

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 30, 2014 9:30AM**  
**Administration Building**  
**33 West Street**  
**Keene, NH 03431**

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

**STAFF:** Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, DOC Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Peter Graves and C. Weed, Commissioners Elect, Westmoreland Selectman Hammond.

Chairman Pratt opened the meeting at 9:37AM and recognized Administrator Wozmak for the purpose of providing the weekly operations update.

Wozmak discussed that the Old Courthouse renovation was on target and that the IT department had completed their move into the new space last week.

A discussion about parking issues at 33 West and 12 Court Street began and it was noted that there will be no public parking available at either location following completion of the renovation project as the Behavioral Health Court, Regional Prosecutors, and Cooperative Extension staff's will have to be accommodated at the Latchis Lot and at 33 West because of the office consolidation taking place.

Superintendent Van Wickler was then recognized and discussed the appeal that has been filed on behalf of two (2) Correctional Officers (C.O.'s) for denial of Certification from the New Hampshire Association of Counties (NHAC). An extended discussion around the history of the C.O. certification process began and Van Wickler recounted the active role that Cheshire County has had in providing much of the training for the Correctional Academy over the years. He also discussed the in-depth communication that has taken place over the year with the Corrections Affiliate of the NHAC Executive Council concerning C.O. certification for Cheshire County personnel and the lack of cooperation that he has received from the Affiliate in trying to address his concerns regarding Cheshire County in-house training that fully meets NHAC training requirements.

The differences between Group I and Group II retirement was discussed and the financial impact of sending Cheshire County C.O.'s to the Academy in Concord was covered. Van Wickler pointed out that statistics show that on average, C.O.'s who attended the in-house training program have a longer tenure with the Department of Corrections than do the C.O.'s that attend the C.O. Academy. He also pointed out that Cheshire County has the lowest number of Correctional lawsuits in the State.

The Commissioners thanked Van Wickler for his report and asked to be kept apprised of further communication with the NHAC Corrections Affiliate on the matter.

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Chairman Pratt and Commissioner Zerba then expressed their gratitude to Superintendent Van Wickler for the great work that he has done for the County over the years that it has been a pleasure working with him.

Sheriff Rivera was then recognized and presented his request for permission to present to the Executive Delegation Committee a request for the allocation of funds from the Drug Forfeiture Fund for the purpose of buying face shields and other protective equipment for the County Deputies. **Following review and discussion, Commissioner Rogers moved to support the request of the Sheriff for the allocation of funds from the Drug Forfeiture Fund to the Delegation Executive Committee for up to \$4,500.00 based on the Sheriff's department's needs. Upon vote, the motion passed with two (2) Yea's and one (1) Nay. Commissioner Pratt dissenting.**

Commissioner Pratt then discussed a letter that had been received from the Southwestern Community Services agency announcing the formation of the William A. Marcello Memorial Fund to further the work that Bill Marcello started and ran successfully for so many years.

The Commissioners discussed making a County contribution to the fund and discussed using the Hemenway Fund for the contribution. Administrator Wozmak cited the following language from the Hemenway trust that details the acceptable uses of the funds' assets. Wozmak said that the Hemenway Fund is a testamentary trust where payments may be made *"for the care of the young, and the aged and infirm residents of the county, outside the Town of Marlboro"* at the discretion of the County Commissioners. He went on to say that the William A. Marcello Memorial Fund target audience were precisely the people mentioned in the Hemenway Fund language.

**Following review of the language and current fund balance, Commissioner Zerba moved to authorize a gift of \$1,000.00 from the Hemenway Fund to the William A. Marcello fund. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Master Agenda was then reviewed and no changes made.

Agenda Item #136: City of Keene – The Joint Vehicle Maintenance Program initiative was then reviewed and Sheriff Rivera said that despite not being able to come to agreement with the City of Keene in the past regarding the maintenance of the Sheriff's vehicle's, he is still interested in exploring the possibilities of crafting an arrangement that would include other County vehicles in a program. Administrator Wozmak will follow-up again with the city after receiving the Sheriff's vehicle repair / maintenance information.

The 2015 Commissioner's Meeting Schedule, Quarterly Department reporting schedule, and the Executive Committee Budget Review schedule were reviewed.

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Administrator Wozmak then discussed obtaining a new plaque for the lobby of the renovated Old Courthouse and discussed establishing a formal name for the building. Conversation stated concerning an appropriate name and ACA Bouchard suggested calling the building County Hall. Further discussion ensued and a name will be chosen in the next few weeks.

The Weekly Census was then reviewed.

Old Business was then reviewed and the issue of parking for 12 Court Street was discussed. Administrator Wozmak reviewed the loss of thirty-four (34) County parking spaces when the New Courthouse was built and said that with the consolidation of the outlying Behavioral Health, Regional Prosecutor, and Cooperative Extension offices in the parking lots at 33 West, 12 Court, and the Latchis lot there is no additional delegation or public parking that can be allocated on County properties. Wozmak will contact the City and discuss what options are possible for the delegation members when they are required to attend business hour meetings at 12 Court Street.

**The minutes of December 10, and December 17, 2014 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners Calendar was then reviewed and no changes were made. A follow-up discussion concerning having Judge Kissinger or Judge Burke officiate at the January 7<sup>th</sup> swearing ceremonies was covered. Options were reviewed in the event that neither Judges schedules could accommodate attending the event.

**Commissioner Zerba moved to accept the Weekly Manifest and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Commissioner Pratt then noted that this would be the last meeting for both himself and Commissioner Zerba saying that he was greatly appreciative of the fine work and dedicated service that the County employees had given to the Board of Commissioners in his time in office.

He especially recognized Finance Director Trombly and Administrator Wozmak for their excellent work, steady counsel, and outstanding results saying that he deeply appreciated their dedication and would greatly miss working with them.

**At 11:05AM - Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public**

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**employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved unanimously upon roll call of the Commissioners.**

**As a result of the deliberations in nonpublic session the Commissioners accepted, with sincere regret, the notice of retirement submitted by the County Administrator, effective January 16, 2015.**

**At 11:45AM the Commissioners voted unanimously to exit non-public session.**

**At 11:47AM there being no further business to discuss, Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioner Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,

R. Zerba, Clerk