



COMMISSIONERS MEETING

Wednesday, April 30, 2025

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 9:30 AM

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

Absent:

Staff: County Administrator Coates, Finance Director Trombly, Director of Executive Services/Communications Bernstein, Sheriff Rivera, HR Director May, Maplewood Administrator Kindopp, Assisted Living Administrator Gowen, HR Specialist Fisk, and Superintendent Iosue.

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.

The following agenda item was revisited.

Master Agenda Item #1260: NH DOS Traffic Enforcement Grant Application & Agreement – E. Rivera

Action Expected: Vote to apply to, and if awarded to accept, and to authorize Chris Coates sign any application documents and agreements and/or related documents for up to \$8,500 plus \$2,125 match for Oct 1, 2025 to Sep 30, 2026 to conduct patrols and reimburse officers' overtime. Match to be met by dispatchers time during the patrols.

1. Sheriff Rivera spoke to the motion originally presented at the Commissioner's Meeting on April 23.

He answered questions, clarifying that his Deputies are available to do the extra overtime and won't impact their typical duties.

Commissioner DiBernardo made a motion to apply to, and if awarded to accept, and to authorize Chris Coates sign any application documents and agreements and/or related documents for up to \$8,500 plus \$2,125 match for Oct 1, 2025 to Sep 30, 2026 to conduct patrols and reimburse officers' overtime. Match to be met by dispatchers time during the patrols. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.

II. Scheduled Items

Master Agenda Item #1262: Semi-Annual Report, Human Resources– K. May & D. Fisk
Action Expected: To receive an informational report on the last six months of operations for Human Resources.

1. HR Director May began her report and said the first RN from Canada will arrive and begin at Maplewood in three months.

She said CCEMS is fully staffed, and so is the DOC with one position open at the most.

County Administrator Coates asked how the turnover rate at Maplewood has been.

May said one year ago it was 28%, six months ago it was 17%, and now it is 14%. May attributes this to the positive improvements in the culture.

Openness and friendliness have been a strong piece of this. May said training leaders further has been helpful towards improving the culture, communication, and transparency.

Coates asked what sort of leadership trainings will occur in the future.

May said ideally quarterly trainings for an hour would work well, and once a year have a leadership program similar to "Leadership in 3 Acts".

She said Restorative Justice Director Heneghan held a restorative roundtable/circle with Maplewood leadership earlier in April.

May said the Superintendent Search Committee had started.

Master Agenda Item #1263: Assisted Living Tour– C. Gowen
Action Expected: To tour the Assisted Living Facility with Administrator Gowen.

1. **At 9:49AM the Commissioners voted unanimously to temporarily recess the meeting to take the tour.**

At 10:20AM the Commissioners returned to the meeting.

Master Agenda Item #1264: Presentation of Bids, Chaplain Services, Maplewood– K. Kindopp
Action Expected: To discuss and decide on a Chaplain for Maplewood Nursing Home.

1. Maplewood Administrator Kindopp said the former Chaplain ended their services recently. She put an RFP out to find a new Chaplain.

Kindopp said that she only received one response to the RFP.

The RFP respondent requested a higher wage, and to work on Tuesday and Thursday, instead of a weekday and Sunday.

Kindopp said the days of the week are not vital to her or the residents.

Kindopp said this would require \$150 more in the next budget cycle.

Kindopp said the Chaplain would do two group sessions a week, individual sessions with residents, and bible study.

Commissioner Clark made a motion to approve the sole bid received for Chaplain services. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1265: Presentation of Bids, Website Redevelopment – D. Bernstein
Action Expected: To decide on a vendor to work with for the redevelopment of Cheshire County's website.

1. The Commissioners determined Planeteria Media will be able to meet the needs of the County.

Commissioner Stewart made a motion to sign an agreement with Planeteria for the Cheshire County website redevelopment. Commissioner Clark 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.

III. Old Business

IV. New Business

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of April 23, 2025

Commissioner Clark made a motion to approve the manifests and minutes of April 23, and Commissioner Stewart 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 11:11AM Commissioner Clark made a motion to adjourn, and Commissioner Stewart 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