



## COMMISSIONERS MEETING

Wednesday, August 27, 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, HR Director May, Maplewood Administrator Kindopp, Maplewood Facilities Director Newman, 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 Administrator Kindopp said the “Medicare Revalidation” was rejected again. This is their fifth attempt. She is requesting that the Commissioners sign the documents again.

**The Commissioners signed the “Medicare Revalidation” documents.**

2: County Administrator Coates thanked Maplewood Facilities Director Newman for the work done by him and his team at the Westmoreland Garden Project to prune trees and repair fencing.

### **II. Scheduled Items**

Master Agenda Item #1290: Waiver of Bid, Water Treatment – K. Kindopp & A. Newman  
**Action Expected: To vote on waiving the bidding process to secure necessary licensing/water testing coverage at Maplewood Nursing Home.**

1: Maplewood Administrator Kindopp said the Water/Wastewater Chief Operator is retiring at the end of September. Maplewood needs someone with a grade 2 or a grade 1 licensing through the state to run Maplewood's water and wastewater systems.

There is no one else at Maplewood with this licensing, and it takes a significant amount of time to be certified.

Until someone at Maplewood can be licensed, Kindopp is requesting the waiver of the bidding process to temporarily hire someone that has worked with Maplewood on projects before to bridge the gap. This will likely not exceed one year.

**Commissioner Clark made a motion to approve the bid waiver for one year to work with Mark Houghton until certification/licensure can occur at Maplewood. Commissioner Stewart 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 that Mayor Kahn will be attending the Cheshire County Commissioner's meeting on Wednesday September 10 to discuss the United States of America's 250<sup>th</sup> Anniversary Celebration that will occur in Keene in 2026.

2: Coates said people have reached out to him about the article in the Sentinel about troubles with Southwest District Fire Mutual Aid. He said he is concerned and is keeping an eye on the situation.

3: Coates said the First Responders Appreciation Day went very well with great attendance.

### **III. Old Business**

### **IV. New Business**

**1: The Commissioners attended the National Association of Counties Northeast Regional Meeting to discuss bills in Congress surrounding emergency management and mitigation.**

NACO discussed the impact of the "One Big Beautiful Bill" on Counties including federal budget cuts and departmental change.

They discussed Executive Orders, FEMA bills, and future reconciliation bills as well.

Coates said the restructuring of USDA out of DC seems problematic as staff has already been cut out of NH, VT, and Maine.

Commissioner Stewart asked if the County should look into a joint procurement agreement between food vendors for the DOC and Maplewood due to increased costs.

Finance Director Trombly said the two vendors work well for price efficiency and Glendale for the nursing home already provides discounts for the County.

2: Superintendent Iosue said that he has concerns with the 2025 capital budget as he requested \$80,000 for a hot water tank that was approved by the Commissioners and the Delegation, but he does not see it in the budget.

Trombly showed Iosue where it was in the budget.

**V. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of August 20, 2025

**Commissioner Stewart made a motion to accept the manifest and minutes of August 20, 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.

1: Coates said the Commissioner's meeting on September 3 will begin at 10:30am.

2: Coates said the Commissioners and CCEMS leadership will attend the Keene City Council Meeting on Thursday September 4 at 7:00pm.

**VII. General Discussion for Commissioners**

**VIII. Nonpublic Sessions:**

**IX. Adjournment**

**At 10:29AM 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