



## COMMISSIONERS MEETING

Wednesday, April 1, 2026

### Minutes

This meeting will be conducted in person and via Zoom at  
Maplewood  
201 River Road  
Westmoreland NH, 03467

**Zoom Call-in Number: +1 646 558 8656**

**Meeting ID: 409 748 8803**

**Pin #: 603123**

**Start Time 8:30 AM**

**Present:** Commissioners Terry Clark, Claudia Stewart, and Skipper DiBernardo

**Absent:**

**Staff:** County Administrator Coates, Finance Director Trombly, HR Director May, Sheriff Rivera, Maplewood Facilities Director Newman, Maplewood Administrator Kindopp, Superintendent Phillips, DOC Maintenance Director Plaskiewicz, and Director of Executive Services/Communications Bernstein

**Guests:**

### **Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

#### **I. Elected Officials & Department Head Updates**

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

1. Superintendent Phillips said the sidewalk RFP is out and active until June. He said they are moving forward with working on the cameras contract.

2. HR Director May said the first visa nurse has arrived and is working as of this week. She has an apartment and is already doing a great job. The next one is waiting on her NH nursing license. It has taken longer than usual. Several other nurses are in various points of progress for getting licensed, to the US, etc.

She noted they are looking at bringing in a nurse for the DOC as well, specifically from Canada.

3. Maplewood Administrator Kindopp said she is down to one company for acquiring a Medical Director. It has taken some time to get a tentative contract and a medical director, and they are just working through some final details. The outgoing medical director will stay on two months longer than originally planned until May 31, 2026.

## II. Scheduled Items

Master Agenda Item #1335: Sheriff's Office Position – E. Rivera

**Action Expected: To discuss a full-time Bailiff position.**

1. Sheriff Rivera said he was looking to make a per diem bailiff full-time, there will be a reimbursement from the state which will result in nearly no cost for the County besides health care and other minor benefits.

Rivera will seek out the maximum reimbursement from the state possible.

**Commissioner Clark made a motion to approve the full-time bailiff position. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1336: Sheriff's Office Position – E. Rivera

**Action Expected: To discuss a second K9 Unit (Friendly Find K9).**

1. Sheriff Rivera said they are looking to get a “friendly K9” to be used in missing persons cases and other non-confrontational situations. He said the cost to the County will be minimal as there will be support from multiple outside organizations and donations.

**Commissioner Clark made a motion to move forward with the friendly find K9. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1337: Combi Oven – A Newman & D. Plaskiewicz

**Action Expected: To discuss the RFP results for the Combi ovens at the DOC and Maplewood.**

1. DOC Maintenance Director Plaskiewicz said the skillet at the DOC was getting old and worn out. He said they are looking to replace it with a combi oven.

Maplewood Maintenance Director Newman said they did a dual RFP as Maplewood needed a combi oven at the same time.

Commissioner Stewart asked why the new oven at the DOC would be larger if they serve less people than Maplewood.

County Administrator Coates asked Superintendent Phillips to check in with the Kitchen Director on this.

DOC Kitchen Director said the larger oven was needed for a specific type of pans.

The DOC's oven is \$29,000 with an additional \$2,000 cost for electrical changes, Maplewood's is \$22,789 in total.

Commissioner Stewart and DiBernardo did not see a valid justification for the larger oven at the DOC.

**Commissioner Clark made a motion to approve the Combi oven for the nursing home, Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

**The decision on the Combi oven for the DOC was tabled.**

Master Agenda Item #1338: Semi-Annual Report, Maplewood Facilities – A. Newman  
**Action Expected: To receive an informational report on the last six months of operations.**

1. Maplewood Facilities Director Newman gave the following report,

“We acquired a rental house on Old Moore Rd and moved the traveling nurses from Swanzey to Westmoreland.

We have repainted 36 resident rooms and 2 apartments in ALF.

On March 9th, we passed our Life Safety Audit in ALF and were deficiency free. A lot of work goes into making sure all inspections are completed and on time.

We have completed 1,034 work orders.

The Facilities Team has spent many overnights on campus providing 24-hour snow removal services. This winter was particularly challenging with snow, ice, and a shortage of salt. We provided a great service to the campus and reduced slips from 3 the year before to 0 this winter.

As the 2025 year came to a conclusion, we were able to stay within (actually just below) the set budget.

Repainting the second floor has begun. The residents on this floor voted to have the hallways painted in soft green.

The RFP for the Water Study has been created and, pending approval, will be going out this week.

The RFP for 2 combi ovens (1 for Maplewood and 1 for HOC) has been created and posted externally.

We implemented a new contract for waste services and a new short-term power contract for the county.

We repurchased propane and have a locked-in rate at the Westmoreland campus for 2026. This is providing savings for the county.

The Facilities Department sealed the concrete floor in the Red Barn, tiled the bathroom floor, installed the new kitchen sink, and is putting together all of the furniture ordered through the grant. Amanda Bassett created a calendar for parties interested in using the space. As of last week, the fire suppression system and the range hood have been approved for the Red Barn

and have been ordered. The last of the equipment for the Red Barn has been approved, and we are currently going through the process of ordering it.

The ALF front vestibule will be replaced on April 6th through the 8th.

We began the RFP process for the activities flooring project.

We began the RFP process for the ALF flooring project.

We began the RFP process for re-staining the front entrance.

We began the RFP process for painting the Hay Barn.

We began the RFP process for crack sealing the parking lots.

Tyler Witfoth passed his exam to be a Grade 1 WWTP Operator, and we are hoping he receives his certificate in May. Tyler is currently working towards his Grade 1 Water Distribution Certificate.

Robbie Barrows passed his Grade 1 Water Distribution exam and is currently working towards his Grade 2 Surface Water Treatment Certificate.

We have hired Brian Golic for the Chief Water Operator position.

We currently have enough trained staff to operate both water systems without having to rely on outside vendors for support.

In the past two quarters, 1,918,152 gallons of clean potable water were produced, and 1,208,000 gallons of wastewater were processed.”

Master Agenda Item #1339: Fund Balance Policy – S. Trombly & C. Coates

**Action Expected: To vote on an updated fund balance policy.**

**Commissioner Clark made a motion to amend the Commissioner’s policy on the fund balance to not fall below 15% and not exceed 18%. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

### **County Administrator**

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

1. County Administrator Coates said Don Bliss from MRI, Director of Communications Bernstein, and himself worked as a group last week to prepare for the upcoming rural transformation grant funding.

Coates said the County would be pursuing three grants for Southwest NH District Fire Mutual Aid, for CCEMS HQ expansion, and the EMS academy.

2. Coates said the Commissioners have attended 21 Selectboard meetings.

### **III. Old Business**

### **IV. New Business**

**V. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of March 18, 2026

**Commissioner Stewart made a motion to accept the manifest and minutes of March 18, Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

**VI. Calendar**

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

**VII. General Discussion for Commissioners**

**VIII. Nonpublic Sessions:**

**At 9:53AM Commissioner Clark made a motion to enter into a non-public session pursuant to RSA 91-A:3, II (c). Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

**As a result of the non-public the Commissioner's made no decisions and no votes were taken.**

**At 10:13AM the Commissioners unanimously voted to re-enter the public session.**

**IX. Adjournment**

**At 10:35AM Commissioner Clark made a motion to adjourn, and Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

Minutes Recorded by:  
Davis Bernstein  
Director of Executive Services & Communications

Minutes Reviewed by:  
Commissioner DiBernardo  
Clerk, Cheshire County Commissioners