

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 8, 2014 9:30AM**  
Administration Building  
33 West Street, NH 03467

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**PRESENT:** Commissioners Pratt, Rogers and Zerba.

**STAFF:** Finance Director Trombly, Sheriff Rivera, Grant Specialist Desrosiers, Nursing Home Administrator Kindopp, Maplewood Facilities Manager Harrison and Assistant County Administrator (ACA) Bouchard.

**At 09:33AM** – Commissioner Pratt opened the meeting and asked the Assistant County Administrator for the previous weeks operational updates. ACA Bouchard communicated the following events/activities:

- No items of interest from the previous week regarding the general operations of the County needed to be referred to the Commissions for review or consideration.
- A complaint by an inmate at the Department of Corrections was being investigated by the Superintendent.
- The County Administrator has scheduled and cleared with the Commissioners vacation time in February.

Sheriff Rivera was recognized and provided a quarterly report for the fourth (4<sup>th</sup>) quarter of 2013 to the Commissioners for the Sheriff's department.

Sheriff Rivera reported the following items:

The town of Sullivan has requested a contract for Police Services from the Sheriff's department for seventeen (17) hours of services per week. The yearly cost for the service will be \$35,000.00.

The town of Gilsum has added \$10,000.00 to their budget for Police Services contracted with the Sheriff's department and the yearly total cost of services is now \$35,000.00.

The Sheriff will be issuing a Press Release on promotions and changes in the Sheriff's department and will include information for the public on the contracted services with the towns.

The Sheriff then reported that the overall number of civil process documents has continued to drop following a pattern that extends back to 2008.

2008 = 3,900	2011= 3,100
2009 = 3,800	2012 = 3,000
2010 = 3,400	2013 = 2,989

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He also reported that the total number of prisoner transports was down to 2,500 for 2013 which is a drop of 500 from 2012. He went on to say that a good deal of the drop in transports was attributable to the large increase in video arraignments over the last year.

He said that he expected that the overall number of transports would fall again in 2014 due to the consolidation of the District and Superior Courts in the new courthouse as they now drop off all court arraignments at one (1) building instead of two (2) as was previously done when District Court was housed in the Keene City Hall building.

A discussion then arose concerning the services that the Sheriff department provides and Sheriff Rivera was asked about the need to provide police detective services to the smaller towns. The Sheriff said that outside of the Keene police force who has its own detective bureau, the State Police provide any detective services that are required to the towns. He also said that he has called upon the State Police for detective service support in the past when it was appropriate.

The Sheriff was then asked about the maintenance routines that are in place for the Sheriff's cruisers. The Sheriff responded in detail about the maintenance schedules and discussed the local garages that are used for repairs and preventative maintenance programs.

Sheriff Rivera then discussed the personnel changes that occurred in 2013 and talked about the loss of some senior deputies and bailiffs and the addition of new personnel over the past few months.

The Commissioner thanked the Sheriff for the review.

The Master Item Agenda list was reviewed:

**Action Item #2013002** The Delegation voted to authorize the Commissioners to explore the sale of the Blood Farm and to require the Commissioner to present to the Delegation their proposed sale at a future Delegation meeting

**Status Update: ACA Bouchard said that an updated report on the status and progress of this item will be provided at the January 15<sup>th</sup> Commissioner's meeting.**

The next agenda item discussed was **Action Item# 2013003**. An RFP was published for certain emergency repairs and snow fencing on the roof of the old courthouse using funds recently appropriated by the Delegation. A bid was timely received from MacMillin and Melanson. This is the first phase of repair work for the old courthouse roof.

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**Status Update: ACA Bouchard reported that the negotiations to adjust the price had been successful and that MacMillin would be awarded the contact to complete the work this week.**

The remaining open action items were reviewed and the Commissioners expressed an interest in receiving weekly updates on open items.

**10:03AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring any person as a public employee. The motion was seconded by Commissioner Rogers and upon vote passed unanimously.**

**Following and extended discussion, a motion was made by Commissioner Rogers and seconded by Commissioner Zerba, to hire TW as the Maplewood Nursing Home's Director of Nursing at \$38.16 per hour based on her education, experience, and performance with the date of hire to be effective retroactive to December 18, 2013.**

**At 10:23AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

**10:24AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring any person as a public employee. The motion was seconded by Commissioner Rogers and upon vote passed unanimously.**

**Following discussion, a motion was made by Commissioner Rogers and seconded by Commissioner Zerba, to hire CB as a Maplewood Facilities staff maintenance employee for a Wednesday to Sunday shift at the rate of \$14.64 per hour based on his experience, training, and references with an effective hire date of January 13, 2014. Upon vote the motion passed unanimously.**

**At 10:29AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Director Trombly then presented the Commissioners with an update on the Medicaid Pending status for Maplewood. Trombly stated that the overall number of cases pending with a date older than seventy-five (75) days, has dropped from eleven (11) last year to two (2) currently. She also reported that there are only three (3) other pending cases and all three cases having been pending for less than forty-five (45) days.

The Commissioners then recognized Grant Specialist Desrosiers who requested permission to submit a grant renewal for the Greater Monadnock Medical Reserve Corps

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(GMMRC) for volunteer management training. The grant is for \$10,000.00 which is an increase of \$4,000.00 from the grant received in 2013 for this purpose. There is a 10% administrative fee (\$1,000.00) for this grant.

**Following discussion Commissioner Rogers moved to authorize Grant Specialist Desrosiers to submit the grant request on behalf of the GMMRC. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Commissioner Pratt then spoke of call he had received from a member of the public regarding the relocation of public documents from Keene to Concord and other locations during the recent consolidation of the Courts into the new courthouse on Winter Street. A discussion arose and concern was expressed about limiting access to probate records and other court documents that are researched on a regular basis by the public. Following discussion Commissioner Pratt asked for the staff to follow-up with the Administrative Office of the Courts to determine if the documents that were relocated can be moved to a storage facility within the county to ensure that the public has reasonable access to the documents.

The commissioners reviewed the census.

Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of December 18, 2013 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was reviewed.

At 11:44AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk