



## COMMISSIONERS MEETING

Wednesday, December 3, 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, Director of Executive Services/Communications Bernstein, Grants Manager Bansley, Maplewood Facilities Director Newman, Maplewood Administrator Kindopp, and Superintendent Phillips

**Guests:** Westmoreland Selectmen: Snowdon, McGahie, and Terry. Westmoreland Town Administrator Scanlan

### **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 one week for an employee at the DOC.

**Commissioner Clark made a motion to approve the non-FMLA leave of absence.**

**Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

2. Grant Manager Bansley brought forward the Residential Substance Abuse Treatment (RSAT) grant for the DOC. This grant would be for \$136,600. \$50,000 is required in the form of an in-kind grant (staff time).

This program would provide reintegration services and would involve hiring a full-time position to offer and manage these programs. The primary goal is smooth re-entry into the community with reduce recidivism.

Up to 50 inmates can utilize this program. It will not be required of the inmates; this will be volunteer based.

## **II. Scheduled Items**

Master Agenda Item #1311: Westmoreland Bridge Discussion – C. Coates & Westmoreland Representatives

**Action Expected: To discuss the repair, replacement, or alternative paths forward for the River Road Bridge in Westmoreland.**

1. Chair of the Westmoreland Selectmen John Snowdon made a request to the County to pay \$10,000 towards a feasibility study by the NHDOT to replace the River Road Bridge, or create an alternative road to bypass the River Road Bridge. The town of Westmoreland would also be putting forward \$10,000.

Down the line, once this study is complete, they asked if the County would support an \$800,000 bond with them to pay for the bridge/road.

This would amount to \$40,000 a year over 10 years for both the County and Westmoreland.

County Administrator Coates said he confirmed with Finance Director Trombly that the Hemenway fund could serve as the funding mechanism for the County's portion of the feasibility study.

Coates said when he first started as Administrator, he put funding into the budget to help pay for the bridge but it was removed by the Delegation. The cost has ballooned from an original estimate of 1.6 million to over 5.4 million today.

Commissioner Stewart she had a problem with the language used in the proposal from Westmoreland as they use the terms "merely" .05% of the County budget. She reiterated that this money is spread across every taxpayer of the County so the funding is not insignificant by any means.

Coates said the feasibility study is the first portion of this, and the bond could be discussed after the study in a year or so.

Commissioner Stewart said she supports using Hemenway funds for the feasibility study.

The team concluded that \$15,000 from both entities would be a smarter choice to examine other options including a Bailey Bridge.

**Commissioner Clark made a motion to approve using up to \$15,000 of Hemenway funds to support the feasibility study. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1312: Rubbish Removal RFP Results – A. Newman

**Action Expected: To discuss the results of the rubbish removal RFP and to determine a**

**county-wide vendor for rubbish removal.**

1. Maplewood Facilities Director Newman said Waste Management submitted the lowest bid of \$64,312.08, offering potential annual savings of \$20,000 compared to the current \$84,493.36 countywide expenditure. The proposed three-year contract with Waste Management includes a 10% annual price cap and would consolidate four separate existing contracts, with the new contract taking effect in January 2026.

**Commissioner DiBernardo made a motion to select Waste Management to be the county-wide rubbish removal company. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1313: Maplewood Bed Frame Quotes – K. Kindopp

**Action Expected: To discuss quotes received to replace old bedframes at Maplewood Nursing Home and to determine a vendor to move forward with the bedframe replacements.**

1. Maplewood Administrator Kindopp presented quotes for 10 new bed frames from Joerns, which met specifications and fit within the \$20,000 budget, including free shipping.

**Commissioner Clark made a motion to purchase the bedframes as recommended by Maplewood Administrator Kindopp. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1314: Commissioners Letter to Treasurer for TAN Borrowing, 2026 – S. Trombly

**Action Expected: To discuss and approve the sending of the letter requesting the County Treasurer's presence at the December 8, 2025 Delegation meeting.**

1. Finance Director Trombly explained that this formal request of the Treasurer's presence is an important step in tax anticipation note (TAN) borrowing.

**Commissioner Clark made a motion to send a letter to County Treasurer Jack Wozmak to request his presence at the December 8, 2025 County Delegation meeting for the purpose of authorizing borrowing in anticipation of taxes. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.**

Master Agenda Item #1315: 10 Month Budget Review – S. Trombly

**Action Expected: To receive and discuss the County 10-month budget review.**

1. Finance Director Trombly reported a \$2.3 million combined surplus for the year, with EMS showing a slight loss of \$63,000. The billing company is performing well, with collections around \$220,000, though there are ongoing challenges with insurance reimbursements.

Master Agenda Item #1316: County-Wide Holiday Approval 2026 – D. Bernstein

**Action Expected: To discuss and approve the draft holidays for Cheshire County employees in 2026.**

1. Director of Executive Services and Communications Bernstein said that the holidays remained the same as last year, the form was simply changed to meet the different days of the week.

**Commissioner Stewart made a motion to approve the County-wide holidays for 2026. 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. Coates said the Commissioners will be in Winchester tonight, December 3, to discuss the County tax allocation.

**III. Old Business**

**IV. New Business**

**V. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of November 19, 2025

**Commissioner Stewart made a motion to approve the manifests and minutes of November 19, 2025. 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 10:25AM 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