

MINUTES
Cheshire County Commissioners Meeting
Thursday February 6, 2014 9:30AM
Administration Building
33 West Street, Keene, NH

PRESENT: Commissioners Pratt, Rogers, and Zerba.

STAFF: County Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, MNH Facilities Manager Harrison, Sheriff Rivera, County Attorney McLaughlin, and Assistant County Administrator (ACA) Bouchard.

At 09:30AM – Commissioner Pratt opened the meeting and recognized MNH Facilities Manager Harrison and MNH Administrator Kindopp for the purpose of receiving the MNH Facilities quarterly report.

Harrison provide the following review and updates:

**MNH Facilities Report to Commissioner's
Covering Q4 FY2013**

Accomplishments

- Maint II position filled in August moved to 2nd shift – well received
- Pool Salt system installed and operational
- 4th Shower RFP / contractor chosen
- Interviewed to fill 2nd Maint II opening – will include weekends
- Normandeau Environmental Consultants - AST SPCC plan review completed
- Kitchen drain cut out and repaired
- Passed our Life Safety Inspection by State
- 3rd floor north / odd side tile replaced
- UST – repairs completed to pass State mandated cathode protection testing
- Fluorescent bulb disposal program set up for MNH and Keene

Concerns

- Honeywell's service levels and follow up
- Deteriorated condition of the waste lines throughout the building
- Condition of DA Tank – budgeted FY14
- Laundry dryers and duct work – overall breach of area systems – budgeted FY14
- Budgeted amount for sand will be well short of expectations – new level of service

Budget

Account	2013 Budget	Dec MTD Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$283,200	\$11,645	\$246,510	\$36,690	13%

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P/R Overtime MNH	\$8,500	\$1,387	\$8,774	-\$274	-3%
Outside Services MNH	\$144,346	\$26,448	\$140,831	\$3,515	2%
Supplies MNH	\$7,200	\$482	\$9,171	-\$1,971	-27%
Electricity MNH	\$152,000	\$12,528	\$124,401	\$27,599	18%
Fuel #4 MNH	\$279,407	\$42,234	\$264,298	\$15,109	5%
Auto Repair MNH	\$2,000	\$686	\$12,283	-\$10,283	-514%
Building Repair MNH	\$54,000	\$12,081	\$78,205	-\$24,205	-45%
Equipment Repair MNH	\$14,000	\$3,215	\$34,768	-\$20,768	-148%
Total MNH Facilities	\$1,193,547	\$128,577	\$1,184,703	\$8,844	0.74%

Looking Forward

- New Hire starting in January
- 4th floor shower renovation underway
- South stairwell door project completed in January
- 2nd RFP for shower re-tiling and tub / hall way flooring
- Meeting with alternate laundry equipment company – including duct work
- Preparing for RFP on the DA Tank – meeting with contractors, viewing systems
- 4th floor north end tile replaced both sides
- Prepping for 4th floor – new tubs and lift installation
- On site meeting with Control Technologies

The Commissioners asked a number of questions concerning ongoing operations and staffing issues and discussed in detail the challenges facing the MNH facilities staff in maintaining some of the thirty-year old infrastructure. Following an extended discussion the Commissioners thanked Harrison and Kindopp for the report and encouraged Harrison to keep up his good work.

Sheriff Rivera was then recognized and at 9:49am 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, without that person having requested an open meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

At 10:12am the non-public meeting was temporarily suspended to gather further documentation pertaining to the discussion.

At 10:13am County Attorney McLaughlin was recognized and he requested the replacement hiring for the part-time Regional Prosecutor position. McLaughlin requested that V.W. be hired as a part-time Regional Prosecutor for \$30.63 per hour based on over twenty-five years of experience with a projected start date of February 11, 2014. Following discussion Commissioner Rogers moved to approve the hire of V.W. at \$30.63 per hour

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starting on February 11th. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

Administrator Wozmak was then recognized for the purpose of providing the Commissioners with the weekly operations update. Wozmak covered the on-going discussions with the Sheriff and County Attorney concerning moving staff into the recently vacated Superior and Martial Court space in the old Courthouse.

He then asked for the Commissioners to consider a possible change in the way that grants under \$10,000.00 are reviewed and accepted by the County. The Commissioners agreed to consider the proposal and will take up discussion of the request at a future meeting.

Wozmak then discussed his meeting with an electrical contractor concerning the transfer switches at Maplewood. The contractor recommended that the transfer switches not be replaced but a backup emergency generator be installed instead. Based on the recommendation of the contractor and facts gathered through his on-site visit, Wozmak asked that the funds allocated for the switch replacements be reallocated to the acquisition of a backup emergency generator. The issue will be reviewed further and a recommendation containing costs and equipment descriptions will be considered at a Commissioners meeting in the next few weeks.

Wozmak then discussed the request for funds to complete a study of the financial impacts of implementing a Green House Project in Cheshire County. The study would be focused on the financial aspects of the projects and would compare the current institutional model and cost against the Green House Project projected cost. The Commissioners will take the request under consideration and a follow-up discussion will take place in the next few weeks.

Wozmak then presented a request for the authorization to dispose of used counters that are being removed from the Registry of Deeds. Wozmak stated that the counters are being considered as demolition debris with no other need or use for them when they are replaced. **Following discussion Commissioner Zerba moved to depose of the counters by allowing the Register of Deeds to give them to her daughter given that there is no appreciable value. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

At 10:41am the previous non-public session that was suspended at 10:12am resumed.

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

At 10:58am Commissioner Pratt moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.

The Master Item Agenda list was then reviewed:

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Action Item #20: To review, discuss, and vote on a new RSAT (Residential Substance Abuse Treatment) Grant in the amount of \$20K for programs at DOC was taken up for discussion. **Following discussion Commissioner Zerba moved to accept the \$20,000.00 grant funds for a Residential Substance Abuse Treatment grant for the Department of Corrections. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The remaining open action items were reviewed and no change in status was noted from the previous week's report.

The Commissioners then reviewed the minutes of February 5, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

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

The Commissioners reviewed the census and the Commissioners calendar with no updates.

Finance Director then presented a contract for signature of Chairman Pratt for the hiring of Devine Millimet for the purpose representing the County as bond council for the Tax Anticipated Notes (TANS) process. **Commissioner Rogers moved to hire Devine Millimet as tax council for 2014 TANS bonds. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously. Commissioner Pratt then signed the engagement letter.**

Administrator Wozmak then returned to the topic of limited renovations and work associated with re-use of the old courthouse. The Administrator would like to begin some work of a non-structural nature to begin re-wiring the building for telephone and data, patching and painting, carpet and other relatively minor renovations in order that some areas of the building can be reused. These initial areas include:

1. Moving the County Attorney staff from the basement to the first floor of the same building. While there are not enough offices to accommodate the entire county attorney's staff, it would begin a transition of moving them out of the basement. Paint, carpet, tele-data wiring are the sort of activities envisioned.
2. Moving most of the County Sheriff's deputy's one floor up into the former court clerk/staff area. The Sheriff has stated that he can live with the room layout, thus, funds would be limited to paint, carpet, tele-data wiring, security glass at the front window are the sort of activities envisioned.
3. There are other offices where paint, carpet and tele-data renovations can be made for the Finance Department, UNH Cooperative Extension, or other departments.

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The Administrator is seeking support for the appropriation of some amount from the approximately \$1.3 million in reserves in order to begin some of the more simple renovations.

He said that he recognizes that more detailed discussions will be necessary for structural renovations and that Chairman Tatro intends on forming a sub-committee to make recommendations regarding significant renovation decisions. Wozmak when on to say that while it is not the intent to circumvent this process the staff feels that some minor, obvious things could be accomplished while the larger renovation questions are addressed.

Following extended discussions, Commissioner Pratt moved that \$250,000.00 be requested and Commissioners Rogers seconded the motion. Upon vote the motion passed unanimously.

At 11:49am 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, without that person having requested an open meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

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

At 12:02 Commissioner Pratt moved exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously and non-public session ended.

At 12:03PM there being no further business to discuss, Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with unanimously.

Respectfully Submitted,
R Zerba, Clerk