



COMMISSIONERS MEETING

Wednesday, May 20, 2026

Minutes

This meeting will be conducted in person and via Zoom at
Department of Corrections
825 Marlboro Road
Keene NH, 03431

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 8:30 AM

Present: Commissioners Terry Clark and Skipper DiBernardo

Absent: Claudia Stewart (With Notice)

Staff: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, Superintendent Phillips, Sheriff Rivera, Maplewood Facilities Director Newman, HR Director May, 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. HR Director May has said a “Visa Solutions” nurse has told staff she feels very welcomed at Maplewood, and May said she is doing a great job.

She said another nurse from Nigeria is arriving at the beginning of June.

2. Chief Kreamer said last Friday, May 15, a school bus collided with a Ford F-150 which crossed over the double yellow line. Unfortunately, there was one fatality, and the bus driver was injured severely. 13 students had minor injuries.

Cheshire County EMS transported the students to the hospital, many of them out of precaution, and a few had more significant injuries.

II. Scheduled Items

Master Agenda Item #1354: Vendor approval for purchase of tractor – S. Bansley, A. Newman
Action Expected: Vote to authorize the selection of Townline Equipment for purchase of a tractor

1. Grants Manager Bansley said this is funded under a USDA grant, she said an RFQ was opened on 4/9 and it was due 5/14. It was broadly disseminated, shared directly with four potential bidders, and including a notice in the Sentinel. Two quotes were received: one bid at \$62,619.00 from Townline for a Kubota and the other at \$69,015.00 from United Ag & Turf for a John Deere. Both tractors under consideration were essentially identical in specifications as they were matching in having 50 horsepower, each had a cab, similar weight, capacities, and height. Given that the equipment was comparable in all material respects, the selection was made based on cost. The Kubota from Townline Equipment was chosen because it offered the lower total cost when factoring in all implements. Accessories will be purchased for increased versatility. The tractor will be used on the farm, and around the barn building, by the community garden, and a farm agency located nearby.

Commissioner Clark made a motion to authorize the purchase of the Townline Equipment Tractor in the amount of \$62,619. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1355: Sheriff's Office Vehicle – E. Rivera

Action Expected: To authorize the County Administrator to sign the Sheriff's vehicle lease paperwork

County Commissioner DiBernardo made a motion to authorize the County Administrator to sign the Sheriff's vehicle lease paperwork. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Leesee did, at the meeting of the governing body of the lessee held on May 20, 2026, by motion duly made, seconded and carried unanimously, in accordance with all requirements of law, approve and authorize the execution and delivery of the above referenced schedule of equipment No. 01 (the schedule) on its behalf the following named representative of the lessee, to witness: Christopher C. Coates – County Administrator

Master Agenda Item #1356: Semi-Annual Report, Department of Corrections – N. Phillips

Action Expected: To receive an informational report on the last six months of operations.

1. Superintendent Phillips gave the following report:

Staff and Staffing

- **Correctional Officer Vacant/Open Positions:**
 - 40 of 44 positions filled; all supervisor and admin positions filled
 - 31 applicants YTD
 - 2 officers hired YTD
 - 3 terminations YTD
 - 30% turnover in 2025; 20% in 2024; 52% in 2023; 56% turnover in 2022;
- **Nursing:**
 - Current staffing:
 - 1 regular FT nurse (32 hours a week), plus the Nursing Supervisor
 - 9 per diem nurses

- 2 travel nurses; Need for Travel Nurse has increased
- Interview scheduled with Visa Solutions for foreign nurse

Inmate Numbers

- Avg. YTD Federal Inmates: 44.8 (through 13 weeks, 4/6/25)
- Avg. YTD Electronic Monitoring: 38.3
- AVG YTD in-house: 113.15
- Avg YTD Offenders in Custody (EM, Federal, Holds, County): 160.38

Medical Services Updates

- Entered in to contract with Visa Solutions, in hopes to find long term solutions to chronic full-time nursing shortage we have struggle with over the years, and reduce need for temporary travel nurses.

Unscheduled Transports (Medical)

2026 YTD: 8 total YTD
 40 total transports in 2025
 59 total transports in 2024
 24 total transports in 2023

Psychiatric/Mental Health:

- Significant mental health issues continue to be prevalent
- 90% inmates on psychotropic meds
- Continued increase in referrals to NHH and SPU
 - 2026: 3 to NHH; 1 to SPU (year to date)
 - 2025: 13 to NHH; 1 to SPU
 - 2024: 7
 - 2023: 2
- Small percentage of inmates absorbing large percentage of mental health clinician time
- Nurse Practitioner Trina Brown, was hired in 2025. This has helped reduce some of the load put on our Mental Health Clinician and streamline the process for admitting inmates to the NHH. Trina has taken over the prescribing for most all psychotropic medications, including MOUD which is a significant portion of the population.

Facilities/Maintenance:

- Capital Projects 2026- status update
 - Cornerstone Camera System Update: In the process of finalizing contract with Cornerstone, more details to come once that is complete.
 - Sidewalk repairs: RFP was put out for the sidewalk replacement project.
 - Combi-over: Maintenance Director Devin has been working with Aaron from Maplewood for the purchase of a combi-oven.

- UPS Systems

County Administrator

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

III. Old Business

IV. New Business

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of May 13, 2026

Commissioner DiBernardo made a motion to accept the manifest and minutes of May 13, 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:

IX. Adjournment

At 10:00AM 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