



COMMISSIONERS MEETING

Wednesday, August 13, 2025

Minutes

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 8:30 AM

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

Absent:

Staff: County Administrator Coates, Finance Director Trombly, Safety Coordinator Perrin, Maplewood Facilities Director Newman, HR Director May, Director of Executive Services/Communications Bernstein, 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: Maplewood Facilities Director Newman said that the boiler that needs a partial re-bricking will be operational again in a month.

Newman said the quote received for repairs was just under \$14,000.

Commissioner Stewart asked what the cost savings of using chips over propane would be. She asked if the re-bricking is costing the county additional money over using propane.

Newman said he would follow up with the Commissioners on that data.

Newman said the boiler system should last for 20 to 30 years with re-bricking occurring throughout.

2: County Administrator Coates said the group that is working on the County Capital Improvement Plan met on August 12 which was very productive. The capital improvement plan will include fixed assets that cost more than \$5,000.

Coates said we should be going out to bid for contracts instead of automatic renewal for services such as trash removal.

II. Scheduled Items

Master Agenda Item #1289: Semi-Annual Report, Safety – S. Perrin

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

1: Safety Coordinator Perrin said workers compensation claims have been down since 2024.

Lacerations at Maplewood have been reduced which is helpful towards our insurance rate.

Safety trainings occur throughout the year, more frequently at Maplewood due to the volume of staff.

Perrin performed an inspection of the DOC in July.

Perrin said they performed a wildfire drill at Maplewood recently.

Commissioner Clark asked if the Westmoreland sinkholes are problematic for evacuation routes.

Perrin said they are not.

Commissioner DiBernardo asked if the sidewalk with tripping hazards would be repaired at the DOC soon.

Superintendent Iosue said they have budgeted for it this coming budget year.

2: Perrin moved on to discuss fleet management for the County. He said that the best option he is looking at is what Cheshire County EMS is using right now, AT&T Fleet Management. These are called Geotabs.

The AT&T system is compatible with County WEX gas cards. It will allow for a cost per mile analysis.

Perrin said these systems have engine time vs idle time which is helpful for ambulances and Sheriff's vehicles which are sometimes idle while waiting for a call.

Maintenance costs can be tracked and can be put into a frequent schedule.

Commissioner Stewart asked who will input what maintenance a vehicle has received.

Perrin said he is still working on this, but it will up to the individual drivers of vehicles.

He said that if maintenance is not inputted into the system maintenance reminders will occur and Perrin will follow up when necessary.

Commissioner Clark asked how AT&T charges for this program.

Perrin said it costs around \$21.00 per vehicle per month. For 40 vehicles this will be \$6,636 a year. The cost of the equipment is folded into the monthly cost.

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 Abigail Ham from the Keene Sentinel will talk with Trombly and Coates this coming Friday about CCEMS finances.

Coates said we have budgeted \$250,000 for monthly receipts from CCEMS, these are much higher at \$310,000.

2: Coates said the CCEMS Leadership team, the Commissioners, Finance Director Trombly and himself will meet with the Winchester Selectmen on August 13 at 5:30pm.

3: Coates said the First Responders Appreciation Day will be on Sunday August 24 at 7:00pm. Coates is part of the organizational group and will be helping with the day.

4: Coates said Monday August 18 will be the annual August Delegation meeting. The Executive Committee will meet at 5:30pm and the delegation will meet at 7:00pm.

III. Old Business

IV. New Business

1: Finance Director Trombly said she reached out to four banks for the County Tax Anticipation Note. Out of the four banks she reached out to only one bank responded with a real bid. This was the County Bank, M&T.

Trombly said M&T Bank presented a 3.97% interest rate, which is lower than 2024.

Trombly said if she does not hear back from Mascoma bank by the end of this week she asked for the Commissioners to allow her to move forward with M&T bank.

The Commissioners said that Finance Director Trombly could move forward with M&T bank at the end of this week.

2: Director of Communications Bernstein said there was a great article/profile in the Keene Sentinel this past weekend on Superintendent Iosue.

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of August 6, 2025

Commissioner Clark made a motion to approve the manifest and minutes of August 6, 2025.

Commissioner Stewart seconded the motion. 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 10:11AM Commissioner DiBernardo 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