Youth Initiatives Office 5a. MANY Options 5b. Challenge Program	\$28,000.	\$29,000.	\$28,000.	MANY Options is an after-school program for fifth through ninth grade youth which offers a variety of supervised activities from 2:30-5:30 p.m. each day according to the school calendar schedule for SAU 29 district. Students arrive between 2:30 and 3 pm and enjoy a healthy snack. Homework Club and academic remediation activities follow snack time. Character and social skill building activities are next on the agenda. At 4 pm each day youth participate in one of three activity "options" such as community service at the Keene Community Kitchen or Fast Friends greyhound rescue, swimming or indoor rock climbing at the Keene Family YMCA, or animal care and gardening at Stonewall Farm, to name a few. Other activities offered include programs run by our own Challenge and Acting-Out Programs. The program runs for 36 weeks (entire school year), and participants pay an annual membership fee based on a sliding scale with scholarships available to those who show need. The Challenge Program builds resiliency and improves individual, social and family functioning by increasing problem solving, empathy, communication, impulse control and decision making skills. Adventure-based activities also provide healthy risk taking opportunities for youth whom might otherwise look to drugs, violence or other illegal activities to test limits to satisfy their need for thrills.
18	Plus Time NH	\$1,750.	\$5,500.	\$3,750.	The purpose of the PlusTime NH Cheshire County Afterschool Initiative is to increase and improve afterschool options for Cheshire County youth to engage in safe and positive activities during out of school time by strengthening the ability of communities to deliver quality services. The county incentive funds would partially support the services provided by the Wester Regional Consultant for PlusTime NH. This position provides essential technical assistance and support to organizations,

schools and community groups in Cheshire County who are striving to create, expand, or improve the quality of their afterschool programs..

19	Rise..for Baby and Family	\$12,000.	\$15,000.	\$12,000.	The Rise Prevention Program is intended as an adjunct program working together with early intervention services to add expanded prevention services for children at high-risk of out-of-home placement. It also allows Rise to serve infants and toddlers at high-risk who would not otherwise be eligible for early intervention (early supports and services).
20	The Samaritans, Inc.	\$5,000.	\$5,000.	\$5,000.	The Education and Outreach Program is structured to reach youth in Cheshire County through interactive presentations which will open the lines of communication between area adults and youth.
21	Troy Elementary School	\$6,421.	\$8,960.	\$8,421.	This proposal entitled "No Child Left Alone" provides after-school programming for children in grades K-6 at Troy Elementary School. The main goal of the program is to have a safe, nurturing environment that promotes social, academic, emotional and physical health for students and their families.
22	Winchester Learning Center	\$5,000.	\$6,000.	\$6,000.	The Winchester Learning Center, is a community supported non profit child care, preschool and family resource center, serving children ages 2-6 and their families.
	TOTAL	\$233,936.	\$303,072.	\$258,296.	

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 22, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Commissioner Elect Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Wendy Putnam, Doug Scribner, Computers; Treasurer West

Chairman Zerba opened the meeting at 8:31 AM.

MINUTES: Commissioner Moore moved that the minutes of Nov. 15 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. Wendy Putnam returned with additional information about the telephone system bids received. They are down to choosing two of the vendors and both have been visited. First Choice is a Nortel System, at \$90,027; and New Vision – a NEC system, at \$100,500. She recommends First Choice based on the fact that we have three years of history with them, they are 20 minutes away in case they have to come on site; and they are the lowest bidder. Maintenance costs for First Voice is at about \$21,800, new vision at \$20,622. There is about a three year payback on the system. She budgeted \$85K in 2006 and the balance from the bid will be put in the 2007 budget. The bid came in at \$92,027. She expects the system running by mid March. **Commissioner Rogers moved to approve the recommendation of Wendy to accept the bid from First Choice, based on their history and bid, Commissioner Moore seconded, voted unanimously.**
2. The Commissioners discussed their concern regarding the communications from the Treasurer to the Finance Director. They recommended that they would prefer his communications going through them when he has questions. The Treasurer spoke to what is his interpretation of the miscommunications. There was discussion over the authority of the treasurer in the finance process of the county. Administrator Wozmak explained that the statutes allow for a TAN and the system permitted for a potential shortfall is covered by statute because they state that the towns/citys do not have to pay their taxes until December, and there is a possibility that borrowing may be required to cover the county bills/payroll. Administrator Wozmak and Finance Director Trombly requested a line of credit be established for the possible use for the end of the year. **Commissioner Moore moved to authorize the Finance Director establish a line of credit to be used as last report, Commissioner Rogers seconded, voted unanimously.** Director Trombly stated that they could have the paperwork done by next week.
3. Matt from SWRP presented the housing rehab CDBG which has been approved for \$350,000, SCS will administer the contract. The paperwork will be sent to Atty Weeks and brought back for the Commissioner's signature.
4. The Commissioners recessed for a short break.
5. The Commissioner's calendar was reviewed.
6. The 2007 calendar was distributed and the Commissioners and Commissioner-elect decided to change all meetings to 9 AM for 2007. The calendar will be revised and brought before the Commissioners next week.
7. The 2007 holiday schedule was distributed to the Commissioners. The Commissioners will review the calendar and re-present it next week. They have determined that the holidays will be kept at 11.

8. The MNH underground storage tank installation is complete.
9. The number of inmates at the HOC is about 95.
10. **Nonpublic session** – At 11:05 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was made and a vote taken, however upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 11:29 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:30 AM.



Minutes approved at the Nov. 29 meeting

Stillman Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 6, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Commissioner Elect Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Superintendent Van Wickler; Wendy Putnam Computer Coordinator.

Chairman Zerba opened the meeting at 8:46 AM.

MINUTES: Commissioner Moore moved that the minutes of Nov. 29 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

1. The Commissioner's calendar was reviewed.
2. Chairman Zerba requested Doug Scribner to come in to the meeting to receive an acknowledgement of his having been nominated to receive the 2006 employee of the year award for his outstanding service to the county.
3. The invitations to the swearing in ceremony were reviewed as well as procedures for the ceremony. Invited are County Elected Officials, Delegation, Town selectmen, the four Senators, department managers and the president of KSC. Commissioner Elect Pratt will handle the funding for the event at KSC on January 3, 2007.
4. Wendy Putnam has \$1000 in her 2006 budget for the HOC Internet transition team, which she would like to have rolled over for the 2007 budget. **Commissioner Moore moved to approve rolling over to 2007 Budget the \$1000 allocated for the internet access during the construction phase of the jail facility, Commissioner Rogers seconded, voted unanimously.**
5. Wendy invited the Commissioners to the telecommunication meeting at 10 AM in the ALF conference room.
6. There was discussion on the location of the county Commissioner meetings and adding a tour of MNH would be done on a regular basis.
7. The schedule for the UNH Cooperative Extension advisory council was reviewed and Commissioner Rogers will attend the meetings.
8. The Keene School Board has recommended that SAU 29 building be sold and they should move to Marlborough Street. There will be a public hearing on the sale. Commissioner Zerba noted that at one time the county considered the building for space needs. There was discussion about the downtown space needs.
9. Superintendent Van Wickler stated that the census at the HOC is 119, 113 in the building. Three officers were injured from an inmate assault. They will be pressing charges against the inmate. The state police will be asked to investigate the event. Inmate stress is increased. The Superintendent wanted to complement Pam Slack who works for DCYF and was visiting the HOC on a case. She noted that there was a female inmate in isolation who she felt was a mental health case. The Superintendent noted that he had not been successful in having this case assessed as such, and the inmate would not have a hearing until January. Pam followed up on the issue with the inmate. She made some calls and the inmate was moved within 24 hours into a psych unit. Pam will be meeting with local mental health people and the Superintendent to discuss how to resolve this type of issue. There was discussion on the need for availability of psych beds for some inmates and the issue of mental health individuals being brought to the jail.

10. **Commissioner Rogers moved to request Treasurer West attend the Executive Committee meeting next week and request proceeding with TAN in the amount of \$13 million for the 2007 budget, Commissioner Moore seconded, voted unanimously.**
11. A meeting with the Swanzey selectmen will be finalized by Commissioner Rogers.
12. Chairman Zerba moved to release the nonpublic decision of the November 22 meeting, Commissioner Moore seconded, voted unanimously. It reads as follows: "A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until in the opinion of a majority of members, the aforesaid circumstances no longer apply."
"Accept the recommendation of the County Administrator to hire Mindy don Luekin as DNS at Grade 9, Step 11.5 \$35.43 because of her 25 years experience as a DNS, effective December 18."
13. **Nonpublic session** – At 10:50 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 10:50 AM.**
14. **Nonpublic session** – At 11:01 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:07 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:10 AM.



Minutes approved at the Dec. 13 meeting

Stillman D. Rogers, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 13, 2006 8:30 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren

Chairman Zerba opened the meeting at 8:30 AM.

MINUTES: Commissioner Moore moved that the minutes of December 6 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed the Calendar and asked to have added to it the county corrections officer certification graduation to take place on December 29th in Concord. The Commissioners discussed which of them would attend the graduation. Commissioner-elect Jack Pratt will attend the corrections graduation.

New Business

Commissioner Zerba signed necessary paperwork related to the CDBG Stone Arch Village project.

HOC Superintendent introduced Norma Wyman to the Commissioners. Norma is a volunteer at the jail and helps inmates get their GED. She has assisted approximately 25 inmates in getting their GED, a record for the jail. The Superintendent and Lt. Hank Colby presented Norma with a Volunteer Award for the many hours of volunteer work that she does at the jail. The Commissioners expressed their appreciation for her dedication to serving the county.

As a follow-up to the report of a county vehicle having been involved in an accident, Barry King reported that the car is considered a total loss by our insurer. At this point, the vehicle will not be replaced. We will work with the vehicles we have.

The Commissioners discussed the details of the swearing in ceremonies that will take place on January 3rd.

The Superintendent of the HOC presented a plaque to Commissioner Moore from the Corrections staff in appreciation of his support of the jail.

Nonpublic session – At 10:18 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:30 AM.

There being no further business, Chairman Zerba ended the meeting at 11:31 AM.

