

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 06, 2014
Department of Corrections, 825 Marlboro Road, Keene, NH

PRESENT: Representatives Hunt; Eaton, Weed, Johnson, Tatro, Berch, Mann, Commissioners Pratt, Zerba, and Rogers; Administrator Wozmak, Finance Director Trombly, Assistant County Administrator Bouchard, IT Director Hummel, HR Director Hurley.

ABSENT: Representatives Emerson and Butynski

Chair Hunt opened the meeting at the 9:06 AM.

At the opening of the meeting, there was a unanimous vote to recognize the public service of Representative Delmar Burridge for his years of service to the House. Rep. Burridge resigned this week due to his teaching career at River Valley Community College.

Finance Director Trombly presented a detailed budget overview consistent with the budget letter that accompanied the Commissioners' proposed budget. At 9:21 AM, the review of the IT budget began. Director Hummel presented a verbal list of the items that are increased over last year and explained the reasons for the increases. The increases related to support services necessary to maintain the infrastructure and support the 180 system users. The following information was submitted to the Commissioners for justification for the request of an additional FTE for the IT department:

2014 Personnel Change Request - Information Technology Department

Department Overview:

Department responsibilities include;

- Data / Cyber Security planning and implementation / System and Data Security
- Contingency Planning / Disaster Recovery
- Municipal Mobile Data Terminal Support (Sheriff / Police Departments)
- Current Technology Research and Development
- Data Analysis / Data Backup and Restore
- Hardware and Software Consultation, implementation
- Hardware and Software Maintenance and Support
- Hardware and Software Support Contract Management
- Helpdesk Support – Five (5) Campus Configuration
- Inventory Management
- IT Project Management
- License Tracking
- System and Network Design and Integration
- Telecommunications Implementation, Maintenance and Support
- Telephone System Implementation, Maintenance and Support
- User Training
- Web Development and Support

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State of the Department – 2013 - 2014:

The County IT department current has three (3) full-time employees assigned across four (4) physical locations utilizing five (5) networks. (Sheriff's department is being established as a separate network within the Keene infrastructure due to heightened security requirements needed to meet State and Federal Security Guidelines).

The County IT department has taken on a number of significant new projects in the past twenty-four (24) months, including implementing a multi-year revamp of the County's decade's old network that has been pieced together over the last thirteen years. This includes the completion of a complete redesign of the topology of the existing network structure and the segmenting of the County into a five (5) campus model that brings redundancy and security to each campus. Major changes have been accomplished but there is still much work to be done.

Major initiatives include the re-bidding of all network data connections to bring network costs down and to improve speed and quality of service. These changes are currently being planned and implementation will begin later in this year and into 2014.

The enormous increase in cyberattacks on the County network infrastructure in the past two (2) years has required a completely new, far more sophisticated approach, to network security in order to safeguard the important financial, personal, resident, and legal information that the County is tasked to protect. These attacks and the requirements to safeguard County information resources that meet the greatly the expand security requirements from the Federal government (HIPAA, FBI, and DOJ) as well as the NH Department of Health and Human Services (DHHS) and NH State Police for the County systems has required a large number of resources that were not previously required or budgeted.

The development and very successful launch of the Municipal Police Department Mobile Data Terminal project (MTD) that places laptops into the municipal Police Department cruisers. This project is expected to continue growing over the next 2-3 years and will require greater resources to build, maintain and manage. This project provides a way for the smaller towns in the County to interact directly with County Dispatch and greatly increases officer safety.

The continuing automation requirements of all departments for new hardware and software systems. The pace of automation within the County is increasing and is directly attributable to a number of years of flat line budgets that cause department managers to creatively figure out how to do more with few FTE's.

Financial Realities / Workload Ratios

The increasing pace of technological change has severely challenged a small already overburdened staff. The County ratio of IT staff to users is approximately twice what is

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considered to the norm. (Currently three (3) IT Staff supporting approximately 440 staff members)

The County IT Budget as a ratio to the overall County budget is approximately .0097%. This compares to an industry average of 5-9% of the overall budget for most private firms. As a comparison the City of Keene which has approximately the same number of the users and funds the Information Management Systems department (IT) at 3.2% of the City of the overall city budget. The City IMS department also has seven (7) assigned personnel.

New Projects / Workload Currently Planned or Being Implemented in 2013-2014.

- Expansion / Update of the Maplewood Electronic Charting System (ECS) to include an Accounts Receivable software Module
- Expansion project for ECS to include faxing prescription medication orders
- Maplewood – medical records documentation scanning / archiving project
- Mandatory system upgrade from Windows XP and Server 2003 due to end-of-life of products. Re-training of staff will be needed.
- Countywide – Upgrade of Microsoft Office from Office 97 to Office 2010.
- Design, configure, and implement new in-house Email server to meet the growing needs of the County.
- Operational support and Maintenance of new wireless medication dispensing carts and software
- Upgrade of Sheriff's main Dispatching software program (IMC)
- On-going upgrades and support of the Sheriff's new Mobile Command Post

Request for additional FTE:

Based on the growing IT needs of the County and the lack of available resources to answer those needs, **an additional Full-Time FTE for the Information Technology Department is requested.** The new FTE would be heavily utilized at the Department of Corrections, Keene, and Maplewood sites and will cross train with personnel at all sites.

Additionally, the following synopsis of IT projects and justification for the FTE request was presented to the delegation at the January 6, 2014 delegation meeting;

Orientation to the specialty hardware and software applications will take 6 months of training.

Backlogged and projected IT projects in 2014:

1. Mandatory upgrade from Windows XP (2003) for all users with significant re-training of all users.
2. Installation of new Keene phone system.
3. Expansion of Maplewood electronic charting system to include Accounts receivable and prescription medication orders.

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4. Upgrade Microsoft office from Office 97 to Office 2010.
5. Finalizing the computer system in the Sheriff's new Mobile Command Post.
6. Implement new secure email server to comply with HIPPA security requirements such as encryption.

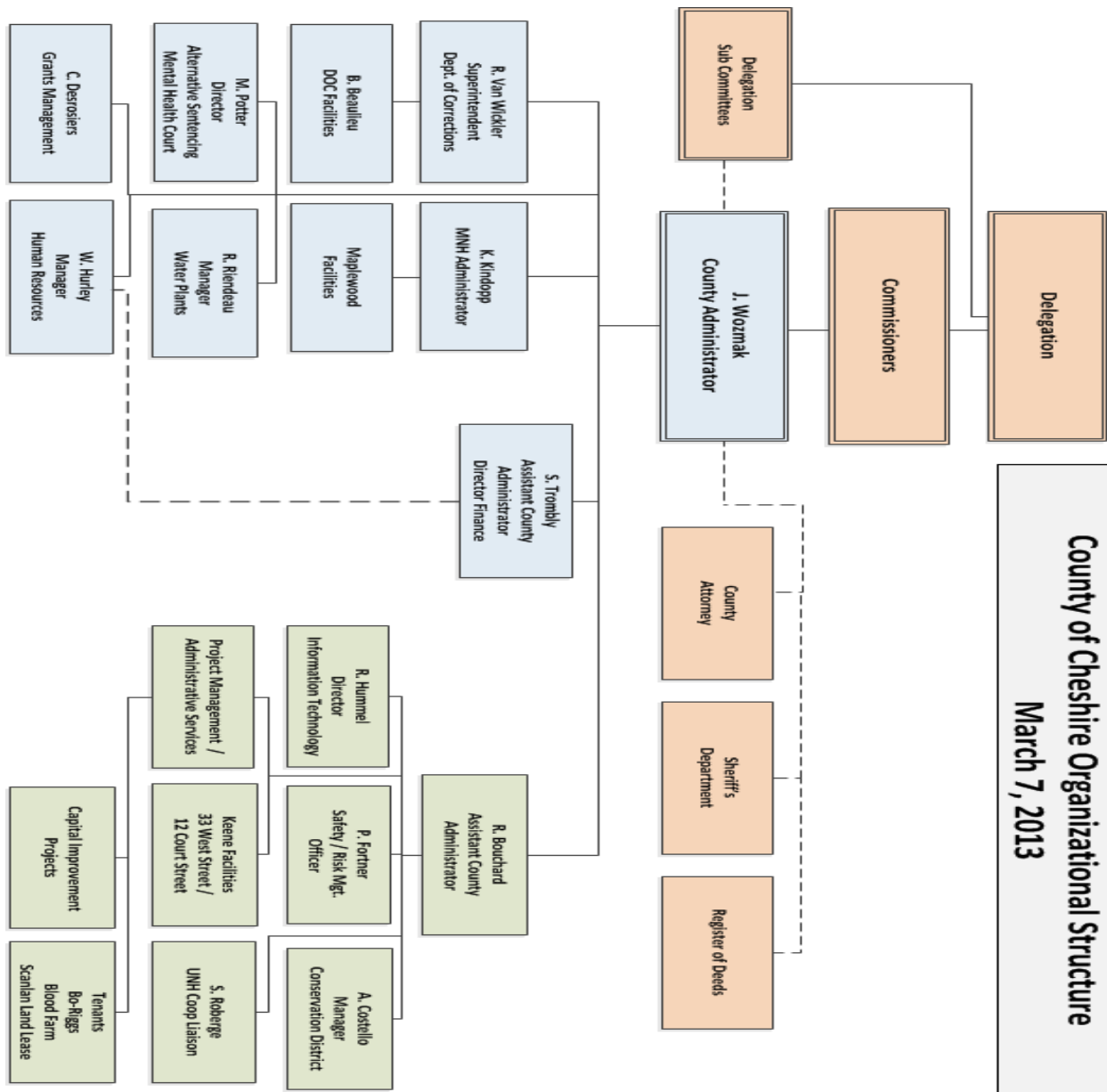
After much debate, questions and discussion, **Rep. Eaton made a motion to adopt the recommendation of the Commissioners to add one FTE to the IT department and to authorize them to advertise immediately for this position. The motion was seconded by Rep. Berch and the motion passed unanimously.**

The Executive Committee next took up the Commissioners budget and County Administrator Wozmak described the reorganization of the Facilities Department. Wozmak had distributed a memo on March 6, 2013 and organizational chart to the Executive Committee in advance of this meeting. The memo contained the following explanation: *"Over the past several years, staff has communicated to the Commissioners an interest in reorganizing the Facilities Department primarily by having the Maplewood portion of Facilities report directly to the nursing home administrator. This topic was initially brought up more than ten years ago by the nursing home administrator and most recently within the operational report conducted by Premier Health that was part of the 1st Compendium Regarding Maplewood Nursing Home.*

Due to the tenure of the then Facilities Manager, the Commissioners were reluctant to support a reorganization. However, in early 2013 the Facilities Manager announced his intention to retire. This set the stage for reorganization. The Commissioners discussed and approved a reorganization that separated the Facilities Department into Maplewood Facilities and the Administration Building/Courthouse Facilities. These changes are budget positive in that the spending after the reorganization is less than before the reorganization. The expectations from the Commissioners were that this reorganization was to be budget neutral and that it would not cause a request for an additional FTE.

The reorganization is reflected in the organizational chart below that was approved by the Commissioners at their meeting on March 6, 2013.

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As you will see in your 2014 budget book, previously we expended a grand total of \$124,533 for the Facilities Manager and Project Manager/Asst. County Administrator. After the reorganization, the total spent is \$121,919. This reorganization has been extremely well received by all and has allowed projects both at the nursing home as well as the Keene campus to proceed more quickly and with better follow-up. Thus, there has been a significant operating benefit while at the same time reducing expenditures. This is just for your information as you approach your budget meetings so that you are aware of the budgetary shift of some expenses.”

The revised job descriptions that resulted from the organizational change for the County Administrator, Director of Finance, the new Assistant County Administrator position, and the revised Maplewood Facilities Manager positions were then discussed.

The organizational chart was passed around from Rep. Hunt to others for review.

Within the Commissioners budget is \$2,500 for the Greater Keene Chamber of Commerce contribution towards the Workforce Development Coordinator position that the County has participated in funding for approximately 10 years. The Executive Committee would like to hear from the Chamber what the \$2,500 is used for as they deliberate over whether to continue funding this amount for this purpose.

The Grants Manager presented a summary of the nearly \$5 million in grants that she is currently managing. A grade change and a modest increase in salary was approved on the basis that the program has grown far more than anticipated and she is now in the position of having to use some of the grant administration fees to hire part-time assistants to manage some of the grant functions in terms of data entry, quarterly reports and initial research in order to free her up to write more grants. She has a goal of adding an additional \$750,000 in grants in 2014. County Administrator Wozmak requested confirmation that the Commissioners may continue to hire grant funded positions as necessary in order that the grants can be successfully administered. Wozmak was particularly concerned that we avoid the appearance that we are creating additional positions under the guise of grant funding. Rep Hunt and the Executive Committee remained clear that the of hiring temporary, grant-funded assistants or other necessary grant funded personnel was not something that required Executive Committee approval provided that it is clear that such position/hires end when grant funds are exhausted.

The Human Resources budget was then reviewed and no changes were made.

Administrator Wozmak then suggested that the Farm sub-committee might be re-constituted to consider the options for the Blood farm, the old jail building and the farm lease that will be coming up for renewal. This suggestion to renew the Farm committee will be pursued with previous chair of the sub-committee Rep. Sad.

The Human Services budget was then reviewed and no changes were made.

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Director Trombly then presented two (2) requests for personnel grade changes within the finance department. A request to move the Payroll Coordinator position from a grade 4 to a grade 5 was made and a second request to move the Medicaid Billing position from a grade 3 to a grade 4 was also presented. Trombly stated that both positions have experienced significant increases in responsibilities over the past few years and the grade change requests would recognize the added job requirements and responsibilities the positions. Rep. Hunt asked if this was the beginning of seeking increases for other staff members within the department. Trombly said that it was not the case and both of these adjustments were the only personnel changes that she anticipated for the foreseeable future. Following a lengthy discussion the Committee voted to advance a recommendation to increase the positions as requested to the full delegation.

The County Treasurer budget was then reviewed and no changes were made to the budget.

Chair Hunt made a motion to adjourn and the motion passed unanimously.

Respectfully Submitted,

Rep. Jane Johnson, Clerk Pro Tem

**Cheshire County Delegation
Executive Committee Meeting
January 13, 2014
Maplewood Nursing Home
201 River road, Westmoreland, NH**

PRESENT: Representatives Hunt, Eaton, Butynski, Sad, Tatro, Berch, Mann. Commissioners Pratt, Zerba, and Rogers; Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, and Assistant County Administrator Bouchard.
ABSENT: Representatives: Robertson, Weed, Emerson, and Johnson

Executive Committee Chairman Rep. Hunt opened the meeting at 9:15am. The purpose of this budget meeting is to review the 2014 proposed budget for Maplewood Nursing Home. In addition to selected line-by-line budget reviews, there was specific questions regarding the following:

Harmony Healthcare consulting contract to help us maximize our reimbursement rates and to obtain the highest practical RUG score. The conclusion was that it was cost-effective to pay Harmony to provide this service as it has significantly increased our skilled rate of reimbursement. Going forward, emphasis will be placed on maximizing our Medicaid reimbursement rate.

There was discussion about the marketing of MNH and a review of the type of advertising we use. Two representatives suggested that we consider the opportunity for a cell tower on county property. Assistant County Administrator Bouchard said he would look into this. There was also discussion about what it would take to have Wi-Fi available within the nursing home. Bouchard will evaluate the costs.

There was extended discussion about how the lower use of psychotropic medications affects staffing. The use of drugs to control behavior does lessen the need for higher staffing. In an environment such as Maplewood, we seek to minimize the use of psychotropic drugs but this does cause us to increase staffing to engage in behavioral modification activities and a higher number of interactions, such as one-on-ones with difficult residents.

Administrator Wozmak mentioned that he was negotiating a lower fee from Honeywell for certain fire protection and building management services. The MNH capital budget was reviewed. There was discussion regarding the need for the replacement of the dryers in laundry and the potential safety hazard posed by the current arrangement. Facilities Manager Harrison also spoke of the need to replace the DA Tank in the boiler room and given its expense, he suggested that the Executive Committee view the equipment. Hunt, and others, agreed to view the damaged tank. There was also discussion about the domestic hot water supply issues that have been long-standing.

Finance Director Trombly noted that the budget for revenue for the nursing home has improved at least for the first six months of 2014 with the recent increase in daily Medicaid rate. This will add approximately \$180,000.00 to the proposed budget.

There was no other discussion and the meeting was suspended until next Monday at 9 AM.

Respectfully Submitted,



Tara Sad, Clerk

**Cheshire Count Delegation
Executive Committee Minutes
January 27, 2014
Department of Corrections
825 Marlboro Road, Keene, NH**

PRESENT: Representatives Sad, Johnson, Tatro, Butynski, Weed, Berch, and Mann. Commissioners Pratt and Zerba; Administrator Wozmak, Finance Director Trombly, County Attorney McLaughlin, and Assistant County Administrator Bouchard.

ABSENT: Representatives: Eaton, Emerson, Lerandean, Sad, and Chase

Executive Committee Chairman Hunt opened the meeting at 9:10AM. The budget review meeting today is for the County Attorney, Corrections and Sheriff.

County Attorney Chris McLaughlin presented an overview of his department. In addition to a line-by-line review of his budgets there was discussion about the use of the Karpel case management software system purchased several years ago using grant funds. There was a discussion about changing the position of Office Manager from hourly to salaried. After discussion this change will be advanced to the full delegation without change. There was discussion about his interest in bringing on an Americorps volunteer, which would cost the county \$2,000 in 2014, but \$6,000 over a two-year period. This volunteer would work with the Victim-Witness advocates as they have been understaffed due to the elimination of a position a couple years ago. The advocates primarily work in Superior Court. The money for the Americorps position would be allocated to the Regional Prosecutor Program potentially.

HOC Superintendent Van Wickler next presented the jail budget and provided statistics of interest noting that bookings are at 1,076 in 2013, down from 1,300 from 2012. There was discussion about the Worker's Compensation claims experience at the jail vs. the nursing home. The nursing home has a claims rate approximately 10x that of the jail. There was discussion about the request to reinstate the position of Director of Training, which was previously given up as a budget concession but which is sorely missed. The duties of this position were explained and the request advanced without change. There was discussion about how corrections officers become certified and how we contribute instructors to the NHAC for this purpose.

There was discussion about the slowdown of federal inmates and how federal hold policy has changed somewhat due to budget changes at the federal level. There was discussion about the increasing number of drug-related deaths and the increase in heroin seen locally. The Committee asked questions about the role of alcohol counselors in the jail and their workload and the impact of the Drug Court on recidivism. They reviewed the transport figures for 2013, which were 130 in number.

The Sheriff's budget was reviewed next. There was a discussion about the bailiffs that are increased in number due to the new courthouse but most of which is budget neutral due to

Supervisor on the night shift combined with the addition of a .5 FTE for added coverage. They asked him to compromise on his request for additional staffing. There was discussion about the vests they purchase, the need for rifles and pistols and how the department will begin to provide Sullivan with police coverage and the town will reimburse the County for this expense.

There was much discussion about the concept of a joint study to examine the police dispatch arrangement that are provided by the Sheriff and also the City of Keene for their officers. The City and the County managers have discussed whether it would be timely and useful to conduct a study to see whether a combined dispatch center is advisable or whether Keene should remain separate from the County service. This dovetails with the renovation of the old courthouse in that if dispatch were to be moved or expanded, a study should be done to make sure that the best practices were known.

There was significant concern expressed by several Representatives regarding the negative impact that changes to dispatch would have to the County budget and the taxpayers. They felt it would be a lose-lose in that expenses would go up, taxes would go up and the services provided would essentially be unchanged except that the City of Keene budget would go down since they would not be operating their police dispatch center. Hence, the City saves and the County pays. Others noted that the City operates its own police dispatch voluntarily and could simply ask the County to provide this service, given that it is currently county-funded service to all of the other municipalities within the county. Rep. Hunt was against spending on such a study along with Rep. Tatro and Johnson. Commissioner Pratt felt that they should have their "County" hat on and not acting as a town representative; that this issue was a county-wide issue and should be distanced from the tax impact on any individual town. However, at the conclusion of the study, two (2) Representatives voted in favor of funding the study and six (6) Representatives voted against funding.

The Sheriff advised the Committee of the storage arrangements with C&S for the Mobile Command Post. The Committee supported having the Sheriff send a letter of thanks to C&S.

The following adjustments to the budget were made at this meeting:

The meeting was suspended at 12:31PM.

Respectfully Submitted,



Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting
February 3, 2014
825 Marlboro Road, Keene, NH**

PRESENT: Representatives Hunt, Eaton, Robertson, Weed, Butynski, Johnson, Sad, Tatro, Berch, Mann, Commissioners Pratt, Zerba, and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator Bouchard.

ABSENT: Representative Emerson

At 9:08 AM, Chair Hunt opened the meeting to receive the funding requests from the outside agencies. Management (Executive Director Cathy Sorenson) and key staff from Home Healthcare, Hospice and Community Services appeared to discuss their request for \$103,000. It was noted that as among all of the outside agencies, they seem to have the strongest balance sheet. The Executive Director and Finance Director for HCS spoke to the need to have reserves due to extreme cash flow variations in federal reimbursement programs. Also discussed was the impact that long-term care insurance has had on their operation. After discussion, Rep. Eaton moved to increase the appropriation to \$75,000 from the Commissioners proposed budget amount of \$55,000. It was suggested that the Committee deal with this motion when the Committee deals with the entire budget and the motion was withdrawn.

Monadnock Center for Violence Prevention request was presented by Director Robin Christopherson. They are looking for a continued subsidy of their offices in the basement of the old courthouse. The reduction of 11% in Cheshire County usage was discussed.

CHINS Diversion/Juvenile Conference Committee funds request was presented by Bill Prokop, the Assistant City Manager and Human Services Director who explained the grant requests. CHINS is seeking \$15,600 and the JCC \$7,500.

The Keene Community Kitchen with Phoebe Bray presented a request for \$12,500. Bray spoke of the need to cuts in SNAP and non-extension of unemployment benefits. She spoke of the wonderful donations from restaurants and stores. The reduction in some foundation grants was discussed. The differences between town pantries and the Food Pantry were discussed.

Monadnock Developmental Services request for \$31,200 was discussed against the Commissioners Proposed budget amount of \$29,000. Carole Brown did a recap of the program (Family Respite Services). They provided services to 118 families in Cheshire County. They want to increase services to 145 families.

Monadnock Family Services requested \$65,000 and the Commissioners proposed Budget is for \$60,000. Katherine Cook spoke to the services they provide; from Acute Care Services and Emergency Access to Care. In addition, they offer short-term counseling throughout the county and 24-hour delivery of care. In terms of the substance about treatment provided, it was noted that the number of treatments given is critical to the success of the services. The administrative changes were described. Finances are still very tight.

Monadnock Region Child Advocacy request was presented by Christine Palestino who gave a brief outline of their services and staffing. The Committee requested financials for 2013. The Committee decided that decisions as to the 2014 funding will be deferred until staffing and audited financial are satisfied. It was noted that the age of those served ranged from 3 to 17. They have requested \$5,000.

UNH Cooperative Extension Service request was presented by Steve Roberge who described the funding breakdown with the State and the University of New Hampshire. The impact of the 2014 Farm Bill, the EAB; Asian Long-horned beetle infestation were discussed.

At noon the Executive Committee reviewed the outside agency requests and the current reductions/additions to the budget. The motion to raise HCS to \$75,000 was re-visited. The motion to increase the HCS appropriation was withdrawn.

Salaries of elected officials was discussed. The Committee was given a list of the current salaries of the elected officials. The Committee will review these salaries for discussion at a subsequent meeting.

The meeting was suspended at 12:20 PM.

Respectfully Submitted,



Rep. Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting Minutes
February 10, 2014
825 Marlboro Road, Keene, NH**

PRESENT: Representatives; Hunt, Eaton, Robertson, Weed, Butynski, Johnson, Sad, Tatro, Berch, Mann, Commissioners Pratt, Zerba, and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator Bouchard.

ABSENT: Representative Emerson

Chair Hunt opened the meeting and Register of Deeds Anna Tilton presented her budget. Printing and binding of was discussed. Scanning old books, etc., is the reason for the increase in this line. Although they are running out of space, Ms. Tilton explained that she will be binding books differently that will allow for more records to be copied and bound using less space. Carrying this project through will mean that they will be able to live within their current physical space for years to come. She also discussed the Tapestry software and the issue of redacting Social Security numbers from new and old records. She asked to make a wage adjustment for a couple of employees that she feels are not making a high enough wage. Those adjustments would cost \$3,500 and while this request came in too late to be part of the Commissioners Proposed Budget, they did not raise any objection to her bringing these adjustments before the Executive Committee. After discussion, Tilton agreed to reduce her budget by \$1,000 to mitigate the impact of the wage adjustments. She indicated that this reduction could come from outside services. **Rep. Berch move to authorize the wage adjustments requested and the motion was seconded by Rep. Mann. Voted unanimously by voice vote.**

The facilities budget was reviewed next. The old jail was discussed. The elevator has been decommissioned and the building is basically dead and without power. Wozmak reported that the roof continues to leak as the building deteriorates and the leaks have caused the ceilings to fall in several areas of the building. As the ceilings have fallen, it has damaged the overhead electrical components and lighting. During the installation of the new emergency power generator for the wastewater plant, it was necessary to remove the main line feeding the jail to install a new, safe, panel outside the building in order to get power to the generator. Due to the internal conditions of the building the electrical contractor was unwilling to re-energize the panels out concern for safety.

The water treatment plan budget is up due to pump problems with the aging equipment as well as expenses related to separating the phone/alarm lines from the old jail.

The farm was discussed and the revenue more than offsets maintenance costs. The Blood Farm was discussed as a follow-up to the Delegation meeting in December. The committee heard about the RFP for Real Estate Services under review by the Commissioners.

The (old) Courthouse was discussed. The overall budget is down due to reduced occupancy expenses but in the budget is an allocation for new tools and a carpet machine. The County Administration building was discussed. In addition to general discussion about water, fuel and dumpsters, the Honeywell contract was discussed extensively as there are

growing concerns about both service and cost. Wozmak assured the Committee that staff was working on an extensive evaluation and scoping out a transition plan to begin to release the hold that Honeywell has on all buildings and building management services.

The Alternative Sentencing/Mental health Court program was discussed with Director Michael Potter. He said his budget is down somewhat and discussed the services and the success rate of the program.

The Conservation Commission was next reviewed with Amanda Littleton presenting. She explained the difference between her entity and the Cooperative Extension. She handed out their financial statement and discussed their 50% NRCS (Natural Resources Conservation Service) partner. They focus on water and soil protection and pollinator habitat. Amanda is a county employee but the program costs are not part of the county budget.

There was a discussion about the budget and the Maplewood Task Force and the possibility to add \$40,000 to come from Pro-Share funds to pay for a feasibility study. There was discussion about the timing of the public input sessions and the Task Force report to the Delegation.

There was a renewed discussion about the previously rejected request for \$20,000 to be placed in the budget to fund a study of the police dispatch system in collaboration with the City of Keene, conditioned upon their contribution of \$20,000 in matching funds. There was discussion about the potential for merging the two police dispatch centers (Keene and the County) and whether there would be any real efficiencies. Also discussed were issues of control and management as well as the political issues with an elected Sheriff. **Much discussion ensued. Rep. Eaton moved to add \$20,000 to the budget to perform a study of the dispatch center. The motion was seconded by Rep. Berch. Upon a roll call vote, the motion passed by a vote of 7 to 3.**

A decision was made by the Committee to keep the Child Advocacy funding intact and take other action if they fail to come in with staffing and financial information.

The outside agencies were discussed. Rep. Mann moved to accept and adopt the Commissioners recommendations for the outside agencies. The motion was seconded by Rep. Eaton and the motion passed unanimously.

There was discussion about utilizing \$250,000 of the ARRA funds already received in order that some initial renovations can be made to the old courthouse to allow re-populating it with county offices. These funds will primarily be used for services related to tele-data wiring, paint and carpet and other non-structural tasks that will allow the Sheriff's department to move one level up and to allow the County Attorney's office to populate on one floor; moving some staff up out of the basement area. The basement area will then be taken over by the existing operation of Monadnock Center for Violence Prevention.

This \$250,000 comes out of a total pot of about \$1.3 million of ARRA funds. Chair Tatro said that he will appoint a sub-committee to deal with more substantive renovations. Wozmak said he would keep the committee informed of progress and expenditures. **After discussion, Rep.**

Butynski moved to appropriate up to \$250,000 for initial renovations to the old courthouse. Rep. Eaton seconded the motion and the motion passed upon a unanimous vote.

In a follow-up to an earlier budget discussion regarding Honeywell, Wozmak reported that he will be reducing the Honeywell budget line by \$20,000. He also reported that Primex will be giving the County two discounts due to our positive loss history. The amounts will be \$6,581 for Worker's Compensation and \$4,039 for Property and Liability coverage.

The new bottom line Executive Committee budget was new \$41,909,746 with taxes to be raised of \$23,121,054. Rep. Butynski moved to accept these numbers and the motion was seconded by Rep. Eaton. Upon a unanimous vote, the motion passed.

Next discussed was the elected official salary recommendations of the Commissioners. The Commissioners presented their list and Rep. Eaton moved to amend by reducing the Treasurer's salary by \$2,000 to a new amount of \$3,000. He further moved that the Register of Deeds salary remain fixed at its current level. The motion was seconded by Rep. Johnson and the roll call vote saw the motion pass by a vote of 8 to 2. All other salaries will be as proposed.

Rep. Robertson moved to reconsider the Register of Deeds salary, seconded by Rep. Weed. Upon a roll call vote, the motion to reconsider failed by a vote of 4 to 6.

Therefore the salaries are as follows:

Commissioners:	\$10,000.00
Treasurer:	\$ 3,000.00
Deeds:	\$55,600.00
Attorney:	\$78,000.00
Sheriff:	\$55,000.00

Upon a voice vote, the salaries of the elected officials for January 2015 were passed by a majority with one nay vote.

Regarding the budget review for the 4th quarter, after a brief report and discussion by Finance Director Trombly, Rep. Sad moved to accept the report, seconded by Rep. Eaton. The motion passed unanimously.

A decision was made to hold the Delegation meeting on March 17th at 7 PM in the former Jury Assembly room of the old Courthouse in order for the Delegation to pass the County Budget for 2014.

There being no other business to come before the Committee, the meeting was adjourned.
Respectfully submitted,



Rep. Tara Sad, Clerk

**County of Cheshire
Delegation Meeting
March 17, 2014
Old Courthouse, Jury Assembly Room
12 Court Street
Keene, NH 03431**

PRESENT: Representatives; Eaton, Robertson, Parkhurst, Butynski, Lerandean, Roberts, Johnson, Sad, Weber, Chase, Johnsen, Tatro, Ames, Berch, Ley, Phillips, Shepardson, and Young. Commissioners Pratt and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator Bouchard.

ABSENT: Representatives Hunt, Weed, Emerson, Mann

Delegation Chair Tatro opened up the meeting at 7:00 PM and recognized Rep Eaton for a motion. **Rep. Eaton moved to accept and adopt the Executive Committee proposed budget for 2014 in the amount of \$41,909,746.** The motion was seconded by Rep. Weber. Discussion followed with Rep. Robertson moving to add five-thousand dollars (\$5,000.00) to the budget to provide funding for the 100 Nights Shelter. The amendment was seconded by Rep. Phillips. Rep. Shepardson asked about the total operating budget of the shelter and was told by shelter Executive Director Mindy Cambiar it was around one-sixty thousand dollars (\$160,000.00) County Finance Director Trombly said that adding five-thousand dollars (\$5,000.00) to the budget would cause an increase in taxes to be raised by three-thousand four hundred seventeen dollars \$3,417.00). County Commissioner Pratt spoke to the amendment saying that while he very much appreciates the mission and services that the shelter offers, he feels that it could set a precedent to allow an outside agency to come in at this late stage in the process. He feels the process of coming before the Commissioners, followed by the Executive Committee provides a vetting of funding requests essential to achieving the correct balance in the overall county budget. This sentiment was echoed by several Representatives. Rep. Robertson offered that the need for the funding and the services that get provided should outweigh the urge to follow procedure. A roll call vote on the amendment to add five-thousand dollars (\$5,000.00) was defeated 11 to 6.

Returning to the main budget motion of Rep. Eaton, upon a roll call vote the motion passed unanimously, 18/0.

The Chair recognized Rep. Eaton for another motion. **Rep Eaton moved to accept and adopt the Executive Committee Proposed Budget for 2014 for taxes to be raised from the city and towns of the County in the amount of twenty-three million one hundred twenty-one thousand fifty-four dollars (\$23,121,054.00) for the 2014 budget year.** The motion was seconded by Rep. Weber. Without discussion, the roll call vote was taken and the motion passed unanimously, 18/0.

Rep. Eaton made a motion to accept and adopt the Executive Committee recommendation to set the elected officials salaries effective January 1, 2015 as follows: **County Commissioners at a rate of ten-thousand dollars (\$10,000.00) per year; County Treasurer at a rate of three thousand dollars (\$3,000.00) per year; the Register of Deeds at a rate of fifty-five thousand six hundred twenty dollars (\$55,620.00) per year; the County Attorney at a rate of seventy-eight thousand (\$78,000.00) per year and the County Sheriff at a rate of fifty-five thousand (\$55,000.00) per year.** The motion

was seconded by Rep. Berch. There was discussion about the method of setting these salaries. It was reported that the elected officials' salaries from other counties were compared as against the size of the county and each budget and these recommendations appeared to find the best balance. It was specifically noted that while some salaries increased, the Treasurer's salary decreased by two thousand dollars (\$2,000.00) and the Register of Deeds salary remained the same. Upon a roll call vote the motion passed 17/1.

The Chair opened the first public hearing for discussion of the CDBG project at 7:16 p.m.

Rebeckah Bullock, Community Development Specialist, with SWRPC explained that Community Development Block Grant (CDBG) funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate income persons. Cheshire County is eligible to receive up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000.00 a year in emergency funds. Feasibility Study funds are available for up to \$12,000.00. Rebeckah Bullock provided a handout describing the NH Community Development Block Grant Program eligible activities that included the area HUD income limits.

Rebeckah Bullock provided a project handout. The proposed application to the Community Development Finance Authority (CDFA) is for \$500,000.00 in CDBG Housing and Public Facilities funds. The funds will be used to provide grant funding to Westmill Senior which will use the grant funding to support the construction of 26 units of affordable housing for low income households comprised of those over 62 years of age. If the project is funded by the CDFA and other funding sources, the CDBG funds would be subgranted to Southwestern Community Services (SCS) who would undertake the project.

Rebeckah Bullock explained the Low-Moderate Income Benefit of the Project. All of the twenty-six (26) units to be developed will be made available to low to moderate income individuals over sixty-two (62) years of age. CDBG requirements require that at least fifty-one percent (51%) of the housing units rehabilitated are to be filled with individuals from low and moderate income households, but this development will be available to one-hundred percent (100%) low and moderate income households.

This project conforms to Cheshire County's Housing and Community Development Plan Goals to:

- *Support the development of multi-family housing, manufactured housing, and other affordable housing opportunities in areas which are appropriate for such housing.*
- *Seek opportunities to maintain the traditional New England characteristics of communities by supporting rehabilitation in older buildings, historic buildings, and in town or village centers.*

If the County receives this housing and public facilities CDBG grant award, there will be a requirement of a Subrecipient Agreement involving SCS, which provides a contractual obligation to meet low-moderate income household targets.

The Chair opened the floor to public comment on the projects. Hearing no comments from the public the Chair recognized Rep. Eaton for a motion:

Rep. Eaton motioned to close the Public Hearing on the Project portion of the CDBG Block Grant Hearing. Seconded by Rep. Weber. Upon a unanimous voice vote the *Motion passed*.

Rep. Eaton made a motion to authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds for the Southwestern Community Services in an amount up to \$500,000, to construct low-income housing in Keene currently called the “Westmill Senior Housing Project and to approve the submittal of the application and authorize the Chair of the County Commissioners or County Administrator to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chair of the County Commissioners or the County Administrator to execute any documents which may be necessary to effectuate the CDBG contract. The motion was seconded by Rep. Weber. Rep. Roberts asked for a friendly amendment to include the word “moderate” such that the motion would say “low-to-moderate-income”. After he explained his reasons for this amendment, a roll call vote on the amendment was taken and the amendment passed 17/1.

The main motion was then re-read:

Rep. Eaton made a motion to authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds for the Southwestern Community Services in an amount up to \$500,000, in support of the construction of low-to-moderate income housing in Keene currently called the “Westmill Senior Housing Project and to approve the submittal of the application and authorize the Chair of the County Commissioners to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chair of the County Commissioners to execute any documents which may be necessary to effectuate the CDBG contract. The motion was seconded by Rep. Weber. A roll call vote was taken and the motion passed unanimously, 18/0.

Chair Tatro opened the second public hearing for discussion of the proposed Housing & Community Development Plan.

Rebeckah Bullock, SWRPC, explained that the H&CD Plan is one that Cheshire County adopted last in September 2011, and it is required to be reviewed and re-adopted every three years to qualify for CDBG funds. Rebeckah Bullock updated some of the socioeconomic and demographic data in the H&CD Plan, as well as added some required language to page 3 of the document. No changes were made to the existing goals and objectives.

Chair called for public comment. Hearing no comments from the public the Chair closed the second public hearing for discussion of the proposed Housing & Community Development Plan.

The Chair opened the third public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan.

Rebeckah Bullock of SWRPC explained that if any permanent displacement takes places as a result of this project, the Uniform Relocation Act must be followed, which requires that any permanently displaced household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Rebeckah Bullock noted that no permanent

displacement is planned at this time. Under the certification section of the application, the County will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and in the event that it is discovered that this specific project does permanently displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Chair called for public comment. Receiving no comments or questions, the Chair closed the public hearing.

Rep. Eaton made a motion that the Delegation reaffirm their support for the housing and community development plan and the anti-displacement and relocation plan previously adopted. The motion was seconded by Rep. Weber and upon a roll call vote the motion passed unanimously, 18/0.

Chair Tatro asked if there was other business to discuss and recognized County Administrator Wozmak for an update on the Blood Farm FRP process. Wozmak explained that at a previous Delegation meeting, a vote was taken to consider selling the Blood Farm and authorized the Commissioners to begin a process to identify a vendor for real estate services, develop a plan and return to the Delegation with recommendations. Wozmak reported that an RFP had been advertised, placed on the county website and sent to the Monadnock Board of Realtors for distribution to all member realtors. As a result of this, we had a site visit for three realtors and ultimately received two proposals for real estate services. Wozmak said that these two applicants will be interviewed and will be scored based upon an objective scoring method that was included as part of the RFP. He did not give a timeline as to when a proposal would be ready for consideration by the Delegation but reminded them that a vote to sell county property must be taken by the Commissioners, the Executive Committee and the full Delegation.

County Commission Chair Pratt updated the Delegation on the Maplewood Task Force, which has held many meetings. Without going into detail, he said that the Task Force is close to drafting a report for the Delegation.

There being no other business to come before the Delegation, the Chair received a motion to adjourn from Rep. Eaton, seconded by Rep. Weber. Upon a voice vote, the motion passed unanimously, 18/0.

The meeting adjourned at 7:56 PM.

Respectfully Submitted,

Rep. Tara Sad
Clerk of the Delegation

**Cheshire County Delegation
Executive Committee Meeting Minutes
August 15, 2014 – 1:00PM
825 Marlboro Road, Keene, NH**

PRESENT: Representatives; Hunt, Eaton, Robertson, Weed, Emerson, Butynski, Johnson, Sad, Tatro, Berch, Mann, Commissioners Pratt, and Rogers; Administrator Wozmak, Assistant Finance Director Hall, and Assistant County Administrator Bouchard.

ABSENT: None

Chair Hunt opened the meeting and recognized Assistant Finance Director Hall for the purpose of reviewing the second (2nd) Quarter 2014 Budget. Hall presented a synopsis of the following Second Quarter 2014 Budget Report:

Revenues: General County

Federal Grants have received 36.71% of the projected budget. This revenue item is contingent on timing of grant awards. Offsetting expenses are budgeted and are expended only upon receipt of grant funds.

ARRA FMAP are at 0.00% received. This amount was authorized to offset Capital Improvements that will be made to the Old Court House in 2014. A great deal of work will be undertaken in the third quarter and as funds are expended transfers will be made to offset the corresponding expenses.

Registry of Deeds Fees have reached 43.31% of the budgeted projections. As of June recorded documents were down from 2013 levels by approximately 1,500. Other than the typical increase in real estate transactions during the summer months, there is nothing at this time that would suggest an increase in recordings in the near future. It is likely this revenue will fall short of budgeted revenue projections by approximately \$50,000.

Federal Inmates revenues have already achieved 58.06% of the 2014 budgeted revenues. The second quarter has seen a steady increase in the number of Federal Inmates held. Over the past several months, the average has been at 33 with a year to date average of 24. Based on the current run rate, there is the potential to hit revenue projections by the end of the third quarter which could result in a potential excess by year-end of \$350,000.

Transfer from Fund Balance is at 0.00%. This line item will remain at 0.00% throughout the year. No entry is made to this item, as the offset is an accounting function of an automated decline in fund balance based on actuals and the final amount needed from fund balance at year-end.

Expenses General County

Finance/Accounting has expended 51.19% of their allocated budget. This is due to timing of audit service bills paid during 1st quarter and will level off by the end of 2014.

Computer Operations is at 51.22% spent. This is also due to timing in that many maintenance contracts are due at the beginning of the year. This department bottom line is also expected to stabilize by year-end

Human Resources – This budget is at 53.35% expended. This department oversees the budget item associated with Employees seeking tuition reimbursement. At the end of the second quarter, funds for general county employees exceeded the amount appropriated but is still in line with the overall allocation when combine with the separate line item that is used to account for nursing home expenses. As the County is supportive of educational development that meets the needs of the county, it is possible the combined line items could go over by year-end if additional employees apply for this reimbursement.

Department of Corrections – Overall this budget has expended 49.71% of their budget appropriation. Although this indicates they are within budget as of June 30, 2014 one area of concern is the Propane expense for 2014. As of March 31, 2014 the facility had already expended 61% of their 2014 budget. With rates up nearly 50% from 2013 it is likely this line item will go over. However other line items such as meals that are running under budget will help to offset the overage.

Public Health - This budget balance is at 34.84% expended. All expenses associated with this budget are offset by grant revenues and follow closely with the revenue percentages that have been received year to date.

Revenues – Maplewood Nursing Home

Overall Maplewood Nursing Home has achieved 52.26% of the 2014 revenue projections (adjusted for timing) which calculates to an overage of approximately \$332,000 at the end of the second quarter. A census of 135 was budgeted for 2014 and at the end of second quarter the average census was 138. The actual second quarter report indicates that revenues are already at 65.55% which is due to the receipt of ProShare funds that came in \$1,319,011 over the original budgeted amount. The Commissioners will be providing their recommendations to amend the 2014 budget for the receipt of these additional funds.

Expenses – Maplewood Nursing Home

Maplewood Departments – Overall expenses for Maplewood are at 49.05% expended (adjusted for timing). This equates to expenses being under budget by approximately \$156,222.

The Administration budget on page 40 which accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is over budget and will likely go over budget by year-end. This is, however, a direct result of the increased revenues the nursing home is achieving. All Nursing Homes in the State must pay a 5.5% bed tax on all revenues. These funds are then combined with a 50% federal match. The combination of the 5.5% collected from all Nursing Homes and the 50% Federal match is then redistributed back to the Nursing Homes based on the number of Medicaid bed days. Revenue line #3404.11.00 (Nursing Quality Assessment Return) on page 36 accounts for Maplewood's receipt of their bed tax allocation.

Following receiving the report Rep. Eaton moved to accept the second quarter budget report as presented and Rep. Tatro seconded the motion. Upon vote the motion passed unanimously.

A motion was then made by Rep. Eaton and seconded by Rep. Tatro to accept the 2015 Proshare fund allocations suggested by the County Finance Department.

Motion made to make the following recommendation to the Cheshire County Delegation to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,319,011 for the receipt of State of NH Proportional Share Funds not previously budgeted and to authorize the use of Proshare funds for the following;

Increase account #4900.89.11, Maplewood Capital Improvements by \$132,800.00 for additional building projects to include;

\$90,000.00 (Boiler Room Roof)

\$6,500.00 (Laundry make-up air unit repair)

\$6,800.00 (Tub Room Flooring)

\$29,000.00 (Replace hot water heating system loop pumps)

Increase account #4900.97.34 by \$15,000.00 for Kiosk cabinets and touch screen replacements.

Increase account #4900.97.11 by \$4,000.00 to replace sand/salt truck bed with aluminum

Furthermore, to reserve the remaining \$1,167,211 by applying to fund balance to offset the 2015 Projected MNH Revenue shortfall that will ultimately offset taxes to be raised.

A discussion ensued and Chairman Hunt then suggested allocating \$300,000.00 of 2014 Proshare funds for the purpose of directly reducing taxes in the 2014 budget. A lengthy discussion began about how to best utilize the funds and the current County reserve funds. The current county reserves stand at approximately \$4M which is an amount that is in range of the 5% - 17% recommended by the New Hampshire Department of Revenue Services for County Governments. Rep. Sad said that she was interested in holding the current reserves at the 10% level. Commissioner Pratt spoke saying that taking \$300,000.00 from the current budget would

result in an equal shortfall in next year's budget and would only make the issue of having taxes raised more likely not less likely.

A number of suggestions were discussed and Rep. Johnson moved to reduce the monies of the unassigned balance from \$1,167,211.00 by \$300,000.00 to \$867,211.00. **The motion seconded by Rep. Emerson. Further discussion followed and upon vote the motion failed with Four (4) YES and Seven (7) NO.**

The original motion made by Rep. Eaton was then reconsidered and upon vote the motion passed with nine (9) YES and two (2) NO.

Agenda Item #2 – Rep. Eaton then made the following motion and was seconded by Rep. Sad:

Motion made to make the following recommendations to the Cheshire County Delegation to increase revenue line #3401.02.00 (Sheriff's Miscellaneous Income) by \$1,800.00 to allow for the use of Sheriff Drug Forfeiture Funds and to authorize the use of these funds by increasing account #4900.97.91 (Capital Outlay – Sheriff Equipment) by \$1,800.00 in order to purchase four (4) Bullet Proof Vests for the Bailiffs that provide Court Security and Inmate Transports.

Following a short discussion, upon vote the motion passed unanimously.

Agenda Item #3 – To discuss the report of the Maplewood Task Force to determine how to proceed.

Rep. Tatro spoke and said that he was in favor of receiving the Maplewood Task Force report as informational and wanted to offer an overwhelming thank-you to the Maplewood Task Force for all of the hard work that has been accomplished over the last year by the Task Force. Rep. Tatro said that the delegation will use the report as "Stepping off point" as they begin their deliberations on the future of the Maplewood Nursing Home.

Rep. Eaton said that for him the report showed him that "We don't know what we don't know" about all of the possible alternatives that need to be considered and that the report will greatly assist in launching a focused discussion around the nursing home.

Rep. Johnson said that the report was a valuable informational tool but the biggest thing missing that the delegation needed to focus on is to provide information to and receive from the public.

Rep. Berch said that he was in support of the words of his colleagues but he will need substantially more data (financial and other data) and will need to review and consider other options before supporting any specific recommendations.

Rep. Sad then reiterated that the report was being received as informational and that the Delegation needed to convene a sub-committee and conduct public hearings on the matter.

A discussion arose concerning the definition of Public Meeting vs. Public Hearing and ACA Bouchard offered the following definition for a Public Hearing:

“A public hearing is an opportunity for members of the public to voice its opinions and provide input to the board on a particular issue or topic. The public hearing is NOT a Board Meeting, although members of the board may be in attendance. During the public hearing no official board action shall be taken on the topic(s) of discussion. Furthermore, the public hearing is NOT a Board Hearing. The purpose of the public hearing is to provide a forum for public discussion and exchange of ideas in an open setting”.

It was generally agreed that the definition as read met the criteria of the assembled members for defining the purpose of a Public Hearing.

A motion was made by Rep. Eaton to accept the Maplewood Task Force Report as informational and to extend our thanks to the committee and to recommend to the Delegation to form a sub-committee (to consider further action). The motion was seconded by Rep. Berch and upon vote the motion passed unanimously.

Agenda Item #4 – Receive a report from the Courthouse Renovation Sub-Committee (Reps. Tatro, Eaton, and Lerandeau) regarding the cost estimates and timelines.

Chair Hunt spoke of the building committee meeting for the old courthouse project immediately preceding the Executive Committee. He said that he and Rep. Tatro met for 1.5 hours this morning to review the details of the project with the MacMillin representatives and Administrator Wozmak and ACA Bouchard and discussed the renovations scope and timeline. It was noted that we have in reserves \$1.5 million of ARRA funds from which we have already appropriated \$250,000 to begin work in the courthouse. The intent of this motion is to utilize the remaining \$1.25 million to complete the anticipated work.

Following discussion, Rep. Tatro made the following motion;

The Executive Committee recommends that the Delegation appropriate \$1.25 Million from the remaining County ARRA funds in order to fund the renovation of the former Courthouse whose cost shall be up to and not exceeding \$1.5 Million using available ARRA funds.

The motion was seconded by Rep. Eaton. Upon vote the motion passed unanimously.

Agenda Item #5 – To receive an informational report on the status of an underground oil storage tank at the County Administration Building at 33 West Street.

Administrator Wozmak discussed the requirement of the State of NH Department of Environmental Services to replace the underground oil storage tank at 33 West Street. He said

that based on an estimate that was received from a tank installation company the cost is likely to be about \$68,000.00 to remove and replace the tank. He went on to say that an alternative to replacing the tank was being looked at that is substantially less costly. Meetings with NH Gas in Keene have been held and based on information received thus far, the tank could be closed and let in place and the building converted to propane for heat for about \$6,000.00 - \$8,000.00. Bouchard said that based on the information provided so far it appears that the cost for heating would run about 7% - 10% more than oil but the capital cost of \$60,000.00 would be avoided.

He also said that NH Gas is presently being purchased by Algonquin which is a natural gas supplier in other parts of the state. It would seem reasonable that Algonquin would be interested in converting the Keene facility to CNG at some point in the future which would lower heating costs substantially. Notwithstanding that the report was merely informational, a majority of the Committee were supportive of the switch away from oil and to gas.

Commissioner Pratt spoke to remind everyone in attendance that a full Delegation meeting will be held on August 25^h at 7:00 PM in the former Jury Assembly room of the old Courthouse.

There being no other business to come before the Committee, the meeting was adjourned at 1:59 PM.

Respectfully submitted,

Rep. Tara Sad, Clerk

**County of Cheshire
Delegation Meeting
August 25, 2014 – 07:00PM
Old Courthouse, Jury Assembly Room
12 Court Street
Keene, NH 03431**

PRESENT: Representatives; Hunt, Eaton, Robertson, Weed, Emerson, Parkhurst, Butynski, Lerandau, Johnson, Sad, Weber, Chase (Joined meeting in session), Tatro, Ames, Berch, Ley, Mann, Phillips, Shepardson, and Young.

Commissioners Pratt and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator (ACA) Bouchard.

ABSENT: Representatives, Roberts, Johnsen, G., Young

Delegation Chair Tatro opened up the meeting at 7:00 PM and recognized Commissioner Pratt.

Commissioner Pratt arose and spoke of the recent passing of Keene resident and former Southwestern Community Services Executive Director Bill Marcello and offered the following tribute:

“We learned last week of the death of Bill Marcello. Bill was more than a good friend to County government. I believe Bill was truly one of the crown jewels of Cheshire County. In his 40 years as head of Southwestern Community Service Bill left an imprint on Cheshire County greater than any other person I can think of. From the Senior Housing Center in Winchester in the South to the low income housing in North Walpole and the Head Start center in Drewsville in the North, to the new Second Chance Housing here in Keene Bill left a legacy which, I believe, directly or indirectly touched the lives of every citizen of our County. He will be sorely missed. His shoes will be almost impossible to fill. I would ask that the delegation rise for a moment of silence in his honor”.

Rep. Eaton was recognized. **Rep. Eaton moved and Rep. Weber seconded a Motion to make the following recommendation to the Cheshire County Delegation to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,319,011 for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Proshare funds for the following:**

Increase account #4900.89.11, Maplewood Capital Improvements by \$132,800 for additional building projects to include:

**\$90,000 (Boiler Room Roof),
\$6,500 (Laundry make-up air unit repair),
\$6,800 (Tub Room Flooring),
\$29,500 (Replace hot water heating system loop pumps)**

Increase account # 4900.97.34 by \$15,000 for Kiosk cabinets and touch screen replacements

Increase account # 4900.97.11 by \$4,000 to replace sand/salt truck bed with aluminum

Furthermore to reserve the remaining \$1,167,211 by applying to fund balance to offset the 2015 Projected MNH Revenue shortfall that will ultimately offset taxes to be raised.

Rep. Hunt spoke against the motion expressing his opinion that the overall County reserves would be too high and that he wishes to use the full amount (\$1,167,211) to reduce taxes in 2014 in lieu of contributing the amount to surplus to be used in the 2015 budget.

Rep. Eaton spoke in favor of the motion citing his belief that the taxpayer's are looking for continuity of tax rates and not big fluctuations in the tax rates each year.

Upon a roll call vote the motion passed with fifteen (15) Yea's and three (3) Nay's. (Reps. Hunt, Emerson, and Johnson opposed).

The Delegation then took up discussion of a motion to authorize the purchase of bulletproof vests for the Sheriff's department.

Rep. Berch made a Motion to increase revenue line #3401.02.00 (Sheriff's Miscellaneous Income) by \$1,800 to allow for the use of Sheriff Drug Forfeiture Funds and to authorize the use of these funds by increasing account # 4900.97.91 (Capital Outlay – Sheriff Equipment) by \$1,800 in order to purchase 4 Bullet Proof Vests for the Bailiffs that provide Court Security and Inmate Transports. Rep. Eaton seconded the motion. Following a short discussion a voice vote was taken and was the vote was unanimous. (18 Yea's 0 Nay's) The motion passed.

Rep. Hunt was recognized and made the following motion; To increase revenue line #3359.10.00 (Freed up Funds –ARRA FMAP) by \$1.25 Million and to increase account # 4900.89.19 (Court House Capital Improvement) by \$1.25 Million to fund the renovation of the former Courthouse up to (and not exceed) a total of \$1.5 Million when combined with the previously appropriated \$250,000. The motion was seconded by Rep. Weber.

Upon vote, the motion passed on a unanimous voice vote. (18 Yea's 0 Nay's)

Rep. Eaton was then recognized for the purpose of presenting a motion. Rep. Eaton the moved: To amend the 2014 County budget to the amount of \$43,313,346 and Rep. Parkhurst seconded the motion.

Upon Roll Call vote the motion passed with sixteen (16) Yea's and three (3) Nay's. (Reps. Hunt, Emerson, and Johnson opposed).

The Delegation then took up discussion of the Maplewood Task Force Report.

Rep. Eaton moved and Rep. Robertson seconded a motion: **To accept the Maplewood Task Force Report as informational, to extend our thanks to the Task Force and to form a sub-committee to consider further action.**

Chair Tatro expressed his gratitude for the Task Forces hard work and spoke of his appreciation of receiving the Task Force's report. Tatro said that the next phase will be to bring the discussion to the public through Public Hearing meetings that will be scheduled in the coming months throughout the County.

Rep. Parkhurst questioned the numbers presented in the plan and asked if alternatives were to be considered. Administrator Wozmak said that a number of alternatives still needed to be examined and that one of the primary purposes of the up-coming public hearing sessions will be to solicit comments and to discuss the alternatives in open public meetings.

The vote on the motion was then taken and passed unanimously, with nineteen (19) Yea's and no (0) Nay's.

Rep. Weber was recognized and thanked the Executive Committee for the hard work that was completed this year and in previous years, on establishing and amending the County budget saying that having participated in past years she recognized the commitment that is needed to compile and present the budget.

The Delegation then discussed the timing of the selection and creation of the Delegation sub-committee that will study the options for the Maplewood Nursing Home.

Rep. Parkhurst asked about a \$60 million price tag that he heard about. Wozmak clarified that the \$60 million was not related to the work of the Task Force but was associated with construction estimates from 10 years ago for an entirely new facility on newly acquired property. Wozmak underscored that more recent and tailored estimates would be needed in order to make decisions.

Rep. Sad wanted to know where and when these public input sessions would be held.

Reps. Berch, Emerson, Mann and Johnson volunteered to be on the sub-committee to study the report.

Rep. Weber wondered whether a meeting of the sub-committee should wait until after the election. Rep. Robertson said he felt that the need to meet is now and that members of the sub-committee could be replaced as needed after the election. Rep. Hunt reminded the Delegation that there are no carry-over committees and that the sub-committee would have to be formed at the Delegation Organizational meeting in December. Rep. Weber said the election would not hamper the work of the sub-committee.

Rep. Eaton said the work of the sub-committee is within the purview of the next Delegation; not this Delegation. Rep. Berch was concerned that it would be a clumsy approach to have the Commissioners, the current Delegation and the future Delegation all working on the public input sessions. He felt that a single body—after the election—made the most sense, therefore he would be in favor of delaying any activities until after the election.

Rep. Chase relayed to the Delegation that she is already having constituents approach her seeking details and she was therefore concerned about the negative effects of a delay in holding information sessions.

Rep. Weed suggested that hard copies of the Task Force report be made available to the public at the County Administrative offices.

Rep. Berch suggested that Delegation Representatives and County Commissioners should work together on the alternatives for the Nursing Home.

Rep. Weber stated that she supported appointing the sub-committee from the present Delegation members.

The recording (video) of at least one of the Public Hearing meetings was suggested. ACA Bouchard said that a video could be posted to the County website for public access.

Rep. Hunt spoke and said that the proper protocol requires that the Commissioners submit a proposal to the Delegation for consideration and then the Delegation could appoint a sub-committee to study plans and consider alternatives.

Commissioner Rogers noted that the Public Hearings are to both educate and to receive information from the public so that a sound decision can be made on the future of the Nursing Home.

Rep. Tatro noted that written comments would be accepted after the hearings are completed and would be considered in the sub-committee deliberations.

There being no other business to come before the Delegation, the Chair received a motion to adjourn from Rep. Eaton, seconded by Rep. Parkhurst. Upon a voice vote, the motion passed unanimously.

The meeting adjourned at 7:45 PM.

Respectfully Submitted,

Rep. Tara Sad
Clerk of the Delegation

**County of Cheshire
Delegation Meeting
Organizational Meeting
Public Hearing on Proposed 2015 Budget
December 8, 2014
Cheshire County Department of Corrections
825 Marlboro Road, Keene, NH 03431**

PRESENT: Representatives; Hunt, Eaton, Robertson, Weed, Sad, Weber, Chase, Johnsen, Tatro, Ames, Ley, Mann, Phillips, Shepardson, Sterling, Abbott, Pearson, Bordenet, Tilton and McConnell.

Commissioners Pratt and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator (ACA) Bouchard.

ABSENT: Representatives Emerson, Parkhurst and Berch.

7:00 Organizational meeting.

Delegation Chair Tatro opened the Organizational meeting of the Delegation at 7:00 PM to elect the officers of the delegation. Bruce Tatro nominated Dan Eaton as Chair of the Delegation, seconded by Marge Shepardson. Larry Phillips nominated Paul Berch as vice chair and Tara Sad as Clerk. Without objection the slate of officers was moved and received unanimous yeas.

As to the composition of the Executive Committee, the following members were agreed upon: Chair Bruce Tatro, Vice Chair John Hunt, Clerk Tara Sad, Frank Sterling, Tim Robertson, Dan Eaton, Mike Abbott, Marge Shepardson, Cyndi Chase Jim McConnell, Paul Berch and John Bordenet.

The Maplewood Committee was chosen next. Those members include: Chair John Mann, John Bordenet, Dick Ames, Tim Robertson, Paul Berch, Cyndi Chase and Gladys Johnsen.

The Farm Committee was chosen next. Those members include: Chair Tara Sad, Cyndi Chase, Marge Shepardson, Ben Tilton, Paul Berch and Will Pearson.

The Organizational meeting concluded.

7:08 PM Public Hearing on the Commissioners Proposed Budget for 2015.

New Delegation Chair Rep Dan Eaton opened the public hearing on the Commissioners proposed budget for 2015. Commissioner Pratt explained the difficult task of formulating a budget that balanced an increase in taxes to be raised against increases in operating costs, health insurance and Medicaid pass-through expenses. The commissioners' proposed budget contains a 5% increase in taxes to be raised. He noted a 1.7% COLA has been used in the computations and that 3 new employee positions are proposed; a correctional officer, an IT position and a Benefits Coordinator within Finance to handle, among other things, the significant reporting and

outreach burden created by the Affordable Care Act. He said that he believes that the Executive Committee should be able to reduce that somewhat, to around 2.5% with the work they will do in January. Eaton asked if there was sufficient funding within the budget to hire an IT person that is qualified. Staff told him that our wage scale typically is well below market in this area and that we normally have to pick people with little experience and train them.

Hearing no more comments or questions regarding the Commissioners proposed budget, at 7:17 PM Chair Eaton closed the public hearing on the proposed budget and opened the regular meeting of the Delegation.

Rep Sad Moved to authorize the Register of Deeds to expend 2015 surcharge funds in the amount of \$14,400; seconded by Rep. Weber. Upon a voice vote the motion was approved unanimously.

The Chair next called upon Jack Dugan from Monadnock Economic Development Corporation to make a presentation about a Community Development Block Grant project.

Mr. Dugan explained that the application would be for \$500,000 and would involve a loan from MEDC to Keene Energy Agriculture Project (KEAP) to help it establish the project at the Keene landfill. The project involves using waste energy generated by the landfill to grow vegetables and raise fish. KEAP is a project to build a greenhouse with sustainable food production process for local markets. It will utilize the methane produced by the City of Keene landfill for energy. The greenhouse is expected to produce 500,000 pounds of herbs and salad mixes annually and the marketing/distribution structure has already been secured. The aquaculture project will also produce 66,000 pounds of fresh tilapia fish for local sale. This is a public-private partnership with Dartmouth, Keene State College, Antioch University, and others.

There was discussion for the newly elected representatives as to how the CDBG process works and some discussion about the motion. The following motion was made by rep. Robinson, Seconded by Sad: **Motion to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for \$500,000 in Community Development Block Grant funds to be used by Monadnock Economic Development Corporation (MEDC) for a loan to Keene Energy Agriculture Project (KEAP) for the purpose of establishing a greenhouse operation to be located at the City of Keene landfill. The motion passed unanimously upon a voice vote.**

Chair Eaton extended his thanks to outgoing members of the delegation: Reps. Jane Johnson, Bill Butynski, Harry Young, Chuck Weed and Gus Lerandau. He also extended his thanks to County Commissioners Roger Zerba and Jack Pratt who are leaving their Commission role after nearly 20 years of combined service. Commissioner Pratt, who was not reelected, expressed his profound thanks to the members of the Delegation for his many years both on the Delegation and his recent decade as a County Commissioner. He talked about the important ability to work across party lines and work with differing opinions in a civil and cordial manner. He particularly wanted to extend his gratitude to Finance Director Sheryl Trombly and County Administrator Jack Wozmak. He said that Trombly and Wozmak are gifts to this county and whose acts and deeds have made Cheshire the best and most forward-thinking county in the state.

There being no other business to come before the Delegation, the Chair received a motion to adjourn and upon a voice vote, the motion passed unanimously.

The meeting adjourned at 7:35 PM.

Respectfully Submitted,

Rep. Tara Sad
Clerk of the Delegation

**Cheshire County Delegation
Executive Committee Meeting
December 8, 2014
Department of Corrections
825 Marlboro Road, Keene, NH**

PRESENT: Representatives Tatro, Hunt, Sad, Eaton, Robertson, Abbott, Shepardson, Chase, Bordenet and McConnell, Sterling, Treasurer William Lynch, Commissioners Pratt, Zerba, and Rogers; Administrator Wozmak, Finance Director Trombly, and Assistant County Administrator Bouchard.

ABSENT: Representative Berch

At 7:40 PM, chair Tatro convened the Executive Committee meeting. Finance Director Trombly presented the third quarter budget review. Trombly continues to feel that we will come in with a healthy surplus. After her presentation and a few questions Hunt moved to accept her report, seconded by Eaton, unanimous acceptance by voice vote.

Rep. Eaton made a **Motion to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners to borrow in anticipation of taxes an amount not to exceed \$21 million dollars for the 2015 budget year, January 1, 2015 to December 31, 2015, seconded by Rep Sad, voted unanimously.**

There was discussion regarding the budget review dates and the following dates were selected: January 12, January 26, February 2, and February 9.

There being no further business to come before the Executive Committee, the meeting was adjourned at 8:08 PM.

Respectfully Submitted,

Rep. Tara Sad, Clerk