

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 4, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, HR Director Hurley, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:33 AM.

Several Free-Staters attended the meeting upon recently receiving a “No Trespass Order” from the Sheriff prohibiting them from being on the county property at the county courthouse. They wanted to talk about how to appeal this order. The Chair recognized David Crawford. Crawford told the Commissioners that he wished to share a concern that he has regarding restrictions on “the Press” at the County Courthouse. Crawford stated that he thinks that “the Press” should not be restricted from the outside of the Courthouse and that no cameras are allowed on the Courthouse grounds. He stated that “the Press” has been given “restraining orders” that prevents them from being on Courthouse property and stated that he did not think that it was right that this order is in effect.

Ian Freeman (aka Ian Bernard) was then recognized by the Chair and identified himself as a member of the Free Keene Press. Freeman stated he was in concurrence with what Crawford had spoken about and asked if the Sheriff reported to the Commissioners. Commissioner’s Pratt and Zerba explained that because the Sheriff is an elected position it does not report directly to the Commissioners. Commissioner Pratt said that since the Commissioners do not have authority over the Sheriff that an avenue open to anyone who feels that they have case is to engage legal counsel and pursue a remedy through the courts. Commissioner Pratt cited the ACLU as a possible source for those who cannot afford private counsel. Freeman stated that he feels he is “exhausting his options” and may be forced to take other actions.

Nemi Jones was then recognized and spoke to some of the same issues as Crawford and Freeman, and related her experience as one of the people sitting in the court room when the arrests occurred after the judge ordered the courtroom cleared. She stated that the person next to her was blocked by a bailiff when they tried to leave and then were arrested for not complying with the judge’s order. She then spoke of her experiences at the Grafton County Courthouse and explained that she was able to retain her phone and computer when she entered the courthouse unlike in Keene.

In other matters, Project Manager Bouchard then presented to the Commissioners a request for a new grant project that would allow the replacement of the windows at the County Administration building at 33 West Street. The current windows are in extremely poor condition and in some cases have separated from the frames that attach them to the building structure. The grant monies for the project are available and an RFP has been prepared.

**Motion was made by Commissioner Patt and seconded by Commissioner Zerba to authorize the development and advancement of an ARRA grant to fund the replacement of new windows for the County Administration building. Motion was voted and passed unanimously.**

Grant Specialist Desrosiers presented updates to the Commissioners on an outstanding grant for radio equipment for Troy, Fitzwilliam, Swanzey, and Marlborough. She reported that the grant has been approved and all recipients will be awarded the equipment they sought for their towns. Desrosiers also noted that the County grant services are beginning to be better known and she is receiving more requests for her services. Two towns have asked for assistance for non-homeland security grants, one for a library and another from a local town historical society.

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The census from MNH, DOC, Alternative Sentencing, and Human Resources was reviewed and a short discussion about employee headcount was taken up.

Administrator Wozmak then discussed his upcoming meeting on January 17 to discuss the Latchis Theater parking proposal. He said that the meeting maybe moved to the end of the month but would keep the Commissioners informed of any changes and the results of the meeting. Administrator Wozmak then informed the Commissioners that he had received an updated proposal from Premiere Health Care for the MNH operational study project that is about to begin.

A general discussion started around how the farm was progressing under the new management of the leasee. It was agreed that overall the farm seems to be well managed and that lease payments are being received on time.

A discussion of the MNH Medicaid aging report started and the problems and solutions that are needed to get the County paid by Medicaid were discussed. The discussion continued around the problem of the timing of State Department of Revenue setting tax rates and the towns ability to be able to set their local budgets, collect town taxes, and then pay the county tax bills. It was agreed that the state side of the process can often result in untimely delays for all those involved.

**The Weekly Manifest was reviewed and Commissioner Patt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote passed unanimously.**

**The minutes of the week of December 28, 2011 were reviewed and Commissioner Patt moved to accept the minutes. Commissioner Zerba seconded and the motion passed unanimously.**

Commissioner Zerba asked Administrator Wozmak if the MNH operational study included a physical plant study. Administrator Wozmak said that the focus of this study was on the clinical, financial and operational aspects of the nursing home and how it might be changed or improved. Commissioner Pratt asked if the study would include looking at privatizing MNH and Administrator Wozmak responded that it would look at many possible alternatives for the future of MNH, recognizing the “safety net” role the county has played for many decades. Wozmak is hoping for some projections of future deficits that could add information to the future discussions about the future of Maplewood.

**There being no further business for consideration, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba. Motion was passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

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 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 01-04-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	132
	In Hospital =	0
	Medicare =	7
	Medicaid =	101
	Pending Medicaid =	12
	Private Pay =	19
	Known Penalty =	2
	Hospice =	6
	<b><u>Admissions =</u></b>	2
	<b><u>Discharges =</u></b>	1
	<b><u>Deaths =</u></b>	1
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
	Post-Trial =	7
	Totals =	11
	Admissions =	0
	Completion =	1
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	14
	Totals =	<b>18</b>
	Admissions =	0
	Completion =	0
<b><u>Human Resources</u></b>	D/C Noncompliant =	0
	<b><u>Total Number of Employees =</u></b>	439
	Part-Time =	18
	Full-Time =	337
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	75
	Keene =	18
	MNH =	33
	DOC =	24

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**Wednesday, January 4, 2012 9:30 AM**  
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DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>154</u></b>
	Male =	<u>132</u>
	Female =	24
	Booking =	1
	Total =	154
<b><u>General Population</u></b>	Male =	111
	Female =	20
	Total =	131
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	18
	Female =	0
<b><u>NH Federal</u></b>	Male =	5
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b><u>23</u></b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	<b><u>1</u></b>
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	7
	Sentenced =	4
	<b>Total Housed Out of the Facility =</b>	<b>20</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>174</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	41
	Total Female General Population Beds Available =	16

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 11, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, HR Director Hurley, Administrator Kindopp, Superintendent Van Wickler, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:42 AM.

Administrator Kindopp reported the census for MNH and Commissioner Pratt asked about pending admissions. Kindopp responded that MNH is currently working with nine (9) potential residents and their families. Commissioner Patt inquired if the number of Medicaid skilled residents is a subset of the total number of residents on Medicaid. Administrator Kindopp confirmed that is the case. Commissioner Zerba asked if patients coming from hospital that need skilled care always go to nursing homes or is there a skilled facility in the area that they can use. Administrator Kindopp responded that almost all of the nursing homes in the local area are dual rated as nursing homes and skilled care facilities.

Commissioner Pratt inquired if the MNH Physical Therapist staff is fully booked. Kindopp responded that they were, especially since the Director of Physical Therapy position has not been filled. Pratt then asked if the staff was enlarged could MNH offer for-profit services to the outside community. Kindopp replied that due to state regulations it would require a completely separate entrance, facility modifications, and other potentially expensive modifications that make it cost prohibitive to do so.

Administrator Kindopp then reported that MNH is now back in full compliance with the recent state inspection as the work required for the fire dampers and minor clinical issues have been completed. She went on to say that the medicine storage temperature issue on the resident floors continues to be an issue and still needs to be addressed. Facilities Manager King is working on quotations for a supplemental cooling unit for the medication rooms.

Kindopp then brought forth an issue from the residents that they wished to make the Commissioners aware of. The local cable system that serves MNH (Argent Communications) has dropped a number of channels that the residents prefer and ask that the Commissioners be made aware of the issue and ask if they can assist in get the channels restored. Kindopp said that she and Facilities Manager King were investigating replacing Argent with one of the satellite providers in order to restore the channels that the residents are requesting, however, it is likely that satellite will be more expensive. The Commissioners asked to be kept informed of the situation as the options are reviewed.

Administrator Kindopp then made the Commissioners aware of a note that was received from a Physician at Cheshire Medical Center that recapped a conversation that he had with the EMT's that recently responded to a call for an untimely death at MNH. The doctor stated the EMT's reported back to the ER physicians that the MNH nursing staff had provided excellent nursing care to the patient and he wanted to make sure that the MNH staff was aware of the EMT's statements concerning the care that they had provided.

Kindopp then made the Commissioners aware of a public service ad that is being developed to help make the community more aware of MNH and its facilities and capabilities. A goal of the ad is to also attract more private pay residents who are looking for high quality care near their communities. A discussion on how to distribute the ad and what publications would be the cost effective ensued. Kindopp will keep the Commissioners informed as a distribution plan is formulated

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The Commissioners then reviewed the weekly census for Alternative Sentencing and discussed the upcoming Executive Committee review meeting on January 19<sup>th</sup> for the ALS program budget. Director Hurley then reviewed the Human Resources census informed the Commissioners that four employees had applied for FMLA in the past week. The discussion then turned to outstanding workmen's compensation claims and the role that the county Safety Officer has in reporting claims. Director Hurley said that the county insurer Primex has stated that Cheshire County is among the best in preventing worker compensation claims and other counties are looking at setting up programs similar to the program developed and run by County Safety Officer Fortner.

**Nonpublic session – At 10:27 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of the Director of Nursing to hire K. M. as a R.N. within the Nursing Department at a rate of \$23.35 per hour based upon her background and experience. The Commissioners unanimously voted to return to public session at 10:31 AM.**

Superintendent Van Wickler joined the meeting and to update the Commissioners on the revenue totals for 2011 from the Federal inmate hold and transport programs and the non-Cheshire county inmate hold program. Van Wickler provided the following figures;

<u>Program</u>	<u>2011 Projected</u>	<u>2011 Actual</u>	<u>Over/(Under) Budget</u>
Federal Inmate Holds	\$766,500	\$785,579.60	\$19, 079.60
Non-Cheshire County Holds	\$70,000	\$90,607.50	\$20,607.50
Federal Transports	<u>\$50,000</u>	<u>\$29,820.26</u>	<u>(\$20,179.74)</u>
<b>Totals</b>	<b>\$886,499.96</b>	<b>\$906,007.36</b>	<b>\$19,507.40</b>

Van Wickler noted that the transport revenue should be ramping up in 2012 as the Federal transports begin to use the Cheshire County DOC as a transport hub for other regional jails and prisons, although he cautioned that this has been planned for implementation for the past two years.

Commissioner Patt asked what the projections for 2012 were for Rockingham County inmates housed at Cheshire County DOC and Van Wickler said that he had not received any numbers from Rockingham for 2012. He said he would contact them to get their projections and report back to the Commissioners.

The Commissioners then reviewed the 2012 budget projections for Federal Inmate Holds and expressed concern that based on the current run rate of Federal Inmate Holds vs. the projected 2012 run rate it appears that there could be a significant revenue shortfall in the 2012 income.

The conversation then turned to the new requirement from the State Court that all court arraignments must be video arraignments whenever possible. Van Wickler stated that he has not yet seen the implementation of the order and spoke to the concern he has heard from some attorneys about the program will work and the effect on their clients rights. Van Wickler said it would be helpful to invite all the stakeholders involved in the arraignment process to a meeting to discuss how it will work. He will initiate communication with the other parties to gauge interest in holding a meeting in the next few weeks.

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Project Manager Bouchard then asked for the Commissioners consent to pursue a grant to upgrade the lighting systems to energy efficient lights for the County Administration building at 33 West Street. Based on the recently completed lighting upgrade project at MNH a significant saving in electrical costs is projected to be realized over the next few years. **Commissioner Zerba moved to authorize the grant application and it was seconded by Commissioner Patt. The motion was voted and passed unanimously.**

The Commissioners then reviewed the weekly manifest and **Commissioner Patt made a motion to accept the manifest as presented. The motion was seconded by Commissioner Zerba and upon vote of the Commissioners, passed unanimously.**

The Commissioners then reviewed the minutes from the January 4, 2012 meeting and **Commissioner Zerba moved to accept the minutes as presented with one amendment. Motion was seconded by Commissioner Patt. The motion was voted and passed unanimously.**

The Commissioners then discussed the upcoming budget review meetings and a general discussion of the budget process was discussed.

There being no further business for the Commissioners to consider, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

Respectfully Submitted,

Aaron Patt, Clerk

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 825 Marlboro Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 01-11-12**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	134	
	In Hospital =	1	
	Medicare =	8	
	Medicaid =	103	
	Pending Medicaid =	11	
	Private Pay =	20	
	Known Penalty =	3	
	Hospice =	8	
	<b><u>Admissions =</u></b>	2	
	<b><u>Discharges =</u></b>	0	
	<b><u>Deaths =</u></b>	0	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
		Post-Trial =	<u>5</u>
Totals =		9	
Admissions =		0	
Completion =		0	
D/C Noncompliant =		2	
<b><u>Mental Health Court</u></b>	Pre-Trial =	4	
	Post-Trial =	13	
	Totals =	<u>17</u>	
	Admissions =	0	
	Completion =	1	
	D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	443	
	Part-Time =	19	
	Full-Time =	340	
	Temporary =	<u>2</u>	
	Elected Officials =	<u>7</u>	
	<b><u>Per Diems</u></b>	75	
	Keene =	18	
	MNH =	24	
DOC =	33		



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DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>159</u></b>
	Male =	<b><u>132</u></b>
	Female =	27
	Booking =	0
	Total =	159
<b><u>General Population</u></b>	Male =	113
	Female =	21
	Total =	134
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	14
	Female =	0
<b><u>NH Federal</u></b>	Male =	<b><u>5</u></b>
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	<b><u>1</u></b>
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	2
	Weekend =	<b><u>2</u></b>
<b><u>Other (Specify)</u></b>	Program =	1
	HCHOC =	1
	Pre-Trial =	6
<b><u>Electronic Monitoring</u></b>	Sentenced =	<b><u>4</u></b>
	<b>Total Housed Out of the Facility =</b>	20
	<b>Total Num. of Offenders in Custody =</b>	179
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	<b><u>39</u></b>
	Total Female General Population Beds Available =	15

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**Wednesday, January 18, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, HR Director Hurley, Administrator Kindopp, Grant Specialist Desrosiers, Administrator Wozmak, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

C. Desrosiers presented to the Commissioners for their approval, a Homeland Security grant for \$384,813 to fund the acquisition and installation of Police radio repeaters for the towns of Alstead, Fitzwilliam, Troy, Marlborough, Dublin, and Jaffrey. A discussion ensued concerning tower locations, the potential financial impacts on the towns and the cost of ongoing support. Desrosiers told the Commissioners that each town had completed a Memorandum of Understanding (MOU) and each is aware of their commitments. She also stated that following the first year of the grant the cost of maintaining the equipment will revert to the Sheriff's radio maintenance budget. **Commissioner Patt moved to authorize Desrosiers to prepare and submit the grant for \$384,813 for the radio repeaters. Motion was seconded by Commissioner Zerba. Motion was voted and passed unanimously.**

Project Manager Bouchard then presented the Commissioners a Gantt chart of all grants under management by the County. The chart shows the timeline for each grant and will help allocate resources for current and future grant activities.

Project Manager Bouchard then presented the Auditor's annual engagement letter to the Commissioners for review and signature. The letter was reviewed and signed by Chairman Pratt.

MNH Administrator Kindopp then presented the weekly census for Maplewood. She then spoke to the issue of the residents who want to contact the Keene Sentinel regarding the loss of TV channels from the cable TV supplier, Argent Cable. A discussion began concerning the status of Argent and other options that could provide the residents with the type and quality of service that they require. Kindopp reported that Facilities Director King has been in direct contact with Argent regarding the service and he is also looking at alternative sources such as satellite services.

Administrator Kindopp then said that she would like to thank the Sheriff's department for the loan of one of their automated external defibrillator (AED) after the one at the nursing home experienced a premature battery failure last week. A new AED has been ordered and is expected to arrive in the next few days.

The Commissioners then reviewed the weekly census figures for DOC, Alternative Sentencing, and Human Resources. Director Hurley reported that three (3) new FMLA requests have been received in the last week.

Administrator Wozmak informed the Commissioners of the status of the Latchis Theater Parking study. This study was done in part to examine possible alternatives to downtown parking in the event that the new courthouse is built on the Winter Street lot. The estimated loss of parking spaces at the Winter Street lot (due to the potential new court building) will be offset 1 for 1 by adding the Latchis Theater parking. Administrator Wozmak spoke of the partnership with the city of Keene for this project and said that the city will provide management and maintenance for the parking lot should it be built. Commissioner Pratt asked if a previously discussed double deck parking garage was considered for the study. Administrator Wozmak said that a parking garage was not cost feasible at this time because there was not sufficient demand in that area to justify the additional expense of a parking structure on the site without additional economic development on this side of town. Administrator Wozmak went on to say that if the Courthouse

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project does not come to fruition the existing building will have to be torn down. He underscored that the building is already considered unsafe by the City and that one way or the other, the building should be razed.

The discussion turned to development of downtown building lots adjacent to the proposed lot and the possible impact it may have on future decisions for more area parking. Administrator Wozmak stated that it is anticipated that any Latchis demolition cost will be covered by ARRA grant funding so the impact on the County taxpayers should be minimal.

Administrator Wozmak then told the Commissioners that the Premiere Health Care group will begin the financial, Clinical, and operational assessment of Maplewood on 1/25/2012. Since the Commissioners meeting is scheduled to be held at Maplewood on that date the Commissioners requested that they be able to meet with the Premiere staff before the study begins.

The weekly manifest was then reviewed by the Commissioners. **Commissioner Patt moved to accept the manifest and the motion was seconded by Commissioner Zerba. The motion was voted and passed unanimously.**

The minutes of the previous week's Commissioners meeting was reviewed with no changes required. **Motion to accept the minutes of January 11<sup>th</sup> was made by Commissioner Zerba and seconded by Commissioner Patt. Motion was voted and passed unanimously.**

**At 10:53 there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting to enter discussions concerning union negotiations. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

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Cheshire County Commissioners Meeting  
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 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 01-18-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	131
	In Hospital =	1
	Medicare =	9
	Medicaid =	101
	Pending Medicaid =	10
	Private Pay =	21
	Known Penalty =	3
	Hospice =	6
	<b><u>Admissions =</u></b>	1
	<b><u>Discharges =</u></b>	2
	<b><u>Deaths =</u></b>	2
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
	Post-Trial =	5
	Totals =	<b><u>9</u></b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	5
	Post-Trial =	12
	Totals =	<b><u>17</u></b>
	Admissions =	1
	Completion =	0
	D/C Noncompliant =	1
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	<b><u>446</u></b>
	Part-Time =	19
	Full-Time =	342
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	76
	Keene =	18
	MNH =	34
	DOC =	24

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**Cheshire County Commissioners Meeting**  
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**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>159</u></b>
	Male =	132
	Female =	25
	Booking =	2
	Total =	159
<b><u>General Population</u></b>	Male =	111
	Female =	21
	Total =	132
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	14
	Female =	0
<b><u>NH Federal</u></b>	Male =	5
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b><u>19</u></b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	2
<b><u>Other (Specify)</u></b>	Weekend =	2
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	6
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	<b>20</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>179</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	41
	Total Female General Population Beds Available =	15

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 25, 2012 9:30 AM**  
**201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, HR Director Hurley, Administrator Kindopp, Grant Specialist Desrosiers, Administrator Wozmak, Director King, Joanne Jones of Premiere Health Care, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

Director King told the Commissioners that he has been in communication with Argent Cable that provides cable services to MNH. King stated that Argent had dropped the most popular sports channel from their channel selection without notification to its customers and greatly upset a number of the residents. King said that he was working on a possible solution with Argent that will have them pay for the installation of a Dish Satellite connection that has the sports channels available. If the entire facility were to move to satellite provided channels a cost of around \$7.5K would be incurred to install the necessary electronic distribution equipment and wiring.

The issue of the excessive heat in the medication rooms on all three floors of the nursing facility was taken up and Director King said that he had received a quote from a vendor to install an HVAC rooftop unit that would cool all three medication rooms for approximately \$11K. Following in-depth discussion of the issue Director King was authorized to move ahead with the project to ensure that MNH will be able to remain in compliance with the State mandated regulations regarding the environmental storage of medications.

The state of the MNH roofing was then discussed. Due to the many leaks and resulting damage from water penetration now being experienced at MNH Director King had requested quotes from roof contractors to replace the current roof. It was learned that due to an existing old roof that contains asbestos under the current roofing material, it will be necessary to remove the top roof and abate the asbestos in the under roof before a new roof could be applied. The total cost of completing the work would exceed \$700K. After extensive discussion, Director King was authorized to spend up to \$5K to engage a firm to conduct an infrared and moisture study of the current roofing system. The goal will be to identify and diagnosis the areas of the roofing that are compromised to determine if they can be repaired or patched without the replacement of the entire roofing structure.

Director King then updated the Commissioners on the replacement of the aging nurse call systems that needs to be installed on two floors of the facility. Because the original work was bid well over a year ago, the actual price to install has risen approximately \$10K. Director King will investigate further to see if the price rise can be mitigated.

King spoke to a proposal he had received from a local farm to graze beef cattle on County property. He also said the current operator of the County farm property is also interested in using parts of the fields to grow feed for beef cattle and would be interested in discussing a land lease.

Commissioner Pratt inquired if any work has been done regarding the selling of the Blood farm. Administrator Wozmak said that there had not been any action but that he would look into the issue again.

A short discussion then started concerning a communication that Director King had received concerning a Federal project from 2004 that covered handicap access to some County buildings. Director King said that the one of the primary buildings that was out of compliance was the old jail building and that the new DOC

**MINUTES**  
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facility was in compliance. The items for the other County buildings identified in the study were rectified years ago.

Director Trombly then informed the Commissioners of a \$10 per day, per resident, reimbursement reduction from the State for Medicaid patients. Director Trombly reviewed how the County receives reimbursement from the State and how the various laws and regulations govern payments to the County. The potential impact of this reduction will be just over \$176,000 for the next six months when another reassessment by the State will take place. Director Trombly explained that the pool of money for all nursing home Medicaid reimbursements throughout the state has been static for years despite the continually rising costs to nursing homes.

The weekly census reports for the Alternative Sentencing and Mental Health Court were then reviewed. A total of five participants in the programs completed their requirements and the total number of clients is now at 21 with no new clients being accepted due to lack of funding. A discussion of the history of the program started and Administrator Wozmak pointed out the original goal of the program was to be able to make the new jail facility smaller than would otherwise have been required. He said that it is a common misperception that the program was instituted solely to help keep the jail population down.

The weekly census for Human Resources was then reviewed and Director Hurley reported that the MNH Speech Therapist had recently turned in their resignation. A discussion of the difficulty of finding and retaining Speech Therapy personnel stated and Director Hurley said that while a new search is conducted MNH will rely on Agency and per diem staff to fill any requirements as was done in the past.

The census for DOC was reviewed and questions concerning the uneven drop of the overall available bed count vs. the total population currently being housed were addressed by Administrator Wozmak. Wozmak stated that it is becoming common that multiple offenders that are incarcerated together often have no contact orders issued from the court or have restraining orders that prevent them from being housed together. This can create conditions that require special housing management of these inmates and may temporarily limit the number of beds that can be utilized.

**The Commissioners then reviewed the weekly Manifest and Commissioner Zerba moved to accept the Manifest as presented. Motion was seconded by Commissioner Patt and the motion passed unanimously upon vote.**

**The minutes of the Commissioners meeting for the week of January 18, 2012 were reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Patt seconded the motion. The motion was voted and passed unanimously.**

The upcoming calendar was reviewed and a discussion of the financial condition of the Monadnock Family Services (MFS) ensued. The impact on the County of the funding shortfall of the MFS services was considered. It is hoped that the State will step in and support with increased funding as promised when the state closed the state mental institutions, opting instead for community based services.

Administrator Wozmak then reviewed the current grant updates and presented a new Health Care Innovation grant opportunity that will if approved, bring in approximately \$1.8M of services over three years to County residents. The fee to be paid to the County for providing fiscal agency services to

**MINUTES**  
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administrator the grant could run as high as \$180K. **Commissioner Zerba moved to authorize the pursuit of the grant and the motion was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

Administrator Kindopp and Joanne Jones of Premiere Health Care who has been engaged for a financial, clinical, and operational assessment of MNH joined the meeting. Administrator Kindopp introduced Ms. Jones who provided an overview of her firm and stated that the forte of Premiere Health Care as a company is government owned nursing facilities. She explained how government run facilities are fundamentally different from non-government operations and how each type of facility has a different strategic view. The Commissioners asked numerous questions concerning the scope of the work to be accomplished and specifically asked if the review would evaluate if the County can afford to remain in the business of running the nursing home and what alternatives should be considered.

Ms. Jones said that the study will provide an in-depth review of the issue and the study will make recommendations as to the current and future financial viability of the nursing home and offer possible alternatives based on the outcome of the study.

Administrator Kindopp reviewed the impact on the residents of the roof leaks and the issues around the potential problems and costs that will be ameliorated by the medication room HVAC project. She went on to inform the Commissioners that a new embroidered carpet that has the Maplewood name and logo has been added to the main entrance of the building. She said that the carpet was a gift of a generous donor who thought that the entrance needed to be more inviting to both residents and guests.

**At 12:13, there being no further public business for review, Commissioner Patt moved to adjourn the meeting. The motion was seconded by Commissioner Zerba. The motion was voted and passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk



MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, January 25, 2012 9:30 AM  
 201 River Road, Westmoreland, NH



**Cheshire County – Weekly Census for: 01-25-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	135
	In Hospital =	0
	Medicare =	10
	Medicaid =	100
	Pending Medicaid =	10
	Private Pay =	25
	Known Penalty =	3
	Hospice =	5
	<b><u>Admissions =</u></b>	5
	<b><u>Discharges =</u></b>	0
	<b><u>Deaths =</u></b>	1
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
	Post-Trial =	<u>5</u>
	Totals =	9
	Admissions =	1
	Completion =	1
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	8
	Totals =	<u>12</u>
	Admissions =	0
	Completion =	5
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	445
	Part-Time =	19
	Full-Time =	343
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	74
	Keene =	17
	MNH =	33
	DOC =	24

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 25, 2012 9:30 AM**  
**201 River Road, Westmoreland, NH**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b>156</b>
	Male =	130
	Female =	26
	Booking =	0
	Total =	156
<b><u>General Population</u></b>	Male =	114
	Female =	22
	Total =	136
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	15
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	2
<b><u>Other (Specify)</u></b>	Weekend =	2
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	6
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	<b>18</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>174</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	38
	Total Female General Population Beds Available =	14

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, HR Director Hurley, Administrator Kindopp, Safety Officer Fortner, Staff Development Coordinator Moses-Bosch, Primex Risk Management Consultant Phil St. Cyr, Grant Specialist Desrosiers, Administrator Wozmak, Superintendent Van Wickler, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

Commissioner Pratt recognized Safety Officer Fortner, Staff Development Coordinator Moses-Bosch, and Primex Consultant P. St. Cyr for the purpose of discussing Cheshire County's Worker's Compensation claims and risk management activities.

St.Cyr stated that Cheshire County is a leader among the Counties in New Hampshire in understanding Risk Management issues. St. Cyr presented a letter to the Commissioners that calls out fourteen (14) areas where Cheshire County is a leader in loss prevention among the counties in the Primex Pool.

Safety Officer Fortner spoke of the Handle with Care program that identifies health and safety issues before problems occur as having been successful in reducing injuries among employees.

Administrator Kindopp covered a litany of areas in which MNH employees receive training to help decrease on the job injuries and accidents. St. Cyr followed this up by saying that MNH management does a good job in providing the training needed and the staff does things the right way because not only is the training good, it is thorough.

Commissioner Pratt asked what was being done for on-going injury prevention training after the initial training was completed. Administrator Kindopp reported that Coordinator Moses-Bosch and other staff members have an on-going program to reinforce safety training especially among the LNA staff that is most at risk of injury due to back and lifting injuries. She stated that multiple audit programs are in place that report out any issues on a regular basis.

Superintendent Van Wickler was asked what training is in place at DOC for Correctional Officers. Van Wickler replied that there is a formal Loss Prevention training program in during the first four weeks of new hire trainings. He went on to say that most of the injuries experienced at DOC are due to training injuries because the training has to simulate real world situations that can involve the use of physical force. He also stated that it has now been over four years since the CO's have had to perform a cell extraction.

St. Cyr interjected that because of the DOC best practices that are in place at Cheshire County Primex has asked Superintendent Van Wickler to teach confrontational de-escalation techniques to other jail and prison facilities throughout the state.

Administrator Wozmak raised the point that the work that Safety Officer Fortner does pays dividends to the County due to lower claims and therefore lower costs.

St. Cyr then reviewed the details of the letter he presented to the Commissioners and it was noted that Cheshire County has 66% fewer claims than the peer pool and the costs incurred by the County are 10% less than the pool peers.

\* Amend Previously Adopted Minutes to supplement detail data.

*\*Created on 3/15/2012 3:07 PM*

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**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

Administrator Kindopp then reported the MNH census.

Administrator Wozmak raised the issue of the recently completed MNH roof inspection and said that sampling had been completed and the results showed that although no asbestos was found in the under roofing, over 30% of concrete roof decking was found to be compromised due to water saturation. A review of remediation options will be undertaken to determine the best course of action.

**Nonpublic session – At 10:24AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic 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 Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a motion to accept the recommendation of the Superintendent to terminate the employment of Correctional Officer J. C., pursuant to RSA 28:10a, effective February 11, 2012 was made and upon vote passed unanimously. The Commissioners unanimously voted to return to public session at 11:15AM.**

The DOC census was reviewed and a discussion regarding the overall jail population and the total capacity of the jail arose. Superintendent Van Wickler stated that on average 80% percent of the available beds are filled and there are currently 19 federal inmates being housed at the jail.

Director Hurley then provided the Human Resource census for the week. Following the census readout a general discussion of security procedures in the Deeds department was reviewed.

Grant Specialist Desrosiers presented an emergency performance grant for Troy, Fitzwilliam, Swanzey, and Marlborough. The towns have signed a MOU that agrees to a total project cost of \$46,785.00. A 50% town local match brings the award to \$23,393.00 for the Commissioners approval. The grant will provide portable radios to the Police Departments in Troy, Fitzwilliam, and Swanzey and portable radios and a radio repeater for the Highway Department for the town of Marlborough. **Following review of the grant Commissioner Patt moved to authorize Desrosiers to submit the grant and the motion was seconded by Commissioner Zerba. Upon vote, the motion passed unanimously. \***

Administrator Wozmak addressed a notification of valuation that the County had received from the City of Keene concerning the Latchis Theater building. Wozmak reviewed the change of valuation that will increase the taxes on the lot from \$1,000 to approximately \$3,000.00 a year. He went on to say that ARRA funds should be available to demolish the existing structure and create a surface parking lot that will be needed if the proposed new courthouse project moves ahead.

Director Trombly then reviewed the County Medicaid payments to the State and briefly recapped the previous meetings with State personnel regarding the financial burden placed on the County because of the State administrative rules currently in place. She reviewed the problems created by the inefficient State processing of Medicaid applications and the extremely lengthy delays experienced by the County in receiving payment for medical services. Administrator Wozmak will draft a letter addressing the issue with the State.

**The weekly manifest was review and Commissioner Patt moved to accept the manifest as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

\* Amend Previously Adopted Minutes to supplement detail data.

\*Created on 3/15/2012 3:07 PM

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**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**At 12:04AM, there being no further public business for review, Commissioner Zerba moved to adjourn the meeting. The motion was seconded by Commissioner Patt. The motion was voted and passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 1, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 02-01-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	137
	In Hospital =	2
	Medicare =	12
	Medicaid =	101
	Pending Medicaid =	10
	Private Pay =	26
	Known Penalty =	3
	Hospice =	5
	<b><u>Admissions =</u></b>	3
	<b><u>Discharges =</u></b>	1
	<b><u>Deaths =</u></b>	0
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =
Post-Trial =		7
Totals =		11
Admissions =		1
Completion =		0
D/C Noncompliant =		0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	9
	Totals =	13
	Admissions =	4
	Completion =	1
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	451
	Part-Time =	22
	Full-Time =	347
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17
	MNH =	32
	DOC =	24

\* Amend Previously Adopted Minutes to supplement detail data.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>157</u></b>
	Male =	133
	Female =	24
	Booking =	0
	Total =	157
<b><u>General Population</u></b>	Male =	117
	Female =	22
	Total =	139
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	15
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	5
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	2
	Sullivan =	2
	Secure Psychiatric Unit =	2
<b><u>Other (Specify)</u></b>	Weekend =	2
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	5
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	<b>18</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>175</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	35
	Total Female General Population Beds Available =	14

\* Amend Previously Adopted Minutes to supplement detail data.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, HR Director Hurley, Administrator Kindopp, Safety Officer Fortner, Staff Development Coordinator Moses-Bosch, Primex Risk Management Consultant Phil St. Cyr, Grant Specialist Desrosiers, Administrator Wozmak, Superintendent Van Wickler, Project Manager Bouchard

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Commissioner Pratt asked what was being done for on-going injury prevention training after the initial training was completed. Administrator Kindopp reported that Coordinator Moses-Bosch and other staff members have an on-going program to reinforce safety training especially among the LNA staff that is most at risk of injury due to back and lifting injuries. She stated that multiple audit programs are in place that report out any issues on a regular basis.

Superintendent Van Wickler was asked what training is in place at DOC for Correctional Officers. Van Wickler replied that there is a formal Loss Prevention training program in during the first four weeks of new hire trainings. He went on to say that most of the injuries experienced at DOC are due to training injuries because the training has to simulate real world situations that can involve the use of physical force. He also stated that it has now been over four years since the CO's have had to perform a cell extraction.

St. Cyr interjected that because of the DOC best practices that are in place at Cheshire County Primex has asked Superintendent Van Wickler to teach confrontational de-escalation techniques to other jail and prison facilities throughout the state.

Administrator Wozmak raised the point that the work that Safety Officer Fortner does pays dividends to the County due to lower claims and therefore lower costs.

St. Cyr then reviewed the details of the letter he presented to the Commissioners and it was noted that Cheshire County has 66% fewer claims than the peer pool and the costs incurred by the County are 10% less than the pool peers.



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

Administrator Kindopp then reported the MNH census.

Administrator Wozmak raised the issue of the recently completed MNH roof inspection and said that sampling had been completed and the results showed that although no asbestos was found in the under roofing, over 30% of concrete roof decking was found to be compromised due to water saturation. A review of remediation options will be undertaken to determine the best course of action.

**Nonpublic session – At 10:24AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic 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 Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a motion to accept the recommendation of the Superintendent to terminate the employment of Correctional Officer J. C., pursuant to RSA 28:10a, effective February 11, 2012 was made and upon vote passed unanimously. The Commissioners unanimously voted to return to public session at 11:15AM.**

The DOC census was reviewed and a discussion regarding the overall jail population and the total capacity of the jail arose. Superintendent Van Wickler stated that on average 80% percent of the available beds are filled and there are currently 19 federal inmates being housed at the jail.

Director Hurley then provided the Human Resource census for the week. Following the census readout a general discussion of security procedures in the Deeds department was reviewed.

Grant Specialist Desrosiers presented an emergency performance grant for Troy, Fitzwilliam, Swanzey, and Marlborough totaling \$23,393.00 for the Commissioners approval. **Following review of the grant Commissioner Patt moved to authorize Desrosiers to submit the grant and the motion was seconded by Commissioner Zerba. Upon vote, the motion passed unanimously.**

Administrator Wozmak addressed a notification of valuation that the County had received from the City of Keene concerning the Latchis Theater building. Wozmak reviewed the change of valuation that will increase the taxes on the lot from \$1,000 to approximately \$3,000.00 a year. He went on to say that ARRA funds should be available to demolish the existing structure and create a surface parking lot that will be needed if the proposed new courthouse project moves ahead.

Director Trombly then reviewed the County Medicaid payments to the State and briefly recapped the previous meetings with State personnel regarding the financial burden placed on the County because of the State administrative rules currently in place. She reviewed the problems created by the inefficient State processing of Medicaid applications and the extremely lengthy delays experienced by the County in receiving payment for medical services. Administrator Wozmak will draft a letter addressing the issue with the State.

**The weekly manifest was review and Commissioner Patt moved to accept the manifest as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**At 12:04AM, there being no further public business for review, Commissioner Zerba moved to adjourn the meeting. The motion was seconded by Commissioner Patt. The motion was voted and passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 1, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 02-01-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	137
	In Hospital =	2
	Medicare =	12
	Medicaid =	101
	Pending Medicaid =	10
	Private Pay =	26
	Known Penalty =	3
	Hospice =	5
	<b><u>Admissions =</u></b>	3
	<b><u>Discharges =</u></b>	1
	<b><u>Deaths =</u></b>	0
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
	Post-Trial =	7
	Totals =	11
	Admissions =	1
	Completion =	0
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	9
	Totals =	13
	Admissions =	4
	Completion =	1
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	451
	Part-Time =	22
	Full-Time =	347
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17
	MNH =	32
DOC =	24	

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 1, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>157</u></b>
	Male =	133
	Female =	24
	Booking =	0
	Total =	157
<b><u>General Population</u></b>	Male =	117
	Female =	22
	Total =	139
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	15
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	5
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	2
	Sullivan =	2
	Secure Psychiatric Unit =	2
<b><u>Other (Specify)</u></b>	Weekend =	2
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	5
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	<b>18</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>175</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	35
	Total Female General Population Beds Available =	14

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 8, 2012 9:30 AM**  
**825 Marlboro Road, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Finance Director Trombly, Administrator Wozmak, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

Administrator Wozmak informed the Commissioners that he was signing the Sampson CDBG grant and that it would be submitted shortly.

Administrator Wozmak also described a federally required excessive force resolution that needs to be adopted by the County in order to meet new federal regulations. This resolution must be attached to all current and future CDBG grants. **Commissioner Zerba moved that the County adopt and publish a resolution that meets the requirements of Section 519 of Public Law 101-144, the HUD Appropriations Act. Commissioner Pratt seconded. The motion was voted and passed unanimously. The text of the resolution follows:**

**WHEREAS, the County of Cheshire, State of New Hampshire, has made application for Community Development Block Grant (CDBG) funds from the State of New Hampshire; and**

**WHEREAS, in accordance with Section 519 of Public Law 101-144, the HUD Appropriations Act requires certain Statement of Assurances and Certifications;**

**NOW THEREFORE BE IT RESOLVED that pursuant to the County of Cheshire being granted CDBG funds by the State; the County of Cheshire, by administrative act, does adopt a statement of policy prohibiting the use of Excessive Force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.**

**The County of Cheshire further adopts and shall enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within the County of Cheshire, NH.**

**Read and passed this 8th day of February, 2012**

The Commissioners then took-up a discussion of the Second Chance Housing Grant and reviewed the documents submitted by Keene Housing Authority (KHA) that detail the commitments needed from the County to proceed with the project. Questions on the water and sewer cost with the addition of the Second Housing were addressed by Administrator Wozmak.

Commissioner Pratt questioned if the actual use of the facility was as transitional housing or if it would be used by the various towns as homeless shelter space. He also stated that he has some concerns of possible County incurred costs in the coming years because of the way the MOU is written.

Commissioner Patt expressed concerns on the length and terms of the agreement and the possible unanticipated costs that could potentially be passed back to the County.

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The discussion continued and Commissioner Pratt asked to have the Executive committee of Delegation revisit and review the project prior to signing the MOU. SCS will be asked to attend the next Executive Delegation meeting on February 13<sup>th</sup> to review the MOU and to answer questions relating to the targeted client population, implementation and operational costs, and other potential future cost impacts on the County.

The census for the ASP/MHC was reported and new admissions to the program were noted. Questions were raised concerning the funding for the new admissions and the possible impact on the new clients being able to complete the program if funding is eliminated.

**The weekly manifest was reviewed and Commissioner Patt moved to accept the manifest. Commissioner Zerba seconded, and upon vote the motion passed unanimously.**

**The minutes from January 25, 2012 and February 1, 2012 were reviewed and Commissioner Patt moved to accept the minutes. Commissioner Zerba seconded and upon vote the motion passed unanimously.**

Director King joined the meeting via conference call to report an offer he had received from a power supplier that will marginally lower the County rates over the next two years. He is requesting more information and will report his findings. He also spoke of his conversations with Argent cable concerning the installation of a satellite dish to replace the residents' sports broadcasting channel that was recently eliminated from the cable selection offered by Argent. He then covered the replacement of the pool lift chair and reported his findings on replacement options and cost. Once the proper replacement has been identified the purchase price of the chair will be paid from monies in the Clair Wellington fund.

A general discussion of the proposed 2012 budget began. A review of the outstanding items that still need to be addressed was completed and a lively discussion concerning responsible fiscal management and the importance of accountability to county tax payers ensued.

Administrator Wozmak then discussed an invoice that the town of Westmoreland had received from Keene Ambulance for services based on the former jail population and the MNH residents. After a review of the letter it was suggested that the town consider contesting the inclusion of the old jail population count. The residents of MNH are legal residents of Westmoreland according to state law and would be appropriately counted as residents of the town.

Project Manager Bouchard then reviewed the windows replacement grant being undertaken for the 33 West Street facility and requested permission to engage bidders in negotiations for pricing and materials. **Commissioner Zerba made a motion to authorized Bouchard to engage in negotiations with the windows replacement bidders for the purpose of creating a final bid for review and acceptance to by the Commissioners. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

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At 12:45 PM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded, and upon vote the motion passed unanimously.

Respectfully Submitted,  
Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 8, 2012 9:30 AM  
 825 Marlboro Road, Keene, NH 03431



**Cheshire County – Weekly Census for: 02-08-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	136
	In Hospital =	1
	Medicare =	12
	Medicaid =	102
	Pending Medicaid =	9
	Private Pay =	25
	Known Penalty =	3
	Hospice =	6
	<b><u>Admissions =</u></b>	2
	<b><u>Discharges =</u></b>	2
	<b><u>Deaths =</u></b>	1
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =
Post-Trial =		7
Totals =		11
Admissions =		0
Completion =		0
D/C Noncompliant =		0
<b><u>Mental Health Court</u></b>	Pre-Trial =	5
	Post-Trial =	9
	Totals =	14
	Admissions =	1
	Completion =	0
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	451
	Part-Time =	22
	Full-Time =	347
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17
	MNH =	32
	DOC =	24



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 8, 2012 9:30 AM**  
**825 Marlboro Road, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	158
	Male =	132
	Female =	26
	Booking =	0
	Total =	158
<b><u>General Population</u></b>	Male =	116
	Female =	24
	Total =	140
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	15
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	5
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	2
	Sullivan =	1
	Secure Psychiatric Unit =	2
<b><u>Other (Specify)</u></b>	Weekend =	3
	Program =	2
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	5
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	<b>19</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>177</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	36
	Total Female General Population Beds Available =	12

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 15, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Finance Director Trombly, Administrator Wozmak, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

The chair recognized Finance Director Martha Landry and Town Administrator John MacLean from the city of Keene who were at the meeting to discuss the \$1.69 million TIF realignment that expands the area of an existing TIF to include the parcel on winter Street that would be site of the new courthouse. A public hearing in the City of Keene will be held February 16, 2012 on this project.

Commissioners Zerba made a motion to show support for the City of Keene expansion of the TIF and was seconded by Commissioner Pratt. **Upon vote the motion passed with Commissioners Pratt and Zebra voting in favor and Commissioner Patt abstaining.**

Grants specialist Desrosiers presented to the commissioners a document to sign that gives administrator Wozmak and Director Trombly authority to sign checks for the Brookbend East grant process. **Commissioner's Zerba made a motion to authorize administrator Wozmak and director Trombly to be able to sign the checks Commissioner seconded the motion and upon vote the motion passed unanimously.**

Grant Specialist Desrosiers then presented the modified MOU for the Second Chance Transitional Housing project. The modified MOU was reviewed by the executive delegation and the new language caps the County's financial obligation for the term of the project. **After discussion Commissioner Zerba moved to accept the modified MOU language and to authorize the document to be signed by the chair. The motion was seconded by Commissioner Patt and upon vote passed unanimously. The MOU was then signed by Chairman Pratt.**

Project Manager Bouchard presented an amendment to the reported minutes of February 1, 2012 for the Commissioners consideration. In order to meet the Federal documentation requirements for specificity for the emergency performance grant approved by the Commissioners on February 1, 2012, reported as;

“Grant Specialist Desrosiers presented an emergency performance grant for Troy, Fitzwilliam, Swanzey, and Marlborough totaling \$23,393.00 for the Commissioners approval. **Following review of the grant Commissioner Patt moved to authorize Desrosiers to submit the grant and the motion was seconded by Commissioner Zerba. Upon vote, the motion passed unanimously**”.

**The amendment request for the February 1, 2012 minutes reflects the following changes;**

“Grant Specialist Desrosiers presented an emergency performance grant for Troy, Fitzwilliam, Swanzey, and Marlborough. The towns have signed a MOU that agrees to a total project cost of \$46,785.00. A 50% town local match brings the award to \$23,393.00 for the Commissioners approval. The grant will provide portable radios to the Police Departments in Troy, Fitzwilliam, and

**MINUTES**  
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Swanzy and portable radios and a radio repeater for the Highway Department for the town of Marlborough. **Following review of the grant Commissioner Patt moved to authorize Desrosiers to submit the grant and the motion was seconded by Commissioner Zerba. Upon vote, the motion passed unanimously”.**

**Commissioner Zerba moved to accept the amendment of the February 1, 2012 minutes; the motion was seconded by Commissioner Patt and upon vote passed unanimously.**

Grants specialist Desrosiers asked for permission from the commissioners to move forward with a public health grant valued at \$114,000. After discussion and consideration **Commissioner Patt moved to authorize the submission of the grant. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The commissioners then reviewed the census for Alternative Sentencing, Human Resources, and DOC. Commissioner Pratt asked if Primex insurance had been contacted regarding the damage done to the holding cell and video arrangement equipment by an inmate last week. Administrator Wozmak responded that the total of the damage turned out to be less than the deductible so no claim had been filed.

Administrator Wozmak then presented to the Commissioners a real estate market analysis for the portion of the County farm known as the Blood farm in Westmoreland. The analysis placed the value of the Blood farm and 5 acres of surrounding land at approximately \$365,000. The house will require a new roof in the near future and the replacement cost has been estimated at around \$20,000.00. Additionally, a cost for surveying will be incurred to create the 5 acre lot from the larger parcel that the house currently occupies. After some discussion it was decided to place the issue of the possible sale of the Blood farm on the Executive Delegations agenda as a discussion item for their next meeting.

Director Potter presented to the Commissioners a recap of the current clients in the ASP/MHC program and assured the Commissioners that the clients that were being accepted into the program had been informed of the possibility of funding being discontinued. Director Potter said that contingencies have been made for each client in case the program shuts down. Director Potter said he was being very particular about the selection of new clients over the next six weeks and was not anticipating any additional admissions.

**Nonpublic session – At 10:55 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, a decision was made to table the recommendation of the DNS to hire SB until further information is obtained regarding the history of the applicant. The Commissioners unanimously voted to return to public session at 11:18 AM.**

Director of nursing Dodi Sheltra then presented MNH census and responded to questions from the commissioners concerning new and assisting Medicaid clients.

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Joe Bates and Matthias Bohler from Nextstep Living spoke to the commissioners asking for an endorsement from the County for their energy conservation program. Administrator Wozmak provided an overview of previous discussions with Nextstep Living and reminded the Commissioners of the previous contact that Nextstep Living has had with the County.

Commissioner Pratt asked if full financials are available from the company and asked if the company offered full transparency in its operations. Mr. Bates said he believed that the financials were available for their review and that he would investigate providing them as soon as possible. Mr. Bates went on to say that the program that the conservation program that they are seeking endorsement by County for is very similar to the NACO prescription program that the County now offers through the National Association of Counties. After discussing at some length Nextstep Living's request the commissioners decided to table the matter for further discussion for the next meeting.

**The weekly manifest was reviewed by the Commissioners. Commissioner Patt moved to accept the manifest as presented and he was seconded by Commissioner Zerba. The motion was voted and passed unanimously.**

**The minutes from the February 8, 2012 meeting were then reviewed and Commissioner Zerba moved to accept the minutes. Commissioners Patt seconded. The motion passed unanimously upon vote.**

Administrator Wozmak then presented a draft letter to New Hampshire DHHS that outlines the County's intended path going forward to deal with Medicaid payments to the state. The commissioners reviewed the letter and will take the contents under consideration and make a decision shortly.

Administrator Wozmak then presented the commissioners with two checks from PSNH totaling \$30,000 of rebates for the recently completed energy reduction project at Maplewood nursing home. Administrator Wozmak pointed out that the rebates alone will cover approximately 20% of the total investment. It was also pointed out that the entire project was funded by grant monies received from federal energy conservation grants.

Administrator Wozmak then provided to the commissioners specifications for the new therapy pool access lift chair at MNH. The Commissioners asked a number of questions concerning the cost vs. the actual use that the therapy pool receives. One alternative would be discontinuing the use of the therapy pool and save the money used to operate the pool and associated equipment for other functions. The Commissioners asked to be provided an assessment and recommendation from the MNH staff before authorizing the money for the replacement.

**At 12:45 PM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded, and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 15, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 02-15-12**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	134	
	In Hospital =	1	
	Medicare =	7	
	Medicaid =	105	
	Pending Medicaid =	7	
	Private Pay =	23	
	Known Penalty =	3	
	Hospice =	7	
	<b><u>Admissions =</u></b>	2	
	<b><u>Discharges =</u></b>	4	
	<b><u>Deaths =</u></b>	0	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
		Post-Trial =	7
Totals =		11	
Admissions =		0	
Completion =		0	
D/C Noncompliant =		0	
<b><u>Mental Health Court</u></b>	Pre-Trial =	5	
	Post-Trial =	9	
	Totals =	14	
	Admissions =	0	
	Completion =	0	
	D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	449	
	Part-Time =	21	
	Full-Time =	346	
	Temporary =	2	
	Elected Officials =	7	
	<b><u>Per Diems</u></b>	73	
	Keene =	17	
	MNH =	32	
	DOC =	24	

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 15, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<b><u>In Facility =</u></b>	162
	Male =	136
	Female =	26
	Booking =	0
	Total =	162
<b><u>General Population</u></b>	Male =	110
	Female =	25
	Total =	135
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	11
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	15
<b><u>Rockingham County Females</u></b>	Total =	5
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	2
	Sullivan =	1
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	4
	Program =	2
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	4
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	18
	<b>Total Num. of Offenders in Custody =</b>	180
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	42
	Total Female General Population Beds Available =	11

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 22, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, (Via Teleconference) Director Hurley, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:33 AM.

The chair recognized Capt. Croteau from the Sheriff's department. Capt. Croteau explained that he was before the Commissioners to seek authorization to receive \$9,407.97 that the Sheriff's department had received from the Federal Equitable Sharing Agreement from the County's work on the Drug Task Force in 2011. It was noted that by federal law the funds may only be expended for specified law enforcement activities such the purchase of equipment. **Commissioner Zerba made a motion to receive the funds. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the census for the week. There was no report from MNH due to Administrator Kindopp being out of the office for the week. Alternative Sentencing, Human Resources, and DOC census were reviewed and noted.

Project Manager Bouchard presented a Post-Issuance Tax Compliance Policies and Procedures For Tax-Exempt Obligations document that is an IRS certification requirement for TANs borrowing. Also presented was an accompanying resolution that approves and adopts the policy and appoints Finance Director Trombly as the "Coordinator". The document was reviewed and discussed. **Commissioner Zerba made a motion to approve the document and related resolution as presented and Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.

The minutes from the February 15, 2012 meeting were reviewed and Commissioner Patt moved to accept the minutes with noted corrections. Commissioner Zebra seconded the motion. Upon vote the motion passed unanimously.

At 09:50 AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting to enter discussions concerning the 2012 Proposed Budget. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 22, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 02-22-12**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	135	
	In Hospital =	0	
	Medicare =	6	
	Medicaid =	106	
	Pending Medicaid =	7	
	Private Pay =	23	
	Known Penalty =	3	
	Hospice =	6	
	<b><u>Admissions =</u></b>	2	
	<b><u>Discharges =</u></b>	1	
	<b><u>Deaths =</u></b>	1	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	4
		Post-Trial =	6
Totals =		10	
Admissions =		0	
Completion =		1	
D/C Noncompliant =		0	
<b><u>Mental Health Court</u></b>		Pre-Trial =	5
	Post-Trial =	5	
	Totals =	10	
	Admissions =	0	
	Completion =	3	
	D/C Noncompliant =	1	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	449	
	Part-Time =	21	
	Full-Time =	346	
	Temporary =	2	
	Elected Officials =	7	
	<b><u>Per Diems</u></b>	73	
	Keene =	17	
	MNH =	32	
	DOC =	24	



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 22, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<b><u>In Facility =</u></b>	157
	Male =	131
	Female =	26
	Booking =	0
	Total =	157
<b><u>General Population</u></b>	Male =	112
	Female =	23
	Total =	135
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	12
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	16
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	2
	Sullivan =	1
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	4
	Program =	2
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	4
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	18
	<b>Total Num. of Offenders in Custody =</b>	175
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	40
	Total Female General Population Beds Available =	13

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 29, 2012 9:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Pratt, Zerba, Patt, (Via Teleconference) Administrator Wozmak, Director Hurley, Director King, Administrator Kindopp, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

Administrator Wozmak spoke to the federal grant that is available from the Bureau of Justice Administration (BJA) and the Department Of Justice (DOJ) through the National Drug Court Institute for three (3) people to attend an off-site informational review of a National Drug Court operation. The purpose of the program is familiarize participants in the legal system with the alternatives that a local drug court program can offer the local, county, state court systems.

A discussion started concerning how drug court programs function and how they compare to the Alternative Sentencing and Mental Health Court programs currently in place. The primary difference that was noted is that drug courts are typically run from Superior Court instead of District Court.

Commissioner Patt spoke to his concern regarding how pilot programs have sometimes turned into fully funded programs that the County ends up supporting. He suggested that a new drug court program should follow the Fire Mutual Aid (FMA) model of funding where eventually they might be free-standing (non-governmental) programs.

Director King then presented a quote for the installation of a rooftop-cooling unit for the MNH medicine storage rooms. Because of new State rules, all medicines must be stored within monitored temperature ranges in all storage facilities. None of the three storage rooms at MNH meets the State requirements. The quote to install the proper venting and cooling and bring MNH into compliance is approximately \$11,000. Director King will seek other bids before proceeding.

Director King then addressed the logging that has occurred near the water treatment plant. He said that approximately 5-6 cords of fallen timber are available and was advertised for sale. Only two responses have been received and both bids are identical and very low. He will respond to the bidders and ask them to rebid.

Director King then addressed the replacement of the Therapy Pool lift chair and reported that after extensive testing he believes that the chair must be replaced if the pool is to continue to be used safely. The quote for the replacement chair is \$8,094.00 and would be paid for from the Clara Wellington fund if the decision were made to move forward.

The Commissioners reviewed the census for the week. Human Resources, and DOC census were reviewed and noted.

Director Potter presented the census for the ASP and MHC program and spoke to the emergency admittance to the program this week at the behest of the District Court. The clients participation in the program is expected to be short and other support for the client is being put into place.

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Cheshire County Commissioners Meeting  
Wednesday, February 29, 2012 9:30 AM  
Maplewood Nursing Home, Westmoreland, NH

**The weekly manifest was reviewed and Commissioner Zerba made a motion to accept the manifest as presented. Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

**The minutes from the February 22, 2012 meeting were reviewed and Commissioner Zerba moved to accept the minutes. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Administrator Kindopp then provided the MNH census. The Commissioners asked numerous questions concerning the use of the therapy pool, alternative therapeutic uses of the money to be spent for the therapy pool lift chair, and the terms and conditions of the Clara Wellington will. Administrator Wozmak will investigate the terms of the will and report on his findings at the next meeting.

**Commissioner Zerba made a motion for further discussion of the approval of the lift chair for the therapy pool. Commissioner Patt seconded the motion. After discussion and consideration of the issue, the motion was tabled until the language of the will could be reviewed.**

Administrator Kindopp then reported on the discovery of smoke emanating from a bag of freshly laundered rags in the laundry room. Administrator Kindopp was effusive in her praise of the dietary personnel who found and prevented what could have easily been a significant fire hazard had the problem gone undetected.

Director King returned to the meeting to address the in-process fix to the dryer venting problem that have contributed to two of the four dryers in the laundry room being offline. Director King stated he was working with a HVAC company to redesign the ducting to prevent the excess heat build-up that has prevented two of the four dryers in the laundry facility from being used. Reducting the dryers and possibly a power extraction vent are being considered to resolve the issue.

Administrator Wozmak then reviewed two letters drafted at the request of the Commissioners that will be sent to the State. The first is a letter to Commissioner Clougherty of the NH Department of Revenue (DRA) that outlines structural issues in the current DRA rules that make Tax Anticipated Note (TAN) borrowing deadlines difficult to meet and the negative impact that these rules have on both counties and towns throughout the state. The second letter is to Commissioner Toumpas of NH Department of Health and Human Services (DHHS) that addresses a number of Medicaid re-imbusement problems that have been on-going for an extended period. **After review by the Commissioners, Commissioner Patt moved to approve the letters and their submittal to the state. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then brought forward the previous discussion concerning Next Step Living and the endorsement from the County that they are seeking for their county-wide

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 29, 2012 9:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

residential energy savings program. After considerable discussion it was decided that Administrator Wozmak will contact Next Step and set forth the parameters needed for County approval. **Commissioner Pratt made a motion to approve a qualified County endorsement for the program. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Administrator Wozmak then informed the Commissioners that Superintendent Van Wickler has been selected to attend the United Nations Commission on Narcotic Drugs at their upcoming international convention in Vienna, Austria. The Superintendent will participate in the International Drug Policy Consortium (IDPC) which is a global network of Non-Government Organizations (NGO's) and professional networks that specialize in issues related to illegal drug use. Administrator Wozmak went on to say that the County would not bear any expense for the trip. The Law Enforcement Against Prohibition (LEAP) organization and the American Civil Liberties Union (ACLU) are making the trip possible. The Commissioners endorsed the trip and asked that a press release be issued.

**At 11:27 AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting to enter discussions concerning the union negotiations. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, February 29, 2012 9:30 AM  
 Maplewood Nursing Home, Westmoreland, NH



**Cheshire County – Weekly Census for: 02-29-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	133
	In Hospital =	1
	Medicare =	5
	Medicaid =	105
	Pending Medicaid =	9
	Private Pay =	19
	Known Penalty =	2
	Hospice =	7
	<b><u>Admissions =</u></b>	1
	<b><u>Discharges =</u></b>	1
	<b><u>Deaths =</u></b>	1
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =
Post-Trial =		5
Totals =		8
Admissions =		0
Completion =		1
D/C Noncompliant =		1
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	4
	Totals =	8
	Admissions =	1
	Completion =	2
	D/C Noncompliant =	1
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	452
	Part-Time =	21
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17
	MNH =	32
	DOC =	24

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 29, 2012 9:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<b><u>In Facility =</u></b>	159
	Male =	134
	Female =	25
	Booking =	0
	Total =	159
<b><u>General Population</u></b>	Male =	119
	Female =	23
	Total =	142
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	17
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	21
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	1
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	3
	Program =	2
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	4
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	18
	<b>Total Num. of Offenders in Custody =</b>	177
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	33
	Total Female General Population Beds Available =	13

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 7, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Grant Specialist Desrosiers, Project Manager Bouchard

Commissioner Pratt called the meeting to order at 9:30 AM.

Grant Specialist Desrosiers spoke of a State DOT 5310 Transportation for Elderly Persons and Persons with Disabilities grant that is being made available. Desrosiers informed the Commissioners that the Cheshire County regional Coordinating Council (Region 5) and the Eastern Monadnock Regional Coordinating Council (Region 6) have merged and are asking for Cheshire County to become the fiscal agent for the grant application which will total \$89,142.00 and the administration fee to the County as the fiscal agent could reach \$4,457.10. After extended discussion **Commissioner Patt made a motion to authorize Grant Specialist Desrosiers to proceed with the grant application. The motion was seconded by Commissioner Pratt and upon vote passed unanimously.**

Project Manager Bouchard then presented a new YTD census tracking tool that shows gains / losses for the week(s) across all tracked departments and presents relevant data with trend analysis results.

Administrator Wozmak suggested that this new tool will assist the Commissioners with many of the trending questions that arise on a regular basis and will allow the Commissioners to bypass the weekly readout during the Commissioners meetings for the census reports that is now done. He also pointed out that since the report will be sent out prior to the meetings the Commissioners will have more time to analyze the data and drill down on any areas or issues of concern. The Commissioners were open to the idea and the new report format will begin with the March 14, 2012 meeting.

Administrator Wozmak then presented his findings on the wording of the Clara Wellington fund as it relates to the acquisition of the pool lift chair for the MNH physical therapy pool. Director Trombly provided a history of the establishment of the pool and covered how operational expenses are handled for the pool. An extended discussion covered the number of residents that use the pool and the cost of replacing the chair vs. being able to supply other therapeutic activities with the funds that might have a benefit to a greater number of residents. The Commissioners want to further explore the appropriate use of the Wellington funds and review other possible funding sources for the therapy pool lift chair. Discussion tabled until next week.

**The weekly manifest was reviewed and Commissioner Zerba made a motion to accept the manifest as presented. Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

**The minutes from the March 7, 2012 meeting were reviewed and Commissioner Zerba moved to accept the minutes. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 7, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

Calendar items were reviewed and noted and changes were made.

**At 10.23AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk



MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, March 7, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 03-07-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	133
	In Hospital =	0
	Medicare =	5
	Medicaid =	106
	Pending Medicaid =	8
	Private Pay =	19
	Known Penalty =	3
	Hospice =	6
	<b><u>Admissions =</u></b>	2
	<b><u>Discharges =</u></b>	1
	<b><u>Deaths =</u></b>	1
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =
Post-Trial =		5
Totals =		8
Admissions =		0
Completion =		0
D/C Noncompliant =		0
<b><u>Mental Health Court</u></b>		Pre-Trial =
	Post-Trial =	4
	Totals =	8
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	452
	Part-Time =	21
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17
	MNH =	32
	DOC =	24

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 7, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	156
	Male =	128
	Female =	28
	Booking =	0
	Total =	156
<b><u>General Population</u></b>	Male =	114
	Female =	24
	Total =	138
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	17
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>21</b>
<b><u>Rockingham County Females</u></b>	Total =	6
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	0
	Sullivan =	2
	Secure Psychiatric Unit =	0
<b><u>Other (Specify)</u></b>	Weekend =	4
	Program =	1
	HCHOC =	0
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	5
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	<b>16</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>172</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	38
	Total Female General Population Beds Available =	12

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Grant Specialist Desrosiers, Director Trombly, HR Director Hurley, Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:40 AM.

A discussion of a letter sent from the County to the DRA and a response letter from the DRA letter began. It was observed that the response from the DRA sent was mostly a reiteration of the problems identified in the County's letter to the DRA and it did not address how any solution to the problems identified could be implemented and fixed. The Commissioners asked Wozmak to draft a letter outlining a further response and potential plan to address the timing of the tax-setting structure and how it affects the county tax payment cycle.

There was a follow-up discussion regarding the letter to Health and Human Services Commissioner Toumpas and Administrator Wozmak spoke of a meeting that he and Director Trombly held with a Lean process workflow improvement Manager (John McPhee) hired by the Department of Health and Human Services to identify structural and functional impediments in the current Medicaid application process.

Grant Specialist Desrosiers presented a grant opportunity for \$3,000 for the Medical Reserve Corps. The grant will enable the Corps to provide ongoing training to its members who are retired health care personnel who are activated for public health emergencies. After discussion the grant **Commissioner Zerba made a motion to authorize Grant Specialist Desrosiers to proceed with the grant application. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

Specialist Desrosiers then extend an invitation for the Commissioners to attend a Drug Court program informational and training session to be held in Grafton County on May 4, 2011. She also said that County Attorney Heed will be attending. The Commissioners will check their schedules for availability.

Calendar items were reviewed and noted and changes were made.

A discussion of the present budget deliberations started and the current proposals for funding various agencies was reviewed. At the request of the Executive Committee, the Commissioners examined the financial needs of an reconfigured Alternative Sentencing Program designed to operate at a limited level for a full year.

The Commissioners believe that the use of ProShare funds as suggested by members of the Executive Committee to fund the Alternative Sentencing Program is unwise in light of possible shortfalls that historically happen in August .

The anticipated final budget review will come before the full delegation for review on March 26, 2012 and will be held in the Grand Jury room at 12 Court Street at 7:00PM.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

The requirement to address the repair of the roof at the nursing home was mentioned and the valuation of the Blood farm that was received from a local realtor was discussed. It was learned that the valuation from the realtor mistakenly assumed that if the farmhouse were separated out into a separate parcel that it would have river frontage. This would not be the case and will result in a lower valuation than previously stated by approximately \$100,000, leaving an estimated market value of around \$250,000. Commissioner Zerba made a motion to authorize the County Administrator to negotiate the sale of the Blood Farm and to work up various costs for survey, deeds and a calculation of income loss from rent. The motion was seconded by Commissioner Patt for discussion purposes. After discussion, the motion was tabled pending feedback from the Executive Committee.

**The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**At 11:00AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss two items that involve the dismissal, promotion, or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.**

- 1. A request was brought forth to allow H. M. to receive an additional eight weeks of FMLA due to medical necessity. A decision was reached and a vote taken to extend the FMLA for H. M. for eight weeks.**
- 2. The Commissioners then reviewed an applicant for an RN position at MNH and after review and discussion a decision was reached and a vote taken to hire L. J. as a Per-Diem nurse at a rate of \$25.19 per hour.**

**The Commissioners unanimously voted to return to public session at 11:15AM**

Administrator Kindopp joined the meeting via teleconference and provided an overview of the current census. Arising out of the census review was a discussion concerning the process that CMC releases patients from the hospital (via a system called E-Discharge) to the area nursing homes. Administrator Kindopp reported that the overall attainment rate of accepting 35% of all residents who inquire about coming to Maplewood is consider quite good for a nursing home. Administrator Kindopp also spoke to the possibility of being able to do local focused advertising to assist in keeping the facility as full as possible. Currently only word of mouth referrals are being utilized. Administrator Kindopp stated that she and her staff are currently working on admitting five new residents.

Project Manager Bouchard then presented the Commissioners with an opportunity for the County to become a FastRoads community anchor institution. The New Hampshire FastRoads group is a sub-recipient of a federal National Telecommunications and

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

Information Administration (NTIA) grant to extend fiber optic network cabling to local premises in the Upper-Valley and Monadnock regions of New Hampshire.

Although FastRoads is not a service provider, its open access model offers service providers much lower wholesale rates to bring down the cost of internet access in the region and to increase the quality of service with “dark fiber” (a fiber optic network infrastructure that allows a service provider to implement their network services on a third party owned fiber network) to the customers premise.

The grant will cover all costs of premise installation, installation and turn-up with the only cost to the County being the data fees charged by the service provider. The project will also encompass the planned new courthouse on Winter Street and will enable the entire building to have full high speed internet access at a very significantly reduced cost. The Keene section of the network is expected to be implemented in the late fall of 2012.

**After discussion Commissioner Patt moved to accept the FastRoads grant. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 10:53AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

**Cheshire County – Weekly Census for: 03-14-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	129
	In Hospital =	1
	Medicare =	5
	Medicaid =	105
	Pending Medicaid =	8
	Private Pay =	16
	Known Penalty =	3
	Hospice =	6
	<b><u>Admissions =</u></b>	0
	<b><u>Discharges =</u></b>	2
	<b><u>Deaths =</u></b>	2
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	3
	Post-Trial =	5
	Totals =	8
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	4
	Totals =	8
	Admissions =	0
	Completion =	0
D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	452
	Part-Time =	21
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	73
	Keene =	17

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 14, 2012 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
	MNH =	32
	DOC =	24
<b><u>Department of Corrections</u></b>	<b><u>In Facility =</u></b>	<b>162</b>
	Male =	134
	Female =	28
	Booking =	0
	Total =	162
<b><u>General Population</u></b>	Male =	113
	Female =	24
	Total =	137
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	16
	Female =	0
<b><u>NH Federal</u></b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>20</b>
<b><u>Rockingham County Females</u></b>	Total =	7
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	0
	Sullivan =	2
	Secure Psychiatric Unit =	0
<b><u>Other (Specify)</u></b>	Weekend =	4
	Program =	1
	HCHOC =	0
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	8
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	<b>20</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>182</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	39
	Total Female General Population Beds Available =	12

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 21, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Director Trombly, Superintendent Van Wickler, Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:33 AM.

Commissioner Pratt reviewed the weekly census and asked if anyone had any questions concerning the census report. Commissioner Pratt then asked Superintendent Van Wickler if he was aware of any reason that the population count for the jail had increased by sixteen inmates from the previous week. Superintendent Van Wickler said that he wasn't aware any particular reasons. He went on to say that the DOC transport program is ramping up nicely and he will provide a report at the next Commissioners meeting. The discussion then turned to local transports to and from DOC to the courts by the Sheriff's department and DOC personnel and the use of video arrangement to cut back the costs and safety risks associated with transports. In response to a question from Commissioner Pratt, Administrator Wozmak said that in his meetings with the Public Defender's office they supported video arrangements for their clients.

Administrator Wozmak spoke of his meeting last week with NH Courts Chief Justice Nadeau and cited that through the use of Early Case Resolution (ECR) in Strafford County forty percent (40%) of all cases were expedited and settled within fourteen (14) days. When asked about the pre-trial incarceration time for Cheshire County Superintendent Van Wickler said he thought it was about forty-five (45) days on average.

Commissioner Pratt suggested that a way needs to be found to get all of the parties that are interested in video arrangement and ECR together as soon as possible to discuss the best ways to get these fully implemented and up and running in Cheshire County.

In response to a question from Commissioner Patt concerning gaining additional federal or Vermont inmates Superintendent Van Wickler stated that he was in constant contact with the Federal Marshalls and other agencies and they all know that space is available at the facility. Commissioner Zerba then asked if any housing of Vermont inmates could be done in boost the overall numbers. Superintendent Van Wickler said that he and Administrator Wozmak had reviewed a 60 – 70 page proposed contract from Vermont and we edited it down to two pages and returned it. We have not heard back from them yet.

Commissioner Pratt spoke of the Executive Committee's budget recommendation and a general review and discussion among the Commissioners started. It was noted that the use of ProShare funds in funding the 2012 budget could cause large funding gaps in the coming year. It was pointed out that only about \$30,000.00 in ProShare funds will be unencumbered if ProShare comes in at the running average number of prior years and the number is expected to be lower this year based on receiving a very large increase in 2011. It was further discussed that the 2013 budget will start with a \$400,000.00 shortfall and will also not have \$500,000.00 of ARRA funds that were included in the 2012 budget. In total it appears that the 2013 budget may start with an overall shortfall of approximately \$800,000.00 which will require even more aggressive cuts than were done for the 2012 budget.



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 21, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

The discussion continued around the impact that State funding cuts have on the counties and towns and how cost downshifting from the State must be dealt with very soon.

Superintendent Van Wickler then spoke of adding a law library to the DOC as has been requested for a number of years. He said that he had looked into subscribing to the Lexis/Nexis library and had been presented with an option to install two (2) external hard drives on mobile inmate computer carts for a total of \$459.00 per month. The contact would be for 24 months and two more terminals could be added for an additional \$50.00 per month if needed. The funding for the service would be sourced from the inmates canteen fund. The Commissioners asked a number of questions concerning the inmate use of the current library and how it presently worked and thought that having a full updated computerized law resource would meet the needs of all of the inmates.

**Commissioner Patt made a motion to authorize Superintendent Van Wickler to acquire the Lexis/Nexis law library subscription services with the caveat that it's acquisition would not affect the department's budget. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then presented for the Commissioners review and approval the 2012 Union contract letter of agreement, which amends the existing CBA. Administrator Wozmak recommended that the agreement be signed.

**Commissioner Patt made a motion to accept the 2012 Union Amendment. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

Commission Pratt asked when the Union negotiations for 2013 would begin. Administrator Wozmak said the 2012 contact ends in March of 2013 so sometime before the first of the new year would seem likely.

Commissioner Pratt then asked for the ongoing Nursing Home Survey to be added to the weekly agenda going forward so that the overall progress of the work can be monitored.

Administrator Wozmak then presented to the Commissioners two (2) checks totaling approximately \$3,000.00 that the county has received from the New England Dairy Settlement and will be applied as miscellaneous County income in the County budget. The settlement was due to a class action price-fixing lawsuit brought by milk producers two years ago.

Commissioner Zerba then asked what the current status of the County's NACO prescription discount card program was for the year. Project Manager Bouchard will investigate and report his findings to the Commissioners.

A discussion of converting the Latchis Theater site to a parking lot to accommodate the extra parking needed for the new courthouse began. Administrator Wozmak said that ARRA funds

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 21, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

are available for the demolition of the building's shell but should be used soon. He went on to say that the demolition and construction of the parking lot should begin as soon as possible to coincide with the new courthouse construction project.

**Commissioner Zerba made a motion to approve recommending the demolition of the Latchis Theater and the construction of a parking lot for additional courthouse parking to the full delegation for review and approval. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then spoke of the letter that he received from the NH Healthcare Association and the issues surrounding the shortfall of Medicaid revenue paid to local nursing homes by the State that totals over \$653,000.00 in penalties. Wozmak was asking if the Commissioners would want to hold back these penalty amounts from the payment to the state, essentially holding them in escrow until for forced-free-care issue is resolved.

Administrator Wozmak said that the County is withholding payments to the State in amounts equal to the Medicaid penalties imposed on Maplewood Nursing home. The State withholds Medicaid payments to nursing homes as a punitive administrative procedure meant to retrieve assets that were possible transferred from a resident (often to a family member) in the five (5) years prior to the resident being eligible for Medicaid. The state is imposing these penalties despite the fact that the nursing homes are most often an innocent third party in these situations.

**The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of March 7, 2012 were reviewed and no changes were noted and the minutes of March 14, 2012 were reviewed and amended. Commissioner Zerba moved to accept the minutes and he was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

**At 11.40AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, March 21, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 03-28-12**

DEPARTMENT	CATEGORY	COUNT
<b>Maplewood Nursing Home</b>	<b>Total Patients =</b>	132
	In Hospital =	0
	Medicare =	9
	Medicaid =	104
	Pending Medicaid =	8
	Private Pay =	20
	Known Penalty =	2
	Hospice =	7
	<b>Admissions =</b>	1
	<b>Discharges =</b>	2
	<b>Deaths =</b>	1
<b>Alternative Sentencing Program</b>	Pre-Trial =	2
	Post-Trial =	5
	Totals =	7
	Admissions =	0
	Completion =	1
	D/C Noncompliant =	0
<b>Mental Health Court</b>	Pre-Trial =	3
	Post-Trial =	3
	Totals =	6
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	2
<b>Human Resources</b>	<b>Total Number of Employees =</b>	452
	Part-Time =	22
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b>Per Diems</b>	73
	Keene =	17
	MNH =	32
	DOC =	24

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 21, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b>Department of Corrections</b>	In Facility =	<b>169</b>
	Male =	144
	Female =	25
	Booking =	0
	Total =	169
<b>General Population</b>	Male =	125
	Female =	20
	Total =	145
<b>NH State Prison</b>	Male =	1
	Female =	0
<b>Vermont Federal</b>	Male =	16
	Female =	0
<b>NH Federal</b>	Male =	<b>4</b>
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>20</b>
<b>Rockingham County Females</b>	Total =	6
<b>Inmates Housed Outside of Cheshire County HOC</b>	NH State Prison =	<b>2</b>
	Merrimack =	0
	Sullivan =	1
	Secure Psychiatric Unit =	0
<b>Other (Specify)</b>	Weekend =	<b>4</b>
	Program =	1
	HCHOC =	0
<b>Electronic Monitoring</b>	Pre-Trial =	8
	Sentenced =	<b>3</b>
	<b>Total Housed Out of the Facility =</b>	19
	<b>Total Num. of Offenders in Custody =</b>	188
<b>Available Bed Space</b>	Total Male General Population Beds Available =	27
	Total Female General Population Beds Available =	16

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 28, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Director Trombly, Unity Housing Director Norman Voudrain and Treasurer Bob Elliot, Rebecca Bullock of Southwest Regional Planning, Chris Coates of Monadnock Development Services, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Commissioner Pratt opened the meeting and praised the work the County staff had accomplished in creating a 2012 budget that kept the Commissioners promise to fully offset the cost shift of Fire Mutual Aid expenses from the County to the towns. Commissioner Pratt noted that it was not an easy thing to do and he cited the work of the County Administrator Wozmak and Finance Director Trombly as key in allowing the Commissioners to meet their budget reduction objectives. He went on to say that despite being able to meet the immediate budget objectives he is profoundly uneasy of what the next fiscal quarter will bring. He stated that over the last sixteen years it has never been necessary to raise taxes after the August budget review but he fears that we may have eaten away all of our safety net and if revenues are not meeting projections it may be necessary to readdress operational and personnel budgets. He asked that all County employees remain vigilant to containing costs and to be as frugal as possible up to the August review.

**At 09:20 the Public Hearing for the Unity Housing project began.** Norman Voudrain provided an overview of the current state of the project and outlined some of the changes that the project had undergone. Bob Elliot then spoke to some of the specific project changes that will be made such as moving the site from Lee Street to Cypress Street. The move was necessary because of poor site conditions and the withdrawal of HUD funds from the project. Mr. Elliot said that after the HUD funds were removed, they regrouped and found a far more suitable site in downtown Keene on Cypress Street. The revised building is now proposed to be 5 stories with 11 living units on the top three floors and the lower two floors will be allocated to commercial use. Additionally, they are hopeful that discussions started with the city will allow them added parking behind the building. Mr. Elliot then requested an extension from the original June 30, 2012 deadline approved by the Delegation at the July 13, 2009 meeting to June 30, 2014. The Commissioners asked a number of questions concerning the scope and schedule of the project and after much consideration **Commissioner Zerba moved to approve the date extension request to June 30, 2014. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the Census report for the week and noted that the DOC federal inmate housing rate is currently below the level needed to meet budgeted income.

Director King joined the meeting to update the Commissioners on a number of outstanding issues. He said that he was still in discussions with Argent Cable over the dropping of the sports channels from the residents channel lineup. He said that he is also investigating another possibility to restore the sports channels through a company called Rainflow.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 28, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

Director King then told the Commissioners that there haven't been any further leaks reported in the MNH roof but thinks it is mostly due to the lack rain in recent weeks.

Director King then brought the Commissioners up to date on the problems with the venting of the dryers in the laundry area said that they are still trying to find a workable solution to be able to have all four dryers running simultaneously without overheating. He is awaiting the arrival of ducting company workers to review the installation and to get recommendations for remediation.

Director King then showed the Commissioners a section of vertical piping that had been removed from one of the residents rooms that was fully clogged and the metal of the pipe was completely rotted. He went on to say that because of the types of thickening agents needed for resident meals and other issues including being approximately 40 year old piping, the facilities crew is seeing more and more damaged piping throughout the building. Administrator Wozmak suggested that it would be appropriate to begin to set aside funds next year for building wide plumbing repairs and estimated that will take about \$200,000.00 to address the amount of piping that needs repair.

The final topic that Director King addressed was the installation of the rooftop cooling system that sent to bid for cooling the medicine storage rooms on all three floors of MNH. He said that the first bid that came in is actually under the original budget and he is now awaiting another bid to compare.

Commissioner Pratt asked if there was any update from the MNH survey company and Administrator Wozmak said that he placed a call into the President of the firm but had not yet heard back. He will follow-up again for information.

Administrator Wozmak then spoke of the potential sale of the Blood farm and discussed how a five acre parcel could be cut from the County farm property that meets the minimum requirements of the town. Further discussion began concerning other options for the size and shape of the proposed parcel including extending the lot to river to maximize the value of the house. Project Manager Bouchard will begin preliminary discussions with a surveyor to ascertain pricing and feasibility of the various options. At the request of the Delegation once this process is complete the proposed project will be presented to the Executive Committee of the Delegation for review.

Administrator Wozmak then updated the Commissioners on the status of the proposed new Courthouse and the timeline involved before the project begins. An extended discussion began regarding state approval dates, potential parking solutions to the loss of approximately 85 parking spaces at the present Courthouse while construction is underway and the steps that need to be taken to possibly convert the Latchis Theater shell into a parking area. A plan to utilize the Latchis space will be formulated and presented to the Executive Committee for discussion and approval once the construction timelines become clear.

**MINUTES**

**Cheshire County Commissioners Meeting  
Wednesday, March 28, 2012 9:30 AM  
33 West Street, Keene, NH 03431**

**The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of March 21, 2012 were reviewed and one change was noted and the draft minutes amended. Commissioner Zerba moved to accept the minutes as amended and he was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Administrator Wozmak advised the Commissioners that based on a request he received from the NH Governor's Commission on Prescription Drugs, he will attending the National Prescription Drug Abuse Summit in Orlando, FL next week, and will be in New York on May 9<sup>th</sup> for the National Conference on Public Employee Retirement Systems.

**At 11:10AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss an item that involves the dismissal, promotion, or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.**

**Administrator Wozmak spoke to a proposed change to the organizational structure that he believes will improve lines of communications and provide greater customer satisfaction to the departments being served. An extended discussion started but no decision was reached and no vote was taken.**

**The Commissioners unanimously voted to return to public session at 12:04PM**

**At 12:05PM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, March 28, 2012 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 03-28-12**

DEPARTMENT	CATEGORY	COUNT
<b>Maplewood Nursing Home</b>	<b>Total Patients =</b>	132
	In Hospital =	0
	Medicare =	9
	Medicaid =	104
	Pending Medicaid =	8
	Private Pay =	20
	Known Penalty =	2
	Hospice =	7
	<b>Admissions =</b>	1
	<b>Discharges =</b>	2
	<b>Deaths =</b>	1
<b>Alternative Sentencing Program</b>	Pre-Trial =	2
	Post-Trial =	5
	Totals =	7
	Admissions =	0
	Completion =	1
	D/C Noncompliant =	0
<b>Mental Health Court</b>	Pre-Trial =	3
	Post-Trial =	3
	Totals =	6
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	2
<b>Human Resources</b>	<b>Total Number of Employees =</b>	452
	Part-Time =	22
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b>Per Diems</b>	73
	Keene =	17
	MNH =	32
	DOC =	24



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 28, 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b>Department of Corrections</b>	In Facility =	<b>169</b>
	Male =	144
	Female =	25
	Booking =	0
	Total =	169
<b>General Population</b>	Male =	125
	Female =	20
	Total =	145
<b>NH State Prison</b>	Male =	1
	Female =	0
<b>Vermont Federal</b>	Male =	16
	Female =	0
<b>NH Federal</b>	Male =	<b>4</b>
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>20</b>
<b>Rockingham County Females</b>	Total =	6
<b>Inmates Housed Outside of Cheshire County HOC</b>	NH State Prison =	<b>2</b>
	Merrimack =	0
	Sullivan =	1
	Secure Psychiatric Unit =	0
<b>Other (Specify)</b>	Weekend =	<b>4</b>
	Program =	1
	HCHOC =	0
<b>Electronic Monitoring</b>	Pre-Trial =	8
	Sentenced =	<b>3</b>
	<b>Total Housed Out of the Facility =</b>	19
	<b>Total Num. of Offenders in Custody =</b>	188
<b>Available Bed Space</b>	Total Male General Population Beds Available =	27
	Total Female General Population Beds Available =	16

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 4 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

PRESENT: Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Director Trombly, Director King, Administrator Kindopp, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Director King updated the Commissioners on the bids to air condition the MNH medicine storage rooms. He said that he had received other bids in the last week including one from K. E. Bergeron for \$7,950.00. He stated that he was impressed with the walkthrough that he did with them and that they had asked pertinent questions and seem to understand the project quite well. He stated that Bergeron can start the job in about two weeks. Based on the bids and review of the other bidders he is recommending moving forward with the Bergeron bid.

**Based on Director King's recommendation, Commissioner Patt made the motion to authorize Director King to award the three (3) medicine storage rooms cooling contract to K. E. Bergeron for \$7,950.00. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

Director King said that he will be meeting later in the day with ducting company staff to look at the problem with the venting of the dryers and is also meeting the representative from Senior TV to discuss pricing and installation options for the resident's needs.

Director King was asked what capital projects he would be working on for the year now that the budget has been passed. He replied that in addition to the ducting of dryers and the air conditioning of the medicine storage rooms, he will be addressing the IDEX system for the wastewater treatment plant, paving of sections of MNH, the installation of new transfer switches for the generator, and the addition of stairway alarms.

The weekly census was then reviewed and a discussion of tracking the nursing home occupancy rate / budget numbers began. The occupancy run rate was discussed and the complex mix of Medicare, Medicaid, private pay, TLC rates, etc. was covered at length. The Commissioners asked if the run rate to budget overview that is in place for DOC could be done for MNH as well. Director Trombly and Project Manager Bouchard will discuss and report back at the next meeting.

Administrator Kindopp discussed the Medicaid known penalty issues and highlighted the progress that has been made in reducing the number of outstanding penalties. She went on to say that MNH had just received three possible referrals from Concord Hospital for the TLC unit. A discussion started around how MNH residents and potential residents are determined to be County residents and get placed in the County Medicaid count. The Medicaid reimbursement rate was covered and it was learned that MNH is only one of three nursing homes in the state that provides placements for Alzheimer's patients that require extra security due to combative behavior and have other social integration problems. Also discussed was the additional reimbursement paid for by Medicaid for these residents.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 4 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

Administrator Kindopp then discussed the problems that MNH experiences by taking residents that haven't been fully Medicaid qualified when they enter the facility. She said that increasingly, residents or their families have been relocating residents after they have been Medicaid qualified and moving them to nursing homes that are closer to family members. This places all of the risk and cost for these residents on MNH during the qualification period and can result in MNH losing revenue that cannot be recouped because the resident relocates.

Administrator Kindopp went on to say that MNH is also one of the only nursing home facilities that actively manages the release of residents back to their homes and families. Many other facilities do not have a program in place to do this. Their hope is to maintain the resident as long as possible in order to maximize revenue.

The Commissioners asked if MNH occupancy showed any yearly trends that could be anticipated and Administrator Kindopp said that there were no specific annual cycles that can be tracked but she can anticipate fluctuations in admissions in the Spring and around other events but could not anticipate any general trends over the year.

A discussion of Staff Appreciation day to be held on May 9, and the Volunteer Appreciation Dinner on April 25 was discussed.

The Commissioners then took-up discussion of the Latchis Theater and Blood farm and covered the steps that need to be taken to move the projects to the Executive Delegation for review. An in-depth conversation began concerning the impact that the new Courthouse project will have on parking and how to address the issue. A discussion of the Blood farm and the sale of the property and possible alternatives started. The cost of replacing the roof will be investigated.

The Commissioners then accepted an invitation from the lessee of the farm to visit the operation and see the improvements put in place when they are at MNH for the May 9<sup>th</sup> Commissioners meeting.

Also discussed was an offer to lease the small "day care" house on the farm property. After discussion it was decided that the offer of \$200.00 per month was much too low and if the house is to be rented it should be rented at or near present market value.

**The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of March 28, 2012 were reviewed and Commissioner Zerba moved to accept the minutes as presented. He was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 4 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

A short discussion of how the Commissioners wish to have grants presented for review began and Grant Specialist Desrosiers reviewed how grants progress from the concept to implementation phase and the challenges of preparing and presenting the grants for review.

**At 12:01PM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 4 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

**Cheshire County – Weekly Census for: 03-28-12**

DEPARTMENT	CATEGORY	COUNT
<b>Maplewood Nursing Home</b>	<b>Total Patients =</b>	132
	In Hospital =	0
	Medicare =	9
	Medicaid =	104
	Pending Medicaid =	8
	Private Pay =	20
	Known Penalty =	2
	Hospice =	7
	<b>Admissions =</b>	1
	<b>Discharges =</b>	2
	<b>Deaths =</b>	1
	<b>Alternative Sentencing Program</b>	Pre-Trial =
Post-Trial =		5
Totals =		7
Admissions =		0
Completion =		1
D/C Noncompliant =		0
<b>Mental Health Court</b>	Pre-Trial =	3
	Post-Trial =	3
	Totals =	6
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	2
<b>Human Resources</b>	<b>Total Number of Employees =</b>	452
	Part-Time =	22
	Full-Time =	349
	Temporary =	2
	Elected Officials =	7
	<b>Per Diems</b>	73
	Keene =	17
	MNH =	32
	DOC =	24

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 4 2012 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b>Department of Corrections</b>	In Facility =	169
	Male =	144
	Female =	25
	Booking =	0
	Total =	169
<b>General Population</b>	Male =	125
	Female =	20
	Total =	145
<b>NH State Prison</b>	Male =	1
	Female =	0
<b>Vermont Federal</b>	Male =	16
	Female =	0
<b>NH Federal</b>	Male =	4
	Female =	0
	<b>Total of All Federal Inmates =</b>	20
<b>Rockingham County Females</b>	Total =	6
<b>Inmates Housed Outside of Cheshire County HOC</b>	NH State Prison =	2
	Merrimack =	0
	Sullivan =	1
	Secure Psychiatric Unit =	0
<b>Other (Specify)</b>	Weekend =	4
	Program =	1
	HCHOC =	0
<b>Electronic Monitoring</b>	Pre-Trial =	8
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	19
	<b>Total Num. of Offenders in Custody =</b>	188
<b>Available Bed Space</b>	Total Male General Population Beds Available =	27
	Total Female General Population Beds Available =	16

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 11 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Director Trombly, Director King, Administrator Kindopp, Grant Specialist Desrosiers, Dispatch Communications Manager Crowell, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

The Commissioners reviewed the MNH census and Director Trombly spoke to a request by the Commissioners to be able to track the MNH resident census against the facilities budget goals. Director Trombly presented a report that shows in detail the pertinent areas that must be tracked to present an accurate overview of resident run rate against budget. The calculations are quite complex and cannot be easily tracked with a simple static formula as is done for reporting the DOC Federal income to budget calculation on the Weekly Census spreadsheet. Director Trombly told the Commissioners that she will provide monthly updates on MNH income to expense ratios against budget going forward.

The Medicaid penalty rate was then taken up and Director Trombly reviewed how Medicaid hearings are conducted and how hardship waivers are determined and adjudicated. She also spoke about the catch 22 problem encountered if a resident passes away while still in the Medicaid determination period and how difficult it is to collect funds if this occurs.

Administrator Kindopp then informed the Commissioners that she will be giving a presentation on Nursing Homes at Leadership Monadnock Health and Wellness Day on April 17, 2012 at Cheshire Medical Center and she will also be a guest on Cynthia Georgiana radio show on WKBK 1290 am, to talk about MNH on May 26, 2012.

Director King then addressed the proposed new nurse call system. Director King said that after reviewing the bids and vetting the companies, he is recommending that the work be awarded to Raintech Sound and Communications in Manchester, CT. Director King said that the nurse call system offered by Raintech greatly exceeds the capabilities of the current system and that Raintech specializes in customers the size of MNH. One of the other bidders, Hill-Rom that MNH currently uses on the second floor of MNH, targets much larger institutions for their products and the bid pricing received reflects that difference. Director King stated that Raintech was the low bidder by a large amount but the quality of the system and features are on par with the other bidders. Administrator Kindopp also discussed how the new system will enable the staff to record their resident rounds and said that the system will help improve the overall quality of care for the residents.

**Commissioner Zerba moved to accept the recommendation of the staff to award the Nurse Call System installation to Raintech Sound and Communications, of Manchester, CT based on Raintech meeting stated RFP requirements and being the low cost bidder. The contract to be awarded to Raintech will be for \$77, 540.00 which is within the approved budget amount. Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 11 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

Director King then addressed the installation of Senior TV for the residents that will restore the sports channels that were requested by a majority of the residents and also provide over twenty other channels selected based on interviews with the residents. This system will replace the present Argent cable installation. The price for the system is \$13,784.00 per year for service plus \$298.00 a month for 60 months for a distribution equipment lease that will bring the service into each residents room.

**After a number of questions from the Commissioners concerning system operation and services costs, the mix and method of the channels that were selected, and the additional equipment costs, Commissioner Patt moved to accept the bid from for the installation of the Senior TV system for \$13,784.00 per year plus the \$298.00 per month for 60 months for the distribution equipment lease based on the recommendation of the staff. Upon vote, Commissioners Patt and Zerba voted Yay, and Commissioner Pratt voted Nay. The motion passed 2 to 1.**

Director Trombly then presented a Certificate of Municipal Authority for Investments from TD Bank for the Commissioners review and signatures. Administrator Trombly said that TD Bank is being used as a short term repository for TAN funds because they were currently offering the best short term rates. The Commissioners discussed the financial and banking climate and asked Director Trombly questions concerning other alternatives to TD Bank and available rates. After reviewing the document and having their questions addressed, the Commissioners executed the document.

Communication Manager Crowell from the Sheriff's Department addressed the Commissioners and told them of a grant in the amount of \$14,909.00 that is available from the federal Byrne Justice Assistance Grant (JAG) Program. This is an annual grant and the Sheriff's office and the Keene Police Department have shared in the grant over the past few years. Manager Crowell stated that she was at the meeting simply to inform the Commissioners of the pending application and spoke to using some of the grant funds to add a camera to the Courthouse security surveillance system.

Grant Specialist Desrosiers then presented grant acceptance paperwork for the Public Health Grant that the County was awarded for \$94,500.00 for funding the Public Health Network staff positions. Specialist Desrosiers also told the Commissioners of the progress of the Unity Housing grant and will bring updated information after the Unity Housing staff completes meetings with CDFA next week.

Director Trombly spoke to the letter that the County had received from State DHHS in response to the letter from the Commissioners about the withholding of Medicaid payments for state imposed penalties. An extended dialogue began on the current situation and possible resolutions to the impasse that the County and State are in over the monies owed to MNH for care services delivered to residents.

**The weekly manifest was reviewed and Commissioner Patt made a motion to accept the manifest as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 11 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

The minutes of April 4, 2012 were reviewed and Commissioner Zerba moved to accept the minutes as presented. He was seconded by Commissioner Patt. Upon vote the motion passed unanimously.

The Commissioners then reviewed the remainder of the weekly Census report. Commissioner Zerba said that he will be out of town for the May 16, and 23 meetings and Commissioner Pratt spoke to an invitation that the Commissioners had received from Grafton County for the grand opening ceremonies for their new Department of Corrections.

**Nonpublic session – At 11:22 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic 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 Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, no vote was taken. The Commissioners unanimously voted to return to public session at 11:34 AM.**

**At 11:38 AM there being no further public business before the Commissioners, Commissioner Pratt moved to adjourn the meeting. Motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting

Wednesday, April, 11 2012 9:30 AM

Department of Corrections

825 Marlboro Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 04-18-12**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	132
	In Hospital =	3
	Medicare =	5
	Medicaid =	105
	Pending Medicaid =	6
	Private Pay =	21
	Known Penalty =	1
	Hospice =	8
	<b><u>Admissions =</u></b>	1
	<b><u>Discharges =</u></b>	2
	<b><u>Deaths =</u></b>	2
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	3
	Post-Trial =	3
	Totals =	6
	Admissions =	0
	Completion =	2
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	5
	Post-Trial =	3
	Totals =	8
	Admissions =	2
	Completion =	0
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	441
	Part-Time =	20
	Full-Time =	346
	Temporary =	1
	Elected Officials =	7
	<b><u>Per Diems</u></b>	67
	Keene =	18
	MNH =	32
	DOC =	17

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 11 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	161
	Male =	130
	Female =	31
	Booking =	0
	Total =	161
<b><u>General Population</u></b>	Male =	115
	Female =	26
	Total =	141
<b><u>NH State Prison</u></b>	Male =	0
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	13
	Female =	1
<b><u>NH Federal</u></b>	Male =	5
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	6
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	0
	Sullivan =	2
	Secure Psychiatric Unit =	0
<b><u>Other (Specify)</u></b>	Weekend =	3
	Program =	2
	HCHOC =	0
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	7
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	<b>19</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>180</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	37
	Total Female General Population Beds Available =	10

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 18 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Director Trombly, Maplewood Nursing Home Administrator Kindopp, Grant Specialist Desrosiers, Maplewood Asst. Director of Nursing Woolbert, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Commissioner Pratt recognized HR Director Hurley and MNH Asst. Dir. of Nursing Woolbert. As a result of a request by HR Director Hurley the Commissioners went into nonpublic session for the purpose of reviewing a candidate for employment.

**Nonpublic session – At 09:34AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, a decision to hire S. S. as an LPN at an hourly rate of \$19.04, to start employment on or before May 15, 2012 was made. The Commissioners unanimously voted to return to public session at 09:40 AM.**

At the request of HR Director Hurley the Commissioners again entered into a nonpublic to discuss the status of a current employee.

**Nonpublic session – At 09:41AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic 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 Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, a decision to extend a leave of absence for L. C. for an additional eight weeks was made. The Commissioners unanimously voted to return to public session at 09:44AM.**

The Commissioners then reviewed the MNH census and a discussion of the MNH laundry dryers began. Facilities Director King provided a history of the installation and subsequent breakdowns and needed repairs was covered and the cost of the repairs was discussed.

Facilities Director King stated that he was still waiting for Honeywell to respond with a price and the Commissioners suggested that he contact another company to get a quote and move the project ahead as quickly as possible.

Facilities Director King went on to inform the Commissioners that the air conditioning for the medicine storage rooms was being installed, the new Senior TV system is up and running, and that the contract for the new Nurse call system has been sent out and that a wiring review would be underway by the end of the week.

Grant Specialist Desrosiers then presented a Public Health Grant for signature and also informed the Commissioners that the Unity Housing grant that has been discussed in the past few meetings will not be moving ahead as anticipated because the grantor has said that due to the building and site modifications a resubmittal of a modified application will be needed in order to qualify for funding.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 18 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

Project Manager Bouchard then informed the Commissioners that the O-rings that seal the hydraulic pump for the MNH pool lift chair have been installed and will be tested next week. If the repair is successful the pool and lift chair should be in full operation once again.

Administrator Wozmak then addressed a concern that neither he or Administrator Kindopp have heard from Premiere Health on the status of the Nursing Survey. The Commissioners strongly suggested that unless a draft of the report is delivered by next week that the firm be terminated for lack of performance. Administrator will inform Premiere of the Commissioners instructions.

Project Manager Bouchard then discussed the status of the Blood farm survey and spoke to the options that were discussed with the surveyor and the potential costs. Commissioner Patt stated that he was not in favor selling the house and or of splitting a lot off from the farm parcel. Bouchard will follow-up with the surveyor and establish pricing options to be presented to the Executive committee.

**The Commissioners then reviewed the weekly manifest and Commissioner Patt moved to accept the Manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of April 11, 2012 were then reviewed and a correction was noted. Commissioner Zerba moved to the accept the minutes as corrected and he was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the rest of the census data and Commissioner Patt noted that it was unlikely that the budget established for the Federal inmates income line would be reached unless there was a large increase in the number of Federal inmates being held for the rest of the year. Commissioner Patt stated that the budget of DOC could be “seriously out of whack” for the year. The DOC budget deficit is over \$200,000.00 at the current federal inmate average run rate of 19 inmates instead of the budgeted number of 25. Finance Director Trombly said that potential cuts in expenses could result in about a 25% savings that potentially would help cover some of the projected revenue shortfall.

Under Old Business a letter from Commissioner Toumpas of DHHS was taken up. A lengthy discussion began concerning a proposed draft reply letter to DHHS regarding Medicaid funding offsets by the County to cover costs incurred for services provided to Maplewood Nursing Home residents. The payments being withheld are for services that are not being reimbursed by the State due to the DHHS taking many months to adjudicate claims often centered on the 60 month look back period that deal with payments made to family members for in-home care. The issue of the impact that this prolonged adjudication period is having on all of the counties in NH was discussed. Administrator Wozmak spoke to the fact that during the last two years it has gotten especially difficult to work with DHHS and the agency has been trending toward being extreme in the application of penalties. The penalties being imposed impact only on the service provider and not on the party that may have benefitted from a transfer that DHHS as deemed to be “illegal”. The Administrator was requested to provide a draft letter in reply to Nancy Rollins that will be reviewed next week.

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A phone call was received from Director King at this time meeting concerning the repair of the Maplewood laundry room dryers. Director King reviewed the current situation and spoke to the efforts being made to repair the dryer units. The Commissioners then discussed the efforts needed to get the dryers at MNH repaired in the shortest time possible as the existing situation is creating a life safety and fire hazard. **Commissioner Pratt moved to authorize Administrator Wozmak to make decisions necessary to immediately effect repairs and to waive the statutory bidding process due to the life safety hazards. After a short discussion Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**Nonpublic session – At 11:27AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic 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, with that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. 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 11:40AM.**

**At 11:42AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
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 Administration Building  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 04-18-12**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	132	
	In Hospital =	3	
	Medicare =	5	
	Medicaid =	105	
	Pending Medicaid =	6	
	Private Pay =	21	
	Known Penalty =	1	
	Hospice =	8	
	<b><u>Admissions =</u></b>	1	
	<b><u>Discharges =</u></b>	2	
	<b><u>Deaths =</u></b>	2	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	3
		Post-Trial =	3
Totals =		6	
Admissions =		0	
Completion =		2	
D/C Noncompliant =		0	
<b><u>Mental Health Court</u></b>		Pre-Trial =	5
	Post-Trial =	3	
	Totals =	8	
	Admissions =	2	
	Completion =	0	
	D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	441	
	Part-Time =	20	
	Full-Time =	346	
	Temporary =	1	
	Elected Officials =	7	
	<b><u>Per Diems</u></b>	67	
	Keene =	18	
	MNH =	32	
	DOC =	17	

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DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	161
	Male =	130
	Female =	31
	Booking =	0
	Total =	161
<b><u>General Population</u></b>	Male =	115
	Female =	26
	Total =	141
<b><u>NH State Prison</u></b>	Male =	0
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	13
	Female =	1
<b><u>NH Federal</u></b>	Male =	5
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>19</b>
<b><u>Rockingham County Females</u></b>	Total =	6
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	0
	Sullivan =	2
	Secure Psychiatric Unit =	0
<b><u>Other (Specify)</u></b>	Weekend =	3
	Program =	2
	HCHOC =	0
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	7
	Sentenced =	3
	<b>Total Housed Out of the Facility =</b>	<b>19</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>180</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	37
	Total Female General Population Beds Available =	10



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April, 25 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Finance Director Trombly presented documents for the repayment schedule of a loan from the State that was received for the upgrade of the Waste Water plant at Maplewood Nursing Home. The Commissioners reviewed and signed the documents.

The Commissioners then took up the weekly census review. Nothing of note was discovered for the weekly report.

Old Business items were taken up and a short discussion of the progress of the MNH survey report by Premier Health was undertaken. Administrator Wozmak stated that he had started to receive reports from Premier this week but thus far they outlined low level operational issues. More substantive reports are expected in the coming week.

A short review of possible meeting dates for the next Executive Delegation meeting was discussed with no firm dates set.

A short review of the status of the Latchis Theater and Blood farm were completed and no action items were generated.

Administrator Wozmak responded to a question from Commissioner Pratt regarding the status of the new Courthouse project. Administrator Wozmak informed the Commissioners that the project has been reported out of the Executive Council last week as expected and the project is moving forward. The next step will be to send the RFP out to bid.

Administrator Wozmak then presented a Partnership Agreement document from Southwestern Regional Planning that asked for County support of a state wide partnership that is comprised of the State's nine Regional Planning Commissions, cities, towns, counties, state agencies, quasi-governmental organizations, the University of New Hampshire, and non-profit organizations to work cooperatively in the development of nine coordinated Regional Planning and one integrated Statewide Development Policy Framework. **After reviewing the document at length and discussing the scope and purpose of the request and Commissioners Pratt made a motion to accept the agreement as presented. Commissioner Patt seconded the motion and upon vote, the motion passed unanimously. Commissioner Pratt then signed the Partnership Agreement.**

The Commissioners then moved onto other business and began discussing a draft letter to DHHS prepared by Administrator Wozmak. After a period of discussion and deliberation it was decided that the present scope of the letter was too wide and two documents needed to be prepared. One to address issues specific to DHHS Commissioner Toumpas and a second letter to Director Rollins. Administrator Wozmak will re-draft the documents for discussion at next week's Commissioners meeting.

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The Commissioners then heard from Grant Specialist Desrosiers who provided an update on outstanding grants that now stands at \$3.7M under management and spoke about the May 2, 2012 Grant Writing class being held at DOC. The Commissioners asked about the background of the attendees and will visit the class at 9:00AM prior to the start of the weekly Commissioners meeting to introduce themselves. .

**The weekly Manifest was then reviewed and Commissioner Patt moved to accept the Manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes from the week of April 18, 2012 Commissioners meeting were reviewed and amendments were noted. Commissioner Zerba moved to accept the minutes as amended and Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

**At 10:47AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 2, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, Facilities Director King, DOC Superintendent Van Wickler, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Facilities Director King spoke to the quote he had received from Honeywell for the repair / replacement of the Maplewood laundry room dryer venting system. The quote was for \$58,074.00 which is \$50,000.00 over above the amount budgeted for the repair. Director King said that he had set aside \$7,000.00 for the work based on earlier discussions with vendors. The Commissioners asked numerous questions concerning alternatives to committing to the Honeywell quote and Director King reviewed the engineering work that is needed and laid out the impact on effecting timely repairs if other alternatives need to be investigated. After protracted discussion the Commissioners asked Director King to investigate other methods and sources to solve the dryer venting problem that will not impact the budget with a \$50,000.00 over run. Director King will contact Yankee Industrial who installed the dryers once again to seek advice on how to proceed.

Director King then told the Commissioners that after about two years, he had heard from the state DOT that they are planning to replace the signs that direct travelers to the Maplewood complex. One of the signs will be placed at the junction of Route 63 and River Road and a possible second sign will be placed on Route 12.

Project Manager Bouchard presented a grant to the Commissioners on behalf of Grant Specialist Desrosiers for a Department of Safety Specific Professional Development Grant for \$2,513.10 that will be used to train the Sheriff's department dispatchers in proper emergency situational procedures and protocols. **After discussion and reviewing the grant Commissioner Zerba moved to approve the grant. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak informed the Commissioners of the Adult Drug Court Planning Initiative trip being planned for eight participants from the County and State to attend a conference in San Diego CA. concerning how to create a viable drug court. Administrator Wozmak spoke to the support that the trip has from NH Superior Court Chief Justice Nadeau and spoke to the differences between the drug court program that is focused on Superior Court and the Alternative Sentencing Program / Mental Health Court program that is primarily focused on District Court.

The Commissioners discussed the history of the Alternative Sentencing Program and voiced concern that if the Drug Court program is established that it be fully funded and fiscally sustainable without financial support from the County taxpayers.

Superintendent Van Wickler then spoke to the DOC inmate Transport program and difficulties of being able to respond quickly to transport requests because of the lack of available transport officers. He said that he believed he has found a possible solution in the hiring of a part time transport officer who was until his recent retirement, a captain in the MA department of corrections. He told the Commissioners that this individual is willing to be on call and can respond with a few

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 2, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

minutes to requests for transports. He is also working part-time for Homeland Security but has a very flexible schedule.

Commissioner Pratt then asked the Superintendent what the DOC's policy is for "strip searches". Superintendent Van Wickler said that within the DOC the searches are called "unclothed searches" and are conducted with respect for person being searched. He said that people in DOC under protective custody are not subjected to finger printing, photographing, or unclothed searches. He went on to say that inmates who have contact with outside persons / agencies through work release, outside facility work details, external job search, etc., are subject to unclothed searches upon their return to the facility. The unclothed search is usually part of the return intake procedure which calls for a shower and issuance of DOC inmate clothing and is done using dignified methods for the searches. Approximately 3 – 4 inmates per day are processed from outside activities. He also said that he did not allow spontaneous unclothed searches in the facility.

In response to a question from Commissioner Pratt, Superintendent Van Wickler covered the policy of searches by Correctional Officers of inmates of the opposite sex and the number of female CO's on each shift that conduct searches of the female inmates.

**At 10:58AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss an item that involve the dismissal, promotion, or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting.**

**A request was brought forth to allow S. F. to receive an additional week of FMLA due to medical necessity. A decision was reached and a vote taken not to extend the FMLA for S. F. for the additional week.**

**The Commissioners unanimously voted to return to public session at 11:23AM**

Administrator Wozmak then updated the Commissioners on the status of the Nursing Home Survey being conducted by Premier Health and gave updates on the Blood Farm parcel and correspondence he had received from the city of Keene on the Latchis Theater property regarding its conversion to a parking area for county employee use. The city is proposing offering the county a credit of \$125,000.00 that would be amortized over a five or ten year period for 25 parking spaces that would be created on the current site of the Latchis Theater. The city would take over the management and operation of the parking lot and the lot would stay under city management as long as it remains a parking lot.

A discussion of how the current County parking lots are maintained and other alternatives for the Latchis site were covered with no decisions or recommendations made.

Administrator Wozmak then reviewed the letters to DHHS Commissioner Toumpas and Assistant Commissioner Rollins concerning the hold back of Medicaid funds for un-adjudicated Medicaid cases for residents at the Maplewood Nursing Home. The reply from the Commissioners to the letter received from DHHS will be sent by close of business tomorrow.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 2, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**The weekly manifest was reviewed and Commissioner Patt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes for the week of March 25, 2012 were reviewed with one item amended. Commissioner Zerba moved to accept the minutes as amended and Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

A review of the calendar commenced and it was decided to tentatively set the first quarter budget review for June 4, 2012. Administrator Wozmak will verify the date with members of the Executive Committee before finalizing the meeting date.

**At 11:29AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 9, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, Facilities Director King, MNH Administrator Kindopp, HR Director Hurley, Grant Specialist Desrosiers, Communications Director Crowell, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:40 AM.

Facilities Director King spoke to the quote he had received from Yankee Industrial, who installed the dryers in the MNH laundry, for a device that will fix the overheating dryer problem for \$11,495.00 as compared to the quote from Honeywell for approximately \$58,000.00. The unit quoted is a dryer backpressure controller and lint filter device that Director King is being told by Yankee Industrial will fix the heat build-up problem in the venting ducts and allow all four dryers to run simultaneously. Director King also stated that he will need to replace the existing flexible ducts with rigid ducting at an additional cost of approximately \$6,000.00. The Commissioners sought assurances from Director King that this approach would actually solve the on-going dryer problems and asked if Yankee Industrial would guarantee the unit would work. Director King said that Yankee did guarantee that the unit would work and said that the identical unit has been installed and used by other Yankee customers for the same purpose. After more discussion the Commissioners requested that Director King arrange to visit and see one of the units in actual operation and to make an assessment and final recommendation that expenditure of the funds would fully resolve the problems that the laundry is experiencing.

**Commissioner Zerba made a motion to authorize the acquisition of the Energenics Space Saver Lint Filter unit as recommended by Yankee Industrial and the purchase and installation of ridged ducting to fix the Maplewood Laundry dryer problems for a maximum cost of \$17,000.00, contingent upon the completion of a field installation review and recommendation to proceed from Facilities Director King. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

MNH Administrator Kindopp then presented two award certificates to the Commissioners for their signatures that recognize the actions of two night shift employees, Nancy Krochmal and Chris Plotczyk, who found and responded to a smoldering rag problem that was a result of a laundry dryer malfunction that gave rise to the overheating problems outlined above. The Commissioners reviewed and signed the certificates commending the employees and the prompt actions that were taken to avoid a greater problem.

Administrator Kindopp responded to a question from the Commissioners regarding the falling MNH census. Administrator Kindopp spoke to the current issues being encountered in getting new residents including problems with communication between the local hospitals and area nursing homes. She also addressed the myriad of state and federal rules and regulations that can delay or prevent potential residents being admitted in a timely manner. She went on to say that she currently has three new potential residents being processed and hoped to complete the intake for all three within the week.

The discussion then turned to the overall census in the nursing home and how to increase the number of private pay residents. Administrator Kindopp spoke to the problems of both bringing in

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 9, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

new residents due to problems with CMC's discharge systems and retaining residents. As part of a new effort to begin a low / no cost marketing program that showcases the advantages that Maplewood offers to residents, and with the goal of attracting more private pay residents, a marketing committee has been formed that will build and utilize brand name recognition through local advertising, a website redesign that offers online documents, updates information on a frequent basis, and a new Facebook page that will enable residents, employees, family, friends, and potential residents and employees to look into the MNH community. Online analytical tools have been deployed to monitor, track, record and quantify website change effectiveness.

Project Manager Bouchard then reported the updated Human Resources census numbers for the week.

Sheriff's Department Communications Director Crowell was recognized and presented to the Commissioners a request to move forward with a 2012 Byrne Justice Assistance Grant Program Award for \$7,454.50 for the addition of security cameras and monitoring equipment for the Court House. This project is being awarded to the County of Cheshire and the City of Keene jointly and each will receive \$7,454.50. Director Crowell requested permission to post the notice of equipment bid request by May 15, 2012 and for County Administrator Wozmak to be authorized to sign the MOU Interlocal Agreement between the County of Cheshire and the City of Keene. Director Crowell spoke to her understanding of the 10% grant administration fee that is needed and said that she believes that it will be difficult to acquire the equipment that is needed for the grant amount based on a preliminary quote that she has received.

**After review and discussion Commissioner Zerba moved to authorize Director Crowell to 1.) proceed with the grant and 2.) to authorize County Administrator Wozmak to sign the MOU Interlocal agreement. Commissioner Patt seconded both motions and upon vote the motions passed unanimously.**

Grant Specialist Desrosiers then informed the Commissioners that the County did not make the first round of awards for the \$1.8M health grant that she is seeking but could be funded in subsequent rounds of awards later this year. She will keep the Commissioners informed as events unfold.

County Attorney Heed then joined the meeting telephonically to speak to the nomination request he wished to place before the Commissioners for a new Assistant County Attorney to replace Attorney Jay McCormick who has accepted a new position with the State Attorney General's Office. The Commissioners reviewed the documents supplied by the County Attorney's office and asked Attorney Heed if he was satisfied that he had gotten the best candidate for the job. Attorney Heed said that they have reviewed over 40 applications and had held 20 interviews and M. C. received the best overall ratings of all of the candidates interviewed.

**Commissioner Zerba moved to approve the nomination / appointment of M. C. as an Assistant County Attorney. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 9, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

**The weekly Manifest was reviewed and Commissioner Zerba moved to accept the Manifest as presented. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**The minutes for the week of May 2, 2012 were reviewed and Commissioner Patt moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

A review of the calendar began and the first quarter budget review was set for June 4, 2012 contingent on Administrator Wozmak receiving verification of the date from members of the Executive Committee.

**At 10:37AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 16, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Patt, Commissioner Zerba absent with notice, Administrator Wozmak, Finance Director Trombly, HR Director Hurley, Grant Specialist Desrosiers, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

The Commissioners reviewed the quarterly documents related to the Hemmingway fund that the county receives income from as a beneficiary of the trust setup by the Hemmingway family a number of years ago. Discussion of the past utilization of the funds was discussed and possible future uses were covered.

Grant Specialist Desrosiers presented a grant for the Farmer's Market Promotion Program for \$100,000.00 for a two year period. The grant will develop a marketing program and communications campaign promoting direct farm sales to consumer's at farmers markets, farm stands, and through Community Sustainable Agriculture programs. It will also provide workshops and seminars on marketing and increasing sales for farmers and market managers and will create a program to make CSA Farm shares available to low to medium income families at low to no cost through area nonprofit institutions such as Southwestern Community Services, Head Start, and the Keene YMCA.

Grant Specialist Desrosiers then presented a document for the Commissioners review and approval to nominate Administrator Wozmak as an authorized individual to sign Federal / State grant approvals for police departments seeking to utilize grants funds for the acquisition of portable radios. **Commissioner Pratt moved to authorize Administrator Wozmak to sign these and such similar grants from the local police departments. Commissioner Patt seconded the motion. Upon vote the motion passed with 2 Yea's.**

The Commissioners then reviewed and discussed the weekly census reports.

The issue of the status of the dryers in the laundry area was discussed and the Commissioners questioned if the staff in the laundry area were being impacted by not having all of the dryers online. HR Director Hurley said that the staff was being flexible and the hours required to accomplish the work in laundry were being handled by shifting around working times. Administrator Wozmak mentioned that only about \$40.00 in overtime had been needed thus far in dealing with the breakdown of the dryers. He also said that Director King was out of the office today but would attempt to visit a facility with the equipment installed that is being recommended by Yankee Industrial and report on progress at next week's Commissioner's meeting.

Administrator Wozmak then reported that the operational survey work being conducted by Premiere Health at Maplewood Nursing Home is continuing and he expects that it should be finished in about four weeks after which a full analysis and review will take place.

Project Manager Bouchard reported that preliminary pricing has been received from the surveyor for subdividing the Blood Farm parcel and the information would be submitted to the Executive Committee for their review and consideration.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 16, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

A protracted discussion began regarding the discussion of the County's capital reserve funds for the farm and the repair of the buildings on the farm and the capital reserve fund set aside for farm equipment. Also discussed was the County long range capital improvements project list needs to be updated and reviewed on regular basis. After reviewing current operational needs, it was determined that is no longer efficient or necessary to have two separate farm reserve accounts. **Commissioner Patt moved to combine the Farm equipment and Farm building capital funds into one account. Commissioner Pratt seconded the motion. Upon vote the motion passed with two yea's.**

The Commissioners then were provided an update on status of the Latchis demolition in order to convert it to parking for use during and after the construction of the new Courthouse by Administrator Wozmak. Also discussed was the number of parking spaces that would be gained or lost during the construction of the new Courthouse and the impact it will have on public and employee parking.

**Nonpublic session – At 10:26AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Patt moved to go into nonpublic 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 Pratt, Patt. As a result of the deliberations in nonpublic session, a decision to approve a three week leave of absence for W. G. was made. The Commissioners voted to return to public session at 10:28AM.**

**Nonpublic session – At 10:29 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Pratt and Patt. As a result of the deliberations in nonpublic session, a decision was made to offer L. H. \$17.76 per hour as an LPN based on her years of experience, recommendations and performance reviews. The Commissioners voted to return to public session at 10:33AM.**

The weekly Manifest was reviewed and Commissioner Patt moved to accept the Manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two yea votes.

The minutes for the week of May 2, 2012 were reviewed and Commissioner Patt moved to accept the minutes with amendments. Commissioner Pratt seconded the motion and upon vote the motion passed with two yea votes.

A review of the calendar began and the first quarter budget review was set for June 4, 2012 contingent on Administrator Wozmak receiving verification of the date from members of the Executive Committee.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 16, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

**At 10:37AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 23, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Patt, Commissioner Zerba absent with notice, Administrator Wozmak, Finance Director Trombly, Facilities Director King (telephonically), and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30 AM.

Commissioners Pratt and Patt reviewed the weekly census noting several items on trends in the DOC inmate population.

Administrator Wozmak updated the Commissioners on the status of the Nursing Home Survey and will contact the vendor (Premiere) to ascertain when further findings will be reported.

Project Manager Bouchard provided a spreadsheet that outlined several possible financial scenarios around the disposition of the Latchis Theater. Administrator Wozmak and Bouchard spoke to the data and the sources of the three scenarios. After some discussion it was determined that at least one further scenario needed to be explored and the presentation simplified. Bouchard will extrapolate the data to a fourth scenario and present it to the Commissioners at next week's meeting.

The Commissioners then began a discussion of the Blood farm and possible alternatives to present to the Executive Delegation at the June 4, 2012 meeting so that they can determine whether to consider the possible sale of the Blood farm. A discussion of the various options for either the disposition or retention of the parcel began and it was determined that it was important that the full delegation be able to walk the property and be made aware of the condition of the farm house and possible land and house sale options. Project Manager Bouchard will try to arrange tours before the June 4, 2012 meeting dependent on sorting out scheduling conflicts and weather.

Facilities Director King then joined the meeting telephonically and provided a further update on a repair option for the Maplewood Laundry dryer overheating issue. After speaking with a technician who had dealt with very similar problems at other facilities, the technician is recommending that a vent assist fan that runs at variable speeds based on the number of dryers in simultaneous use coupled with the modification of the existing ducts will solve the overheating problem. A number of questions were asked of Director King about this third possible option and it was decided to have Director King re-contact Honeywell and explore the option of implementing the assist fan option that would cost \$ 6,900.00 vs. the first option present by Honeywell that was priced at approximately \$58,000.00. Director King will report his findings at the next Commissioners meeting.

As a result of further discussion it was recognized that the motion passed to authorize Director King to acquire the lint filter device at the May 9, 2012 meeting needed to be rescinded. **Commissioner Patt moved that the “*motion to authorize the acquisition of the Energenics Space Saver Lint Filter unit as recommended by Yankee Industrial and the purchase and installation of rigid ducting to fix the Maplewood Laundry dryer problems for a maximum cost of \$17,000.00, contingent upon the completion of a field installation review and recommendation to proceed from Facilities Director King*” be rescinded. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea votes.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 23, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

Director King then presented three (3) bid prices for the partial re-paving and repair of the Maplewood parking area and driveway. After extensive discussion it was determined that the low bidder for the project was qualified to complete the work. **Commissioner Pratt moved to award the repair and paving work at Maplewood Nursing Home to the “Stripe it Seal it” company for a total of \$18,878.00. Commissioner Patt seconded the motion and upon vote the motion passed with 2 Yea’s.**

Director King then presented three (3) bids that he had received for the County photocopier leases coming up for renewal. After reviewing the bids prices the Commissioners asked if the bids had a master agreement in place for the rate per copy. Finance Director Trombly and Director King and his staff will meet with the copier supplier OCE to review and report back the results of the discussion next week.

Finance Director Trombly presented an updated copy of the monthly MNH finances for the Commissioners review and comments. The impact on the overall taxes to be raised by the County was discussed and how the multiple income sources are tracked and expenses determined for the MNH resident population was covered at length. The cost of Medicaid to the county and the cost per resident in MNH vs. the cost of the Counties obligation for 50% of the Medicaid costs for the currently enrolled Medicaid population of approximately 300 County residents was discussed.

**The weekly Manifest was reviewed and Commissioner Patt moved to accept the Manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two yea votes.**

**The minutes for the week of May 2, 2012 were reviewed and Commissioner Patt moved to accept the minutes. Commissioner Pratt seconded the motion and upon vote the motion passed with two yea votes.**

**At 11:29AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 6, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Facilities Director King, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:40 AM.

The Commissioners reviewed the weekly census noting trends in the Nursing Home and at the Department of Corrections.

In response to an inquiry from the Commissioners concerning the Nursing Home Survey currently underway, Administrator Wozmak said that he expected the financial projections from Premiere Health Care by the end of the week.

Administrator Wozmak then discussed a letter he had received asking to rent two of the fields at that County farm that are not being used by current lease. A short discussion followed concerning location and condition of the fields, what price and terms were being sought and what the mid and long term use of the fields might be. Administrator Wozmak will contact the person making the inquiry to discuss further.

Director King joined the meeting to report on the MNH dryer repair project. Director King reported that after extensive discussions with Yankee Industrial and Honeywell exploring the best way to remediate the problem with the dryers overheating, he is recommending the purchase of the lint collector at \$11,495.00 and the acquisition of the vent assist fan at \$6,900.00 for a total of \$18,395.00. He is also expecting to have to replace some of the existing duct work and will have a firm price on the duct work sometime next week.

After an extended discussion by the Commissioners and Director King, **Commissioner Zerba made a motion for the sole source purchase approval of \$6,900.00 for assist fan due to the exigent circumstances of the dangerous overheating problem of the MNH laundry dryers. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

Director King then reported that the paving work at MNH has been completed and that he was very pleased with the quality of the work. The striping of the parking lots is underway and should be completed by next week.

Director King then reported that another lighting strike at the pump house at MNH had caused approximately \$10,000.00 to \$15,000.00 of equipment damage and he is working with the insurance carrier to address the issue. It has been determined that the best way to prevent future damage to the electronic monitoring systems is switch the copper wire connections over to optical fiber. This connection runs from the pump house on the hill down to the monitoring equipment at the facilities building on the MNH campus.

Director King then discussed the possible disposal of the 2006 Ford F350 truck at the DOC. He said that the transmission in the truck was gone and he had been approached about selling the truck as-is. An extended discussion started concerning the cost of the repair vs. the value of the truck and what the best course of action was for repair and retention of the truck or its sale. It was decided

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**Cheshire County Commissioners Meeting**  
**Wednesday, June 6, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

that the Commissioners will look at the vehicle when they are at the DOC next week before making any decision.

Director King then told the Commissioners that he is meeting with Honeywell to discuss alternative energy sources for MNH in the next few weeks. Administrator Wozmak spoke to the past investigations of solar and other energy sources that done in an effort to offset electric costs. Director King will report back after the initial discussions and review have been completed.

Administrator Wozmak then brought to the Commissioners attention the uptick in inmate filed FOI and other legal documents demand requests since the installation of the Lexis/Nexis law library at the DOC. Although this was somewhat anticipated, the number of requests and legal document demands are running ahead of what was projected and some of the filings may require referral to legal counsel for disposition. Civil legal resources available to the County if needed were discussed.

An article that appeared in the Keene Sentinel addressing federal and state Medicaid costs was discussed and Finance Director Trombly informed the Commissioners that she had just learned that the County daily reimbursement rate was only increased by \$3.00 a day instead of the expected \$10.00 per day. This will cause an a unbudgeted anticipated shortfall of \$114,000.00 for the remainder of 2012 for the projected revenue for the Nursing Home.

**The weekly Manifest was reviewed and Commissioner Zerba moved to accept the Manifest as presented. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**The minutes for the week of May 23, 2012 were reviewed and Commissioner Patt moved to accept the minutes. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 11:23AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 13, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Administrator Kindopp (Telephonically) and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:31AM.

Administrator Wozmak presented to the Commissioners a modified 5310 grant application that provides door-to-door transportation services for elderly individuals and individuals with disabilities living in the Eastern Monadnock Regional Coordinating Council service area, which includes western Hillsborough County and southwestern Cheshire County. After discussion **Commissioner Zerba moved to accept the modified grant and to authorize the Chairman to sign the "Amendment to Agreement" and to additionally authorize the Clerk to sign the amended 5310 grant "Certificate of Vote". Commissioner Patt seconded the motion, upon vote the motion passed unanimously. Commissioner Pratt then signed the Amendment agreement and Commissioner Patt signed the Certificate of Vote.**

The Commissioners then reviewed the weekly census. After completing the review of the census a discussion arose concerning the resident count at Maplewood nursing home and how that census count reflects on the profit/loss of the facility.

Administrator Wozmak then discussed the Maplewood nursing home survey currently underway by Premier healthcare. Administrator Wozmak said that the draft of the operational report had been received but a complete review of the report still needs to be undertaken.

The Commissioners then addressed the discussion carried over from the previous week concerning the County copiers. Director Trombly informed the Commissioners of the meeting that was held with the copier supplier Oce, and told the Commissioners that the .0043 per copy price will now be extended to all copiers in the County. She went on to say that the rollover of any unused copy count quantity to subsequent months is being discussed and reviewed with Oce.

The Commissioners then took up the discussion of the Ford F350 truck that is assigned to the Department of Corrections. It was first thought that the problem with the truck was a bad transmission however, upon discussion with Director of Maintenance Bruce Beaulieu, it was learned that the frame is rotted and that it has multiple mechanical issues that must be addressed. It was further learned that the truck had been looked at by Emerson's auto repair and it was determined that the truck is not roadworthy. Pending additional information regarding the condition of the vehicle, the matter was tabled.

Superintendent Van Wickler then discussed the outstanding inmate FOI request and provided the Commissioners with an update on the status of both requests.

**The Commissioners then reviewed the weekly manifest and Commissioner Patt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon a voice vote, the motion passed unanimously.**



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 13, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

The minutes of June 6, 2012 were then reviewed and **Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 10:17AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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 seconded by Commissioner Patt and upon vote the motion passed unanimously.**

**As a result of the non-public session, Commissioner Patt made a motion to grant an eight-week unpaid leave of absence to A. S., to approve the leave of absence for E. L. and to approve a leave of absence for A.D. Commissioner Zerba seconded the motion, and upon vote the motion passed unanimously.**

**There being no further nonpublic business to discuss Commissioner Patt moved to exit nonpublic session at 10:22 AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

At 10:27 AM pursuant to RSA 30-B: 12, the semiannual inspection of the Department of Corrections facility began. Superintendent Van Wickler began the physical plant tour in the administration area of the building and proceeding to the training room. Superintendent Van Wickler pointed out that the training room is being used quite frequently by the community including organizations such as the Rotary and Primex. The Commissioners noted the cleanliness of the building and Superintendent Van Wickler stated that through employee suggestions and creative ideas they are now able to use approximately 50% of the cleaning supplies and agents that were used the first year the building was open are still able to keep the facility at high levels of cleanliness.

10:32 AM the Commissioners visited the laundry facility and inspected the propane dryers and the lint collection device in use at the jail. It was noted that this same manufacturer of a device that is being suggested for installation at the Maplewood nursing home to solve an ongoing overheating problem with the dryers.

The Commissioners then inspected the kitchen area and met with the kitchen manager Don Nason. The Commissioners inquired of the Manager Nason whether the initial problems with kitchen equipment were corrected and he assured them that everything seems to be working properly and no further issues have arisen. The Commissioners asked if he was aware of any inmate complaints concerning the food. Manager Nason stated that he was not aware of any current issues or problems. Nason went on to say that he was able to save approximately \$4,300.00 per year by switching from 2% milk to 1% milk and that the switch he made from paper plates to washable plastic plates for use by the staff would save an additional \$2,000.00 per year.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 13, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

At 10:43 AM the Commissioners were escorted into the inmate housing D block and it was noted that the humidity in the room seemed high. It was later learned in a discussion with the maintenance director that a company called Pro Control is addressing this issue.

At 10:51 AM the Commissioners entered the K block housing unit and met with the correctional officer on duty. At 10:56 AM the Commissioners were escorted into a conference room in order to conduct the semiannual inmate and staff interviews.

At 10:58 AM the first inmate was escorted into the interview room. 11:10 AM the interview with the inmate concludes. At 11:15 AM the second inmate to be interviewed enters the interview room. At 11:30AM the interview with the second inmate concluded and they returned to their housing unit. At 11:35AM a Correctional Officer (C. O.) joined the Commissioners in the interview room. At 11:51 AM the first C. O.'s interview concluded and they returned to duty. At 11:55 AM a second C. O. entered the conference room to be interviewed by the Commissioners. At 12:10 PM the interview with the second C. O. concluded and they returned to duty.

At 12:12 PM Commissioner Patt was called away on other business and left the meeting. At 12:20 PM the Commissioners adjourned for lunch.

At 12:40 PM discussions were held with the kitchen manager Nason and facilities maintenance director Beaulieu concerning problems and issues that they were dealing with and or opportunities to improve the facility that they saw. Kitchen manager Nason said that he had hoped to be able to restore the inmate cooking class sometime in the near future after hiring a part-time chef that would free up his time to teach the class. Maintenance director Beaulieu said that overall things were going quite well and that they were now dealing with solving a chiller issue that they had identified some time ago and believed that they were close to resolution.

At 12:50 PM the Commissioners spoke briefly with Mental Health Director Barnes Peterson. At 12:52 PM the Commissioners entered the R housing block to inspect facility.

At 1:08 PM the Commissioners inspected the medical department and met with J. Vanderbilt and A. Ortiz who are licensed alcohol and drug counselors.

At 1:21 PM the Commissioners entered the F housing block that has a census of 19 inmates. At 1:35PM, the Commissioners then returned to the conference room.

**At 1:38 PM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 20, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, HR Manager Hurley.

Commissioner Pratt called the meeting to order at 9:30AM.

The Commissioners then reviewed the weekly census.

Grant Support Specialist Desrosiers spoke to the Commissioners about the Victim-Witness Grant that is a continuation of an existing grant. The grant amount is \$26,500 and this represents approximately 20% of the cost of the county Victim-Witness Program. **Commissioner Zerba moved to authorize the Chairman to execute the grant, seconded by Commissioner Patt, voted unanimously.**

Administrator Wozmak updated the Commissioners on the draft nursing home study that is still being reviewed by staff.

**The Commissioners then reviewed the weekly manifest and Commissioner Patt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon a voice vote, the motion passed unanimously.**

The minutes of June 13, 2012 were then reviewed and **Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

At 10:12 AM the Commissioners adjourned the meeting to discuss union negotiations.

At 10:22, the Commissioners reconvened to discuss the Transitional Housing project that is soon to break ground. CEO of Southwest Community Services William Marcello and SCS Director of Operations Keith Thibault reviewed the land lease with the Commissioners. The Commissioners noted that the lease of the land to SCS for this project had been presented to and approved by the Delegation. **Commissioner Zerba made a motion to authorize the Chairman to execute the land lease with SCS. Seconded by Commissioner Patt, voted unanimously.**

The Commissioners reviewed the Calendar and suggested that at the July 18 meeting, that the three elected officials (Sheriff, Deeds and County Attorney) be invited to discuss the impact of the second quarter budget review.

**At 11:45 Commissioner Zerba made a motion to adjourn. Seconded by Commissioner Patt voted unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 27, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Mental Health Clinician Barnes Peterson, HR Director Hurley, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30AM.

The Commissioners reviewed the weekly census noting trends at Maplewood Nursing Home and the Department of Corrections.

**At 09:35AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was seconded by Commissioner Patt and upon vote the motion passed unanimously.**

**As a result of the non-public session, Commissioner Zerba made a motion to hire B. W. as a nurse for the Department of Corrections on a per diem basis at the rate of \$19.44 per hour. Commissioner Pratt seconded the motion, and upon vote the motion passed unanimously.**

**Commissioner Patt moved to exit nonpublic session at 09:42AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

**At 09:43AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session for the 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. Commissioner Zerba seconded the motion and upon the motion passed unanimously.**

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

**Commissioner Pratt moved to exit nonpublic session at 10:01AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

Administrator Wozmak presented an update on the nursing home operational report saying that the staff is currently reviewing the document noting errors and providing additional data to some areas of the report.

Director Trombly spoke to the State ProShare funds that had been received and to an anticipated revenue shortfall in the Maplewood Assisted Living facility due to changes in Medicaid funding. Director Trombly said that changes are already underway to reduce the shortfall and at present there is only one apartment available.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 27, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

Director Trombly and Administrator Wozmak then spoke of a Medicaid appeal meeting that they had attended for a former resident of the nursing home. Wozmak said that the state is undergoing organizational changes for the appeals process but that it was too early to know what the changes were or how they might affect appeal outcomes.

The weekly manifest was reviewed and Commissioner Patt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

The minutes of June 20, 2012 were then reviewed and Commissioner Patt moved to accept the minutes. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

The Commissioners then reviewed the calendar for July and August and noted changes to be made to the schedule.

At 10:49AM, there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 11, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Finance Director Trombly, Superintendent Van Wickler, HR Director Hurley, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30AM.

Commissioner Pratt recognized Grant Specialist Desrosiers who provided a quarterly update on the Grants program. Desrosiers said that she was seeking a matching grant to replace the aging generator at the water plant at Maplewood and was also investigating a grant that would allow the cupola on the Courthouse to be rebuilt. The structure has not been addressed for many years with structural and cosmetic updates greatly needed. Desrosiers then said that the Victim Witness Coordinator grant has been renewed. The Commissioners asked for details on various elements of the grants and asked for a yearly breakout of grants for the past three years. Desrosiers said that she would provide the data for the next meeting.

The Commissioners then reviewed the weekly census and noted upcoming calendar items for next week's meeting.

**At 09:52AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion, or compensation of a public employee E.M. who has requested a Commissioners Unpaid Leave of Absence; the motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**Commissioner Patt moved to exit nonpublic session at 10:10AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session. As a result of deliberations in non-public session the Commissioners voted to deny the leave extension for E.M., without prejudice, due to the lack of supporting documentation.**

The Commissioners then reviewed the weekly manifest with Commissioner Patt moving to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

**The Commissioners then reviewed the minutes for June 27, 2012 and Commissioner Patt moved to accept the minutes as presented. The motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**At 10:27AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session for the 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. Commissioner Zerba seconded the motion and upon the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 11, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH**

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

**Commissioner Patt moved to exit nonpublic session at 10:34AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

The Commissioners discussed the proposed extension of the current Superior Court Lease in order to have the lease period coincide with the construction timeline of the new courthouse on the Winter Street lot. The extension is for 18 months without any increases in the rental rate. Commissioner Zerba moved to authorize the Chairman to execute the lease extension, seconded by Commissioner Patt. Voted unanimously.

**At 10:42AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 18, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Register of Deeds Hubel, County Attorney Heed, Sheriff Foote, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30AM.

Chairman Pratt thanked elected officials Register Hubel, Attorney Heed, and Sheriff Foote for attending the meeting then provided an overview the current County budget. Chairman Pratt then asked for updates on the status of their departments.

Attorney Heed stated that overall he feels the County Attorney's office is on track and is pretty good shape as it pertains to meeting budget goals. He spoke of the implementation of the new Karpel software case management system and that he is requiring all members of the staff including the attorney's, to learn and use the software. He went on to say that looking forward into 2013 that based on the current case load, the County Attorney's office may see a slight down turn in the overall number of cases next year.

Sheriff Foote then spoke saying that his budget is on track for the year and he provided an overview of the current activities in his department including the recent acquisition of some new cruisers and the wider implementation of the remote access program that allows local police departments to directly connect to the County dispatch communications center. The Sheriff went on to say that he expected that some staff turnover in 2013 citing the lower than competitive pay structure that his department can pay.

Register Hubel said that her department is slightly ahead of budget projections for income and expenses are running slightly behind projections. Looking forward into 2013 she expects revenue to remain relatively flat.

The Commissioners thanked the elected officials for attending the meeting and at 10:10 the officials departed the meeting.

**At 10:13AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion, or compensation of a public employee; the motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**After discussion Commissioner Patt moved to terminate the employment of S. S. effective July 28, 2012. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**Commissioner Patt moved to exit nonpublic session at 10:21AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 18, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH**

The Commissioners then reviewed the weekly census reports.

Administrator Wozmak then provided an update on the Maplewood nursing home survey and stated that he had reminded the consultants that he is expecting to see financial projections based on current and future nursing home industry trends, and Medicare, Medicaid, and societal projections.

Administrator Wozmak then reviewed the status of the Union negotiations and also spoke of the discussions with the Union team.

Susan MacNeil of the AIDS Services for the Monadnock Region (ASMR) located in Gilsum, NH and the Director of the Cleve Jones Wellness House arrived at the meeting at the invitation of the Commissioners. Ms. MacNeil spoke of the settlement of the outstanding lawsuit with the town of Gilsum and reviewed the history of the relationship with town select board. She then reviewed the financial situation that the Wellness house faces and discussed the impact on the towns and the County nursing home if the Wellness house were to close. It was learned that the Wellness House program has no financial impact on the towns it serves. This could change however if the program were to close due to financial difficulties and the residents were returned to the community potentially shifting the costs to the towns and County.

The Commissioners asked Director MacNeil to outline a plan in the event that the Wellness House was forced to close. Director MacNeil will complete a document that outlines the impact on residents, towns, the local medical community, and the County and report back the results to the Commissioners at a future meeting.

**The Commissioners then reviewed the weekly manifests and Commissioner Patt moved to accept the manifests as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

**The Commissioners then reviewed the minutes for June 27, 2012 and Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director Trombly then reviewed the annual letter from the State that portions out non-recovered assets from the State lost and found fund. The County's portion this year was approximately \$12,000.

**At 11:30AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 25, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, MNH Administrator Kindopp, Facilities Director King, Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30AM.

**At 09:31AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion, or compensation of a public employee; the motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**After discussion Commissioner Patt moved to terminate the employment of S. S. effective July 28, 2012. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**Commissioner Patt moved to exit nonpublic session at 09:40AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

The Commissioners then reviewed the weekly census reports.

Administrator Wozmak then reviewed two grants that are available under a fifty-percent match program. One grant would be used to fix the Cupola on the Courthouse and the second to install a backup generator at the water plant at Maplewood Nursing Home. The water plant currently does not have a generator to run the plant in case of a power outage.

Director Trombly then informed the Commissioners of the status of the Pro Share funds to be received from the State.

Director King then presented a chart that shows a decline of approximately 30% in electric usage at Maplewood from May 2009 to May 2012 due to the number of energy saving devices and programs put into place over the past two years.

Director King also discussed the two lightning strikes at the Facilities building at MNH and informed the Commissioners that he was looking into a heating oil pre-pay plan for this coming winter season.

The discussion then turned to the repair / replacement of the Blood farm roof and the options available to replace the slate roof.

The MNH roof repairs were then discussed as well as the plumbing in MNH that needs to be replaced due to age and wear.

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Wednesday, July 25, 2012 9:30 AM  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

Administrator Wozmak mentioned that two gate valves that control water flow for the MNH boilers were recently found to be defective and should be placed on the capital equipment replacement list.

The assist fan for the MNH laundry dryers was reviewed and Director King said that the fan should be installed on July 26<sup>th</sup>.

He then told the Commissioners that the catch basin at the foot of the MNH drive was not working properly. He said that the foot of the driveway needed to be removed, re-graded and repaved to eliminate the on-going pooling of water problem.

**At 11:11AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion, or compensation of a public employee; the motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**After discussion Commissioner Patt moved to grant J. E. an unpaid leave of absence. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**Commissioner Patt moved to exit nonpublic session at 11:18AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

Maplewood Administrator Kindopp then requested that the Commissioners authorize the donation of a stand-up garden located in the Solarium to the Maplewood Auxiliary. She said that this was one of two stand-up gardens at MNH and that they will move the second garden into the Solarium once the current unit has been removed. The Auxiliary will sell or auction the stand-up garden to be donated for the benefit of the residents.

**After some discussion Commissioner Pratt moved to donate the stand-up garden located in the Solarium to the Maplewood Auxiliary to be sold or auctioned for the benefit of the residents. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then asked Administrator Kindopp to provide her thoughts on why the overall census is currently down. She said that it is not just an MNH issue and cited three other nursing homes who are currently experiencing the same problems. She went on to say that some of the issue could be attributed to the State's efforts to focus on more in-home care and some can be attributed to the competition for potential residents among the nursing homes throughout the county.

**The Commissioners then reviewed the weekly manifests and Commissioner Patt moved to accept the manifests as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

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**The Commissioners then reviewed the minutes for July 25, 2012 and Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then discussed the offer by an abutter to rent two fields that are currently not in use on the farm for grazing. After some discussion Administrator Wozmak was authorized to craft a lease that takes into consideration the use, location, and potential improvements of the field. The lease price proposal will be based on the current land lease for the farm but will reflect its different use, current unmanaged state, and the relative inaccessibility.

Project Manager Bouchard then presented a plan to rent the small farm house on MNH nursing home grounds known as the Day Care house for \$400.00 a month, to Bo-Riggs who leases the farm from the County. The rental would start on the first of September 2012.

**Following discussion Commissioner Patt moved to authorize Administrator Wozmak to amend the farm lease for Bo-Riggs to add a rental agreement for \$400.00 a month for the use of the Day Care house. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:50AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 1, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, MNH Administrator Kindopp, Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:33AM.

Grants Specialist Desrosiers presented closeout documentation for the Unity Housing grant that was signed by the Commissioners. She also informed the Commissioners that the BJA grant jointly applied for by the County and the City of Keene has been awarded for \$14,909.00.

The Commissioners then reviewed the weekly census reports. The Commissioners noted that the Maplewood census is quite low this week. Administrator Wozmak commented that he was informed the one of the main sources of residents for Maplewood, Cheshire Medical Center, has closed down the second floor of the hospital because of very low patient levels.

**The Commissioners then reviewed the weekly manifests and Commissioner Patt moved to accept the manifests as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

**The Commissioners then reviewed the minutes for July 25, 2012 and Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then reviewed the status of the Maplewood Nursing home survey and spoke to the updated material received from Marcus & Millichap, a commercial real estate investment services firm, who provided an update to a previous issued market positioning and pricing analysis document on Maplewood.

Administrator Wozmak then addressed the failure of the Courthouse rooftop air conditioning unit last week. He said that the County HVAC vendor Honeywell has been on site is preparing contingency plans.

The Commissioners then reviewed the upcoming 2013 budget planning calendar and discussed operational and logistical options to assist in making the budget process simpler and easier for everyone involved in the annual budget process.

The Commissioners then reviewed the upcoming calendar items and decided to move the Commissioners meeting to the DOC for the week of August 8, 2012 so that some of the Commissioners would have the opportunity to attend the ground breaking ceremony for the Second Chance housing program adjacent to the DOC if they desired.

**At 10:36AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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,**

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**without that person having requested an open meeting; the motion to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

**No decisions were made and no vote was taken during deliberations.**

**Commissioner Patt moved to exit nonpublic session at 10:51AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

Maplewood Administrator Kindopp then requested the authorization to expend \$36,021.05 from the capital equipment budget line that was approved for \$38,000.00 in the 2012 Maplewood budget. The request was for the acquisition of fourteen (14) resident electric bedframes, specialty mattresses, and special outlets required to run the mechanicals on the beds. The units will be purchased from the same source as in previous years to insure that all specifications are met and that the units and parts for the units remain inter-changeable in order to control maintenance costs.

**After discussion Commissioner Patt moved to authorize the purchase of the fourteen (14) electric resident beds, specialty mattresses, and special outlets for \$36,021.05. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:12AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 8, 2012 9:00 AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Patt, Zerba, Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Mental Health Clinician Peterson, Grant Specialist Desrosiers, Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:05AM.

Grants Specialist Desrosiers presented final closeout documentation for the Unity Housing grant that was signed by the Commissioners. She also presented a six (6) month extension of the Second Chance Housing grant that was required to coincide with the construction schedule of the project now underway. **After discussion, Commissioner Patt moved to extend the Second Chance Housing Grant for six months in order to align the termination of the grant with the actual construction schedule. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Grant Specialist Desrosiers also wanted to make the Commissioners aware of a grant given by C&S Wholesale of Keene for food for the Commissioners Cookout to be held later in the day. The Commissioners expressed their thanks to C&S for their generous donation especially in these difficult budget times.

Director Trombly then reviewed the negotiations for the copiers and services that the County currently has under contract with OCE. Director Trombly reported that starting in September and going forward, the County was able to obtain a reduction in copy costs from .007 per copy to .0043 per copy. This will result in an overall cost savings of approximately \$1,773.36 per year for copier leases and usage. Additionally, under the previous plan once the projected copier usage count was exceeded for any individual copier, the cost per copy increased. Under the new plan the excess copy count charges will remain at the .0043 rate resulting in potentially greater savings.

Director Trombly then presented the MS45 document from the State of NH that presents the County's audited financials to the Department of Revenue on the State report form. The Commissioners reviewed the document and signed it for submission.

The Commissioners then reviewed the weekly census reports. The Commissioners noted that the Maplewood census is again low this week and that the Department of Corrections Federal Prisoner holds is also down significantly from earlier in the year.

**At 09:35AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss a matter, concerning 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 to enter a nonpublic session was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt.**

## MINUTES

Cheshire County Commissioners Meeting  
Wednesday, August 8, 2012 9:00 AM  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

**A presentation was given by Superintendent Van Wickler and Mental Health Clinician Peterson, on the current DOC medical staff. A request was put forth to move L. M. from her current LPN nurse position to the Medical Services Coordinator position.**

**After a lengthy review and discussion of current and past staffing within the DOC medical unit, Commissioner Patt made a motion to move L. M. from the LPN nursing position to the Medical Services Coordinator position at the rate of \$21.46 per hour. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**Commissioner Patt moved to exit nonpublic session at 09:50AM. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously and the Commissioners returned to public session.**

**At 09:50AM the Commissioners adjourned the meeting to attend the Second Chance Housing ground breaking ceremony that was held at the entrance to the Department of Corrections facility.**

**At 10:45AM the Meeting reconvened at the conclusion of the Second Chance event.**

The Commissioners then picked up the review of the upcoming 2013 budget planning cycle and discussed further options to make the budget simpler and easier to understand.

Administrator Wozmak then distributed a document from the NH Association of Counties for the 2012 Annual County Government Awards. After discussion it was decided that Commissioner Pratt would represent Cheshire County for these State wide recognition awards for County government employees.

**The Commissioners then reviewed the weekly manifests and Commissioner Patt moved to accept the manifests as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

**The Commissioners then reviewed the minutes for August 1, 2012 and Commissioner Patt moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:30AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 15, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, (Commissioner Patt absent – vacation) Administrator Wozmak, Finance Director Trombly, Facilities Director King (Telephonically), Sheriff's Office Dispatch Director Crowell, Grant Specialist Desrosiers, Steve Roberge and Darrel Covell of the UNH Cooperative Extension Program, Project Manager Bouchard.

Administrator Wozmak and the Commissioners discussed the upcoming Executive Committee and Delegation meeting on August 20, 2012. The agenda items were reviewed in preparation and an information packet was discussed that will be sent to all of the Delegation members in advance of the meeting.

Commissioner Pratt called the meeting to order at 9:57AM.

Grants Specialist Desrosiers updated the Commissioners on the LCHIP grant for the stand-by generator for the water processing plant at the nursing home.

Communications Director Crowell presented the results of the RFP that was published for the Emergency Mobile Command Post grant. It was learned that only one company had responded with a proposal. The Commissioners expressed their concern of awarding a contract based on a single response and asked Director Crowell to re-survey the companies that requested the RFP to better understand why they did not respond with a bid. Director Crowell will contact the companies and report back with her findings at the next meeting.

Administrator Wozmak then updated the Commissioners on the status of the MNH survey.

Roberge and Covell of UNH Cooperative Extension presented to the Commissioners a document for the re-establishment of the Memorandum of Understanding between the University of New Hampshire and Cheshire County for the continuance of the partnership between the parties. This document is renewed every six (6) years. A lengthy discussion started concerning the current funding of the Cooperative Extension and its future with the University as well as the funding received from the County. It was learned that the Cooperative Extension has prepared contingency plans for further cuts in funding and has promised to hold County funding level. The Commissioners expressed concern that if State / UNH funding is cut further that the Counties share will grow disproportionately on a percentage basis even if the actual dollar amount were to remain static. Roberge and Covell will prepare and present a more in-depth financial presentation that addresses the Commissioners concerns and will present their data at a future meeting.

Administrator Wozmak then provided a status update on the Latchis Theater project and discussed its presentation to the Delegation for final review on August 20<sup>th</sup>.

Director King then joined the meeting via telephone and provided updates on the air conditioning units for the Courthouse, the cost of the roof replacement for the Blood farm, and the status of the fan assist unit for the dryers at Maplewood. The Commissioners instructed Director King to immediately pursue all reasonable alternatives to restoring the air conditioning at the Courthouse

**MINUTES**  
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**33 West Street, Keene, NH 03431**

and to provide them updates as new information was obtained. They also asked Director King to investigate other long term cost effective solutions to the bid received from Honeywell for the replacement of the air conditioning units not covered under the current Honeywell maintenance contracts.

**The Commissioners then reviewed the weekly manifests and Commissioner Zerba moved to accept the manifests as presented. The motion was seconded by Commissioner Pratt and upon vote passed unanimously.**

**The Commissioners then reviewed the minutes for August 8, 2012 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census reports.

The Commissioners noted with great sadness the passing of George Pangelinan, a seventeen (17) year employee of the Department of Corrections.

**At 12:03PM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Vice-Chairman Zerba

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 22, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, County Attorney Heed, Sheriff's Office Dispatch Director Crowell, Sheriff's Office Capt. Trevor Croteau, Grant Specialist Desrosiers, Intern Courtney Lewis, Director of Nursing Shelta, Asst. Director of Nursing Wolbert, and Project Manager Bouchard.

Commissioner Pratt called the meeting to order at 9:30AM.

Communications Director Crowell presented the results of her follow-up calls with the vendors who had expressed interest in bidding on the Mobile Command Post RFP but did not submit a bid. One vendor does not build custom structures on mobile frames, another smaller company determined that they could not meet the specifications of the RFP, and third firm was simply "too busy" to submit a bid.

**After much discussion, Commissioner Zerba moved to authorize and accept the sole bid for the Mobile Command Post for \$236,998.00 (funded by a Homeland Security grant totaling \$271,003.00) from Nomad Global Communications Solutions of Columbia Falls, Montana. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

Capt. Croteau then presented to the Commissioners a request for the authorization to expend \$17,000.00 in grant monies received from the Underage Drinking Enforcement Laws (UDEL) grant awarded by the State. The primary use of the funds will be to provide over-time cost off-sets for Police Departments that participate in the enforcement program.

**Commissioner Zerba moved to accept and expend \$17,000.00 in grant monies received from the State for the purpose of enforcement of Underage Drinking laws throughout the County. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Grant Specialist Desrosiers introduced intern Courtney Lewis who provided the Commissioners with an overview of the project that she spearheaded to ascertain the interrelationships of various member organizations involved in local food production and distribution planning. One of the purposes of the study was to consider the alternative use of the old DOC building in Westmoreland as a local food processing hub.

The Commissioners asked a number of questions concerning the study results and commended Ms. Lewis for her excellent work on moving the project forward.

Grant Specialist Desrosiers then presented a grant for a 50% match for a backup generator to be installed at the Maplewood Nursing home water plant. The grant is for up to \$20,000.00.

**After review and discussion, Commissioner Patt moved to authorize the submission of the grant for \$20,000.00 that will be a 50% match for acquisition of a backup generator for the water treatment plant in Westmoreland. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

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**Cheshire County Commissioners Meeting**  
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Grants Specialist Desrosiers then informed the Commissioners that a grant from the State that funds the Regional Prosecutors office for \$22,000.00 will not be awarded next year. She went on to say that she is searching for a replacement grant but that funding for programs like the Regional Prosecutor program has dried up in the last two years.

Attorney Heed then overviewed some of the possible alternatives for continuing the program including adding at least one new town to program. A number of financial alternatives were discussed and it was decided that Attorney Heed will meet with towns in the program to review the alternatives and to solicit feedback.

Finance Director Trombly provided a financial snapshot that shows the total number of cases projected for 2013 based on the current run rate of 2012 cases results in a total of approximately 890 cases at an average cost of \$260.00 per case. (Total case load / total program cost)

The Commissioners then reviewed the weekly census reports.

Director of Nursing Shelta and Asst. Director of Nursing Wolbert then presented to the Commissioners a request to hire LPN nurse S.M. at a rate of \$18.20 per hour based on over thirty (30) years of experience with eleven (11) years in long term care.

The Commissioners reviewed S. M.'s resume in detail and asked a number of questions concerning duties and responsibilities for the position. **Commissioner Patt moved to authorize the hiring of S. M. as an LPN at Maplewood Nursing home for \$18.20 per hour based on her experience and training. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then updated the Commissioners on the status of the MNH survey and noted that the census of the nursing has been falling since earlier in this year. An extended discussion on the nursing home census and the probable reasons for the declining census ensued. Various alternatives were discussed to moderate expenses. The effect that the census will have on the Pro Share funds received from the State was discussed and it was suggested that a declining census will greatly reduce the Pro Share funds received by the County in 2013.

Administrator Wozmak stated that the staff is looking at a number of options to moderate nursing home costs and is examining many possible alternatives to bring the nursing home revenue and expenses back into a non-deficit alignment.

**The Commissioners then reviewed the weekly manifests and Commissioner Zerba moved to accept the manifests as presented. The motion was seconded by Commissioner Pratt and upon vote passed unanimously.**

**MINUTES**

**Cheshire County Commissioners Meeting  
Wednesday, August 22, 2012 9:30 AM  
Administration Building  
33 West Street, Keene, NH 03431**

**The Commissioners then reviewed the minutes for August 15, 2012 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 11:27AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 29, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Zerba, Patt, MNH Administrator Kindopp, Facilities Director King, Grant Specialist Desrosiers, Steve Roberge and Jim Grady of Cooperative Extension, and Project Manager Bouchard.

At 09:30AM the Commissioners convened in the lobby area of the entrance to the nursing home to view a new carved sign that indicates the main entrance to Maplewood and is mounted on the exterior of the building above the cornerstone. The sign was made possible through a gift from the Estate of Robert Germain Madore, and was designed and handcrafted by local area artisan Gary Cota.

The Commissioner then took a short tour to the second floor of the nursing home to examine two (2) resident rooms. Administrator Kindopp explained the needed repairs and upgrades that will be required in near future to the resident living spaces and changes to make the rooms more attractive and usable were discussed at length. The Commissioners also viewed the tub / shower rooms and Administrator Kindopp explained how new lift equipment is utilized to make the residents feel safe and secure while using the tub and shower facilities. The use of the equipment has also greatly decreased lift injuries among the attending staff.

At 09:57AM the Commissioners returned to the assisted living wing conference room to begin the public session of the meeting.

Commissioner Pratt recognized Jim Grady and Steve Roberge of the Cooperative Extension who were invited to the meeting to provide further details on their previous presentation of the requested renewal of the MOU between UNH Cooperative Extension and the County. The Commissioners were provided a number of charts and graphs that laid out snapshots of the last twenty-five (25) years of the program and detailed the costs over that period. The data provided was reviewed in-depth by Commissioners and numerous questions were posed about past and projected program costs from both a percentage and actual dollar cost basis.

Commissioner Pratt asked that since the MOU is for a six (6) year period the Commissioners required assurances that if the MOU is re-signed it would not commit the County to continue the program funding in future years at any set dollar amount or fixed percentage of program costs. Jim Grady replied "that is correct". He went on to say that each County can determine how much they wish to participate in the program and costs are adjusted based on participation.

At the conclusion of the discussions **Commissioner Zerba moved to authorize the Chair to sign the MOU between UNH Cooperative Extension Service and the County based on the understanding that it would not commit the County to continue the program funding in future years at any set dollar amount or fixed percentage of program costs. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Grants Specialist Desrosiers then presented the Commissioners with a grant opportunity from Stonyfield Farm for \$10,261.00 that would provide additional hours for the planning of the Monadnock Food Community Connection project.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

After discussion of the project **Commissioner Patt moved to authorize Grant Specialist Desrosiers to submit the grant for consideration. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

Desrosiers then provided the Commissioners an update on the overall grants program that now has \$3,137,423 under County management.

Facilities Director King then presented the Commissioners with updates on projects that are in progress.

For the roof work needed at MNH, Director King said that he will prepare an RFP that covers multiple repair/replacement options.

Director King also discussed the results of his investigation into fuel pre-buy programs for number #4 and number #2 fuels and for Propane for the coming heating season. King said that based on the cost of the pre-buy for number #4 fuels it would not be economical to pre-buy as the price being quoted is \$136.66 per barrel. He said that the price for number #2 fuel is \$3.3975 per gallon and is probably a good number to lock in on. Lastly, he said that the price quoted for propane pre-buy is \$1.79 per gallon.

The Commissioners then discussed that if the County enters into pre-buy fuel programs, could the County employees also participate to be able to buy fuel for their homes. Project Manager Bouchard will investigate how this would work and report back to the Commissioners at a future meeting.

Director King also said that he was discussing the deployment of alternative energy sources for MNH including solar panels mounted on the roof of the nursing home and wood chip or pellet boiler to replace the aging oil fired units now in use. He will report the results of his findings at a future Commissioners meeting.

The Commissioners then reviewed the weekly census reports.

A discussion of how to effectively market the nursing home to the towns in the County to assist in increasing the census began. Commissioner Pratt asked for brochures that he could provide to the select boards that speak to the quality of the care provided at the County nursing home. Administrator Kindopp provided the requested brochures and Commissioner Pratt will arrange a meeting with some of the select boards in the coming weeks. A discussion of an expanded marketing budget for 2013 for the nursing home began and Administrator Kindopp will compile a marketing plan for presentation to the Commissioners.

Commissioner Patt then asked if the staffing at MNH has been reduced because of the reduced census. Administrator Kindopp said that overall staffing costs were being reduced and that they were "staffing to census" as efficiently and cost effectively as possible and the management team was keenly aware of keeping staff costs in line with the fluctuating census.

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Commissioner Pratt then returned to the discussion of the upgrade of the resident rooms. Administrator Kindopp presented income projections for the conversion of two (2) double rooms to two (2) upgraded single rooms. The initial projections indicate an increase of approximately \$10,000 per year in income for the upgraded spaces. The Commissioners asked Administrator Kindopp to draw up a budget for the upgrade and conversion of two (2) double rooms over to two (2) single rooms to ascertain if the ROI (return on investment) could be justified.

**The Commissioners then reviewed the weekly manifests and Commissioner Patt moved to accept the manifests as presented. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

**The Commissioners then reviewed the minutes for August 22, 2012 and Commissioner Patt moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:55AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 5, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, and Project Manager Bouchard.

09:30AM Commissioner Pratt called the meeting to order. The Chair recognized Grant Specialist Desrosiers who presented an overview of a matching state LCHIP grant to fix serious building deterioration issues at the entrance of the 1858 portion of the Courthouse. The County and the State would each contribute \$19,750.00 for total of \$39,500.00 for the purpose of repairing failing masonry, repairing the front entrance steps, and fixing one of the barrel arches over the portico. She went on to say that part of the grant would also allow for conducting a survey of the building to determine the work needed to stabilize the building to prevent further deterioration as the old portion of the Courthouse is on the National Historic building roster. After questioning by the Commissioners, **Commissioner Zerba moved to authorize Grant Specialist Desrosiers to submit the grant for the purpose of beginning necessary repair/restoration work on the Courthouse. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census reports in detail noting the slightly improved census at the nursing home.

Administrator Wozmak presented the Commissioners work-in-progress charts and graphs and spoke to an overview of analytical work done by Finance Director Trombly that shows the widening expense/income ratios for the nursing home over the previous twenty (20) years. An extended discussion began over the function and purpose of the nursing home in the marketplace and ways to reduce the deficit of the nursing were discussed at length. Administrator Wozmak spoke to the study currently underway from Premier Health Consultants and other data being assembled that will show the steady decline in State funding over the years and resulting widening deficit gap that has resulted. Administrator Wozmak said that creative solutions to these difficult choices need to be found if the mission of providing a safety net for the neediest of county residents is to continue.

The Commissioners then turned to the topic of the need for a formal capital expenditure presentation format for County projects. Each department currently provides data for capital projects in different ways and the Commissioners are looking for standardization of formats and presentation. The use of an executive summary page with copies of the bids submitted and a copy of the RFP were discussed as a possible format for the presentation. Administrator Wozmak will work with the departments heads to establish and standardize the formats.

**The Commissioners then reviewed the minutes for August 29, 2012 and Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the weekly manifests and Commissioner Zerba moved to accept the manifests as presented. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

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**Administration Building**  
**33 West Street, Keene, NH 03431**

A discussion of the Regional Prosecutors program that is funded in part by a \$22,000.00 grant and in part by town contributions began. It was learned that the \$22,000.00 grant that helped fund the program in the current year will not be renewed and the full cost of the program will be supported by the participating towns. It was reported that another town in the County may be interested in joining the program. Statistics for the towns currently in the program were reviewed for the past two years and Director Trombly provided and reviewed a summary sheet that breaks down program cost and case numbers for each participating town. Attorney Heed will be hosting a meeting at the Grand Jury room on September 27<sup>th</sup> to review and discuss the program and the funding needs with the participating towns.

**At 11:12AM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 12, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, Facilities Director King, DOC Superintendent Van Wickler, and Project Manager Bouchard.

09:30AM Commissioner Pratt called the meeting to order. The Chair recognized Project Manager Bouchard who presented to the Commissioners the list of bidders for the demolition of the Latchis Theater. Bouchard and Administrator Wozmak reviewed the bids and provided details on the meetings with the final three bidders. After answering a number of questions concerning the bidders, their cost and their approach to the project, Bouchard and Administrator Wozmak recommended that the bid be awarded to Jay-Mor Enterprises of 505 Bridge Street, Pelham, NH for the bid price of \$109,000.00. It was noted that Jay-Mor was not the lowest bidder but it was the opinion of Bouchard and Administrator Wozmak that Jay-Mor's bid was the most comprehensive bid in scope and detail for the project and fully met the requirements of the RFP. Unlike the other bids received, the Jay-Mor bid included engaging the services of a professional structural engineer who will review the joint/common wall between the County property and the abutter's building. The engineer will produce a stamped plan that will provide for the safe separation of the two buildings. Jay-Mor will also dismantle the upper story common wall with hand tools to prevent unintended damage to the common wall and surrounding structures, and will engage a company to perform a pre-demolition survey to be conducted by a licensed professional engineer to survey all existing conditions of the abutting property which is attached to the Latchis Theater. **Commissioner Patt moved to award the contract for the demolition of the Latchis Theater at 0 Lamson Street, Keene, NH to Jay-Mor Enterprises of 505 Bridge Street, Pelham, NH for the bid price of \$109,000.00. Commissioner Zerba seconded the motion, and upon vote the motion passed unanimously.**

Finance Director Trombly then reviewed the second half of 2012 Tax Anticipated Notes (TAN) borrowing that the County goes out to bid for each year. The lowest bid received was from TD Bank at 1.24% for \$6,000,000.00. This combined with the first half loan rate of .45% on \$13,000,000.00 results in a weighted average rate of .63%. **Commissioner Patt moved to accept the TD Bank loan rate of 1.24% for the second TAN financing for 2012 and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

The Commissioners then discussed the status of the Maplewood Nursing home study currently underway and Administrator Wozmak brought the Commissioners up to date on the draft report.

The Commissioners then reviewed the weekly census reports noting the improved census at the nursing home in the Federal Inmates population at the Department of Corrections.

Director King then reviewed the bids received for the replacement of the Blood farm roof in Westmoreland. Following a discussion concerning the original RFP and a review of the historic nature of the building, it was decided that all current bids will be rejected and a new RFP will be prepared that better reflects possible roofing options that take into account cost and the use of period correct historic materials. Director King will prepare and publish a new RFP next week.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 12, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

The Commissioners then reviewed the weekly manifests and **Commissioner Zerba moved to accept the manifests as presented. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

The Commissioners then reviewed the minutes for September 05, 2012 and **Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director King then apprised the Commissioners on the status of MNH roof project; his investigations into solar and bio-mass heating options for the nursing home, and a request to dispose of plow truck currently housed at DOC that has a frame that has rusted completely through and is not repairable. The truck is not able to pass inspection in its present state. A new frame could not be economically justified given the cost of the frame and labor install. Given the age, the overall condition, and the fact that the vehicle also has a bad transmission, it would be difficult if not impossible to recoup the investment necessary to repair the vehicle. Director King is recommending the sale of the vehicle for scrap. After discussion Director authorized to obtain a junk bid for the vehicle.

Superintendent Van Wickler then provided the Commissioners an overview of the status of the facility and discussed staffing and food costs. Superintendent Van Wickler invited the Commissioners to meet with the Correctional Officers to express their support for the difficult job they all have, frequently under dangerous circumstances. The Commissioners agreed to meet with the Correctional Officers on September 19 and moved the weekly Commissioners to DOC to accommodate the meeting with the CO's.

**At 12:27PM, there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 19, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Facilities Director King, DOC Superintendent Van Wickler, and Project Manager Bouchard.

09:38AM Commissioner Pratt called the meeting to order. The Chair recognized Grant Specialist Desrosiers who presented three (3) grants to the Commissioners.

The first grant was an administrative extension for the Second Chance housing project now underway at 825 Marlboro Street. After discussion the administrative extension was signed by the Commissioner Pratt.

The second grant is an application for the Monadnock Medical Reserve Corp was in two (2) parts. The first part is a non-competitive grant for \$5,000.00 for ongoing training of the Medical Reserve Corp. The second part is a competitive grant for \$9,550.00 for the development and support of a program to care for household pets in the event of disasters. This grant stems from the problems with abandoned pets and / or missing owners that were first identified during the Hurricane Katrina disaster in 2005. Since that time the problem of abandoned and homeless animals during natural disasters has been seen multiple times including during the floods of Cheshire County in the fall of 2005. Animal care plans have now been incorporated into national level disaster response plans.

**Commissioner Zerba moved to accept the non-competitive grant for \$5,000.00 for the benefit of the Monadnock Medical Reserve Corp. Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

**Commissioners Patt moved to authorize the submission of a grant request for \$9,550.00 for Monadnock Medical Reserve Corp to fund a program to care for household pets in the event of a disaster. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The third grant that was presented was for the NH Preservation Alliance for a complete building assessment of the historic portion of the County Courthouse in the amount of \$4,500.00. The Commissioners asked questions concerning the overall assessment process and cost and **Commissioner Zerba moved to authorize the submission of the grant. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the census figures for the week.

Superintendent Van Wickler then provided the Commissioners with updates on the inmate population and other facilities related mechanical issues.

The Commissioners then turned to Director King for a discussion of the Blood farm roof inquiring about the status of the RFP. Director King shared the RFP that was prepared and stated that the ad will be run in the Saturday edition of the Sentinel.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 19, 2012 9:30 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

The Commissioners then asked for an update of the capital expenses list for 2012. This will be prepared and presented at the next Commissioners meeting.

The Commissioners then reviewed the weekly manifests and **Commissioner Zerba moved to accept the manifests as presented. The motion was seconded by Commissioner Patt and upon vote passed unanimously.**

The Commissioners then reviewed the minutes for September 12, 2012 and **Commissioner Patt moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director King then apprised the Commissioners on the status of the RFP for the Courthouse rooftop air conditioning unit and supplied updates on the RFP's for County rubbish removal, the new transfer switch for MNH, and the discussions underway concerning the roof at MNH.

Director King then stated that he had received a bid single bid for \$1,000.00 on truck at DOC that has a rotten through frame and bad transmission from Dave Automotive in Marlborough, NH. Dave's Automotive is an auto parts recycler and will scrap the truck. **After discussion Commissioner Zebra moved to accept the \$1,000.00 bid for the truck from Dave's Automotive, 42 Roxbury Road, Marlborough, NH 03455. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Director King then discussed a quote he had received for cleaning the duct work at MNH and stated that it was needed as the ducts have not been cleaned in a number of years. The quote was for over \$112,000.00 and Director King said that given the cost he may have to break-up the cleaning schedule over a multiple years if he is authorized to proceed. He said that the projected costs would be requested in the 2013 budget.

**At 11:06AM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 26, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, MNH Director of Nursing Sheltra, Facilities Director King, DOC ` ` Project Manager Bouchard.

09:30AM Commissioner Pratt called the meeting to order.

**At 09:31AM pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Zerba seconded the motion and upon voice vote the motion was approved unanimously.**

**As a result of deliberations in non-public session: No decisions were made and no vote taken.**

**At 10:24AM Commissioner Patt moved to return to public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Superintendent Van Wickler then provided the Commissioners with an update on the federal inmates and the potential housing and transportation of the inmates from Immigration and Customs Enforcement (ICE) agency.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Zerba moved to approve the manifests. Commissioner Patt seconded the motion and upon vote the motion was approved unanimously.**

Director of Facilities King then provided the Commissioners with updated information on the acquisition and installation of the rooftop air conditioning unit for the Court House to replace the 20+ year old failed unit.

**After discussion it was determined that Honeywell presented the lowest overall bid that meets all criteria of the RFP. Commissioner Patt moved to award the contract for the acquisition and installation of the new rooftop air conditioning unit for the Court House to Honeywell for \$89,206.00. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director Trombly then presented the Commissioners with an updated capital expense list for the 2012 budget year and gave an overview of the status of the items that had been approved for acquisition.

Administrator Wozmak updated the Commissioners on the status of the demolition of the Latchis Theater and the new Court house projects.

**Commissioner Patt then moved to approve the minutes of September 26, 2012 as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

## MINUTES

Cheshire County Commissioners Meeting  
Wednesday, September 26, 2012 9:30 AM  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH 03467

**At 11:11 pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Pratt 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; Commissioner Zerba seconded the motion and upon voice vote the motion was approved unanimously.**

Administrator Kindopp then presented a request from B. M. to be granted an additional eight (8) week extension to the unpaid LOA that started on June 25, 2012 and ended September 18, 2012. After an extended discussion **Commissioner Patt moved to grant B. M. an additional two (2) weeks LOA contingent upon B. M. providing the information that has been requested from the M. D. not later than 10:30AM on October 3, 2012. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:33AM Commissioner Patt moved to return to public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Kindopp the reviewed the capital acquisition list for MNH with the Commissioners and discussed the progress and outstanding items to be completed before the end of the year.

**At 11:41AM pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Zerba moved to go into non-public session to discuss to discuss the hiring of any person as a public employee. Commissioner Patt seconded the motion and upon voice vote the motion was approved unanimously.**

Director of Nursing Sheltra requested permission to hire T. M. as an LPN to fill an existing FTE position at the rate of \$24.15 per hour based on seventeen years of experience as a nurse. **After reviewing the hiring documentation and an extended discussion of the candidate's skills, experience, and duties, Commissioner Patt moved to offer employment to T. M. as an LPN at the rate of \$24.15 per hour. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**At 11:44 Commissioner Patt moved to return to public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the upcoming budget planning session scheduled to begin on October 3, 2012. The Commissioners elected to change the schedule of the order of the budget reviews and the affected departments will notified of the new times for their presentations.

**At 12:17AM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 3, 2012 9:00 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp (both in person and telephonically), DOC Superintendent Van Wickler, DOC Medical Coordinator Mullins, Mental Health Clinician Peterson, IT Director Hummel, Register of Deeds Hubel, Sheriff Department Director of Communications Crowell, Alternative Sentencing Director Potter, and Project Manager Bouchard.

09:01AM Commissioner Pratt called the meeting to order and recognized DOC Superintendent Van Wickler, DOC Medical Coordinator Mullins, and Mental Health Clinician Peterson who requested a non-public session to discuss the hiring of personnel.

**At 09:03AM pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Zerba seconded the motion and upon voice vote the motion was approved unanimously.**

**As a result of deliberations in non-public session a request to hire C. C. as per diem nurse at DOC at the rate of \$21.99 per hour was approved.**

**At 09:06AM Commissioner Pratt moved to return to public session. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then began the 2013 departmental budget review process.

IT Director Hummel presented a number of requests that were vetted by the Commissioners and after an extended question and answer period the Commissioners requested that Director Hummel return with an overview presentation that more easily explains the scope of the changes that are being sought and the impact on the IT department budget in the near and longer term.

Register of Deeds Hubel presented her budget request for 2013 and answered questions from the Commissioners concerning her views on the strength of the real estate market in the County that provides the income to the department. Register Hubel noted that the department is running out of space in its present location.

Finance Director Trombly then reviewed the budget for the Finance Department and reported no major changes with the exception of the administrative transfer of the Grant Specialist position from Finance to the Commissioners Department. This will not have any financial impact on the overall budget.

Alternative Sentencing Director Potter then reviewed his budget numbers and presented no changes to the previous year's budget request.

Director Trombly presented the Delegation budget numbers with the net result of having one less member on the delegation due to the statewide district redistribution plan put into effect for the 2013 election cycle.

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, October 3, 2012 9:00 AM  
Administration Building  
33 West Street, Keene, NH 03431

Director Trombly and Administrator Wozmak then reviewed the Commissioners, Treasurer, Health Benefits, Medicaid, Safety, and Public Health budget requests. The Health Benefits budget request is for a five percent increase due to rising costs and the rest of the budget areas are level funded from the previous year.

The Commissioners then reviewed the weekly census.

Administrator Wozmak then provided an update on the Nursing Home study and a short discussion of the structure of the final document ensued.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Zerba moved to approve the manifests. Commissioner Patt seconded the motion and upon vote the motion was approved unanimously.**

**Commissioner Patt then moved to approve the minutes of September 26, 2012 as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Sheriff Department Crowell was recognized by the Chair and requested a non-public session to discussing the hiring of employee(s).

**At 11:23 pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Zerba seconded the motion and upon voice vote the motion was approved unanimously.**

**As a result of deliberations in non-public session no decision was made and no vote was taken.**

**At 11:51AM Commissioner Patt moved to return to public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Kindopp was then contacted telephonically to discuss a personnel matter.

**At 11:53AM pursuant to RSA 91-A (II) (a), (b) and (c) Commissioner Zerba moved to go into non-public session the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioner Patt seconded the motion and upon voice vote the motion was approved unanimously.**

**As a result of deliberations in non-public session the requested LOA extension by B. M. for an approximate eight (8) to twelve (12) week's additional LOA time to be added to the previously approved eight (8) week LOA was denied.**

**At 11:57 Commissioner Pratt moved to return to public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 3, 2012 9:00 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**At 11:59AM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 10, 2012 9:00 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Zerba, Administrator Wozmak, Finance Director Trombly, DOC Superintendent Van Wickler, DOC Medical Coordinator Mullins, Maintenance Director Beaulieu, Sheriff Foote, Captain Croteau, Sheriff Department Director of Communications Crowell, and Project Manager Bouchard.

09:03AM Commissioner Pratt called the meeting to order and recognized Superintendent Van Wickler. Superintendent Van Wickler spoke to an agreement reached with Fitz Vogt for DOC to purchase food products directly from Hood instead using the Fitz Vogt provided vendor HPC. The yearly savings for DOC could amount to approximately \$28,000.00. The Commissioners then reviewed the budget line items asked extensive questions on variances from the previous 2012 budget. After a lengthy review, the Commissioners commended the DOC personnel on the completeness and details of their budget presentation.

Sheriff Foote, Captain Croteau, and Director Crowell were then recognized and presented the 2013 budget request from the Sheriff Department / Dispatch Center. The Sheriff reviewed the 2013 budget requests and the Commissioners asked a number of questions concerning staffing patterns, benefits, and the cost of new vehicles. A new item to be added to the Sheriff's department line items will be legal expenses. Director Crowell discussed the Dispatch Center line items and reviewed radio costs, training, applicant testing, and equipment updates. The Commissioners spent time reviewing the current and projected over-time request and discussed ways to lower the overtime budget.

**Captain Croteau then asked for the Commissioners approval to accept a grant for \$4, 050.00 for highway safety that will pay for salary and benefits costs to run highway safety programs throughout the year. Commissioner Pratt moved to authorize the grant and Commissioner Zerba seconded the motion. Upon vote the motion passed with two (2) Yeas'.**

The DOC management and medical staff then returned to provide further details on equipment requested in the 2013 budget. Items discussed were an EKG for the doctors who work in the medical department, and a sterilizer for medical instruments. Also discussed were armored vests for the armed transport team and the replacement of ten (10) radios for the Correctional Officers use.

The Commissioners then reviewed the County Attorney's budget, the Alternative Sentencing department, and the Medical Examiner. Administrator Wozmak and Director Trombly answered questions from the Commissioners concerning each department.

The Commissioners then reviewed the weekly census.

Administrator Wozmak then provided an update on the Latchis Theater demolition progress and discussed the creation of the parking area on the buildings footprint.

Director Trombly then provided a high level review of the County medical plan and discussed medical claims, claim limits, reinsurance and overall plan costs. The County's self-insured plan has been tightly managed over the years and it is considered to be a very well-run program as measured against internal

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 10, 2012 9:00 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

costs and compared to commercial medical plans.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Zerba moved to approve the manifests. Commissioner Pratt seconded the motion and upon vote the motion was approved unanimously.**

**Commissioner Zerba then moved to approve the minutes of October 10, 2012. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed and discussed the County portion of the Courthouse development plan and Administrator Wozmak addressed a number of questions concerning cost and terms and conditions of the agreement. Commissioner Zerba moved to accept the development agreement as presented and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yeas'.**

**At 12:02PM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 17, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Zerba, Administrator Wozmak, Finance Director Trombly, DOC Superintendent Van Wickler, Medical Services Clinician Peterson, Facilities Director King, Grant Specialist Desrosiers, IT Director Hummel, and Project Manager Bouchard.

09:30AM Grant Specialist Desrosiers presented a Residential Substance Abuse Treatment (RSAT) grant request for a twenty (20) hour Licensed Alcohol and Drug Abuse Counselor (LADAC) position at the DOC. Through discussion it was learned that approximately seventy-five percent (75%) of the inmate at the jail have some form of alcohol and/or drug addiction problem. It was also learned that the current LADAC position cannot be funded with this grant due to Federal rules against supplanting. Because the grant requires a twenty-five percent (25%) partial match for the position Superintendent Van Wickler stated that approximately \$4,350.00 will come from the inmate canteen fund. The purpose of the grant will be to establish an intensive recovery services program that will be offered on a weekly basis and include a larger number of inmates than can presently be accommodated.

**After an extended discussion Commissioner Zerba moved to authorize the submission of the grant with the caveat that the person hired for the position be aware that the position is fully contingent on grant funds and that the position will be eliminated if grant funding terminates. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

IT Director Hummel then provided a recap of his previous budget presentation and reviewed vendor costs, service contracts, data and phone network equipment and operational costs, and capital budget items. Because of the technical and financial complexity of a number of the topics being discussed, Commissioners Patt offered to work with Director Hummel to try to simplify the technical aspects of the presentation and to craft and present an ROI analysis of the large number of changes being proposed.

Facilities Director King then reviewed the re-new bids for the Blood farm roof replacement and reported he had only received two (2) bids for this round one of RFP requests, one for \$25,480.00 and a second for \$14,780.00. After discussion Director King was asked to check into the company offering the \$14K bid to insure that the company completely understands the scope of the work and the RFP requirements and that they have a good customer references.

Director King then reviewed the current county rubbish contract pricing received from Monadnock Disposal Services and Waste Management. The County presently uses Waste Management at all of the facilities except the Department of Corrections that is serviced by Monadnock Disposal. Director King also stated that under the current contract Waste Management has the right to match any competing bid. He will contact both vendors and report back with final options.

Grant Specialist Desrosiers then provided the Commissioners with a quarterly grant update and discussed the grant administration fees and growing number of reporting requirements. A discussion on the priorities of external vs. internal grants started and Desrosiers then reviewed the currently pending grant request for a generator for the Maplewood water treatment system.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 17, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

Project Manager Bouchard then provided a short update on the demolition of the Latchis Theater building and reported that good progress was being made.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Zerba moved to approve the manifests. Commissioner Patt seconded the motion and upon vote the motion was approved unanimously.**

**Commissioner Zerba then moved to approve the minutes of October 10, 2012. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 11:21PM, there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 24, 2012 9:00 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt and Zerba, Administrator Wozmak, Finance Director Trombly, Nursing Home Administrator Kindopp, Director of Nursing Sheltra, Facilities Director King, Director of Human Resources Hurley, and Project Manager Bouchard.

09:08 The Assisted Living budget was presented by Director Trombly and Administrator Wozmak and the Commissioners asked a number of questions concerning the escalating heating fuel costs. Also discussed was that the on-call time for Assisted Living will now be split across a number of staff RN's instead of having Assisted Living Director Miffek being on call 24X7.

The Human Resources budget was then reviewed and Director Hurley answered a number of questions concerning departmental staffing and crossing training with the County Safety Officer for Workers Compensation issues.

Administrator Kindopp then presented the Maplewood Nursing Home budget and discussed a number of changes being requested including the addition of a line item for legal costs to be added to the MNH budget. This is being requested to for the cost associated with an increasing number of cases where the County has become the legal guardian for some residents and also where the County has by necessity become the administrator of resident estates. The bulk of these cases are for the collection of monies owed to the Nursing home for care and services where the resident passes away before the nursing home is reimbursed by Medicaid, Medicare, or the family/estate.

Administrator Kindopp discussed a web based quality improvement tool she hopes to implement and an overall reduction in the Full-Time Equivalent (FTE) staffing count that is being recommended due to a lower average census at the nursing home.

A discussion of a trend in the nursing marketplace of fewer LPN's. Professional development trends and hiring patterns in acute care show an increasing interest in training and hiring Registered Nurses rather than Licensed Practical Nurses. Traditionally in long-term care settings, LPN's have formed the backbone of nursing staff with RN's filling supervisory roles. Gradually, our LPN positions have been filled with RN's due to the shortage in the LPN market. Administrator Kindopp and Nursing Director Sheltra reported that there is an overall trend in the nursing industry to advance LPN's to achieve RN status through additional education. This professional trend also coincides with a more acutely and chronically ill patient profile within nursing homes generally. This has the effect of providing better trained and more capable and versatile employees but also increases payroll costs at Maplewood and compounds rising personnel expenses for the County.

The discussion then turned to the overall staffing levels for non-profits vs. for profits and a discussion of the acuity levels and reimbursement rates for the residents of for profits vs. non-profit facilities.

The Commissioners then reviewed the weekly census.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Patt moved to approve the manifests. Commissioner Zerba seconded the motion and upon vote the motion**



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 24, 2012 9:00 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**was approved unanimously.**

Director King then presented the Facilities budget and discussed the old jail building condition, the use of LP gas at the wastewater treatment plant, the cleaning of the HVAC ductwork at Maplewood, the need for mobile radio's for his staff and a number of other items including the cost of fuel oil for the 2012 – 2013 heating season and the Honeywell maintenance contract.

Also discussed was the viability of replace the wheelchair lift in the transport van given the age of the van.

At approximately 11:55AM the Commissioners took a short lunch break and Commissioner Patt left the meeting for a previously scheduled appointment.

Commissioners Pratt and Zerba then took up the budget requests for the Activities department and Social Services, both of which came in with flat budgets from the preceding year. The Commissioners asked a number of questions concerning the Activities department and Social Services staffing levels.

**At 1:57PM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) yeas.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 31, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, Administrator Wozmak, Finance Director Trombly, Facilities Director King (Telephonically), OT Director Cutler, Director of Human Resources Hurley, Grants Specialist Desrosiers, and Project Manager Bouchard.

09:30 Grants Specialist Desrosiers presented the following grants:

Residential Substance Abuse Treatment Grant (RSAT) - new amount is \$20,000 grant, \$6,667 in kind of which \$2,456 will come from the DOC inmate Canteen Fund. The position is a Licensed Alcohol and Drug Abuse Counselor (LADAC) for 13.5 hours from Jan 1, 2012 to June 30, 2014, that will be contingent on grant funding only.

Emergency Management Performance Grant (EMPG) - The County of Cheshire is accepting the EMPG grant agreement terms as presented. The grant is for a new generator at the Water Treatment Plant at the County Complex in Westmoreland for a total project cost of \$36,145.00, of which the amount of local match is \$18,072.00. **Commissioner Zerba moved to accept the grant terms as presented and Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

CC Sheriff's Office Operation Safe Commute Patrols was approved from Highway Safety for \$4050 for personnel and benefits for extra patrols.

**At 09:37AM 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. Commissioner Patt seconded the motion and upon vote the motion was approved unanimously.**

**As a result of deliberations in non-public session a request to hire C. R. as a Speech Therapist for Maplewood Nursing Home at \$33.00 per hour was approved.**

**As a result of further discussion and deliberation in non-public session a request to hire P. A-B. to fill the final open per-diem nurse position at the Department of Corrections at \$19.93 per hour was approved.**

**At 09:57AM Commissioner Pratt moved to return to public session. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes for October 17, 2012 and October 24, 2012. Commissioner Zerba moved to accept the minutes for both weeks as corrected. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Project Manager Bouchard then presented a request to authorize approval of a capital expensed purchase for a bathing tub for the Maplewood Nursing home. After extended discussion, a decision to table the motion was made until the total renovation costs to include the floor and walls could be determined and presented for review.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 31, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Patt moved to approve the manifests. Commissioner Zerba seconded the motion and upon vote the motion was approved unanimously.**

Administrator Wozmak then reviewed the status of the Latchis Theater parking project and reported that the project is on target and should be completed by the end of next week. One contract amendment was executed regarding the common wall which lowered the Jay-Mor contract amount, although not the overall project cost. Jay-Mor has been excellent to work and very responsive to all issues during the demolition.

Director King then joined the meeting telephonically and reported the following; the contractor that provided the low bid on the Blood Farm roof has not returned his calls since last week and he will continue to follow-up.

A discussion of the rubbish removal contact began and there is some question as to the legality of some of the language contained in one the existing contract in that it may conflict with competitive bidding laws in the State. Administrator Wozmak will look into this issue.

Director King reported that the exhaust hood in the Maplewood kitchen has failed due to a bearing failure that in turn caused the drive shaft on the ventilator to be bent. The replacement of the unit requires a crane to lift the unit and the work should be completed by the end of next week.

The Commissioners then reviewed the weekly County Census.

IT Director Hummel then reviewed the 2013 IT budget and the Commissioners asked numerous questions on a number of budget changes. After an extensive discussion it was decided to separate capital requests from the operations portion of the budget as has been done in past years.

District Manager, Amanda Costello of the Conservation District then reviewed the current projects underway at the Conservation District and answered questions from the Commissioners. She stated that the program to offer low cost rental rates on District owned, skidder bridges, a no till seeder, and a roller crimper to the county farming community has been enthusiastically received.

**At 12:07PM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 7, 2012 9:00 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt (Absence with notice) Administrator Wozmak, Finance Director Trombly, Facilities Director King (Telephonically), and Project Manager Bouchard.

09:00AM Steve Roberge of Cooperative Extension Service reviewed the activities of the Cooperative Extension and discussed a number of initiatives that the Extension is involved with in 2012. Roberge presented a flat budget request from 2012 for the 2013 budget.

Home Health Care presented an overview of the Home Health Care activities for 2012 and it was learned that out of the 1315 people that Home Health Care has served so far in 2012, 947 of these are Cheshire County residents.

Robin Christopherson of Monadnock Center for Violence Prevention (MCVP) presented a level funded budget for their 2013 budget request and answered a number of questions from the Commissioners about the program.

**The Commissioners then reviewed and signed the weekly manifest and Commissioner Pratt moved to approve the manifests. Commissioner Zerba seconded the motion and upon vote the motion was approved unanimously.**

**The Commissioners then reviewed the minutes for October 31, 2012. Commissioner Zerba moved to accept the minutes as corrected. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

Phoebe Bray of the Community Kitchen presented her 2013 budget request and reviewed the program operations for 2012. The Commissioners asked a number of questions concerning the people served. Ms. Bray spoke to the increasing number of new clients and the struggle to afford basic commodities such as butter.

Carol Brown of Monadnock Development Services presented the request for the 2013 budget and spoke to the increasing need for providing individuals with developmental and related disabilities the means to live as independently as possible in their own community.

Judy Sadowsky from the CHINS (Child in Need of Services) and JCC (Juveniles Conference Committee) program(s) run by the City of Keene reported on her program and stated that the budget for 2013 will be for level funding for both programs.

Peter Skalaban, Philip Wyzik, and Joe Forscher of Monadnock Development Services (MFS) met with the Commissioners and discussed the financial status of the organization and the challenges of the last year in maintaining services due to a number of funding cutbacks and other financial pressures. A protracted discussion began concerning the services provided by MFS and the alternatives that would need to in place if MFS was not able to serve its clients.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 7, 2012 9:00 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

Atonya Hart of the Monadnock Region Child Advocacy Center, a community based program that provides justice and healing to abused children and their non-offending parents/caregivers, discussed the functions and services provided by the center and spoke of the increasing case load that the center is seeing.

Director King then joined the meeting telephonically and reported the following; the contractor that provided the low bid on the Blood Farm roof has been contacted and references were checked with positive results. **After discussion Commissioner Zerba moved to authorize the award of the bid to Marvin Smart in Winchester for \$14,780.00. Upon vote the motion passed unanimously.**

Director King then discussed the installation of the new exhaust hood for the MNH kitchen. He stated that the replacement of the hood and exhaust fan is fully covered under the County's maintenance contract with Honeywell and there will be no impact to the facilities budget for its replacement.

Director King then reviewed the project for the installation of new a tub for the MNH residents and was asked numerous questions by the Commissioners concerning the total project cost. King stated that the total budget for the replacement of the tub and repairs to the room was \$15,000.00. He believed that because the tub can be acquired for approximately \$8,000.00 there will sufficient funds to complete the project either on or under budget. **Commissioner Zerba moved to authorize the acquisition of the tub and the completion of the needed repairs / upgrades to complete the project providing the total cost of the project will not exceed the budget of \$15,000.00. Upon vote the motion passed with two (2) Yea's.**

The Commissioners then reviewed the weekly County Census.

**At 11:51AM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 14, 2012 9:00 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, Commissioner Elect Rogers, Superintendent Van Wickler, and Project Manager Bouchard.

**09:05AM The Commissioners reviewed and signed the weekly manifest and Commissioner Zerba moved to approve the manifests. Commissioner Pratt seconded the motion and upon vote the motion was approved unanimously.**

**The Commissioners then reviewed the minutes for November 7, 2012. Commissioner Zerba moved to accept the minutes. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the 2013 Holiday calendar and Commissioner Patt moved to accept the Holiday schedule as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director Trombly and Administrator Wozmak spoke to the NH Department of Revenue Administration's (DRA) method of equalization of tax rates. The question came up because while the overall county budget and taxes to be raised has decreased, some towns continue to experience a increase in the amount of county tax they must pay under the DRA formula.

A discussion began on the effect that equalization has on the communities in the county. During equalization, the DRA takes the assessed property values in each municipality and increases or decreases the overall property value to "bring such valuations to the true and market value of the property." DRA then apportions the county budget among the municipalities. The market value is based on real estate sales within the subject municipalities, among other variables.

County Staff will attempt to draft a memo that explains the process simply in order that taxpayers and Selectmen understand that how much any specific town pays in county taxes has only minimal connection to the actual county budget.

Administrator Wozmak and Director Trombly then discussed the need to increase the Maplewood Nursing homes private pay rates by five percent (5%) in order to cover the increasing costs for providing services to residents. The Commissioners asked a number of questions concerning the competing private pay rates of other nursing facilities and it was learned that MNH has one of the lowest rates in the area. Director Trombly then presented the cost analysis for the private pay residents it was learned that the present daily rate is less than the actual cost to provide services.

**After a protracted discussion, Commissioner Patt moved to authorize a five percent (5%) increase in the daily private pay nursing rate for the Maplewood Nursing home. The new daily nursing rate will be \$298.00. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Commissioner Pratt then addressed the meeting and commended outgoing Commissioner Patt for his

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 14, 2012 9:00 AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

service to county and stated that during Commissioner Patt's term he brought a lot of innovative approaches to the management of the county. Commissioner Pratt went on to say that he was grateful to Commissioner Patt for his exceptional service to the taxpayers and that his expertise and contributions will be missed.

Commissioner Pratt then welcomed Commissioner Elect Rogers back to the Commissioners panel stating that he looked forward to working with Commissioner Rogers once again. He went on to say that while Commissioner elect Rogers knows the workings of the board, he has been out of the information loop for two years. Accordingly, Commissioner Pratt requested that the County Administrator and the County Finance Director and their staffs work closely with the Commissioner elect Rogers to insure a smooth transition in January.

Commissioner Pratt then noted that the election resulted in new leadership in both the Sheriff's department and the Registry of Deeds. He said that, in order to insure the smooth operation of county government at all levels, he hope the outgoing Sheriff and Registrar would work closely and harmoniously with their successors during the next six weeks to insure a smooth and seamless transition.

**The Commissioners then took up the discussion of the composition of the 2013 County budget and reviewed at length a number of departmental line items, capital projects, expenses and income projections. At the conclusion of the review, Commissioner Patt moved to present the Commissioners budget for 2013 to the Delegation Executive Committee for review with a .54% increase from the present 2012 budget. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly County Census.

Administrator Wozmak then addressed the swearing-in ceremony for the elected officials and their staffs that is required by statue to held on the first Tuesday of the year, which is Tuesday, January 2, 2013. After discussion it was agreed that the training room at the Department of Corrections would be the best place to hold the ceremony. Notification will be sent to those involved.

**At 11:33AM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 21, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Commissioner Elect Rogers, Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, and Project Manager Bouchard.

09:35AM The Commissioners welcomed newly elected Cheshire County Sheriff Eliezer Rivera to the meeting and congratulated him on his election stating that they looked forward to working with him in the coming months.

MNH Administrator Kindopp presented a request to purchase two mechanical lifts from the 2012 capital budget for \$14,738.95 that was previously authorized as a capital expense in the 2012 budget. The line item for the lifts is budgeted for \$15,000.00. The Commissioners asked a number of questions concerning cost, use, functionality, and longevity, of the lifts and reviewed three (3) bids obtained from various vendors. Administrator Kindopp recommended the purchase of the ARJO lifts as they meet the RFP specifications, are within budget, and match the existing equipment in use.

**After an extended discussion, Commissioner Zerba moved to authorize the purchase of the ARJO Mechanical lifts provided they meet all RFP requirements and are within the budgeted amount. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then took up a discussion of the MNH census and asked a number of questions of Administrator Kindopp concerning resident census levels vs. staffing needs and the effect on operational costs at various census levels.

Director Trombly then presented a request to adjust the monthly apartment rental rates for the Assisted Living Facility housed at MNH. The current rate for an apartment is \$2,600.00 and the requested rate is for \$2,730.00, a five (5) percent increase. Director Trombly reported that the increase would return the operation of the ALF from a deficit to a breakeven position. Even with the increase the rates the facility would still be substantially below the prevailing rates for area assisted living units. A protracted discussion began about competitive rates and services and the operational cost of the assisted living facility.

Administrator Wozmak advised the Commissioners that the Delegation meeting will be on December 10, 2012 where the Executive Committee will convene following this hearing to authorize the Treasurer to borrow in anticipation of taxes. Commissioner requested Wozmak to send a letter to Treasurer Parker requesting his presence at the meeting in order to seek authorization from the Executive Committee for the Treasurer to borrow in anticipation of taxes for 2013.

**Commissioner Zerba then moved to authorize the monthly rental rate for the MNH assisted living apartments to be increased five (5) percent from \$2,600.00 to \$2,730.00. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**Director Trombly then presented the amended 2013 Commissioners budget for review. The Commissioners reviewed the changes and after a short discussion Commissioner Patt moved to**



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 21, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**accept the amended budget that presents a slight 0.47% increase from the 2012 budget. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Commissioner Pratt then raised the issue of the recently posted smog alert for Keene and expressed his concern that the Department of Environmental Services is not measuring the actual County wide smog levels correctly as they are only using one sensor in downtown Keene to monitor readings. He stated that any decision to impose penalties throughout the County based a single sensor in the Keene which sets in one of the lowest lying areas in the County is fundamentally flawed. He went on to say that if penalties were applied it would possibly affect every business in the county though higher rates for air quality emissions. He requested that the County staff investigate the current status with DES and investigate additional monitoring stations that would be placed throughout the County to obtain more accurate smog level readings.

Administrator Wozmak then presented a request from outgoing Register of Deeds Hubel to purchase two old fashion wooden chairs from her office at fair market value. The value of the chairs was determined to be \$10.00 and \$15.00 based on an external independent appraisal. After discussing the request Commissioner Pratt suggested that gifting the chairs was a more appropriate option to show the appreciation of the County for her over forty (40) years of service.

**Commissioner Zerba moved to gift the two (2) chairs requested by Register of Deeds Hubel as a symbol of the County's appreciation for her long and faithful service. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the weekly manifests and Commissioner Zerba moved to accept the manifests as presented. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes for the November 14<sup>th</sup> meeting. After discussion Commissioner Patt moved to table the acceptance of the minutes in order to adjust the language around the DRA equalization item to make it clearer and easier to understand. Commissioner Zerba seconded the motion on upon vote the motion passed unanimously.**

Administrator Wozmak then addressed the Employee Longevity event that is held annually at Maplewood. After discussion it was decided to move the December Commissioners meeting that was to be on December 26<sup>th</sup> to December 19<sup>th</sup>. This change will consolidate the employee event and the Commissioners meeting to one day. The meeting for December 26<sup>th</sup> will be rescheduled from Maplewood to the Administration Building in Keene.

**At 11:16AM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 28, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Commissioner Elect Rogers, Administrator Wozmak, Finance Director Trombly, Grants Specialist Desrosiers, Director of Facilities King, and Project Manager Bouchard.

**09:30AM - The meeting opened at 9:30 with Commissioners Zebra and Pratt present. Commissioners Pratt and Zerba reviewed the weekly manifest and Commissioner Zerba moved to accept the weekly manifests as presented. Commission Pratt seconded the motion and upon vote the motion unanimously.**

**09:33AM Commissioner Patt arrives and the Commissioners review the minutes for the weeks of November 14, and 21. After some discussion Commissioner Zerba moved to accept the minutes as corrected and Commissioner Patt seconded the motion. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the census for the week.

Administrator Wozmak then presented the bids received to replace the steam kettle in the Maplewood Dietary department that failed. All three bids submitted were within a few dollars of each other and all were under the budgeted amount. After reviewing the bids Commissioner Zerba moved to authorize the purchase of a new steam kettle for the Maplewood Dietary department at a price of \$6,999.00. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.

Grant Specialist Desrosiers then presented the annual renewal for the Domestic Violence Grant that partial funds one of the Assistant County Attorney's positions. As they is no change from the previous year's funding, Commissioner Zerba moved to authorize acceptance of the grant. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.

Desrosiers then provided an update to the Commissioners on grants in place, those being actively managed, and those under development. The Commissioners asked a number of questions concerning the amount of time needed to administer and manage the grants and expressed concern that Desrosiers' time was be taken up by financial administrative tasks instead of being able to focus on locating and obtaining new grants for the County and the towns. A number of possibilities were discussed to assist in freeing up Desrosiers time with no decision reach on the best way forward.

Director of Facilities King then informed the Commissioners that the Blood farm roof was scheduled to be replaced next week. He also updated the Commissioners on the status of the automatic door closers that were cited in a state review which have been addressed and are being replaced. He then said that Honeywell would be replacing the failed air conditioning unit on the Courthouse roof some time during the second week of December. King then updated the Commissioners on the hot water situation at Maplewood Nursing Home.

Administrator Wozmak then discussed the completion of the Latchis parking lot and related the discussion underway with the city of Keene for access from the Gilbo Street public parking lot and the

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 28, 2012 9:30 AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

on-going discussions with the owners of Lindy's dinner to allow access to the lot from the rear of Lindy's diner.

**At 11:01AM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 5, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Commissioner Elect Rogers, Administrator Wozmak, Finance Director Trombly, Grants Specialist Desrosiers, HR Director Hurley, and Project Manager Bouchard.

**09:33AM** – The Commissioners Pratt and Zerba reviewed the weekly Census.

Director Trombly informed the Commissioners that a call was set-up with Linda Kennedy of the State Department of Revenue Administration (DRA) 10:00AM so that the Commissioners could have a better insight into how the DRA arrives at the tax rates for the towns and County and specifically to address questions received from the Select board of the Town of Winchester.

Grant Specialist Desrosiers then discussed a meeting that she attended the previous evening that was an awards event that took place in Troy for participants in the County Conservation program. She said that the Conservation team members were very complimentary concerning the County's leadership in many of the Conservation projects and they commended the County and staff and the Commissioners for their leadership and support.

The Commissioners then began an extended discussion of County need to borrow through the use of Tax Anticipated Notes (TANS), its cost to the County, and the desire to reach and maintain a sufficient general fund balance that would avoid the need to borrow funds until at least the second quarter of the year. The discussion covered the on-going downshifting of costs from the State to the Counties and to the individual municipalities and what, if anything, could be done to ease the burden on the taxpayers.

**The Commissioners then broke from the TANS discussion to take up a request for the hire of a per-diem nurse for Maplewood Nursing Home. The requested rate for S. W. based on her years of experience and qualifications is \$22.54 per hour and this complies with the County per-diem pay rates. Following a review of qualifications Commissioner Patt moved to authorized S. W. be hired at \$22.54 as per-diem nurse at Maplewood Nursing Home. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

At 10:08 Linda Kennedy from the State DRA was contacted and an audio conference call began. The Commissioners then provided an overview of the information that they were looking for so that they can better understand how the DRA sets tax rates for the towns and the formula's that are used to arrive at the tax rates. Specifically, they highlighted the towns of Winchester and Walpole as towns that seem to be out of line with what was understood to be the way rates were set.

Following an extended conversation it was decided that the Commissioners will be working with Steve Hamilton the Director of the DRA to bring Mr. Hamilton to the County to meet with the Commissioners and any interested Select boards that wish to have a better understanding of how tax rates are set and how equalization is determined and applied for each town.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 5, 2012 9:30 AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**The Commissioners then reviewed the minutes for the week of November 28, 2012. Commissioner Patt moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the weekly manifest. Commissioner Zerba moved to accept the manifests as presented and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

**At 11:01AM there being no further public business to discuss, Commissioner Patt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 19, 2012 10:00AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Commissioner Elect Rogers, Administrator Wozmak, Finance Director Trombly, HR Director Hurley, and Project Manager Bouchard.

**10:09AM** – The meeting was called to order and the weekly manifests were reviewed.

Commissioner Zerba brought forward a new business item and asked his fellow Commissioners if they would be interested in attending a radio interview conducted by Cynthia Georgia on January 5, 2013. After some discussion it was decided that Commissioners Zerba and Rogers would attend.

Director Trombly discussed the 2012 to 2013 capital expenditure rollovers and explained how the funds are rolled over and how some funds were ultimately returned to the general fund when appropriate.

The funds to be rolled over for 2012 are as follows:

**Maplewood Capital Improvement - Account # 4900.89.11**

Retile all showers on resident floors	\$15,000.00
Upgrade stairwell alarm system all floors (south end)	\$10,000.00
Replace transfer switches (\$15k from Cap Res Savings)	\$30,000.00
Repair Nursing Home Roof	\$175,000.00

**Dietary Capital Equipment Account # 4900.97.51**

Handsinks (3) & Plumbing	\$3,000.00
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**Nursing Capital Equipment - Account # 4900.97.52**

Resident Replacement Furniture	\$3,626.00
Tubroom restoration	\$6,600.00
Dining room chair replacement for one unit in 2012 (40)	\$16,000.00

**Physical Therapy/ST Capital Equip - Account # 4900.97.57**

3 IPADS for Speech Therapy	\$1,500.00
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**Sheriff Capital Equipment - Account # 4900.97.91**

4 Ballistic vests (1/2 offset by Grant)	\$1,075.00
2 In-car video recording systems (\$5,000 from Grant)	\$11,400.00
Hand-held Radar (1/2 from Grant)	\$1,900.00
2 Spike strips (1/2 from Grant)	\$1,600.00
Repeaters - (Offset by Grant)	\$384,813.00

**Account # 4900.89.00**

<b>Latchis Demolition</b>	<b>\$4,541.44</b>
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<b>Total Rollovers</b>	<b>\$666,055.44</b>
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MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, December 19, 2012 10:00AM  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH 03467

**Commissioner Patt moved to accept the rollover encumbrances from the 2012 budget into the 2013 budget year. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director Trombly asked for the certification of an additional Group Two (2) position for the Department of Corrections in order to meet the State Retirement rules for personnel. After some discussion it learned that a new position is not being created, only that an existing position needed to be certified as a Group 2 slot. **Commissioner Zerba moved to authorize the certification of the Group 2 position and was seconded by Commissioner Patt. Upon vote the motion passed unanimously.**

A discussion began concerning the best time to convene a meeting to meet with the County select boards to discuss the Department of Revenue Administration rules for tax valuations and equalization calculations. It was decided to invite Barbara Reid of the Legislative Government Center (LGC), Betsy Miller of the Association of Counties, and Colin Van Ostern of the NH Executive Council to attend the meetings. The tentative meeting date is for February 4, 2013. The staff will follow-up and confirm with the select boards and invitees after the first of the year.

**Commissioner Patt moved to accept the manifest as presented and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of December 5, 2012 and December 12, 2012. Commissioner Zerba moved to accept the minutes of December 5, 2012 and December 12, 2012 as presented with Commissioner Patt seconding the motion. Upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed.

**At 11:06 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. Commissioner Patt seconded the motion and upon vote the motion was approved unanimously.**

**As a result of deliberations in non-public session a request to extend the Family Medical Leave Act (FMLA) leave of absence for A.M. was denied.**

**At 11:15AM Commissioner Pratt moved to return to public session. Commissioner Patt seconded the motion and upon vote the motion passed unanimously.**

**At 11:20AM there being no further public business to conduct, Commissioner Patt moved to adjourn the meeting and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. A. Bouchard, Clerk Pro Tempore