

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, January 7, 2009  
10 AM at Keene State College, and 2:30PM at 33 West St. Keene, NH

PRESENT: Commissioners Rogers, Pratt and Zerba; Administrator Wozmak at Keene State College; Finance Director Trombly at 33 West Street.

Chairman Rogers opened the meeting at 10 AM following the swearing in ceremony of the elected officials at Keene State College

The Commissioners discussed the agenda for the anticipated meeting with US Congressman Paul Hodes. Administrator Wozmak will prepare a draft agenda for the Commissioners to review when they reconvene at 2:30 PM at 33 West Street.

At 11:15, the meeting was suspended until 2:30 whereupon the meeting will continue at 33 West Street.

The Chairman reconvened the meeting at 2:30 PM at 33 West Street, Keene..

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Administrator Wozmak updated the Commissioners on the activities state-wide and locally regarding an effort to incorporate counties into a public health role supporting municipalities that do not have the resources in this area. There is a meeting on January 29<sup>th</sup> to which the Commissioners and Selectmen have been invited to further discuss this topic.
2. The Commissioners discussed the recent possibility of late tax payments related to the ice storm. Commissioner Pratt made a motion that if a town was late with a payment and if that town submitted a petition for the abatement of statutory interest, the Commissioners would be inclined to support such a petition. The Commissioners unanimously agreed.
3. The calendar was reviewed. Chairman Rogers will not be able to attend the budget meeting on Jan 16<sup>th</sup>.
4. The Commissioners received an update on the union negotiations for the Maplewood bargaining unit. Due to time constraints today, they will receive a detailed update on January 14<sup>th</sup> during a recess. In general, the negotiations continue to go well with progress made.
5. The Commissioners also said that, going forward, they would like a report on the census level at the nursing home in the same way that they get a report on the census at the jail. This will be communicated to Administrator Kindopp.
6. Commissioner Pratt suggested that we contact the NH Association of Counties to perhaps arrange a meeting with the DRA to get a better understanding of the establishment of tax rates, etc in order to better prepare the counties as they make their plans to receive tax payments from the municipalities. Administrator Wozmak will contact Betsy Miller at NHAC.
7. Commissioner Pratt, who toured the jail construction site, gave an update on the project.
8. Chairman Rogers said that he would contact the Delegation Chair, Bonnie Mitchell, to follow-up with her on the Commissioners' jail reuse committee.
9. The Commissioners reviewed the final draft of the agenda for the meeting with US Congressman Paul Hodes. Mr. Wozmak will advance this to Hodes' Chief of Staff, Matt Robison in Washington, DC.
10. Mr. Wozmak distributed the latest Discount Rx Card report showing that there is a greater use of these discount cards in Cheshire County than in any other county in New Hampshire.
11. Selecting a Commissioner to represent the county on the Fire Mutual Aid Board of Directors was on the agenda but was not reached. Therefore, this will be addressed at the next meeting.

There being no further business, Chairman Rogers ended the official meeting at 3:48 PM to attend the Swearing ceremony for appointed officials in the Jury Assembly Room of the Cheshire County Superior Court.

Minutes approved at the Jan. 7 meeting Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Jan. 14 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Administrator Wozmak; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:03 AM.

MINUTES: Commissioner Pratt moved that the minutes of Dec. 9 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of Dec. 23 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 7 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The IRS mileage reimbursement rate for travel has been reduced to 55 cents a mile. Commissioner moved the rate should be reduced from .585 cents to .55 cents, Commissioner Zerba seconded, voted unanimously. They asked that the change be brought before them each time the IRS adjusts the mileage reimbursement rate.
2. Commissioner Pratt moved that Commissioner Zerba be appointed to the FMA board, Commissioner Rogers seconded, voted unanimously.
3. Superintendent Van Wickler noted there are 107 inmates, 60 on pretrial, 31 sentenced, 18 are set up in the gym; one on work release, 5 on electronic monitoring, three weekend; 9 female, 2 feds. 4 inmates are from Sullivan County.
4. The Superintendent spoke about a meeting with an attorney in Washington DC who negotiates contracts for federal inmates. After discussion, the Commissioners agreed that they approve and support that a meeting should be set up to discuss our needs. They authorized travel expenditure for this purpose.
5. The Superintendent reported that the jail construction is going well.
6. Director Trombly presented the on-call policy for plowing established for facilities for MNH. After discussion the Commissioners asked for additional information be brought before them and asked that Mgr. King come before them to explain the policy.
7. Mimi Barber reviewed some of the juvenile claims settlement letter received from HHS. The Commissioners asked that she prepare a list of explanations for each of the claims to determine their individual validity. They also requested a copy of the Memorandum of Agreement between the Counties and the state that memorialized the change in payment obligations as between the counties and the state.
8. Administrator Wozmak noted that the census at MNH is 134, 24 private pay, 106 Medicaid, 4 skilled. Four admissions are pending.
9. Feb. 16 is the tentative meeting with Congressman Hodes.
10. The at-will language change in the employee application form dated Jan. 8, 2009 was approved by the Commissioners and will be incorporated into employment policies.
11. The Commissioners adjourned the meeting at 11:36 AM to discuss union negotiations.

There being no further business, Chairman Rogers ended the meeting at 12:15 PM.

Minutes approved at the Jan. 21 mtg.

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Jan. 21, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 14 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Superintendent Van Wickler recapped with the Commissioners what he will be presenting on Friday at the executive committee meeting. He reviewed the staffing analysis as presented previously both to the Commissioners and to the executive committee. There was discussion on the expected opening date and the number of inmates.
2. Barbara Bryce was present to be sworn in as Deputy Treasurer for Cheshire County. Administrator Wozmak administered the oath of office for the Deputy Treasurer.
3. A list was reviewed of the juvenile claims that were denied payment because the paperwork was not received in time. Commissioner Pratt moved and Commissioner Zerba seconded that upon receipt of the proper documents the bills are to be paid. Administrator Wozmak will draft a letter to HHS requesting documentation and explaining our position to the Commissioner of Health and Human Services.
4. There are 136 residents at the nursing home. Two are in the hospital, one admission pending.
5. The calendar was reviewed.
6. The city/county meeting will be schedule for after March 10.
7. Director Trombly noted that she attended a FEMA meeting and is looking into the additional costs incurred during the ice storm and whether we can be reimbursed for a variety of costs related to the ice storm.
8. Commissioner Pratt attended a meeting with NH Southwestern Regional Planning regarding economic development. There was discussion on holding a forum for towns and county regarding the federal economic stimulus plans. He asked that Administrator Wozmak get in touch with Tim Murphy.

There being no further business, Chairman Rogers ended the meeting at 11:10 AM.

Minutes approved at the Jan. 28 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Jan. 28, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Administrator Wozmak; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:06 AM.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 21 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed. There was a discussion about the upcoming meeting Thursday at Cheshire Medical Center about the state-initiated concept of a regional public health system. Such a system could involve the county as a new part of a regional public health system. Commissioners Rogers and Pratt will be attending.
2. The census at the jail is 109, 8 female; 5 on electronic monitoring, 1 work release, 2 weekend; 2 male federal inmates, 18 inmates living in the gym.
3. There was a discussion on the standards for jail sentencing.
4. Administrator Wozmak updated the Commissioners on the geothermal project and a discussion on bond timing and potential use of the federal stimulus package, should funds become available that would reduce our need for an additional borrowing.
5. There are 137 residents at MNH.
6. Administrator Wozmak updated the Commissioners on the newly installed ozone laundry system and new gas dryers. Several health facilities in the area are interested in the ozone laundry system at MNH and plan visits to the facility. Also, our fuel oil consumption has dropped by nearly 100 gallons per day. The approximate \$45,000 spent on this conversion should be repaid from savings within 6 months.
7. There was a discussion on the additional towns that may be interested in the regional prosecutor program.
8. The Commissioners recessed to discuss the budget.

There being no further business, Chairman Rogers ended the meeting at 10:11 AM.

Roger Zerba, Clerk/s

Minutes approved at the Feb. 4 meeting.

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Feb. 4, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Dir. Nursing Sheltra; HR Mgr. Hurley; Mgr. Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 28 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. King said he has reviewed the snow plowing policy for his department and determined that it was not a good policy for the county and has revised the policy that anyone who comes in to plow will be paid when they work.
2. Census at the jail is 101, 10 women, 2 federal inmates, male; 4 on electronic monitoring; 0 weekend; 1 work release.
3. There are two bills in the house, HB 214, which covers health care services at the HOC. HB 348 relates to criminal penalties and alternatives to incarceration. Superintendent Van Wickler has been asked by the Attorney General if he would serve on the committee reviewing this issue. He will do so.
4. Administrator Wozmak and Superintendent are going to Washington DC tomorrow to meet with the attorney who negotiates contracts for federal inmates. The use of such firms can substantially increase the value of the federal contracts.
5. The new correctional officers are working in the day rooms in direct supervision with the inmates, as they will be in the new facility.
6. There are two house bills being presented next week and Commissioner Pratt will attend the meeting.
7. The water treatment upgrade project is on going. This phase I (of two) is upgrading the well #6 to state and federal standards. Phase II will be changes to the filtration and settling process at the treatment plant building. This project is being paid for via State Revolving Loan funds (low interest) and phase I is expected to cost approximately \$250,000.
8. The nursing home census is 135, one resident in the hospital and they are working on three admissions.
9. Some of the items in the nursing home budget were discussed (new beds and the nurse call system) relative to safety and health issues.
10. Nonpublic session – At 10:02 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of DNS Sheltra and HR Mgr. Hurley to hire TM as LPN with 33 years experience, for TLC unit at Grade 4 Step 15, \$21.94, approved Unanimously; and to hire SF as LPN at Grade 4 Step 4, \$16.71, who will be going through the RN boards. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:35 AM.
11. Kathryn gave a summary of the state licensure survey done in October and that the federal survey that we did well on. She reviewed how an error was made and addressed. The facility is compliance with the regulations as of this date.
12. There was a discussion on the 2009 budget.
13. At 11:25, the Commissioners adjourned for lunch and to move to a new room.
14. Nonpublic session – At 11:55 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an

open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to codify the existing inclement weather policy (where the Commissioners declare a snow emergency day) and that the Commissioners, through the county administrator advance the policy to department managers. The Commissioners unanimously voted to return to public session at 12:30 PM.

15. There was a discussion on the NHAC meeting to be held on Friday.

There being no further business, Chairman Rogers ended the meeting at 1:10 PM.

Minutes approved at the Feb. 11 mtg.

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Feb. 11, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Mgr. Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 9:10 AM.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 4 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The regional prosecutor contract with the city of Keene was reviewed. Commissioner Pratt moved to accept the contract, Commissioner Zerba seconded, voted unanimously.
2. The calendar was reviewed and there were no changes.
3. Nonpublic session – At 9:27 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:54 AM.
4. Mgr. Hurley reviewed her discussion with KSC regarding the tuition reimbursement policy and that we are trying to establish the same policy as with Franklin Pierce where the reimbursement goes directly to the college.
5. Administrator Wozmak and Superintendent Van Wickler reviewed their visit last week with the attorneys in DC. The attorneys would handle the analysis and structure of the agreement with the federal government to establish payments for federal inmates for the jail. Commissioner Pratt noted that Congressman Hodes should be advised of our negotiations with the marshalls. Commissioner Pratt moved that Administrator Wozmak negotiate a contract with Greenberg Traurig LLP and come back to the Commissioners with the results of the negotiations, Commissioner Zerba seconded, voted unanimously. The Commissioners urged Administrator Wozmak to set the fees for hiring the attorneys so that they are budget neutral.
6. There are 13 women inmates at the jail; 4 feds; 104 inmates total, 91 men, 1 on work release, 4 on electronic monitoring, no weekend inmates. There are 10 inmates housed in the gym.
7. Superintendent Van Wickler advised the commissioners that he has been asked by the NH attorney general to be a member of the committee regarding alternative sentencing options.
8. There are 139 residents at the nursing home.
9. There was discussion about the meeting that will be held with Congressman Hodes.
10. There was discussion about a new development regarding the on-going project to upgrade the water treatment plant in Westmoreland. Mr. Wozmak advised the Commissioners that the existing water pipe associated with well #6 upgrade will have to be replaced due to its non-compliance with state specifications. This will add approximately \$50K in addition to the \$195, 860 currently under agreement for this project. All these funds are from the NH State Revolving Loan Fund and the state agrees that this amount will be likewise eligible and the state has approved this additional work. Commissioner Pratt moved to authorize administrator Wozmak to spend up to \$50K on the water system upgrade, seconded by Commissioner Zerba, voted unanimously, such funds to be recovered from the NH SRF in accordance with the existing agreement..
11. Director Trombly asked for authorization to roll over \$1800 of 2008 funds for panic buttons at the

alternative sentencing building. Commissioner Zerba moved to authorize, Commissioner Pratt seconded, voted unanimously.

There being no further business, Chairman Rogers ended the meeting at 11:49 AM.

Minutes approved at Feb. 18 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Feb. 18, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; HR Mgr. Hurley; Dietary Dir. Lawson; CO Morey; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of Feb. 11 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Census at the nursing home is 142, which includes 2 in the hospital. There are two or three referrals expected.
2. They are in the process of purchasing two beds that are absolutely necessary.
3. There are 108 inmates at the jail, 11 women, 4 male feds, 2 work release, 5 on electronic monitoring, no weekenders.
4. Superintendent Van Wickler is planning to go to Concord to speak about a sentencing bill, which would give the superintendents additional authority on determining whether an inmate can go on electronic monitoring.
5. Things are going well at the new jail site. The roof will be going on the top of the building, according to Administrator Wozmak.
6. The Calendar was reviewed.
7. There was discussion about some of the budget items for the nursing home.
8. Nonpublic session – At 9:30 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of Dietary Director and HR Manager to terminate the employment of J.C. based on the results of a multi-department investigation and the interviews the Commissioners had with the all parties involved. The termination is effective Feb. 27, 2009. The Commissioners unanimously voted to return to public session at 10:15 AM.
9. There was further discussion on the long list of proposed budget cuts.
10. The Commissioners discussed the meeting held with U. S. Congressman Paul Hodes.

There being no further business, Chairman Rogers ended the meeting at 11:45 AM.

Minutes approved at Feb. 25 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Feb. 25, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt and Zerba; Finance Director Trombly; Superintendent Van Wickler; Maplewood Nursing Home Administrator Kindopp; Human Resources Mgr. Hurley; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9:01 AM.

MINUTES: Commissioner Zerba moved that the minutes of Feb. 18 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed.
2. Census at the nursing home is 142; 2 residents are in the hospital.
3. One bed was purchased last week.
4. Nonpublic session – At 9:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of Nursing Home Administrator Kindopp to hire E.C. as LPN at Grade 4 Step 13, \$20.88, based on her experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:28 AM.
5. There was a discussion regarding the meeting members of the Delegation held with the officials of the City of Keene last night.
6. County Administrator Wozmak updated the Commissioners on the negotiations he is holding with Greeneberg Traurig LLP in Washington, DC, regarding the contract rate for the holding of federal inmates and the costs associated with this work. Wozmak said his goal is to get the highest rate possible at the least cost for negotiating the rates with the various federal agencies.
7. The jail census is 108, 4 on electronic monitoring.
8. There was discussion on the list of changes requested by the executive committee to the 2009 budget.
9. A discussion was held on county vehicles and their use by the various departments. The Commissioners are evaluating whether there is any financial sense to trading vehicles in every four years vs. every three years. Wozmak will get some additional information from the Sheriff's department regarding the mileage on the vehicles.
10. The Commissioners reviewed the NACO prescription drug card results for the month of January, which indicated that Cheshire County residents had the highest use and savings of all the counties in NH. Commissioner Pratt asked the county administrator to prepare a press release to again bring this valuable program to the people.
11. The Commissioners reviewed and discussed the fourth quarter budget for 2008, which will be reviewed by the executive committee next week. The County has an approximate \$200,000 surplus for the year 2008.

There being no further business, Vice Chairman Pratt ended the meeting at 11:40 AM.

Minutes approved at the March 4 mtg. Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Mar. 4, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:08 AM.

MINUTES: Commissioner Zerba moved that the minutes of Feb. 25 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Census at the nursing home is 144, but 4 residents are in the hospital.
2. The well #6 upgrade project is ahead of schedule, Mgr. King stated. They will probably start installing the electrical cable today.
3. 9 people from Cedarcrest are visiting next week to look at the ozone laundry system.
4. The Honeywell contract is up for renewal. Mgr. King asked what items he should keep on contract for the HOC. Administrator Wozmak said since we do not know what we are doing with the old jail building, we should not make any decisions yet. There was discussion on the value of the contract with Honeywell.
5. There was discussion on the riverbank and its condition with the ice flow. Barry noted that it looks OK, the Corps of Engineers have inquired also.
6. Nonpublic session – At 9:30 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of NHA Kindopp to hire LP as 32 hr evening LPN with 25 years experience, for TLC unit at Grade 4 Step 13, \$20.88, approved Unanimously; and to hire RA as OT on an hourly per diem basis at \$40.40. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:53 AM.
7. Nonpublic session – At 9:53 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the NHA to increase salary of OT per diem to \$40.40 if she will work for an additional day, voted unanimously; to accept recommendation of NHA to increase salary of dietary evening supervisor by \$2.50/hour to take on additional responsibility for dietary department when replacing head cook during leave, voted unanimously. The Commissioners unanimously voted to return to public session at 10:20 PM.
8. Commissioner Rogers moved to adopt the following resolution: Be it resolved, that the County Commissioners of Cheshire County express their opposition to the Governor's budget proposals that would eliminate or reduce fees payable by the State of New Hampshire to towns and cities. Such reductions impose unconscionable burdens upon the property taxpayers of this and all counties. We call upon all representatives to the General Courts to vote against any such proposal. The resolution will be sent to all selectmen, members of the Delegation, the governor, the Sentinel, Concord Monitor, president of senate and speaker of the house.
9. The press release regarding NACO discount prescription card was approved for release.
10. The new courthouse lease was reviewed and administrator Wozmak will contact them regarding the cost of the lease and that we are not inclined to increase the scope of the use of the courthouse.
11. Administrator Wozmak reviewed his conversation with John Wallace at HHS regarding the funds they claim we owe them. The Commissioners agreed that the amount of \$6509.31 be paid to them.
12. Commissioner Pratt updated everyone on the meeting regarding use of the old jail. The three Commissioners, Reps. Butterworth and Sad and one person from the community shall be members of the

committee. Administrator Wozmak will prepare a draft press notice about the committee and the next meeting date.

13. Chairman Rogers stated that he spoke to Linda Mangones about whether Keene Housing and SCS would be interested in discussing transitional housing for inmates. Administrator Wozmak will follow up with both organizations.
14. Nonpublic session – At 12:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no votes taken. The Commissioners unanimously voted to return to public session at 12:40 PM.

There being no further business, Chairman Rogers ended the meeting at 12:41 PM.

Minutes approved at the March 11 mtg. Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, March 11, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Superintendent Van Wickler;  
Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:00 AM.

MINUTES: Commissioner Zerba moved that the minutes of March 4 be approved, seconded by  
Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba,  
voted unanimously.

1. Census at the jail is 110, 99 males, 11 females, 3 feds; 4 on electronic monitoring; 1 on work release, 1 weekender.
2. Superintendent Van Wickler advised the Commissioners about the second chance act, which is a re-entry project for funding reintegration of individuals who have been incarcerated. Doug Iosue and the Superintendent will be making a presentation to them on March 25.
3. There was discussion on the lease of the courthouse and the costs involved with the use of the building as a courthouse.
4. The census at MNH is 143.
5. Five beds have been purchased for the nursing home, in addition to the bariatric beds.
6. There was discussion on costs and the operation of the farm.
7. There was discussion on the stimulus funds and the disbursement of them.

There being no further business, Chairman Rogers ended the meeting at 11:18 AM.

Minutes approved at the March 18 meeting      Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, March 18, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. Hurley; John MacLean Keene City Mgr.; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:14 AM.

MINUTES: Commissioner Pratt moved that the minutes of March 11 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Hemenway funds have been received and will be put in the Hemenway funds account.
2. Superintendent Van Wickler spoke about a situation with an inmate who had swallowed cocaine and the inmate had to be brought to the hospital to receive medical treatment.
3. There are 111 inmates, 4 feds, 2 weekenders, 1 work release.
4. Nonpublic session – At 9:55 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation the Superintendent of corrections to hire GL as executive assistant at Grade 4 Step 9.5, \$19.15, based on her longevity with the county and her current rate of pay combined with her 23 years of experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:05 AM.
5. The Commissioners conducted the City/County meeting (which takes place every 4 to 6 months) with John MacLean, Keene city manager. They discussed issues and projects that may be relevant to both the city and the county and which might cooperate on projects that will ease the burden on taxpayers as well as foster efficient government. They discussed the continuing joint interest in keeping the courts in downtown Keene; the future use of the Keene Middle School and the SAU 29 building at 34 West Street and the Latchis Theater. They discussed how any or all of these buildings might be part of joint or coordinated planning for a downtown campus for government and other uses. The Mayor of Keene was expected but sent his apologies for having to miss the meeting due to other pressing matters. Commissioner Rogers noted that he has spoken to Supreme Court Chief Justice John Broderick and the chief stated that he is letting administrative services run the court location issue. There was discussion on the city's willingness to offer to continue to house the court in its present location. There was a discussion on the rent the county charges the court system for the use of the superior court building and the many costs involved with running the building.
6. Nonpublic session – At 11:31 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:46 AM.
7. The census at the nursing home is 144, with one resident in the hospital. Kathryn Kindopp, nursing home administrator, reported that they have admitted a patient who had been hospitalized at Cheshire Medical Center for the past year due to the inability or unwillingness of any other nursing home to take him. There are some significant expenses associated with this admission and there was discussion about how the

county nursing home is the safety net for people such as this and the value it provides in difficult situations like this.

8. The Commissioners reviewed the agenda scheduled for Monday's meeting with the Delegation.

There being no further business, Chairman Rogers ended the meeting at 1:23 PM.

Minutes approved at the March 25 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners  
Jail Reuse Meeting  
Monday, Mar. 23, 2009 5 PM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Reps. Butterworth, Butynski, Sad; Rep. For Town of Westmoreland, Citizen Dick Cate; Ex. Asst. Warren

The meeting opened at 5:00 PM. The input received from the public was distributed to those present. This consisted of an email from Mary Belle Isle, a letter from John Myer and a letter from John Cameron. These letters will be added to the record.

Mr. Cate re-distributed a copy of a section of a report prepared by Dennis Liebert that included a review of the physical plant and existing conditions. Commissioner Rogers noted that he feels there should be several public hearings to gain input from the public. Rep. Sad expressed her concern about the public who were against the development of the building and our plan to reuse it.

Rep. Butterworth said that we should keep in mind that the least expensive thing to do with the building may be to tear it down, but he is not in favor of that. Administrator Wozmak noted that the HVAC system and the door locks require a great deal of work to keep the operable. Commissioner Pratt said we need to determine what use it could be for the county or what use it may be for other agencies, public or private. Mr. Cate said that he doesn't want to see the building left to deteriorate.

Commissioner Pratt asked if the nursing home and farm remain where they are then we should think about how the building should be used. Commissioner Zerba said that there was some thought in partnering with SCS and Keene Housing to provide housing. Mr. Cate stated that the building is developed to keep people in and any other uses would be to allow people in and out of the building. Commissioner Pratt said that if the farm was turned into a recreational area, perhaps the building could be used as a youth hostel. Commissioner Rogers agreed with the use of the property for recreational uses. He suggested that if the HVAC problem can be resolved, we could offer the first floor to the UNH Cooperative Extension (CE) and Cheshire County Conservation district could rent a space because they work closely with UNH CE.

Commissioner Rogers stated that he thinks it could also be used for an in-house rehab facility or a women's prison. As a rehab facility, it could be a county run program or a service provided by outside agencies. Administrator Wozmak stated that some kind of study would have to be done to see what the need might be for a substance abuse rehab facility. Commissioner Pratt stated that he would rather see the Veterans Administration take over the building, we would give them a long-term lease and they would do the renovations. Rep. Butterworth said that if we can find someone who wants to use the building it would be a plus.

Dick Cate asked if having an engineer walk through the building to determine what work would need to be done. Rep. Sad asked if it would make sense to talk to some people at Phoenix House or other outside agencies such as MFS/KHS/SCS to see if they is some use they see for the building. Commissioner Pratt stated that he would like Superintendent Van Wickler to speak to corrections regarding use of the building. Administrator Wozmak was asked to call the VA to see if there is a use they see for the building. Dick Cate expressed his concern in using the building for the homeless because it would increase the number of students in the schools.

The next meeting of the committee is scheduled for May 4 at 5 PM at 33 West.

There being no further business, Chairman Rogers ended the meeting at 6:45 PM.

Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, March 25, 2009 9 AM  
Department of Corrections, Westmoreland, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Doug Iosue; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of March 18 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. 1. Nonpublic session – At 9:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgrs. Hurley and King to approve an unpaid leave of absence for LM for a period of eight weeks. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:40 AM.
2. Superintendent Van Wickler, Doug Iosue and Barnes Peterson gave the Commissioners a presentation on the second chance act, a federal grant program for inmates to reduce recidivism through community reintegration programs. The program required a 25% cash match and 25% in-kind match. The grant is due April 20, 2009. The Commissioners agreed that they proceed with the grant application provided it included all necessary community partners in order to avoid appearing to compete against others in the region.
3. The Commissioners asked about the dates for the volunteer recognition dinner, Mary Ray's birthday.
4. Superintendent Van Wickler briefly spoke to the Commissioners about an apparent trend of offenders having an increased difficulty in inmates making bail. He said he would make further inquiries and perhaps contact the court to validate this initial impression.
5. The Commissioners inquired about whether we could re-schedule Keene No Spin (the public access TV show) to film at the jail construction site. Mr. Wozmak said he would re-establish contact with them.
6. Doug Iosue gave the Commissioners a written report on the work he has been doing in his first month as case manager at the jail.
7. Mr. Wozmak updated the Commissioners on his conversation with SCS regarding an inmate transitional housing unit (with services provided by SCS) with the high potential that federal funds might be available. After the discussion, Commissioner Pratt made a motion to support Southwestern Community Services in their advancement of a transitional housing program for recently released inmates, said housing to be on county-owned land in Keene using a long-term lease and to advance this motion to the Executive Committee and Delegation, seconded by Commissioner Zerba, voted unanimously.
8. There are 126 inmates, 5 feds, 2 weekenders, 2 work-release and 4 on electronic monitoring.
9. The Commissioners started their inspection of the jail with the video arraignment room and the visiting room. They visited the isolation room. They then met with Kevin Clark, classification officer, in his office.
10. They visited the medical area and there was a discussion on how the medical records system for the new jail will be set up. They discussed the high cost of drugs for the inmates. The Commissioners spoke with Jean Schneider, the nurse manager. They discussed the cost of dental care, among other topics.
11. Rev. Rick Rounds was introduced to the Commissioners. He provides chaplain services at the jail.
12. In the course of the inspection, the Commissioners spoke to inmate Eric L and there was discussion on the need for a halfway house for inmates when released. Presently, there are halfway houses in Manchester and Concord only, according to the inmate who has been in and out of jails for many decades.

13. The multipurpose room was visited, and there are issues with maintaining consistent room temperature, there are 21 inmates in the room.
14. Two new correction officers were interviewed in private during the inspection. The Commissioners inquired about the selection process for hiring, the responsiveness from their supervisor/superintendent. The Commissioners reaffirmed that the our correctional officers show a great deal be respect for both inmates and the staff.. The officers interviewed said that the training given by the DOC was “second to none” compared to other correctional facilities; they discussed the wage scale and benefits as officers.
15. The Commissioners visited the Sallyport, bay 1 is being used for storage.
16. The women’s housing unit was visited, there were several discussion with the women, which included their recognition that they have to work on their behavior patterns and alcohol/drug issues to ensure they don’t wind up back at the jail again; there was discussion on getting computers for the women’s area. The women would like some skills training such as life skills, job skills, computer, codependency, women’s support group, math and English.
17. The booking area was visited.
18. The dining room was visited. A male inmate spoke with the Commissioners and complimented on the officer’s respect for inmates; that he felt the medical services were good, and his needs were responded to promptly. He also thought the food was much better than other jails he has resided in.
19. This concluded the inspection of the jail.
20. The Commissioners recessed at 12:25 to meet at Maplewood to continue the meeting.
21. Farm Manager Putnam requested that he authorized to purchase a feed cart, having received two quotes from the only two vendors for this specific piece of equipment. R.N. Johnson 6945 and Bailey Equipment at a cost of \$5700, the Commissioners agreed with the purchase from Bailey as it was the low bid and was within the \$6,000 appropriated for the purchase.
22. The Commissioners changed the date of the Wednesday April 15 meeting to Tuesday April 14, at 1 PM.
23. Nonpublic session – At 12:45 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to terminate the employment of CP on the basis of submitted documents and the testimony of CP and the staff. After further discussion, a motion was made by Commissioner Pratt to reconsider the vote. After this deliberation, The Commissioners voted 2 to 1 to suspend CP, without pay, for a period of 30 days and to order her to be reassigned from the Activities department and assigned as an LNA elsewhere in the nursing home.

There being no further business, Chairman Rogers ended the meeting at 3:07 PM.

Minutes approved at the April 1 meeting                      Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, April 1, 2009 9 AM  
Maplewood Nursing Home, Westmoreland NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; Administrator Wozmak; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:00 AM.

MINUTES: Commissioner Pratt moved that the minutes of March 25 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners discussed issues on implementation of the adopted budget with the facilities manager.
2. Mgr. King asked for the Commissioners to waive the bidding process on a heating coil replacement for a water heater for the nursing home, as there is only a single supplier (the manufacturer of the heating unit) of the item. The Commissioners agreed to the purchase at \$7794, without bid. The amount budgeted for this was \$7000.
3. Superintendent Van Wickler stated that his report on the census was incomplete, but he did know that there were two inmates on work release, three on electronic monitoring, two weekenders, 7 federal inmates.
4. Superintendent Van Wickler distributed a list of the repairs needed on the DOC transport vehicles. The 2003 Crown Vic needs \$1614 in repairs; the 2001 Crown Vic needs \$1600 in repairs; the 2003 van needs \$586 in repairs and the 2005 Crown Vic needs \$136 in repairs. He asked the Commissioners guidance in going forward on the repairs as he feels some of them are quite extensive and he questions the value of putting those funds into the vehicle although needed in order to pass inspection. He was instructed to fix at least one of the vehicles and to use his discretion on which one is the best one to fix. There was discussion as to whether the two vehicles currently in the MNH budget could be shared.
5. There was a discussion regarding whether there was a need for training for officers to learn Spanish at the jail. He stated that he has only had three instances where he needed a language interpreter at the jail and they were quickly resolved. He stated that the inmates he has had who speak Spanish also speak English. He does not feel that he needs an officer to speak Spanish. Commissioner Rogers thinks that if there are officers who would like to learn a second language, we should allow them to do so. Commissioner Pratt suggested that we explore obtaining funds in order to train the officers as the Commissioners feel that it would be useful.
6. Nonpublic session – At 10:10 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to reaffirm the motion re CP, made on March 25. Voted 2 yes, 1 no. The Commissioners unanimously voted to return to public session at 10:50 AM.
7. There was a discussion on the process of notice of suspension procedure. The Commissioners would like to see the notice that the employees receives at or near the same time to acquaint them with the complaint. It was also decided that the process of discipline/termination is two phases. First, whether or not the act was committed, second, the penalty phase in which the employee history is available to the Commissioners for their review in arriving at a decision. HR will incorporate their suggestions in the future.
8. There was a discussion on the breakfast being held by NHACo with the governor and executive council.
9. There was discussion on the courthouse lease and the task force that is currently working with the Chief Justice on the location for the Keene District Court and other courts.

10. Commissioner Rogers reported on his meeting with Senator Molly Kelly and Greg Martin and after discussion it was decided that Commissioner Pratt will revise the report prepared.
11. The calendar was reviewed.
12. There was discussion on the implementation of the new budget.
13. Director Trombly asked for approval to fill the payroll position in the finance department. Chairman Zerba moved to approve the request, Chairman Pratt seconded, voted unanimously.
14. Nonpublic session – At 11:50 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the request of the finance director to increase the salary of MH by \$2 an hour effective March 2, because of the additional responsibilities and work she has taken on as a result of the vacancy in the payroll coordinator position. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:54 AM.
15. Commissioner Pratt noted that according to the budget, there is a hiring freeze and departments need to have any hiring approved by the Commissioners before hiring. Administrator Wozmak was instructed to send a memo out to all department heads.
16. Mgr. Hurley presented a request to the Commissioners that she would like to have some funds to induce employees to take a health assessment for Cigna. Commissioner Zerba moved to approve an amount not to exceed \$300 be allocated to spend from health insurance surplus fund to promote the program, Commissioner Pratt seconded, voted unanimously.
17. There was discussion on how future merit raises will be addressed and processed. Wendy was asked to review how evaluations are done. Commissioner Rogers asked that Administrator Wozmak, Wendy and Kathryn address the process and return to the Commissioners with a proposal.
18. Census at MNH is 141.
19. Kathryn asked about going before the auxiliary to ask for funds for additional beds. She explained that the auxiliary mission is to purchase items not required, but to enhance residents living. Commissioners Zerba and Rogers did not support bringing it before the auxiliary, Commissioner Pratt said that they should be given the request.

There being no further business, Chairman Rogers ended the meeting at 12:45 PM.

Minutes approved at the April 8 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Apr. 8, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. Putnam; Ex. Asst. Warren; City Mgr. MacLean; Atty. Doug Green

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 1 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners discussed the various samples of granite for the jail. New Hampshire granite #2 was chosen.
2. The Commissioners planned their serving at the staff appreciation meals and that the meeting of May 6 will be changed from MNH to 33 West, and the meeting of May 13 will be held at MNH.
3. Farm Mgr. Putnam was present to ask for authorization to hire a farm hand since his herdsman is leaving and he will be moving the current farm hand up to the herdsman position. The Commissioners authorized the hiring of a farm hand because the department only has three individuals to do the work, and the position is a necessity.
4. Open farm day will have to be changed to June 20 because that date will leave him short handed. Dave asked if the Commissioners would consider cancelling this year' open barn day due to all the work involved in getting the farm ready and being shorthanded. The Commissioners felt that might not be the best avenue to take given the interest in building support for the farm, but that if the UNH Coop Extension were able to find another location without too much difficulty, they would not object.
5. Nonpublic session – At 9:23 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the farm manager to increase salary of CY from grade 5 step 2 to grade 6 step 3 for the additional responsibilities and work necessary as a herdsman. Motion passed with a 2-1 vote. Commissioners unanimously voted to return to public session at 9:27 AM.
6. Census at the jail is 117, 108 in the building, 13 female, 4 feds, 1 weekender, 3 electronic monitoring, 1 work release.
7. Superintendent Van Wickler noted that there are a couple of inmates with serious illnesses, which will result in significant medical costs for the county.
8. The superintendent will be meeting with an individual from the U.S. Marshall's office in Brattleboro to further discuss increasing the services we provide to them regarding federal inmates.
9. The superintendent updated the Commissioners on the status of the jail building site.
10. At 9:43 the public hearing on the Head Start Program opened. Brian McMaster stated that the work is done, the building is being used.  
Keith Thibault, of SCS, explained that it was up and running by the end of January. The building was designed for 4 to 5 year old children. There is more space for dropping off and picking up the children. The project came in on budget and on time. They made the change over in the middle of winter. Southwest Community Services is also housed in the same building. First Course, a nonprofit food preparation company provides the food for the facility. The county's support was appreciated. The grant

is ready to close. As there was no public, no questions arose. An open house will be in May. Public hearing ended at 10:04 AM.

11. There was a discussion on the partnership of SCS with the county in applying for the Second Chance grant for transitional housing for released inmates. There was discussion on whether rooms should be apartment style or single room style. Commissioner Pratt suggested that the people who know how the housing should be set up be contacted to get advice as to the best room plans for the building.
12. The Commissioners reviewed an anonymous letter from an employee, which alleged that the one time payment in lieu of cola and merit was only given to a "select few. The Commissioners were told that this payment could not be made to the employees of the bargaining unit at Maplewood until the union authorized the county to make these payments. However, the Commissioners requested the Finance Director to confirm that all regular on staff employee's part time or full time received this payment prorated based on their standard weekly hours hired to work. The Finance Director confirmed that only 54 employees out of 413 were not eligible for the payment. All others outside the bargaining unit received the payment. There were 228 non-bargaining unit employees received the payment, 131 bargaining unit employees have not received the payment. The 54 that received no payment were on-call employees who were not eligible for the payment. The Finance Director has advised department managers that any employee feeling they should have received the payment her to see if an oversight occurred.
13. There was discussion on a draft hiring freeze memo that the Commissioners asked Mr. Wozmak to write to elected and appointed officials. The Commissioners want to be made aware of all hiring activities to make certain that non-essential hiring is delayed.
14. The census at the nursing home is 142, two residents in the hospital.
15. Administrator Kindopp asked about hiring for the open activity position. The Commissioners agreed that she go forward to hire to fill the position.
16. The proposed memo to the task force on the courts was reviewed and discussed with the city manager and Attorney Green. The goal is to reach an agreement with the City Council and the local Bar Association on the substance of the memo.
17. Administrator Wozmak will prepare a response to the state letter regarding the lease for the courthouse. He will offer a 90 day extension without an increase in the lease.

There being no further business, Chairman Rogers ended the meeting at 12:26 PM.

Minutes approved at the April 14 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Tuesday, April 14, 2009 1 PM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; County Atty. Heed; Computer Coordinator. Doug Scribner; nursing home Administrator Kindopp; Sheriff Foote; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:14 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 8 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Doug Scribner presented a request for a bid waiver for a computer server for Keene. He would like to purchase Symquest server at \$6561 because we have done business with them since 1998 and they are local. \$4100 was budgeted for the first year lease and installation. The Commissioners approved the bid waiver and authorized him to go forward with the purchase.
2. Nonpublic session – At 1:33 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the County Attorney to hire KC as asst. county attorney to replace a recently vacant position at grade 7 step 5, based on experience of the candidate, effective in May. The Commissioners unanimously voted to return to public session at 1:44 PM.
3. Administrator Kindopp brought before the Commissioners the fact that there is a part time housekeeping position that is vacant and she has consulted with the department manager and they agreed that the position may remain vacant until August, at which time it will be necessary to fill. She is asking their authorization to put off hiring until August, creating a payroll savings. Commissioner Pratt moved to authorize the hiring in August for the housekeeping position, Commissioner Zerba seconded, voted unanimously.
4. The census at the nursing home is 139.
5. Administrator Wozmak stated that the purchase of a coil requested by Mgr. King several weeks ago is \$795 over the amount he quoted at the meeting and will cost a total of \$7795. The Commissioners approved the expenditure.
6. Barbara Duckett from HCS was here to speak to the Commissioners about hospice services. Home Healthcare Hospice and Community Services competes with Beacon Hospice for services at the county nursing home. Barbara Duckett requested that the Commissioners consider having an exclusive HCS contract for hospice care at MNH. There was discussion on the procedures and policies relative to recommendation of one organization over another. Commissioner Pratt requested copies of the material given to residents from both organizations and for a copy of the contracts. There was discussion about the impact on hospice care that competition has caused. The Commissioners agreed to think about her request to be the exclusive provider of hospice care at Maplewood.
7. Sheriff Foote presented a Justice Advocate grant that is valued at about \$209K for Keene, Jaffrey, Hinsdale, Swanzey, Winchester and the county. He is looking at several additions to upgrade communication, video surveillance/recording system at about \$33K, cruiser data terminals project at \$23K and a card swipe program for the courthouse at about \$21K. The Commissioners agreed that he go forward with the grant application.

There being no further business, Chairman Rogers ended the meeting at 3:41 PM.

Minutes approved at the April 22 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, April 22, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Administrator Wozmak; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MINUTES: Commissioner Zerba moved that the minutes of April 14 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The public health agreement for a grant for coordinating pandemic planning in the region was presented to the Commissioners for signature. The following resolutions were adopted: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Vision of Public Health Services; that the Vice Chairman of the Board of Commissioners is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions or modifications thereto, as he may deem necessary, desirable or appropriate.
2. There are 120 inmates at the jail, 5 feds, 15 female. There was a discussion on the process of sentencing and setting jail standards. Commissioner Pratt asked the Superintendent to evaluate the plan used by Strafford county when they make recommendations to the courts on the sentencing of inmates.
3. Nonpublic session – At 9:59 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facility by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:37 AM.
4. There was a discussion on the task force memo regarding the courts.

There being no further business, Chairman Rogers ended the meeting at 11:14 AM.

Minutes approved at the April 29, 2009 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, April 29, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp (by phone); Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 22 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The certificate for municipalities sent by the court services was signed by Commissioner Zerba and the resolutions of the certificate authorizing Commissioner Zerba to sign documents regarding a lease were approved by all Commissioners.
2. The jail census is 126, 19 female, 2 work release, there are 21 in the multipurpose room, 5 feds, 2 electronic monitoring.
3. Superintendent Van Wickler updated the Commissioners on the progress at the jail site.
4. Census at the nursing home is 141.
5. Administrator Kindopp has two positions open in laundry, one a 40 hour position, one a 16 hour. The Commissioners asked her if she could get by without the 16 hour position and she noted that she cannot do without someone filling both positions. The Commissioners approved that she go forward and fill both positions.
6. The Commissioners discussed the correction officers graduation at which we have three officers graduating.
7. There were two new officers that were recently hired that are leaving and replacements are needed. The superintendent spoke to his concern in waiting to hire two replacement officers and he is requesting to hire as soon as possible. The Commissioners requested that he wait until July. He has been interviewing and wanted to know if he can go ahead. The Commissioners asked that he come back with a recommendation as to how to go forward.
8. Superintendent Van Wickler updated the Commissioners on the various speaking engagements he will be involved.
9. Superintendent Van Wickler spoke to his plan to have some tour days before the jail is open for inmates.
10. Retired Judge Talbot contacted the superintendent regarding volunteer work with inmates.
11. There was a discussion on the telephone system at the jail and the superintendent is meeting with a new vendor and he will be discussing new procedures and bring it before the Commissioners.
12. There was a discussion on the Federal Medical Assistance Percentage funds that will be coming in and how they are to be used.
13. The Commissioners recessed to discuss union negotiations.
14. The revised memo regarding a hiring freeze was reviewed and approved for distribution.
15. The Commissioners agreed that a large sign be put up on county owned land at the Connecticut River indicating a no wake zone area.

There being no further business, Chairman Rogers ended the meeting at 10:57 AM.

Minutes approved at the May 6 meeting Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, May 6, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Activities Dir. Wilson; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:06 AM.

MINUTES: Commissioner Pratt moved that the minutes of April 29 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Superintendent Van Wickler noted that the tubes in the boiler at the jail broke yesterday and there is no hot water at the jail. It is being repaired today.
2. The Superintendent re-explained the time line of staff allocation. He now has three positions open and came before the Commissioner last week to receive permission to fill them. He noted that at a minimum he needs authorization to hire and fill those positions if he was to be able to be properly staffed to open the new facility. He noted that if he waits until July to hire, it increases risk and he is concerned. There was a long discussion to revisit the staffing ramp-up for the new facility. At the previous meeting, the Commissioners advised the Superintendent that he should wait until July to hire any new officers. As a result of this current appeal of last week's decision, Commissioner Pratt moved that RVW be allowed to hire the three positions by June 1, Commissioner Zerba seconded, voted unanimously.
3. The jail census is 114, 106 in house, 3 on work release, 2 on electronic monitoring, 6 feds, 16 females.
4. Nonpublic session – At 9:31 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the Activities Director and NHA to hire SB as the activities aide, at Grade 5T, Step 2, \$11.81, based on her experience and knowledge. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:45 AM.
5. Kathryn Kindopp asked if she could fill two vacancies totaling 80 hours in the housekeeping dept. There was a discussion about how many FTE's there were in Environmental Services and the impact of not filling the positions at this time. As a result of the discussion, Commissioner Pratt moved that she go forward with the hiring, Commissioner Zerba seconded, voted unanimously.
6. Census at the nursing home is 141.
7. Kathryn continues to meet with the two local hospice providers.
8. Wendy Hurley asked for approval to hire LNA's. There are 12 vacancies at MNH. She has 5 LNA's ready to start. Commissioner Zerba moved to approve hiring the five LNA's by May 18, Commissioner Rogers seconded, voted unanimously.
9. HR Manager Wendy Hurley updated the Commissioners about the Cigna Health assessment program held last week. Cigna will be returning to MNH to conduct additional interviews.
10. The Commissioners went into recess to discuss union negotiations.
11. There was a discussion on the decision from the court regarding the NHACo vs HHS regarding a cap on the money the county would pay the state for Medicaid matching obligations. Administrator

Wozmak recommended that the board review the decision and decide if the county wants to appeal the decision. The item will be carried over.

12. There was a discussion on today's meeting of the court task force.
13. Kathryn stated that the representatives from Senator Shaheen and Congressman Hodes's office visited the nursing home last week.
14. Administrator Wozmak updated the Commissioners on the procedures that were used for setting up the regional pandemic multi-agency coordination entity (MACE) that is set up at the courthouse.
15. Nonpublic session – At 11:54 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no votes taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:06 PM.

There being no further business, Chairman Rogers ended the meeting at 12:07 PM.

Minutes approved at the May 13 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, May 13, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Mgr. Hurley; Sheriff Foote; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

MINUTES: Commissioner Pratt moved that the minutes of May 6 be approved, seconded by Commissioner Zerba, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Sheriff came before the Commissioners for authorization to hire a replacement for a secretary that is leaving. Commissioner Pratt moved to authorize the sheriff go forward with a search to hire a secretary at grade 3, Commissioner Zerba seconded, voted unanimously.
2. The Sheriff updated the Commissioners on what is going on in his department.
3. Atty. Mike Bentley was here to have the Commissioners sign a CDBG subordination agreement for the SCS property.
4. The census at MNH is 139.
5. Nonpublic session – At 9:30 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the request of the maintenance manager to eliminate the part time maintenance position at the administration building. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:40 AM.
6. Nonpublic session – At 9:41 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the request of the DNS to approve a leave of absence for an LNA for eight weeks. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:43 AM.
7. Administrator Wozmak updated the Commissioners on new LED lighting he is looking in to. He would like to go forward to investigate the use of LED bulbs. The Commissioners agreed that he continue to get information and see if there are funds to do the work.
8. Mgr. King spoke about the broken boiler at the HOC and that it needs a new tube that would cost over \$1000. It is being worked on today.
9. There was a discussion on the decision made by the courts regarding the suit against the state for billing from the state in which we felt we were overbilled. Administrator Wozmak will contact NHACo to ask about the “salient arguments missed” mentioned by the attorney in his email to Betsy Miller in response to the judge’s determination.

There being no further business, Chairman Rogers ended the meeting at 11:05 AM.

Minutes approved at the May 20 meeting      Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, May 20, 2009 9 AM  
County Farm, Westmoreland, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; NH Administrator Kindopp; DNS Sheltra; Farm Mgr. Putnam; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MINUTES: Commissioner Zerba moved that the minutes of May 13 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Farm Manager David Putnam stated that a new farm hand has been hired, Bill Fosher, filling the recent vacancy.
2. David advised the Commissioners that the caretaker house will be available for renting as the new farm hand will not need it. He stated that it could be made into two apartments with renovations. The Commissioners suggested that Barry King look at the building to see what repairs are necessary and the cost of preparing the building for two apartments.
3. Putnam advised the Commissioners that there are many repairs necessary to the farm equipment.
4. There was discussion on the use of the old jail building for storage of farm equipment.
5. Commissioner Pratt asked Farm Manager Putnam if he has considered the staffing necessary once the new jail is opened. Dave said that he would need a part timer, in season only.
6. There was a discussion on the costs and requirements of an organic farm.
7. Mr. Putnam will have someone come in to review his grain costs and uses.
8. He noted that the value of the sale of wood right now is good.
9. There are eight calves. Four will be going for 4H kids.
10. Nonpublic session – At 9:45 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS and NHA to grant a one month LOA to DN to go to Guatemala on a scholarship grant to learn Spanish and nursing. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:50 AM.
11. Kathryn requested authorization to fill the two 8 hour per diem receptionist shifts, Commissioner Pratt moved to authorize she go forward to hire for the two positions, Commissioner Zerba seconded, voted unanimously.
12. Census at MNH is 142.
13. The Commissioners unanimously agreed to release a nonpublic session that was held on Oct. 24, 2007 in which a decision was reached to offer KK the position as NH administrator at grade 10, step 8, voted unanimously.
14. The calendar was reviewed.
15. In the decision on the 2005 county case against the state, the Commissioners unanimously agreed to do what the other counties agreed upon and do not have a strong feeling towards an appeal.

There being no further business, Chairman Rogers ended the meeting at 10:55 AM.

Minutes approved at the June 3, 2009 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, May 27, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Commissioner Rogers explained that Carl Majewski from the UNH Cooperative Extension was present to give us a report on the activities of UNH CE. Carl noted that 321 people have participated in various programs, such as gardening workshops and the demonstration garden at the farm. There was discussion about opening plots to the public and they advertised that they had 10 plots available which were taken up within a week by mostly Keene and Swanzey residents. There have been workshops on nutrition and finance, with 55 people attending. There were 23 site visits to farms in the county in May, done by Steve Roberge. Carl has been working with farmers in identifying insects, farm issues and milk production. 297 people were walked into the office looking for assistance on gardening issues. Coming events in early July is twilight meetings held at a local farm inviting others to come for discussions. Nancy is working with Southwestern Community Services putting on workshops in local homeless shelters about finance and nutrition. There are 411 farms in the county and 10,000 acres of cropland. There are about 50-60 farms that are source income farms. Commissioner Zerba asked about how the cuts are affecting the CE. Carl noted that Diane and Diana have reduced their hours and one of them has added 5 hours by working at the administrative building. They have reduced their budget in office supplies and travel. The value of products sold in Cheshire County is about \$12 million agriculture and \$3 million in forestry. There has been work done with schools in developing after school gardening programs. Carl asked about the UNH CE using the old jail as an office. Commissioner Rogers noted that it is part of the discussion but nothing definite yet. Commissioner Pratt asked who is overseeing the Asian long horn beetle problem. Carl stated that if the beetle comes into the county, management would pass to the state. He is involved in the education, but primary responsibility is the state. He will forward a copy of the action plan on the beetle to the Commissioners. He thanked the Commissioners for the opportunity to present.
2. Superintendent Van Wickler stated there are 115 inmates, 12 women, 7 fed, 3 work release, one electronic monitoring.
3. The new facility looks good and is coming along well, on time and on budget.
4. Superintendent Van Wickler noted his concern about staffing levels because he is not able to find three candidates that would bring him to the level agreed.
5. The Superintendent mentioned that he conducted a training seminar for the City of Keene in how to deal with aggressive people. It was well received and well attended.
6. The Superintendent updated the Commissioners on the medical bills for the inmate with cancer, which are high and getting higher.
7. Census at nursing home is 140, according to the nursing home administrator Kindopp.
8. Nonpublic session – At 11:33 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the Nursing Home

Administrator to terminate the employment of RR effective June 7, 2009. Voted unanimously.  
The Commissioners unanimously voted to return to public session at 12:03 PM.

There being no further business, Chairman Rogers ended the meeting at 12:05 PM.

Minutes approved at the June 3, 2009 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, June 3, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Rogers moved that the minutes of May 20 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of May 27 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Pam Fortner and Robin Iliopolis gave the Commissioners an overview of the new program they started for the county, "Relay for Life". They are participating in the American Cancer Society walk Friday/Saturday and have collected \$600 to date. The Commissioners thanked them for their presentation and participation. They are selling shirts and hats to raise money and are accepting donations.
2. Brian McMaster introduced Bob Elliott and Norm Voudrian from MDS who gave an overview of the Unity Housing Project which is to provide accessible housing for individuals with physical challenges. Keene Housing will manage the facility. They are asking for the county's support in applying for the grant. The Commissioners advised MDS that the county may be competing for CDBG funds for transitional housing, in which case they would be supporting their program before the MDS request. Commissioner Pratt moved to encourage Unity to go forward with the CDBG project and bring it before the Delegation for approval at their next meeting, Commissioner Rogers seconded, voted unanimously.
3. The calendar was reviewed and the July 1 and August 12 meeting were cancelled. The July 8 meeting will be at MNH.
4. Census at the nursing home is 143. Nursing Home Administrator Kindopp advised the Commissioners that we are waiting on the state approval process for a number of medicaid residents and that there is about \$600,000 in accounts receivable due to this delay.
5. Kathryn brought before the Commissioners the fact that there are new regulations being advanced at the Federal level regarding nursing home environments such as to furnishings and the appearance at the nursing home. The intent is apparently to make an institutional setting more home-like and less like a nursing home.
6. Kathryn requested approval to replace the rehab tech position, recently vacated. Commissioner Rogers moved to approve the search for a new rehab tech, Commissioner Pratt seconded, voted unanimously.
7. There is an eight hour a week, weekend housekeeper position open and needs to be filled. This is the second such vacancy and while we are holding on filling one vacancy, this one needs to be filled. Commissioner Rogers moved to fill the 8-hour weekend housekeeper position, Commissioner Pratt seconded, voted unanimously.
8. There is a 32-hour social worker position vacant and a 40-hour nursing position, which is being transferred from nursing to social services to follow the functions associated with a change in the organizational structure at the nursing home. This is clearly a budget-neutral change and may actually

end up expending fewer dollars for the respective functions. Commissioner Pratt moved to approve bringing a 40 hour position from nursing into the social services department and hire an open position in the social services department, Commissioner Rogers seconded, voted unanimously.

9. The nursing home is a recipient of an excellence in hospice and life care award from Beacon Hospice, the private hospice provider. There will be a press release and the Commissioners asked that the presentation be moved to August or September.
10. There will be a discussion on Friday's NHAC meeting regarding the FMAP funds and Sheryl will bring the information back to the Commissioners.
11. There was discussion on setting up a date and time for the Delegation meeting.

There being no further business, Chairman Rogers ended the meeting at 10:53 AM.

Minutes approved at the June 10 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, June 10, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; Mgr. King; DNS Sheltra; Mgr. Putnam; Capt. Clark; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 3 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. There was a discussion on the incentive funds and that the state will be handling dispensing the funds from now on. Mimi will be asked to contact the applicants and let them know where to get an application.
2. The letter from Mason & Rich regarding the audit was signed as required by the Commissioners.
3. David presented a quote for a commercial wood processor for \$16K. The budget amount allocated is \$15K. After discussion on whether or not to purchase this unit at this time, the issue will be put aside for a couple of weeks.
4. Mgr. King presented the 6 bids for the catch basins. There was discussion on the various bids because of the range of bid prices. The Commissioners requested that Barry get additional bid details from the bidders and bring it back next week.
5. Barry gave an update on the Herdsman's house. He recommends against renting it at this time. He reviewed the work that needs to be done to make it habitable for renting. Barry will get a contractor in to get costs on updates. He will also have someone look at the Blood Farm building.
6. Capt. Clark gave the census at the HOC: 111 inmates, 3 work release, 2 electronic monitoring, 7 feds, 16 women.
7. There was discussion about the meeting that will be held next week at the HOC and who the Commissioners wish to interview.
8. The National Association of Counties (NACO) is starting a pilot project for a discount dental card and are looking for counties who are interested in participating. The plan would cost \$59 for a year for individuals and \$69 for a family of two or more. The Commissioners agreed that Terry go forward in obtaining information about the program, the availability of participating providers and becoming one of the pilot counties.
9. Director Trombly discussed the Medical Eligibility Determination (MED) assessments and a list of those resident accounts who require assessment in order for us to be paid. It was decided that with all the issues we are experiencing with NHHS, the Commissioners, Administrator Wozmak and Sheryl will meet with HHS Director Toumpas to discuss the issues.
10. Census at the nursing home is 139.
11. Dodi showed the Commissioners a plaque the nursing home received in acknowledgement of the facility's commitment and dedication to improving its health care delivery as demonstrated by its efforts as an identified participant in the Medicare Q10 8<sup>th</sup> Scope of work, dated 8/1/05 – 6/31/08 from the Northeast Health Care Quality Foundation.
12. The calendar was reviewed.
13. There was a discussion on the Keene courts.
14. The meeting was recessed at 11:40 AM to discuss union negotiations.

Minutes approved at the June 17 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, June 17, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren; Captain Hummel/DOC

Chairman Rogers opened the meeting at 9:06 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 10 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Mgr. King is working on the catch basin bids and the herdsman house update information.
2. Mgr. King advised the Commissioners that the full work on the House of Correction boiler will start next week. The expected cost is \$10K. Commissioner Pratt moved to approve the expenditure without going for bid, because the next nearest vendor is located in NY, Commissioner Zerba seconded, voted unanimously.
3. The new jail's FFE evaluation of suppliers was reviewed by the Commissioners. The Commissioners questioned what the cost would be because no prices were given from either company. The companies were interviewed by the DOC staff. The Commissioners asked that they be given assurances as to the company's ability to complete the needs of the building. There was a review of the advertising of the RFQ and whether we should have expected more than two suppliers to respond to an ad in this economic time. At this time, the Commissioners are not prepared to recommend one provider over another pending more discussion that the recommended company is up to the task.
4. Census at the jail is about 106 (Capt. Hummel did not have daily info with him).
5. The Commissioners reviewed the calendar.
6. The census at MNH is 138
7. Kathryn advised the Commissioners that Cheshire Historical Society will be at the nursing home next week to film and interview some employees who were working at the old nursing home.
8. There is a 40-hour dietary aid position that has become vacant and Kathryn would like to go forward with interviews and hiring. Commissioner Pratt moved to authorize she go forward to fill the position, Commissioner Zerba seconded, voted unanimously.
9. There is a 32-hour ward-aid position open and Kathryn asked the Commissioners to shift the position to a half-time scheduling position. She feels she can use just a half time person to help with the scheduling. Commissioner Pratt moved to authorize the transfer of the position and Commissioner Zerba seconded, voted unanimously.
10. The Commissioners received a letter from a terminated employee who has requested a meeting with the personal committee regarding his termination. The letter will be acknowledged by the County Administrator who will also coordinate the hearing schedule.
11. The letter prepared for NH Health and Human Services Commissioner Toumpas was reviewed by the Commissioners. The County Commissioners are seeking a meeting with the Commissioner to discuss some procedural issues related to the nursing home.
12. There was discussion on the FMAP funds that are expected and which we have found are about 17.5% less than we were told because the state is keeping that amount with no explanation. The Association of Counties will continue to work with the state as to the reasons for the reduced calculations.

13. Administrator Wozmak advised the Commissioners about the new requirement from the NH DES to do remediation with the water treatment system that delivers the water to the nursing home because of two instances of lead and copper content exceeding the allowable amounts.
14. Administrator Wozmak gave an overview of the various building projects that could be completed with federal stimulation funds.
15. There was discussion regarding the bond for the geothermal project. Wozmak reported that we are expecting about \$300,000 to be unspent from the jail project. We are also expecting funds from the ARRA/FMAP ("Stimulus") funds. The combination of these should reduce the amount needed to borrow to pay for the geothermal work and related expenditures authorized by the delegation. Commissioner Zerba moved to allocate \$250K from the FMAP funds to the geothermal bond and the balance of the FMAP funds be put towards county projects, Commissioner Pratt seconded, voted unanimously. This would potentially mean that while the delegation authorized a bond for up to \$1.8 million, we will only need to borrow \$1.25 million, assuming all funds used for the reduction become available on a timely basis, Wozmak said.

There being no further business, Chairman Rogers ended the meeting at 12:17 PM.

Minutes approved at the June 24 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, June 24, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Administrator Wozmak; Superintendent Van Wickler; NH Administrator Kindopp (by phone); Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 17 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Superintendent Van Wickler noted that the correctional staff did an excellent job during the difficult situation that occurred last week at the HOC; and that Peter Heed and the state police have agreed. The superintendent provided an update to the Commissioners with the information he has to date on the death of the inmate.
2. Census at the jail is 119, 8 feds, 2 work release, 1 electronic monitoring and 1 weekend; 15 females.
3. The superintendent gave the Commissioners photos of the damage done to the boiler tubes and he stated that the damage to the expansion tank which allowed air to get into the boiler which resulted in the damage to the boiler. The expansion tank will have to be replaced.
4. The superintendent reviewed his recommendation of the two bidders for the FFE vendors for the new jail. The County advertised an RFQ in the Keene Sentinel and two companies responded, Creative Office Pavilion and W.B. Mason. Both companies knew of the project and came in for an interview and presentation. As a result of the interview and a verification of references, he recommends Creative Office Pavilion (COP). He explained how the process is done in that the DOC provides a list of the items needed and then the supplier provides the cost. If the cost is too high, they go back to the vendor and substitute items to an acceptable price to meet the overall budget. He asked for permission to grant the contract to COP. Commissioner Pratt moved that COP be given the FFE contract, Commissioner Zerba seconded, voted unanimously.
5. The Commissioners authorized Director Trombly to accept the proshare funds. A list of expenditures will be prepared.
6. Director Trombly reviewed the county liability to HHS for 2009-2011. There was a discussion on the hold harmless clause in the statutes and how it will affect the county when it expires.
7. Census at the nursing home is 140.
8. Kathryn requested authorization to fill a transportation aid vacancy, which is an LNA position. This service is a billable position. The person in the position has requested to go back to a floor LNA position. Commissioner Zerba moved to authorize filling the position, Commissioner Pratt seconded, voted unanimously.
9. Kathryn advised the Commissioners regarding a meeting with Service Link last week. The state department of HHS is assisting with some of the financial issues we have encountered recently.
10. Mgr. King did an inspection of the herdsman's house and the Blood farm last week. There were some questions regarding the buildings.  
Herdsman house – siding needs to be scraped and painted or replaced with vinyl; insulation needed; most ceilings need to be replaced, floors sanded or painted; basement concrete floor; upgrading the electrical system; new windows (painted shut, old windows); upgrade kitchen.

Blood Farm – some siding needs to be replaced and painted; basement floor is about 1/3 concrete; upgrading electrical system; roof; windows.

The Commissioners suggested individual estimates be obtained for work to be done and then it can be determined by cost what work can be done. The Commissioners suggested he go forward with the roof work that is already in the budget.

11. The new tubes for the boiler and expansion tank at the HOC is being done now.
12. There was discussion on the courthouse task force meeting this afternoon.
13. The Commissioners discussed the upgrade to the wastewater treatment plant and the proposals that had been submitted regarding the alternate methods of upgrading the plant and completing the state revolving loan application. Finance Director Trombly advised the commissioners that the county would agree to replay the loan as stipulated and this amount gets included in the county budget. Wozmak explained that the engineering group (Louis Berger) provides the technical information and cost estimates to the state so they can determine if the project qualifies and the engineering firm acts as our authorized representative in connection with the application. After discussion, Commissioner Pratt moved to authorize the Louis Berger Group, Inc, apply for a loan from the State Revolving Loan Fund for improvements to the existing wastewater treatment and collection system at the Cheshire County Facility in Westmoreland on behalf of Cheshire County and further, that the Board authorizes the Chairman of the Board of Commissioners or the County Administrator to execute any and all documents, applications and contracts as necessary in connection with the SRF application.

There being no further business, Chairman Rogers ended the meeting at 11:52 AM.

Minutes approved at the July 1 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, July 1, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt and Rogers; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; DNS Sheltra; Mgr. Hurley; Mgr. Putnam; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:03 AM.

MINUTES: Commissioner Rogers moved that the minutes of June 24 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. The Commissioners reviewed the letter to be sent by courthouse task force and approved of the changes.
2. The Commissioners were given a copy of the policy and procedures for the personnel committee.
3. Nonpublic session – At 9:07 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS Sheltra and Mgr. Hurley to grant a five day unpaid LOA for SB for surgery. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:09 AM.
4. Nonpublic session – At 9:10 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS and Mgr. Hurley to hire SB as a per diem with 31 years experience at Grade 60 Step 6 \$25.30; and to hire PD as a per diem with 15 years experience, at Grade 60 Step 6, voted unanimously. The Commissioners unanimously voted to return to public session at 12:03 PM.
5. Census at the nursing home is 140, with 10 hospice patients.
6. Mgr. Putnam came back to continue the discussion regarding the wood processing equipment he previously brought before them. Commissioner Pratt moved to authorize \$15K of stimulus funds for the purchase of the equipment and this amount to be combined with the budgeted amount and present this to the Delegation on July 13th, Commissioner Rogers seconded, voted unanimously.
7. Dave updated the Commissioners on the farm. There was discussion about the low milk prices and the effect on area dairy farms.
8. Director Trombly and Administrator Wozmak spoke regarding the bond rating. There was positive feedback about Cheshire County from Moody's. We expect to retain the Aa1 rating.
9. Susan MacNeil, Treasurer of Aids Services of Monadnock Region came before the Commissioners to seek emergency funding for housing. Aids Services operates the Cleve Jones Wellness house in Gilsum. The Town of Gilsum is preparing to take the Wellness House by Tax Deed for non-payment of 2006 taxes in the approximate amount of \$9500.00. She presented some background to the Commissioners regarding lawsuit between the agency and the Town. The mission of the house is to provide a transitional living facility for people with HIV/Aids and Hep C. The Town has been

battling the agency through zoning variance restrictions that the agency claims are unconstitutional. The residents will essentially be homeless and services curtailed if the property is lost on July 16<sup>th</sup>, the deadline for payment. The Superior Court lawsuit regarding the constitutional issues is scheduled for trial in September. After much discussion and a review of the financials and pro forma for several years, Commissioner Rogers moved to authorize a loan to the agency for an amount not to exceed \$10K from the Hemenway fund to ASMR at 0% interest for two years, with the ability to come back in two years for an extension or forgiveness of the loan, Commissioner Pratt seconded, voted unanimously.

10. There are 124 inmates at the HOC, 8 feds, 11 women, there are 29 in the gym.
11. The boiler has been repaired and is running again.
12. NH Civil Liberties called Superintendent Van Wickler to ask him to serve on a Governor's committee to study the death penalty in NH. The Commissioners are supportive of the Superintendent's appointment to serve on this committee.
13. The National Institute of Corrections (NIC) in Colorado has accepted three individuals from our House Of Corrections (HOC) for instruction on transitioning into a new correctional facility. This week-long training is funded by the Department of Justice and the only cost to the County will be for ground transportation. Commissioner Rogers moved to authorize the DOC to send three individuals for training, Commissioner Pratt seconded, voted unanimously.
14. Superintendent Van Wickler expressed his concern regarding the staffing at the new HOC, scheduled for opening in April/May 2010. He explained that the Commissioners and others are backing him into corner suggesting that 90 days is sufficient to train a dozen new employees to be qualified correctional officers. He said that there are literally hundred of policies and procedures that must be written, learned and completely communicated prior to opening up the jail. This training is in addition to teaching other skill-sets like learning behavior modification in order to successfully and safely work with the (soon to be much larger) jail population. Commissioner Pratt noted that if the HOC is opening in April/May, the superintendent can hire 12 CO's in December. He noted that much of the decision depends on the opening date of the jail. If it opens before April/May, there is a problem. Pratt suggested that the superintendent make a presentation to the executive committee/Delegation for the additional 5 CO's he needs to hire before December and to underscore that a 90 day ramp up for new employees is not only inadequate, it could be dangerous. The discussion will be continued next week when all three Commissioners are present.
15. The State sent us a draft courthouse lease extension that would be for six months to March 30, 2010 at a 2% increase. Discussion will continue next week as to the terms and conditions in light of the current work of the court task force of Senator M. Kelly.
16. Greenberg Taurig – the law firm working with us on negotiating a new, higher, federal reimbursement rate with the Bureau of Prisons has presented several pricing options for the County to consider. The current reimbursement rate is now mid to low \$60.00 per day. The new rate is approximately \$115.00 per day. Wozmak explained that the longstanding goal is to have sufficient federal inmates to provide revenue that offsets the increase in operating expenses of the new correctional facility. He noted, however, that with the first year of occupancy and the necessary admission rate of federal inmates somewhat out of our control, it is unlikely that we will accomplish a total offset in the first year of operation.
17. Administrator Wozmak is working with U.S. Senator Jeanne Shaheen's office for funds for the geothermal work. We also are 14<sup>th</sup> on the list for some stimulus funding of the Wastewater Treatment Plant through the State Revolving Loan Fund.
18. The Finance Director and the County Administrator presented a list of expenditures for the Commissioners to consider now that the ProShare funds have been received. The County has also received its first round of stimulus funds, which also will need to be assigned to spending areas in the budget. Next week the Commissioners will continue their discussion in anticipation of making a recommendation to the Delegation at the July 13<sup>th</sup> meeting.

There being no further business, Chairman Rogers ended the meeting at 12:34 PM.

Minutes approved at the July 8 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, July 8, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers and Zerba; Finance Director Trombly; Mgr. King; Ex. Asst. Warren; Carl Majewski, Steve Roberge, UNH CE

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of July 1 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Mgr. King noted that the first set of bids have been received for the electrical work for the herdsman's house (\$5600) and Blood Farm (\$6400).
2. There was a power surge at the nursing home on Friday. We will see sizeable bills for the elevator repairs. Director Trombly will contact Primex regarding insurance coverage. Commissioner Pratt suggested that Barry keep track of the cost of repairs from the surge.
3. Mgr. King has obtained info on the bidder for the catch basins and would like to give him the job. Commissioner Zerba moved to authorize Mgr. King to begin negotiations with P. Fadis as lowest bidder for the project, for a sum not to exceed \$8K, Commissioner Pratt seconded, voted unanimously.
4. Carl and Steve from UNH CE were present to update the Commissioners on the work they are doing in the county. In the past month, 293 people participated in various workshops. Nancy had several sessions on family finances with 107 people attending at various meetings in the county. There were about 41 site visits completed around the county, any many calls were taken. 399 youth participated in the 27 4 H groups in the county. Many soil tests were completed. Nancy has an article that will be printed in a local magazine. She is going to be holding a food service course for those who work with food and is having a food preservation meeting.
5. Steve answered some questions regarding the asian long horn beetle. If the beetle cannot be controlled in Worcester, MA, which is where it is now, it will continue north. It is not yet in New Hampshire. Keene is a concern because we are surrounded by woods. Fire wood is a concern and state campgrounds will not allow wood not certified as inspected and beetle free. The UNH CE is the educational part of the state program. He has had a workshop with the City of Keene, the town of Troy and will be working on one with Jaffrey. Traps are not effective with the beetle. The thing to do is keep an eye on the trees that attract the beetles. He showed the Commissioners a sample board with the beetle, larve, samples of the burrowing the beetles do, and the leaf showing that the beetle eats the vein of the leaf. He spoke about the different programs being held to train individuals about the beetle. The Commissioners thanked Steve and Carl for their presentation.
6. There was discussion on the Delegation meeting to be held next week. The list of allocations of proshare and stimulus funds was distributed. There was discussion about the list. The Commissioners agreed that the recommendations be submitted to the Delegation, as amended, on July 13.
7. Director Trombly and Peter Heed are working on a new grant for the regional prosecutor.
8. Commissioner Pratt gave an update of the public hearing that was held for a no wake zone on the river near the jail.
9. The lease for the courthouse was reviewed by the Commissioners. Commissioner Rogers moved to adopt the resolutions of the contract as noted in the certificate for municipalities, seconded by Commissioner Pratt, voted unanimously.

10. The ARRA application for the state revolving loan fund – Director Trombly recommended a bond in the amount of \$614K for 10 years, which the Commissioners approved. The Delegation approved \$450K previously for this project, so \$164K is an additional amount.
11. Commissioner Zerba was reappointed to the NHAC nomination committee.
12. Last week the DHHS and county employees met to review the MED process and they agreed to help us with our work on it.

There being no further business, Chairman Rogers ended the meeting at 11:50 AM.

Minutes approved at the July 15 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, July 13, 2009 5 PM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt and Rogers; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Rogers opened the meeting at 5:30 PM.

The Commissioners met to discuss the motions on the proshare funds and stimulus funds to be presented to the Delegation at the meeting tonight.

There being no further business, Chairman Rogers ended the meeting at 5:30 PM.

Minutes approved at the Aug. 5 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, July 15, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

MINUTES: Commissioner Rogers moved that the minutes of July 8 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. The census at the jail is 114, 12 female, 8 federal, 2 electronic monitoring and 1 work release inmate.
2. There was a discussion on the use of inmate labor used at the farm and nursing home.
3. The calendar was reviewed.
4. Nonpublic session – At 9:22 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of HR Mgr. After completing background checks to hire DS at Grade 5, Step 7, \$22.10, based on experience and knowledge. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:25 AM.
5. Nonpublic session – At 9:26 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the nursing home administrator to go forward to fill the following positions: 30 Hrs. ward aid; 40 hrs. RN; 5 @ 40 hrs LPN; 8 @ 40 hrs CNA. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:28 AM.
6. Nonpublic session – At 9:29 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of Administrator Wozmak to give MM an increase to Grade 6, Step 6, \$23.89 based on her receiving her RN degree. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:30 AM.
7. Census at the nursing home is 139.
8. Kathryn was advised of the items approved by the Delegation Monday night.
9. The Commissioners adjourned to discuss union negotiations.
10. Returning to the meeting, there was a discussion on bid requirements and whether the statute required advertising. It was clarified that the RSA requires multiple competitive bids on equipment that is purchased.
11. Commissioner Pratt advised Facilities Manager King about the items that were approved at the Monday meeting. Barry will be meeting with a painter tomorrow. He has a price for the basement concrete work. He will be advertising this week for the projects.

12. Mgr. King will be advertising today for the work needing to be done on the Blood Farm and the Herdsman's house.
13. The catch basin work at Maplewood will be started in about a week.
14. Commissioner Pratt moved that the Cheshire County Board of Commissioner authorize Administrator Wozmak to apply for a loan from the State Revolving Fund for the improvements to the existing wastewater treatment and collection system at the Cheshire County facility in Westmoreland, NH, on behalf of Cheshire County, Commissioner Rogers seconded, voted unanimously.
15. There was discussion about the courthouse lease. Commissioners Rogers authorized Administrator Wozmak to enter into negotiations with Architect Charles Michal to prepare design work, within the constraints and appropriations as approved by Monday's Delegation meeting, for the renovation of the courthouse for county use and to do the necessary work to respond to the RFP issued by the State for a new court facility, Commissioner Pratt seconded, voted unanimously. The Commissioners discussed that, if a new court complex is to be built on county land by a for-profit developer, that they would expect that this design money would be considered part of the county's investment in the project and would be factored into the county's return on investment.
16. We have received a reply to our letter to Commissioner Toumpas regarding our issues with Health and Human Services regarding Medicaid billing issues. A letter will be sent thanking him for his follow-up.
17. Administrator Wozmak had some quotes from MacMillin regarding the old jail building. It will cost \$450K to demolish the building. Renovations will cost about \$3.4 million, which does not include roof or plumbing renovations. This information will be passed on the Jail Re-Use Committee formed by the Commissioners.

There being no further business, Chairman Rogers ended the meeting at 11:37 AM.

Minutes approved at the July 22 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, July 22, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Register Hubal; Mgr. Putnam; Mgr. King (by phone); Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of July 15 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Mgr. Putnam updated the Commissioners on the process of determining pricing for milk, which is based on a formula from 1938 and he feels it should be addressed and updated now. There was an error in payments to milk farmers last year and the feds are not willing to pay what they owe. They offered no interest loans, which was rejected by the farmers. The farmers feel the formula should be changed and should indicate the actual costs to the farmers. There is a federal bill being proposed that needs some weight behind it to get it through. Dave asked that a letter be sent to the congressional Delegation to support a change. The Commissioners agreed that a letter be prepared to send to the governor, the NH secretary of agriculture and to the congressional members. Dave will provide some information to Mr. Wozmak for preparation of the letter.
2. Dave brought the three price quotes he received for the wood processor:

Built Rite (2 models/proposals)	\$23,500	\$31,500
Timber Wold	\$29,995 processor	\$6495 for elevator
Truck & trailer	\$25,900 base unit	\$1000 trailer assembly

Dave will review the bids to determine which of the bids most fill his requirements.
3. Register Hubal presented her concern regarding security in the building because sometimes there are no lights on in the basement in the afternoon. Administrator Wozmak will look into the issue.
4. Evelyn brought up an issue with the alley between us and the building next door because there are large trucks blocking the way in for employees. This happens on a daily basis. Administrator Wozmak noted that he has spoken to the city about loading zones and how to resolve the issue. He will get guidance from the city on the amount of time allowed for loading and blocking use.
5. Evelyn requested use of the surcharge funds for a computer desk. The Commissioners approved her request. Administrator Wozmak will have Pam Fortner get in touch with Evelyn to have her purchase the desk from her budget.
6. Commissioner Pratt asked about income for the deeds department. Evelyn state that it is slow. In general, recording is 50% of what it was a few years ago.
7. Superintendent Van Wickler gave the census for the jail: 110 inmates, 8 feds, 14 women, 1 work release, 2 electronic monitoring.
8. He distributed paperwork from NHAC indicating that there will be cuts in the state community mental health budget, which could affect his department.
9. Superintendent Van Wickler spoke about a corrections officer who is leaving and gave his verbal resignation more than two weeks, but the written resignation was not. Rick is asking that the person receive his benefits. There was a previously scheduled vacation in that two week period. But he also took a sick day. The Commissioners agreed that he receive the vacation pay as it was planned in advance, but that he not be paid for the sick day, based on the policy and the information before them.
10. Kathryn noted the census at the nursing home is 139.

11. Mgr. King was contacted by phone regarding the catch basin bid, which is for \$9K for the two additional catch basins. He is requesting authorization to spend the additional \$1K. Commissioner Pratt suggested that since the specs are changed from the original ones, that Barry contact the other bidders and allow them to bid for the additional work. A phone call request for pricing is acceptable.
12. The roof bid ad for the Blood Farm and herdsman's house was read by Barry.
13. Kathryn noted that the bids were received for the treatment carts and the \$5995 bid from Direct Supply most fills her specs and she recommends them. Commissioner Pratt moved to approve the purchase through Direct Supply, Commissioner Zerba seconded, voted unanimously.
14. The bed frame bids were received and the bid from Direct supply for \$61,142 with free shipping for 40 bed frames (\$72,737; 71,364, 62,150 were the other bids) is Kathryn's choice. Commissioner Pratt moved to approve the purchase through Direct Supply, waiving the requirement for competitive bidding due to the limited vendors and our need to match existing make and model, Commissioner Zerba seconded, voted unanimously. Kathryn noted that she wants to have special outlets added to the rooms to prevent a surge from destroying the bed motors. This additional cost will be added to the cost of the beds.
15. Barry King was called about the surge at the nursing home and if he has investigated it further. The Commissioners asked that he ask PSNH check whether or not there actually was a surge.
16. Kathryn is still investigating the purchase of the wound care bed.
17. Kathryn noted that the third floor wheelchair scale has broken and cannot be fixed. It must be replaced. The cost is under \$2500. Commissioner Pratt moved to approve the expenditure from the proshare funds already allocated, Commissioner Zerba seconded, voted unanimously.
18. The Commissioners adjourned to discuss union negotiations. At 11 AM the Commissioners returned to the meeting.
19. The Commissioners reviewed the loan from the state revolving loan (ARRA) fund for improvements on the wastewater treatment and collection system. Commissioner Pratt moved that Administrator Wozmak be authorized to execute the loan documents and be the county representative on the documents, Commissioner Zerba seconded, voted unanimously.
20. Administrator Wozmak will check in with Charles Michal regarding the courthouse.
21. There was discussion on the Keene District Court task force meeting.
22. Commissioner Rogers spoke to Steve Roberge from the UNH Cooperative Extension and he would like to have a meeting with all the towns to give a program on the Asian long horn beetle. The Commissioners agreed he go forward if he wanted to.
23. Administrator Wozmak reported that he returned a call to Allison Britton a citizen of Gilsum and wife of a Gilsum Selectman. Mrs. Britton was upset with the Commissioners at their emergency funding of Aids Services of the Monadnock Region at the Cleve Jones Wellness House, located in Gilsum. Mrs Britton complained about taxpayer money spent on this organization and stated that they are a bad organization, among other negative comments about the organization and its staff. She was advised that no taxpayer money was used and that the Commissioners made this emergency loan from discretionary funds bequeathed to the county many years ago.

There being no further business, Chairman Rogers ended the meeting at 11:32 AM.

Minutes approved at the July 28 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Tuesday, July 28, 2009 10:30 AM  
Jaffrey Courthouse, Jaffrey, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 11:25 AM after a tour of the Jaffrey Courthouse.

MINUTES: Commissioner Zerba moved that the minutes of July 22 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Nonpublic session – At 11:28 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of County Attorney Heed to hire GB at Grade 3, Step 2, based on experience and knowledge. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:35 AM.
2. There was a discussion about the courthouse RFP for the construction of a new court facility to hold all the courts in Keene and lease of this building to the State. Architect Charles Michal is working on a response to the RFP, which is due August 7, 2009.
3. Nonpublic session – At 9:22 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Sheriff to hire LE at Grade 3 step 3 based on her experience; and to authorize the Sheriff to hire a part time dispatcher to fill an existing position. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:46 AM.
4. On the matter of the wood processor, whose bids were reviewed at the most recent Commissioners meeting, on the basis that the equipment provided by Built Rite is a better match for his specifications and that the vendor is closer in distance for service and parts availability, David Putnam recommends their wood processor at a price of \$30K. Commissioner Pratt moved to accept the recommendation of the farm manager to accept the Built Rite bid, Commissioner Zerba seconded, voted unanimously.

There being no further business, Chairman Rogers ended the meeting at 12:05 AM.

Minutes approved at the Aug. 5 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday Aug. 5, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Rogers, Zerba; Administrator Wozmak; Mgr. Hurley; Ex. Asst. Lantry, Mgr. King; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of July 13 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of July 29 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

5. The calendar was reviewed.
6. Mgr. King called the people who previously bid on the catch basins and only one responded with a bid for the additional work and that bid was higher than previously received. The work has been completed by Paul J. Fabis.
7. Mgr. King suggests that we not go out for bid for fuel oil but instead buy off the 'spot' market. The Commissioners agreed that we proceed as we did last year.
8. Mgr. King advised the Commissioners that one of the trucks is in bad shape and he is going to have to put it in the budget for next year, but it may not last that long. Administrator Wozmak will look into the availability of trucks.
9. Mgr. King asked about hiring the painter that was in this years budget. Commissioner Rogers moved to authorize hiring the painter as requested in the budget, Commissioner Zerba seconded, voted unanimously.
10. Mgr. King advised the Commissioners that his licensed boiler operator will be reducing his hours and will probably retire in about 7 months. The Commissioners agreed that he begin looking for a replacement to provide for about two months of orientation.
11. Nonpublic session – At 9:25 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HOC superintendent and HR Mgr. to hire LB as LPN for the HOC at Grade 4 step 7, \$18 based on her experience effective immediately. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:32 AM.
12. Inmate population is 116, 8 feds.
13. There was a discussion on the jail opening and a schedule for tours and an open house.
14. Kathryn needs authorization to fill the existing dietary aides positions for 84 hours, as some of the workers are leaving and going back to school. The Commissioners agreed that she go forward.
15. There was discussion on the use of inmate labor at the nursing home.
16. Census at the nursing home is 141.
17. Kathryn received three bids for mattresses:

Klinitron	\$54,493 and \$1K a month for service
Versicare demo	\$11,521
Medline	\$6,091.66

Kathryn recommended the Versicare demo and the Medline pressure reducing mattresses, for a total of \$17,613.01. Commissioner Zerba moved to authorize the purchase, seconded by Commissioner Zerba, voted unanimously.

18. Commissioner Rogers asked administrator Wozmak to determine the costs of doing various stages of work at the nursing home such as painting, plumbing, and electrical work. The subject will be put on the agenda for September.

19. The Commissioners reviewed the response to the RFP for the courthouse.

20. Director Trombly called with the response to the bids received for the \$1.3 million bond.

Eastern Bank	3.07%
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Roosevelt & Cross	3.39%
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TD Securities	3.31%
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Commissioner Zerba moved to accept the bid from Eastern Bank, Commissioner Rogers seconded, voted unanimously.

There being no further business, Chairman Rogers ended the meeting at 11:08 AM.

Minutes approved at the Sept. 2 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Tuesday, Aug. 11, 2009 9:30 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Superintendent Van Wickler

Chairman Rogers opened the meeting at 9:30 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners reviewed the bids for the work to be done on the farmhouses, pursuant to the Delegation vote to spend stimulus funds.

<i>Roofs:</i>	Herdsmen's house	\$6200	B. McManus
	Farm Garage	\$6000	"
	Farm Barn	\$10,800	Bill Smith

Commissioner Rogers moved to approve the expenditure for the roofs as quoted above, Commissioner Zerba seconded, vote 2 yea, 1 nay, motion passed.

Ceilings at herdsman's house: \$2,800, Bill Smith. Commissioner Pratt moved to approve the expenditure, Commissioner Zerba seconded, voted unanimously.

<i>Windows:</i>	Herdsmen's house	\$7,386	NE Replacement
	Blood Farm	\$8,876	NE Replacement

(McManus bid for herdsman house was not specific in meeting specs)

Commissioner Pratt moved to approve the expenditure, Commissioner Zerba seconded, vote 2 yea, 1 nay, motion passed. Commissioner Pratt raised the question that he may have a conflict of interest in that a relative of his may end up being a subcontractor on part of the project.

<i>Electric upgrade</i>	Herdsmen's house	\$3,480	Hurlburt
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Commissioner Pratt moved to approve the expenditure, Commissioner Zerba seconded, vote 2 yea, 1 nay, motion passed.

	Blood Farm	\$1,750	D-R Electric
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Commissioner Zerba moved to approve the expenditure, Commissioner Rogers seconded, vote 2 yea, 1 nay, motion passed.

<i>Exterior Paint</i>	Herdsmen's House	\$4,800	Bill Smith
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Commissioner Pratt moved to approve the expenditure, Commissioner Zerba seconded, voted unanimously

	Blood Farm	\$7,200	Bill Smith
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Commissioner Zerba moved to approve the expenditure, Commissioner Rogers seconded, voted unanimously.

<i>Side Porch</i>	Herdsmen's house	\$2,400	Chris Cowing
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Commissioner Pratt moved to approve the expenditure, Commissioner Zerba seconded, voted unanimously

<i>Concrete Floors</i>	Herdsmen's house	\$7,765	P. Fabis
	Blood Farm	\$10,250	P. Fabis

Commissioner Rogers moved to defer decision on floors pending information on blown in insulation cost for Blood Farm and herdsman's house, seconded by Commissioner Zerba, voted unanimously.

2. Superintendent Van Wickler gave an update on an HOC inmate.

3. The Superintendent and HOC staff will be going to Wisconsin to visit and test the security electronics computer program that has been chosen for the new correctional facility.

4. The Superintendent reminded all present of the volunteer picnic at the HOC on Aug. 23 from 1 to 4.

There being no further business, Chairman Rogers ended the meeting at 11:16 AM.

Minutes approved at the Sept. 2 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Aug. 19, 2009 9 AM  
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Mgr. King brought before the Commissioners the issue of the air conditioning at the courthouse, which was destroyed because of an offsite accident. The cost of the condenser replacement is \$24K; to replace the whole unit, which was originally installed in 1979, is \$39,485 budget amount was \$40K. The Commissioners agreed that replacing the unit makes more sense since there is an energy savings of 20% with a new unit. Commissioner Pratt moved to replace the courthouse chilling unit for no more than \$40K, seeking replacement costs from the insurance company, Commissioner Zerba seconded, voted unanimously. The bidding process is waived because it is a Honeywell product and the hot weather conditions we are experiencing.
2. Commissioner Zerba moved to replace the card reader from Honeywell for MNH at a cost of \$39960, budgeted amount was \$40,000, Commissioner Pratt seconded, voted unanimously. The bidding process is waived because it is a Honeywell product.
3. Barry updated the Commissioners for the work to be done at the Blood Farm and herdsman's house.
4. Commissioner Pratt asked for a weekly program update on the repairs on the buildings being worked on.
5. The Commissioners reviewed the amendment to the courthouse lease. Commissioner Pratt moved to amend section B.1 of the lease to read: "during the amended term either party" to replace "the tenant". Also, "written notice to the landlord" to be replaced with "to either party", Commissioner Zerba seconded, voted unanimously. Commissioner Rogers moved to authorize Finance Director Trombly to sign the changed amendment to the courthouse lease, Commissioner Zerba seconded, voted unanimously. Sheryl will contact Sarah Lineberry with the changes.
6. The MS-45 was signed by Commissioner Zerba for the DRA to establish the tax rate.
7. The certificate of vote was reviewed and signed by Commissioner Zerba. The two resolutions adopted were: that this corporation enters into a contract with the State of New Hampshire, acting through the Department of Health and Human Services, Division of Public Health Services; that the Chairman of the Board of Commissioners are authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments and any amendments, revisions or modifications thereto, as he/she may deem necessary, desirable or appropriate. Stillman Rogers is the duly elected Chairman of the Board of the corporation.
8. Director Trombly updated the Commissioners on the regional prosecutor meeting yesterday. The grant funds for the program will carry us through June of next year. Commissioner Pratt suggested that a narrative be prepared for when a new grant is available. He stated that he would like to see the narrative. He would like to see a statement from the Commissioners and selectmen in the program as part of the grant renewal process. It was discussed yesterday that there be some revisions to the contract.
9. Kathryn noted that the census is 142.
10. Kathryn is working on hiring a PT director and is still negotiating.

11. Nonpublic session – At 10:24 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, no decision was made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:36 AM.
12. Kathryn brought before the Commissioners a request for authorization to fill 6 existing LNA positions. Commissioner Zerba moved to authorize Kathryn to fill 6 LNA positions, Commissioner Pratt seconded, voted unanimously.
13. The Commissioners reviewed the calendar.

There being no further business, Chairman Rogers ended the meeting at 11:45 AM.

Minutes approved at the August 26 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Aug. 26, 2009 9 AM  
House of Corrections, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. Hurley; Arlene Brewer, Trevor Croteau, Sheriff's Dept.; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

MINUTES: Commissioner Zerba moved that the minutes of Aug. 19 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Commissioner Pratt asked that MacMillan be asked to come and meet with the Commissioners and give an update on construction and financial status on the jail project.
2. The Farm Committee chair asked that the Commissioners meet with the farm committee on September 25 at 9:30.
3. Kathryn was present to discuss the scheduling position at MNH. Their initial request was for an additional 20 hours for a part time schedule. It has been determined that a full time position is needed, not just part time. There was a great deal of discussion on the needs of the position. The subject was tabled to allow the Sheriff's department to conduct their business.
4. Arlene brought a request for authorization to fill a vacant position in the dispatch department. Commissioner Pratt moved that she go forward with filling the position, Commissioner Zerba seconded, voted unanimously.
5. Arlene and Trevor updated the Commissioners on what is going on in the sheriff's department.
6. Director Trombly advised the sheriff's department and Commissioners about a change in rates by the NH Retirement System for group II. The Commissioners asked her to prepare a memo to send to the selectmen from the Commissioners.
7. The discussion on the use of Kronos system as used by the scheduler continued. Commissioner Rogers suggested that an analysis be done on the system to see what can be done to make the system of scheduling and filling vacant positions more efficient. The Commissioners agreed that Mgr. Hurley do a time and position analysis and be brought before them in order to determine why the scheduling program is not making the scheduling easier and saving time.
8. Commissioner Pratt updated those present on the courthouse task force meeting. He noted that administrative services is expecting to have plans from us for the new courthouse within eight weeks. The Commissioners requested that Administrator Wozmak meet with the Commissioners at a time other than a Commissioner meeting to discuss the issue.
9. Lt. Mousseau of the HOC gave the Commissioners an update on the HOC. There are 118 inmates, 1 electronic monitoring, 1 weekend, 6 federal, 10 female.
10. Lt. Mousseau stated that he thinks we are at the level of personnel that has been authorized. They will be holding another academy in house this fall. The Commissioners were given an overview of the differences in direct supervision compared to what they have been doing. The CO's are now spending more time in the dayrooms with the inmates to acclimate them to the new procedures that will be used in the new jail. The CO's will be trained in the new building. Commissioner Pratt noted that he suggested students from Keene State College and Antioch be brought in to teach at the facility. He suggests a meeting be set up with the deans of both schools to determine how this can be done.
11. Two new officers were interviewed by the Commissioners.

12. The Commissioners proceeded to tour the jail. They started at the administrative offices where they discussed the conversion of records to electronic records.
13. They visited the medical area and received updates from Medical Services Supervisor Jean Schneider.
14. The Director of Training Lt. Hummell discussed recruiting and retention of correctional officers with the Commissioners.
15. The dayroom was visited and the Commissioners had a discussion with some of the inmates concerns regarding programming and facilities. The Commissioners discussed the benefits of the new jail in alleviating their concerns.
16. The kitchen and the dining room were visited. The dining room is now being used more for programs as the inmates are being fed in their dayrooms.
17. The Commissioners spoke to several of the federal inmates.

There being no further business, Chairman Rogers ended the meeting at 1:30 PM.

Minutes approved at the Sept. 2 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Sept. 2, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; DNS Sheltra; Mgr. Hurley; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of Aug. 5 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Aug. 11 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of Aug. 26 be approved, seconded by Commissioner Pratt, voted unanimously.

1. Barry advised the Commissioners that Rob Reindeau has been chosen wastewater operator of the year by the Granite State Rural Water Association. Commissioner Pratt asked administrator Wozmak to prepare a letter of congratulations to Rob.
2. The two year contract for rubbish removal is up for renewal. As Waste Management is the state low bidder, Barry would like to waive the bidding process. Commissioner Pratt moved to waive the bidding process for solid waste pick up and grant Waste Management the contract, Commissioner Zerba seconded, voted unanimously.
3. The replacement air conditioning rooftop unit at the courthouse should be in place today.
4. The roofs at the herdsman's house, farm garage and farm barn should be done within a few days, the painting is being done now. Windows are on order. Commissioner Pratt asked Mgr. King what he considers more important, the concrete floor or insulation, Barry responded that the floor is more important because it would help with the additional work required to support the structure. Commissioner Zerba moved to reject all bids for the concrete floor because all initial bids were higher than we were willing to accept and because of a change in funding, and Barry is directed to start the bidding process over including both the herdsman's house floor and the Blood Farm floor, seconded by Commissioner Pratt, voted unanimously.
5. Barry noted that we have not heard from the insurance company regarding reimbursement for the courthouse rooftop air conditioning.
6. There was discussion on the future of the old jail building and using ECDBG funds to fix the HVAC system in the building.
7. There was discussion on the future budgeting of costs of the old jail building.
8. Carl Majewski from UNH CE was present to update the Commissioners on what has been done by them in the past two months. 304 People attended forestry workshops, caning workshop, 127 youth attended the fair. About 100 people attended the open barn day in spite of the pouring rain. There was about 57 site visits to farms and wood lots. 349 people made informational requests; soil tests were done. Staff is working with DES to upgrade inefficient wood burning stoves in Keene. Staff has gotten \$38K from the FSA to help maple sugar operators for damage from the ice storm. Carl reviewed some of the programs that will be done in the future. The Commissioners thanked Carl for his presentation.

9. Census at the nursing home is 140.
10. Nonpublic session – At 10:31 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to hire WC as LPN for the HOC at Grade 62 step 8, \$22.13 based on 30 years experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:36 AM.
11. Nonpublic session – At 10:37 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of NHA to hire LM as PT Director at Grade 9 step 9, \$35.21 and she be given a \$3000 sign on bonus on the condition she remain with the county for at least one year. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:46 AM.
12. Nonpublic session – At 10:47 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss a matter which if disucssed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:57 AM.
13. Commissioner Rogers asked that estimates be established for upgrading the nursing home. Commissioner Pratt suggested a meeting be set up sometime in November with the Delegation and bringing in Warrenstreet Architects to discuss upgrades.
14. There was a discussion on the process of building the courthouse.

There being no further business, Chairman Rogers ended the meeting at 11:35 AM.

Minutes approved at the Sept. 9 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Sept. 9, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; CA Heed; Superintendent Van Wickler; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of Sept. 2 be approved, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed.
2. Atty. Heed gave an update on the regional prosecutor program and that it is going well. The grant runs out next year and they are looking at other grants to pick up funding for the program. Jaffrey, Rindge, Fitzwilliam and Dublin are some of the towns not covered and he has spoke to them about coming on board with our program. There was a discussion on the funding for next year for the program. Director Trombly will do an analysis of the costs of increasing the program to include additional towns.
3. Superintendent Van Wickler introduced the staff that was present to hear the presentation by MacMillin.
4. Superintendent Van Wickler gave an overview of the course he and two officers attended on managing inmates behavior in a direct supervision program. He felt that the course was very beneficial.
5. Mike Farhm and Peter Tremblay from MacMillin updated the Commissioners on the jail construction. Mike distributed photos of the building as it is now. He expects that by the end of November the superintendent will be able to bring correction officers in for training in the new building as the bulk of the workers will be out of sections D and E. "A" wing should be done by mid December. Wings B and C should be done in early January. The administration and control areas are expected to be done by mid January. The commissioning company who will review the electrical and mechanical systems and processes will take about a month. Site work will be done this year. A leakage test on the water tank will be done next week. Site lights will be installed in the next couple of weeks. The geothermal work is done to the point it can by now. It looks like early/mid March is when MacMillin terns the building over to the county. The Commissioners thanked him for maintaining the schedule.
6. Peter Tremblay distributed a budget tracking sheet. He reviewed the changes that were mad and stated that at this point in time, they expect a \$250K savings coming back to the county. Commissioner Pratt asked for a detailed report from Superintendent Van Wickler on the furniture contract. To date there is \$11.1 million left to finish the job. There is a meeting on September 25 to discuss the water system. The operating costs are presently being determined and will be incorporated into the 2010 budget. Propane tanks will be delivered next week and buried about a week after that. The Commissioners thanked him for his presentation.
7. Superintendent Van Wickler is preparing a plan for tours of the jail. The census is 114 inmates, 108 in house, 1 on electronic monitoring, 2 weekend, 8 women, 6 federal.
8. A proposed agreement is in the works for the contract regarding holding federal inmates.
9. The academy is expected to be starting on October 5 and officers will graduate on the 30<sup>th</sup>.
10. The Superintendent is preparing a power point action plan on the transition to the new jail and he would like to bring it before the Commissioners.

11. The death at the HOC several months ago was ruled accidental by the AG and the cause of death was a methadone overdose. The methadone was apparently obtained by the inmate while he was on a job search in the community.
12. Kathryn noted that the census is 140.
13. She reviewed the dietary issues such as a change in menu and increased meals for the jail, that have resulted in increased costs.
14. The County Administrator and Finance Director updated the Commissioners on the Dept of Energy grant application that is due on Sept 14<sup>th</sup>. The allocation of \$326,000 will be used for a variety of projects. The continuation of the LED lighting conversion at Maplewood, a wind analysis in Westmoreland, insulation in the old court house, an examination of the feasibility of solar power at Maplewood and the conversion/restoration of the historic court house windows (98 of them) to increase their energy efficiency as preserve the architectural character consistent with the Historic District. Commissioner Pratt moved that the Finance Director and/or the County Administrator be authorized to apply for and receive funding based on Title V, Subtitle E, energy Efficiency and Conservation Block Grants, and to implement the EECBG Program. Seconded by Commissioner Rogers. Voted Unanimously.
15. Commissioner Pratt moved to shift the UNH CE budget to the outside agencies category, Commissioner Rogers seconded, after discussion a vote resulted in two no and one yes, motion failed.
16. Director Trombly and Administrator Wozmak are working on a \$329K grant application for the DES which is due on Friday.
17. Kathryn requested authorization to fill a weekend housekeeping position that has just been vacated. The Commissioners agreed that she go forward with the hire.
18. The CDC has set a standard regarding the standard flu shots distribution. Only direct care staff at the nursing home will be receiving the shots. The residents will receive them next. Once more doses arrive, other employees may receive the shots. The H1N1 shots will be received sometime in October.
19. The Nov. 4 meeting at MNH will be change to Oct. 28 at MNH and Nov. 4 at 33 West.

There being no further business, Chairman Rogers ended the meeting at 11:42 AM.

Minutes approved at the Sept. 16 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Sept. 16, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of Sept. 9 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The test for the water tank for the new jail has not been done and has been postponed.
2. There is a meeting Thursday the 24<sup>th</sup> regarding the lettering for the granite sign for the jail site.
3. Commissioner Zerba updated the Commissioners on what happened at the Keene Court Task Force meeting. Administrator Wozmak will be having a meeting next week in Concord regarding the courthouse. A meeting date of October 5 will be advertised for a meeting with the Delegation to update them on the court project concept.
4. Administrator Wozmak updated the Commissioners on the DOE application, and indicated that a copy of the application is in the reading file.
5. The Commissioners reviewed a letter they received from Rep. Susan Emerson of Rindge asking the county to consider using electricity wholesale services provided by her colleague, Rep. Charles McMahon. Commissioner Rogers requested Administrator Wozmak to respond to Rep. Emerson in regard to her letter recommending the county use a power service provider. Wozmak said the county had evaluated using a power wholesaler earlier and decided against it due to concern over emergency service and repair timeliness at our 24/7 facilities. In addition, we likely would lose certain discounts if we re-purchased the same PSNH electricity thru a wholesaler.
6. Administrator Wozmak updated the Commissioners on the tele-data communications meeting that was held yesterday for the new jail. The infrastructure of Time-Warner Cable and their fiber optic lines may be of great benefit to the county vs. the existing technology provided by FairPoint. Pricing is expected.
7. Nov. 14 at 9:30 AM was tentatively scheduled for a meeting at MNH for the third quarter budget review and at 10 AM for a Delegation presentation by Warrenstreet Architects.
8. Nonpublic session – At 10:02 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made to accept the voluntary resignation of RR in accordance with the no-call, no show policy. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:50 AM.
9. A report on the work at the farm and barn was read to the Commissioners. The herdsman roof is 95% complete, the paint is 70% complete, the deck is 100% complete, windows 60% complete; the farm garage roof is 10% done. Commissioner Pratt asked that Barry reconsider keeping the wood stove. He also asked that Barry consider putting in new kitchen cabinets as that will make the building more attractive for renting.
10. Wendy Hurley was authorized to hire for an existing vacant position in dietary.

11. The Commissioners thanked Director Trombly and Administrator Wozmak for their tremendous efforts on the submittal to the Dept of Energy to access the federal appropriation to the county of \$326,000 for energy projects.
12. Census at MNH is 139, 7 Medicare, 101 Medicaid, 10 hospice residents.

There being no further business, Chairman Rogers ended the meeting at 11:13 AM.

Minutes approved at the Sept. 23 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Sept. 23, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05AM.

MINUTES: Commissioner Zerba moved that the minutes of Sept. 16 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners signed the \$7M TAN paperwork and they noted that they appreciate the efforts of the treasurer for securing a favorable bond rate.
2. Barry gave an update on the work being done to our buildings in Westmoreland. The farm barn roof, herdsman's roof, painting, windows, deck are complete. The farm garage roof and Blood farm windows are 50% complete. Herdsman's electric is 95% complete; and Blood farm painting 40% complete.
3. There was discussion on the herdsman's house and its future use. The Commissioner's will visit the buildings that have been rehabilitated the next time they are in Westmoreland.
4. There was discussion on the wood stove at the herdsman's house. Commissioner Rogers moved that we reject the \$500 purchase of the wood stove, Commissioner Zerba seconded, voted unanimously.
5. Kathryn brought the bids she received for the nurse call system. Three bids were received but only one came close to the \$40K budgeted, although one of the requirements, the recording system, was not included. This can be done with an add on in next year's budget at a cost of about \$9K. Commissioner Zerba moved to approve the expenditure for the nurse call system at \$40,763, Commissioner Rogers seconded, voted unanimously.
6. Kathryn asked for authorization to fill a nurse manager position that has just become vacant. The Commissioners agreed that she go forward.
7. Census at the nursing home is 138.
8. Census at the jail is 112, 1 work release, 1 electronic monitoring, 4 weekend, 9 women.
9. Superintendent Van Wicker brought in six sealed bids for snow removal for the new jail.

Surf & Turf	\$24K per season
SUR	\$20,500
Homeland	\$15K
Robert Oulette	\$105,000
Pelto Construction	\$76,150
Bill Coutts Construction	\$28,700

The Superintendent and his staff will review the bids and advise the Commissioners of a decision.
10. The Commissioners recessed for an update on union negotiations.
11. At the request of the Commissioners, Assistant County Attorney David Lauren came to explain a recent extradition cost involving the charter of a private plane. Mr. Lauren explained that the County Attorney's office examined all methods of extraditing an offender from Pennsylvania and the air charter was less expensive than dispatching a vehicle and two deputies on the long trip. The offender transport by air was also safer from a public safety point of view than the logistics of a long road trip.

The Commissioners appreciated the explanation and thanked attorney Lauren for responding to their concern.

12. The Commissioners reviewed the administrators budget review schedule.
13. The existing Equal Employment Opportunity Plan (EEO) was reviewed, reaffirmed and signed by the Commissioners.

There being no further business, Chairman Rogers ended the meeting at 12:10 AM.

Minutes approved at the Sept. 30 meeting

Roger Zerba, Clerk/s

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Sept. 30, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of Sept. 23 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The calendar was reviewed.
2. There was a discussion on the subjects to be discussed on October 5 at the Delegation meeting.
3. There was discussion on the regional prosecutor program.
4. A report on the work being done at the farm was reviewed. \$7000 was spent for repairs to sills and siding. Two bids were received for the concrete floor:

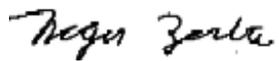
Paul FabisCo	\$7265 – Herdsmans house	\$9750 – Blood Farm
B& R Custom Concrete	\$4200	\$4000

Bids will be awarded when it is known how much funds are left for work done at the Blood Farm.

5. Superintendent Van Wickler explained the costs incurred for a shipment of CO shoes that were returned to the supplier.
6. The Superintendent discussed his review of the bids for snow plowing for the new jail. His recommendation is to award the contract to SUR because they have significant equipment, more staff, an intimate knowledge of the site and because we know of their work ethic. The Commissioners felt that the firm should be interviewed to make sure they understand the equipment needs.
7. Kathryn noted that the census is 131 at the nursing home.
8. She updated the Commissioners that adding the additional two floors to the nurse call system results in a savings of \$5000.
9. Kathryn requested the Commissioners approval to hire a 2 hour dietary aide and the Commissioners agreed that she go forward with a hire.
10. Nonpublic session – At 10:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss a matter which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made to extend the severance offer to RR providing that he accept the offer within seven days. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:47 AM.
11. Administrator Wozmak advised the Commissioners that we were interviewed by Renewable Energy magazine about the geothermal energy system at the new jail.
12. Commissioner Pratt updated everyone on the farm meeting that was held last week.
13. The County Administrator is meeting with the state on October 13 regarding the design meetings for the contemplated courthouse.

There being no further business, Commissioner Pratt ended the meeting at 11:15 AM.

Minutes approved at the Oct. 21 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Oct. 14, 2009 9 AM  
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Mgr. King; Carl Majewski/UNH CE; Ex. Asst. Warren

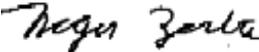
Vice Chairman Pratt opened the meeting at 9:02 AM.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed.
2. A request has been made for funding for the a lawsuit against the state brought by the Local Government Center (LGC) because the state is moving to change the statute regulating the percentage contribution to the state retirement fund. The Commissioners are contemplating participation but want to see a budget for the funds and an indication of how the towns in Cheshire County have been approached. They have some concern that a county contribution in addition to town contributions could be problematic.
3. Carl gave the Commissioners an update on what has been going on at the UNH CE. Since September 211 individuals called or stopped in looking for information. There have been 31 site visits, including three town visits. Carl gave an overview on the various programs that will be held in the future. There will be a new 4H club, built around robotics. Christine Parshall, program associate for nutrition connection has been given an award by MFS. Carl had several ideas about opening up the program both by communication and subject matter. The Commissioners commended the UNH CE for the front page article about the 4H. The Commissioners thanked Carl for his update.
4. We have previously funded, with the city, the CHINS and the juvenile conference committee. The question is whether we should continue to fund the program with the city as Counties are no longer responsible for the funding of youth in the agreement with the state. Mimi will prepare some figures and bring it before the Commissioners. The item will be carried.
5. The holiday calendar was reviewed and it was decided to carry this over to next week when Commissioner Rogers is present.
6. The county met with the state, Jack Dugan and Charles Michal and reviewed the state's needs for the courthouse. There was a discussion about what the state presented as square footage needs, parking requirements and financing. Wozmak will continue working on Phase II with the state to see if a suitable court facility can be designed and financed.
7. Barry brought before the Commissioners the several issues to be done, depending on the funds available. Commissioner Zerba moved the driveway for 33 West be completed at a cost not to exceed \$6000 and if additional funds are available they be allocated for the roof at the day care center, and to waive the bidding process for the repair of the driveway because of the need to have the work done before the weather changes, Commissioner Pratt seconded, voted unanimously.
8. Barry noted that he received a letter from the insurance investigator regarding the a/c damage at the courthouse. We will receive \$23,710 from them towards the \$39K cost of repair/ replacement of the unit.
9. The Commissioners authorized Kathryn Kindopp to go forward to fill the 16 hour housekeeping position at MNH.

There being no further business, Vice Chairman Pratt ended the meeting at 11:27 AM.

Minutes approved at the Nov. 4 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Oct. 21, 2009 11 AM  
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Mimi Barber; Arlene Crowell; Ex. Asst. Warren

Chairman Rogers opened the meeting at 11:50 AM.

MINUTES: Commissioner Zerba moved that the minutes of Sept. 30 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Zerba moved that the minutes of Oct. 7 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Mimi was present to express her support of the juvenile conference committee and the chins program that we support with the City of Keene. She explained what the programs do for the support of youth in the area. This year they are asking for \$10500 for the JCC and \$20800 for the chins program, which is lower than previously requested.
2. Arlene presented the bids for the security cameras for the courthouse. The funding is from a grant the sheriff applied for, and were granted \$33,665. The camera will increase the areas the bailiffs will be able to view. Two bidders came for the site visit, and those two companies presented bids for the job.

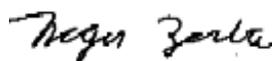
HEW	\$32,163
Arcomm	\$31,663

Arlene explained that the Arcomm quote does not meet specifications even though they are the lower bid. She recommends HEW be awarded the bid. Commissioner Rogers moved that the bid be awarded to HEW because they meet and exceed the specifications for the job, Commissioner Zerba seconded, voted unanimously.

3. The calendar was reviewed.
4. Nonpublic session – At 1:40 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the promotion of DG to unit manager at Grade 6 step 15, \$29.83 based on her experience and increased responsibility. Voted unanimously. The Commissioners unanimously voted to return to public session at 1:43 PM.

There being no further business, Chairman Rogers ended the meeting at 1:48 PM.

Minutes approved at the Oct. 28 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Oct. 28, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. Hurley; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

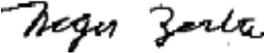
MINUTES: Commissioner Zerba moved that the minutes of Oct. 21, be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Chairman Rogers presented County Administrator Wozmak with the 2009 NHAC County Administrator of the Year award from the NHAC conference.
2. The Nov. 11 meeting on the Commissioners calendar was cancelled.
3. Mgr. King updated the Commissioners that both basement concrete floors have been poured. Three ceilings in the herdsman's house still need to be done. The storm drain at 33 West has been dug up and replaced and the cost will probably be less than the \$6K quoted. There was a discussion on the rental of the herdsman's house and the Blood farm house.
4. Nonpublic session – At 9:33 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS and Mgr. Hurley to hire two on-call LPN as staff; TM at two days a week, grade 4, step 14, \$20.88 and AR for 32 hours a week, Grade 4 step 3, \$16.31 based on their experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:43 PM.
5. The holiday schedule was reviewed. There was discussion on the holidays as presented and the holidays were adjusted, removing Columbus Day from the holiday list, agreed to by all Commissioners.
6. The date for the longevity awards is set for Wednesday, Dec. 16, after the Commissioner's meeting.
7. Kathryn asked to fill a 12-hour position for dietary as a result of turn-over and her request was approved by all commissioners.
8. The Commissioners adjourned for review of union negotiations.
9. There was a discussion on the memo from Betsy Miller regarding the 28:10a unfunded mandate where the state is lowering what it contributes to the state retirement system and raising the schools, municipalities and county retirement contribution amounts. The Local Government Center (LGC) has asked the county to contribute to the 28:10a litigation costs, which are estimated to be \$500K total for all municipalities. The request was tabled as agreed to by all Commissioners.
10. Administrator Wozmak reviewed with the Commissioners the snow plowing bids for the new jail, as given to him by Superintendent Van Wickler. Commissioner Zerba moved to accept the SUR bid, which is not to exceed \$20,500 Commissioner Pratt seconded, voted unanimously.
11. Administrator Wozmak reviewed his meeting with Marlborough Police Chief and Selectman Northcott regarding the regional prosecutor program.
12. Warrenstreet Architects arrived to give the Commissioners a review of the presentation that will be made to the Delegation on Dec. 14 regarding the building assessment they did on Maplewood Nursing Home.

There being no further business, Chairman Rogers ended the meeting at 12:30 PM.

Minutes approved at the Nov. 4 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Nov. 4, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Mgr. Hurley; Mgr. Putnam; Dietary Dir. Bethany Lawson; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:07 AM.

MINUTES: Commissioner Zerba moved that the minutes of Oct. 14 be approved, seconded by Commissioner Pratt, voted unanimously.

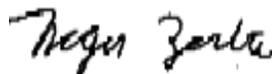
MINUTES: Commissioner Pratt moved that the minutes of Oct. 28 be approved, seconded by Commissioner Zerba voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Kathryn Kindopp spoke to Commissioner Rogers and advised him that the census is 140.
2. The calendar was reviewed.
3. There was a discussion about the meeting tonight with the Fitzwilliam selectmen.
4. Nonpublic session – At 9:37 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. At 10:33 the meeting was suspended and the Commissioners returned to nonpublic session at 10:47 AM. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgr. Hurley and Bethany Lawson to terminate MB for violation of County policy relative to interactions with other personnel during working hours, effective 11/14. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:58 AM.
5. Dave Putnam spoke to the Commissioners about the farm.
6. Superintendent Van Wickler gave the Commissioners an update on the jail construction.
7. Director Trombly distributed the third quarter budget that will be reviewed by the executive committee on Nov. 14 and reviewed the status of the budget at this time with the Commissioners.

There being no further business, Chairman Rogers ended the meeting at 1:15 PM.

Minutes approved at the Nov. 18 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Nov. 18, 2009 9 AM  
Department of Corrections, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Hank Colby; Carl Majewski/UNH CE; Maplewood Administrator Kindopp; DNS Sheltra; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of Nov. 4 be approved, seconded by Commissioner Pratt, voted unanimously.

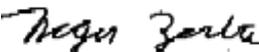
MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Director Trombly distributed the paperwork to the Commissioners for a vote on public health funds. Commissioner Pratt moved that Commissioner Zerba sign the Certificate of Vote that authorizes the county to enter into contract with the State of NH, DHHS, and that Chairman Rogers is authorized to sign the paperwork, and that we accept the funding for this project, seconded by Commissioner Zerba, voted unanimously.
2. Carl Majewski was present to update the Commissioners on the activities of the UNH CE in the past month. There were 282 contacts in the past month. There were 192 people who attended programs at UNH CE. Carl asked about doing another program on the asian long horned beetle but he would like to include other pests. He suggested that other groups be included. It is scheduled for 12/11. He asked the Commissioners if they would like to be cosponsors of the program, and the Commissioners agreed. UNH CE is partnering with the military for children of military to assemble "Hero Packs" for their parents. They are planning to do this on December 14. They would like to send an invitation to department heads and the Commissioners agreed and suggested it be sent out through the employee newsletter. The back packs are being provided, but the items to be included have to be donated. Commissioner Pratt asked Carl to contact Rep. Weed about using the old jail building for a CSA.
3. Nonpublic session – At 9:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the hiring of LC as RN at Grade 6 step 8, \$25.08 based on her experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:39 AM.
4. Census at MNH is 138.
5. Census at the jail is 120 inmates, 106 in house. There are 6 federal inmates.
6. All the graduated officers are now in field training.
7. There was a discussion on the schedule and program on new jail tours that will be held.
8. Hank Colby was present to update the commissioners on inmate programming. He spoke about a volunteer who has spent 10 years working with inmates to get their GED or HS diploma. She has left her work with the inmates and Hank would like to recognize her work. The Commissioners agreed that she should be recognized with a gift.
9. The meeting was suspended to reconvene at MNH.
10. Director Trombly presented the rate adjustments for the nursing home. The Commissioners approved the following rates:  
Assisted Living - from \$2,300 to \$2,400/month

ICF Private Pay - from \$267.50 to \$270.00/day  
TLC Private Pay - from \$285.00 to \$290.00/day

There being no further business, Chairman Rogers ended the meeting at 12:45 AM.

Minutes approved at the Nov. 25 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Nov. 25, 2009 9 AM  
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; DNS Sheltra; HR Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of Nov. 18 be approved, seconded by Commissioner Pratt, voted unanimously.

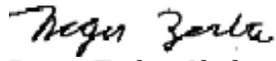
MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners had a question about the two different discounts given by Cheshire Medical Center for the county jail and nursing home. Director Trombly will review and advise.
2. Commissioner Pratt noted that he would like the agenda posted outside the room where a meeting is held in order to have the agenda amore visible to the public.
3. The calendar was reviewed.
4. Nonpublic session – At 9:28 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the hiring of TG to a FT LPN at Grade 4 step 5, \$17.15 based on her experience as LPN and LNA, effective 11/30. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:31 AM.
5. Nonpublic session – At 9:32 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Zerba, Pratt and Rogers. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the increased compensation to GS at \$2 an hour for nine weeks while she covers two floors as unit assistant during an employees maternity leave. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:38 AM.
6. There are 122 inmates at the jail, 116 in house.
7. The superintendent spoke about some of the inmate exchanges that we are working with other counties. He also spoke about the weekend policy which is still being used. He is planning to have a meeting with those involved with making this decision.
8. He updated the Commissioners on the status of the new jail. He noted that there was a transitional meeting of staff from the HOC.
9. There was a discussion on the expenditure of the FFE funds and how the funds will be expended.
10. Superintendent Van Wickler noted that he has a draft of his schedule for the jail tours.
11. Census at MNH is 143.
12. Pinetree cable in Westmoreland is closing its doors and there will no longer be cable available. Barry King is looking into what is available for the nursing home.
13. The 2010 schedule was distributed for the Commissioners review.

14. There was a discussion on the proposal by the conservation district regarding the farm. The Commissioners suggested Administrator Wozmak discuss it with Amanda Costello.

There being no further business, Chairman Rogers ended the meeting at 10:22 AM.

Minutes approved at the Dec. 10 meeting



Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Dec. 2, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; CA Heed; Mgr. King; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9:07 AM.

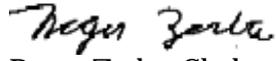
MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. The calendar was reviewed. The Commissioners decided that the December 30 meeting will be cancelled.
2. Barry updated the Commissioners about the cable company closing. He stated there will be local channels available for a short time. Administrator Wozmak advised the Commissioners about his conversation with the PUC and the AG's office regarding the choices available. The county will facilitate a meeting with the various vendors and the towns involved. There was a discussion on the part of Pinetree. There is additional information to come. Commissioner Pratt noted that he would like the Keene Sentinel advised of the Commissioner's outrage at the situation. Peter Heed noted that he has talked to the AG about the issue and the consumer product division will be handling the issue. Any criminal issues will be done by the state
3. The Westmoreland fire department has asked us to contribute towards the purchase of a gas detector for the truck. The Commissioners suggested that the gas company be asked about a contribution and come back to the Commissioners with their response.
4. Nonpublic session – At 9:50 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Dietary Mgr. to compensate MT for his promotion to cook to grade 5 step 6 \$13.03, effective 12/6. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:57 AM.
5. Peter Heed updated the Commissioners on his conversation with the chiefs of police regarding the regional prosecutor. Peter noted that he has to replace two attorneys in his office.
6. There was a question to County Attorney Heed as to an item in his proposed budget for a type of software to track cases. He responded that it is now being pursued by the County Attorney affiliates.
7. Census at MNH is 143.
8. There was a discussion about the reimbursement rate from the state for Medicaid residents.
9. There was a discussion on the COLA and longevity pay scale.
10. Administrator Wozmak updated the Commissioners on the courthouse meeting Monday.
11. Director Trombly distributed the letter being sent to the Delegation and selectmen with the Commissioners proposed budget.
12. Commissioner Pratt moved and Commissioner Zerba seconded that Director Trombly be authorized to enter into a five year contract with Primex for county insurance and that she execute all necessary paperwork, voted unanimously.
13. Administrator Wozmak advised the Commissioners that as part of the upcoming funds from the US Dept of Energy for certain energy related projects, the County will be drafting a long-term energy efficiency plan in cooperation with New Hampshire Clean Air Cool Planet.

14. Administrator Wozmak updated the Commissioners on his meeting with the U.S. Marshals regarding federal inmate rates.

There being no further business, Commissioner Pratt ended the meeting at 11:53 AM.

Minutes approved at the Dec. 10 meeting



Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Dec. 9, 2009 9 AM  
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly;  
Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

MINUTES: Commissioner Zerba moved that the minutes of Nov. 25 be approved, seconded by  
Commissioner Pratt, voted unanimously.

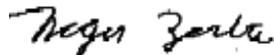
MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner  
Rogers, voted unanimously.

1. The Commissioners agreed to authorize Commissioner Rogers to sign the paperwork allowing Linda Mangones and Lola Grab from Keene Housing Authority to access the CDFA's Internet website for the purpose of initiating an application for funds for Second Chance for Success on behalf of the County.
2. The Commissioners decided that they would meet on the third Wednesday of the month at the HOC when it is complete. This will start in April.
3. Administrator Wozmak updated the Commissioners regarding the Pine Tree cable issues and that Argent Cable has been negotiating taking over.
4. The Commissioners reviewed the agenda for the Delegation meeting.
5. The Commissioners were show the proposed schedule for the executive committee budget meetings.
6. The Commissioners requested a letter be sent to the treasurer to ask him to be present at the Dec. 14 Delegation meeting to request authorization from the executive committee to borrow in anticipation of taxes an amount not to exceed \$26 million for the 2010 budget year. Voted unanimously.
7. There was a discussion on the budget neutrality factor relative to the nursing home costs and the financial losses to the county. The state has under-funded the nursing home line and consequently the county will have its daily rate reduced for at least the next six months. This will add about \$150,000 to the nursing home budget shortfall. The county association attempted at the earlier state budget time to get the state to budget for a higher census in nursing homes, but they declined. Overall, the impact on the counties will potentially be \$2 million to \$4 million (annualized) if additional money is not budgeted by the state. The Commissioners commented that this chronic under-funding is one reason why they are beginning to question whether the county should be in the nursing home business as it has a tremendous impact on the property tax payers.
8. There was discussion about the reimbursement rate for federal inmates for the jail.
9. Jonathan McCosh, Bureau of Adult Services with HHS was present for the Medicaid field audit and the Commissioners asked him to attend the Commissioner's meeting. He explained his report and that there are some expenses charged to Medicaid that he did not feel are warranted. He stated that the HHS will need documentation indicating where the services provided are in use at the nursing home. It was discussed that these indirect expenses have always been accepted in the past and relate to the services provided to the nursing home by the finance department, safety department, human resources, etc. McCosh explained that because of a national nursing home trying to get the costs of their posh place in Boston to be included in their Medicaid cost report, that the state has increased the scrutiny of all cost reports in this area of indirect expenses. Administrator Wozmak commented that it seemed rather an overreaction to put every single nursing home through this based on one company's cost report. Wozmak said it wad typical of a state government overreaction. The Commissioners

registered their disappointment that the change in policy was not communicated prior to the costs initially being denied. They said it would have been more logical to ask in advance for the additional documentation and explain why rather than simply rejecting them pending additional documentation. They felt the communication was poor to say the least. Several items on the list were reviewed with him and he stated that all he needs is the documentation to indicate that information. Finance Director Trombly felt that we were well poised to provide the additional documentation and that our cost accountant had the information already.

There being no further business, Chairman Rogers ended the meeting at 11 AM.

Minutes approved at the Dec. 23 meeting

  
Roger Zerba, Clerk

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, Dec. 16, 2009 9 AM  
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Doug Scribner; Wendy Hurley; Superintendent Van Wickler; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:13 AM.

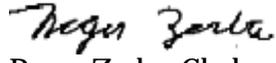
MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

1. Doug was present to request a bid waiver for the server for the new jail. He would like to continue using Symquest as they are the provider for our other servers and would be compatible with current equipment. Commissioner Pratt moved to waive the bidding process for the server, Commissioner Zerba seconded, voted unanimously. Doug spoke about the new jail and the amount of time his department expects to spend at the new facility.
2. Wendy introduced a personnel issue with Lenny Michaud. He decided that he did not want a nonpublic session, but an open one. Wendy noted that Barry asked Wendy to perform a drug test, which he at first refused, but he finally did take it, and it was negative. There was an allegation that Lenny had smoked pot on the way to work. Lenny presented several letters regarding the situation in defense that he is a good worker. Commissioner Pratt asked several questions to clarify the information. There was discussion about the strife within the Facilities Department and how some staff were picking on other staff. The Commissioners expressed their grave concern over the childish turmoil in the department and that it needs to stop now. The employees need to learn to work together and that their jobs and responsibility is to the residents and the county. Commissioner Pratt moved to deny the termination, Commissioner Zerba seconded, voted unanimously. Mr. Michaud will be reinstated without loss of pay, voted unanimously.
3. Nonpublic session – At 9:52 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:25 AM.
4. The Commissioners asked Barry about the purchase of cars for the nursing home and HOC. Barry noted that they are ready to purchase and he will be speaking with Rick about it.
5. Superintendent Van Wickler spoke about the grand opening ceremony for the new jail, which is tentatively scheduled for the end of March. He reviewed the tentative schedule of tours, which is open to the Commissioners direction. There was discussion about planning for possible tours of the jail. Rick will contact other county superintendents regarding their experience in opening the jail to outside organizations wanting to do fund raising. The Commissioners will consider the use of the facility for fund raising. There was discussion about what standard might apply and what sort of fund raising activities would be safe and appropriate in this setting.
6. Rick advised the Commissioners that there are 18 correctional officers taking a conversational Spanish course at the encouragement of the Commissioners.
7. Administrator Wozmak updated the Commissioners on the regional prosecutor meeting. The participating towns were given financial projections of the cost to their towns in 2011 when the grant funds are expended. The County expects that they will receive \$35,000 in grant funds for 2010 and the Commissioners have promised the participating towns that they will not see an increase in costs in

2010. They expect that other funds can be identified to cover the portion of 2010 not covered by the existing grant. Marlborough has elected to leave the project in January. The other towns who do not currently participate have indicated that they do not want to join at this time as they are happy with the structure and cost they currently have. The next meeting is April 20 at 5 PM.

There being no further business, Chairman Rogers ended the meeting at AM.

Minutes approved at the Dec. 23 meeting

  
Roger Zerba, Clerk