

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 13, 2014 9:30AM**  
Department of Corrections  
825 Marlboro Road  
Keene, NH 03431

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

**STAFF:** Administrator Wozmak, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectperson J. Hammond, and Charles Weed.

Chairman Pratt opened the meeting at 9:30AM recognizing Administrator Wozmak for the purpose of providing the weekly operational update.

Wozmak updated the Commissioners on the potential of the removal of the underground oil tank at the Administration Building at 33 West Street. He said that DES had mandated the replacement of the tank due to age by December 2015 but that other alternatives were being explored. He cited conversations with NH Gas of Keene to explore converting the heating fuel from oil to propane and discussed the cost avoidance of tank replacement that may be realized by closing and removing the tank from service and switching to propane. NH Gas has stated that the conversion would be done at no charge to the County. He went on to say the cost for closing the tank and removing it from DES oversight would be about \$6,000.00 to \$8,000.00 vs. as much as \$68,000.00 to replace the tank.

Wozmak and Bouchard then reviewed the work the City of Keene is completing on Winter Street and Center Street and said that the work is nearly complete on Winter Street with only some landscaping remaining, and the work on Center Street is about 50% complete. Wozmak reminded the Commissioners that all of the cost of the extensive work to the County grounds have been picked up by the City as part of the road and utility reconstruction project.

Superintendent Van Wickler was then recognized for the purpose of providing the Department of Corrections Quarterly report. Van Wickler said Dr. Dan and Louise Rath have donated, or have on loan, a number of pieces of art work that have recently been installed at the facility. Van Wickler said that he had provided the Rath's with a tour of the facility and had written a letter from his office and the Commissioners thanking the Rath's for their extremely generous gifts. He went on to say that the art work was being enjoyed by both staff and inmates.

Van Wickler then reviewed a recent discussion with a local radio show host who is covering the Keene City Council's call-to-action to combat the local heroin problem that has reached epidemic proportions in the local community. He said that two inmates have volunteered to be interviewed and will be taped as part of a future show concerning their heroin drug addiction. Van Wickler then discussed his work in developing a thirty-two (32) question data instrument to examine the ways that heroin addiction actually occurs and to try to understand the mindsets of heroin addicts. He has been invited to attend the airing of the inmate interviews scheduled for August 26<sup>th</sup>, and will be answering question from the public on the topic.

Van Wickler then discussed a new FCC ruling that affects Corrections phone revenue. He said that the new FCC ruling on inmate phone costs will result in approximately an \$800.00 per month loss in revenue from Securus who is the DOC's inmate phone provider. The FCC is revamping a long standing

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ruling on charging for long distance calls, reverse charge calls, and any operator assisted calls from jails and prisons. He said he will keep the Commissioners informed as the rules take effect.

Van Wickler then discussed that staffing at DOC is at full complement and that only nine (9) officers are awaiting certification. He said that he has not been informed of the next scheduled Correctional Officer training academy but was planning on sending two (2) officers to the next class. He also said that upon conclusion of the class the Correctional Officer Certification board would be convened and he will be submitting the rest of the Correctional Officers awaiting certification for approval based on the successful completion of the County training curriculum as has been done for approximately 15-16 years.

Van Wickler then reported that two (2) of the cell windows in the facility have failed and will need to be replaced. He said that the seals on both windows have been compromised and cannot be repaired and must be replaced at a cost of approximately \$600.00 each.

At 10:17AM the Commissioners took a short break and then reconvened at 10:23AM.

Van Wickler then spoke of communication that has been sent to the Executive Director of the New Hampshire Association of Counties, the Chair of the Superintendents Affiliate, and the Chair of the Commissioners Council asking for documentation and clarification of the new Correctional Officer Certification standards and process that has been discussed and proposed. He has not had any response from the communication sent about six (6) weeks ago. He will inform the Commissioners when a response has been received.

The Commissioners then reviewed the Master Item tracking list and a discussion of the deteriorated condition of the old jail ensued. Wozmak spoke of the water infiltration into the building and enormous amount of damage that has been caused to the structure over the winter. He said that the building is in such a poor state that he will be recommending the structure be torn down in the 2015 budget.

ACA Bouchard then discussed a meeting that was recently held with the City of Keene Contract Manager Purchasing Manager and Public Works to discuss joint County, City, town purchasing efforts to obtain best pricing on commodities and services. Bouchard said that a number of issues were discussed and that a communications software program was being considered for implementation. This system would include county towns who might be interested in joining with the County and City in purchasing products and it would serve as both an RFP platform for purchases and as an information exchange among the participants. Bouchard will keep the Commissioners abreast of developments if the project moves forward.

Grants Manager Bansley then asked that Commissioner Zerba sign an authorization form for the completion of a grant extension that was filed last week with the State. The County was

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originally told that no other documentation was needed when the extension was filed and then a request for the certifying official document was received shortly thereafter. Commissioner Zerba signed the form and it will be submitted shortly.

The Commissioners then reviewed the weekly census.

The 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 then reviewed the minutes of August 6, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

At 11:15AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk