



COMMISSIONERS MEETING

Minutes

Wednesday, August 14, 2024

This meeting will be conducted in person and
via Zoom at

County Hall
12 Court Street
Keene, NH 03431

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 08:30 AM

Present: Commissioners Jack Wozmak, Terry Clark, and Robert Englund.

Absent:

Staff: County Administrator Coates, Finance Director Trombly, HR Director May, Superintendent Iosue, IT Director Hummel, and Director of Executive Services/Communications Bernstein

Guest(s):

Public Comments

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

The Commissioner's opened the meeting at 8:31AM. Upon seeing no public comment, they moved forward with the agenda.

I. Elected Officials & Department Head Updates

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

II. Scheduled Items

Master Agenda Item #1193: DOC Camera System Changes – D. Iosue

Action Expected: To discuss options for keeping DOC cameras up to date, and to address options for replacements.

1. Superintendent Iosue stated that cameras that have failed at the DOC are difficult to repair and/or replace due to their age. Iosue said that a bid they received to replace all the cameras and requisite software has been established to cost \$650,000.

IT Director Hummel said the camera system is done through Comtech who is owned by Cornerstone. The software directs how the cameras are controlled.

Commissioner Wozmak stated he would like to see an RFP or RFQ done for this project.

County Administrator Coates said he would like to explore options as to not necessarily place this in the 2025 budget.

IT Director Hummel said the software to run the cameras is very complicated and may not be able to be articulated within an RFP.

Commissioner Wozmak said that he would like the County to consider bonding for around one million dollars to pay for this project, as well as other smaller projects within the DOC.

2. Another project discussed was the replacement of a boiler within the DOC. There are three currently, and having one down places too much stress on the others. This replacement could fall under the potential aforementioned bond focused on the DOC.

3. Superintendent Iosue said there is an additional cost to license the database engine for the jail inmate software program. This is an additional \$9,000 cost on top of the purchase of the hardware and software for the replacement of X-Jail.

Master Agenda Item #1194: – R. Hummel

Action Expected: To receive an as informational as possible report on the last six months of operations by the Director of IT.

1. IT Director Hummel began by stating our recent cybersecurity report card highlighted the lack of vulnerabilities within the County.

One system that could theoretically have vulnerabilities is the HVAC system.

He said the DOC has multiple UPSs that run the security system, they utilize replaceable battery trays full of individual batteries. Hummel said as the batteries have failed he has purchased replacements. As the batteries become unreplaceable, the IT department has reached out to two companies that could replace these battery packs. Liebert presented a quote for nearly \$150,000, and Eaton did as well at nearly \$100,000. Hummel said he believes the Liebert batteries to be more reliable.

Commissioner Clark asked how this differs from a generator we already have in place.

Hummel said these prevent a temporary lapse of power as the generator kicks in which is vital for the security of the DOC.

2. Superintendent Iosue brought up the topic of a new cost related to the software vendor for the new software jail management system.

Hummel said a \$9,000 cost will be incurred in order to get the jail's database up and running.

3. Hummel said that Criminal Justice Information Services security policy has changed, requiring new firewalls as well as multi-factor authentication. This will cost around \$3,500.

III. 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 that there is an employee at Maplewood who would like to move to the facilities department. He is 18 years old. There is a policy in our handbook that says anyone under 21 is not allowed to drive a vehicle. No state statutes or policies through our insurance provider have this in place, it is only in our handbook. He said that Maplewood Administrator Kindopp has full faith in his ability to perform the duties of the job regardless of his age. They will train him properly.

HR Director May said this employee is someone who could be with the County for the long haul. He started with the County when he was 14.

Commissioner Wozmak made a motion to waive the policy restricting employees under 21 from driving County vehicles. Commissioner Englund seconded. Upon a roll call vote, the motion passed unanimously.

2. Coates updated the Commissioners on the Southwest District NH Fire Mutual Aid communications infrastructure project. He said there is nearly 25 million ARPA dollars still held by the state, the County made a request for a portion of this funding. Coates said Senator Ricciardi, Fenton, and Ward signed a letter requesting funding from the pool of ARPA funds.

Coates said he would like to look at state legislation to pay for the project. The state paid for the Lake's Region project which is very similar to Southwest's project.

Coates said he asked Grants Manager Bansley to look at the Community Development Block Grant for the project.

3. Coates said the County will be meeting with the Teamsters on Thursday the 15th regarding CCEMS.

A meeting at the end of the month will take place with AFSCME regarding Maplewood Nursing Home.

4. Coates said the CCEMS swearing in ceremony will take place on Saturday September 14th at 1:00PM.

5. Coates said everything brought forward at the Delegation Executive Committee passed unanimously. The full delegation meeting will take place on Monday August 19th at 7:00PM.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of August 7, 2024.

Commissioner Englund moved to accept the manifests and minutes and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.

VII. Calendar

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

VIII. General Discussion for Commissioners

IX. Nonpublic Sessions:

A non-public session pursuant to RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

A non-public session pursuant to RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

-C. Coates

At 10:35 AM, Commissioner Englund moved to enter non-public to discuss RSA 91-A:3, II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

As a result of discussions in nonpublic sessions, the motion at hand was tabled to August 21 in order to gather more information.

At 11:14 AM, the Commissioners moved to re-enter the public session.

A non-public session pursuant to RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

A non-public session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

X. Adjournment

At 11:15 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:

D. Bernstein

Director, Executive Services and
Communications

Reviewed and approved by:

T. Clark, Clerk

Board of Commissioners