



## COMMISSIONERS MEETING

Wednesday, May 21, 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 8:30 AM**

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

**Absent:**

**Staff:** County Administrator Coates, Finance Director Trombly, Director of Executive Services/Communications Bernstein, HR Director May, Maplewood Administrator Kindopp, Maplewood Facilities Director Newman, IT Director Hummel, 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.

1. HR Director May requested a non-FMLA leave of absence for a newly hired Sheriff's Deputy. He has requested three weeks off as his Wife is soon to give birth.

**Commissioner DiBernardo made a motion to approve the non-FMLA leave of absence. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

### **II. Scheduled Items**

Master Agenda Item #1267: Presentation of Bids, Control Room UPS, Department of Corrections– R. Hummel

**Action Expected: To discuss and move forward with a bid for the Control Room UPS Replacement.**

1: IT Director Hummel presented both bids.

Hummel said Cornerstone's bid was \$50,166. This includes installation.

Hummel said Power Solutions came in at \$39,230. This is only for the hardware.

He recommended going with the Power Solutions for the cost savings. The leftover money can go towards installation which was not part of the RFP.

Hummel said that Superintendent Iosue will go out to bid for installation of the hardware once a delivery date for the hardware is known.

**Commissioner Clark made a motion to approve the bid presented by Power Solutions. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1268: Presentation of Bids, Propane Tank Replacement, Wastewater Treatment Plant– A. Newman

**Action Expected: To discuss and move forward with a bid for the propane tank replacement.**

1: Maplewood Facilities Director Newman presented the sole bid received for the propane tank replacement.

Newman said that the project will be completed using two companies, Dead River Company & E.E Houghton.

Dead River will provide the new tank, piping, and labor. E.E Houghton will perform all site work necessary to allow Dead River to install the new tank.

Newman said \$20,000 is available in capital funding. This quote is \$18,815.

**Commissioner Clark made a motion to approve the bid presented by Dead River Company and E.E Houghton. Commissioner DiBernardo seconded the motion. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1269: Signing of Connected Families Documents– S Trombly & D. Calcutt

**Action Expected: Clerk to sign the certificate of authority for the Connected Families contract renewal effective 7/1/25.**

1: Finance Director Trombly said Connected Families receives 1.3 million dollars per year from the State of New Hampshire. The form to be signed by Commissioner DiBernardo approves this yearly contract.

**Commissioner DiBernardo signed the contract to grant the authority for County Administrator Coates and/or Finance Director Trombly to move forward with the State to execute any documents, agreements, and any other materials deemed necessary for the agreement.**

Master Agenda Item #1270: Per Diem Double Pay, Minor Holidays– K. Kindopp

**Action Expected: To update the Commissioners on double pay for the Nursing Department for minor holidays.**

1: Maplewood Administrator Kindopp said there are three major holidays with double pay, one minor holiday with double pay, but Memorial Day and Labor Day were not included. Kindopp said per diem employees had not been taking shifts on those holidays due to the lack of incentive. Since they ran the “test run” of double pay for these holidays, these shifts have been consistently filled.

**County Commissioner Clark made a motion to permanently approve double pay for per diem nursing employees for the two additional holidays. Commissioner DiBernardo 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 the County fulfilled a right to know request related to the Pharmaceutical/Opioid lawsuit the County signed on to.

2: Coates said we are close to having completed 50 homes through the HandyMan program.

3: Coates said it is EMS week, the Chief has been cooking meals in the morning for staff.

He said that on May 31 from 8:00AM until 12:00PM there will be a pancake breakfast at CCEMS to benefit the Cheshire County Employee’s Association.

Coates said CCEMS has had its first net positive budget in Q1 2025.

4: Coates said he had asked former Assistant County Administrator Rod Bouchard to come back 8-10 hours a week for no more than 90 days to institute the County Capital Improvement Plan (CIP).

5: Coates discussed the potential of supporting towns with grant writing services as well as a potential for a grant pool available to towns for larger projects.

### **III. Old Business**

1: Finance Director Trombly said the Department of the Treasury closed out their request for information regarding the county’s use of American Rescue Plan funds for premium pay since they received all of the information they needed.

### **IV. New Business**

1: HR Director May said she is a bit frustrated with Visa Solutions as we are not seeing the level of nurses the county was promised.

2: Sheriff Rivera said the infrastructure project is going smoothly.

**V. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of May 7, 2025.

**1: Commissioner Clark made a motion to approve the manifests and minutes of May 7, 2025. Commissioner DiBernardo 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:**

*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.*

- S. Trombly & D. Iosue
- K. May & D. Iosue

**1: At 10:11AM Commissioner Clark made a motion to enter into a non-public session pursuant to RSA 91-A:3, II (a). Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

**As a result of the non-public the Commissioners voted unanimously to support the recommendation for termination of the DOC employee by Superintendent Iosue effective today, May 21, 2025.**

**As a result of the non-public the Commissioners voted unanimously to institute a pay procedure to support recovery groups at the DOC.**

**At 10:31AM the Commissioners unanimously voted to re-enter the public session.**

**IX. Adjournment**

**At 10:34AM 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