

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 2, 2013 10:00AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Rogers, Administrator Wozmak, Finance Director Trombly, HR Superintendent Van Wickler, and Project Manager Bouchard. Commissioner Zerba was absent with notice.

**10:35AM** – The meeting was called to order following the swearing-in of the County of Cheshire Elected Officials for 2013-2014 term.

The first order of business for the new term was the nomination of officers for Board of Commissioners. **Commissioner Rogers moved to nominate Commissioner Pratt as Chairman of the Board of Commissioners. There being no other nominations, upon vote the motion passed with two (2) Yea's. Commissioner Pratt then nominated Commissioner Rogers as Vice-Chairman of the Board of Commissioners. There being no other nominations, upon vote the motion passed with two (2) Yea's. With the prior consent of Commissioner Zerba, Commissioner Pratt then nominated Commissioner Zerba as Clerk for the Board of Commissioners. There being no other nominations, upon vote the motion passed with two (2) Yea's.**

Grant Specialist Desrosiers then presented to the Commissioners an overview of the status of the Drug Court program and informed the Commissioners of a seminar being presented on January 10, 2013 in Concord that addresses Select boards, County Commissioners, and other officials who are involved in the local funding of the drug courts. The Commissioners asked a number of questions concerning the matching funds that are required as part of the grant and it was learned that the 25% match that is required can be met through in-kind contributions of staff member's time. Desrosiers explained that she did not believe that there would be any problems in meeting the 25% threshold through staff in-kind contributions.

Superintendent Van Wickler then presented the 2012 Federal / County Transport numbers from the DOC. The total Federal Transports were 115 with 1117 hours consumed. A total of 96 per diem officers were used for 514.5 hours. 112 County transports were completed for a total of 356 hours.

**The Commissioners then reviewed the minutes of December 19, 2012. Commissioner Rogers moved to accept the minutes of December 5, 2012 as corrected with Commissioner Pratt seconding the motion. Upon vote the motion passed with two (2) Yea's.**

**Commissioner Rogers moved to accept the manifest as presented and Commissioner Pratt seconded the motion. Upon vote the motion passed with two (2) Yea's.**

The Commissioners calendar was then reviewed.

**At 11:07AM there being no further public business to conduct, Commissioner Pratt moved to adjourn the meeting and was seconded by Commissioner Rogers. Upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
R. A. Bouchard, Clerk Pro Tempore

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 9, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba, Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, and Project Manager Bouchard.

**09:34AM** – The meeting was called to order and the Chair recognized Grant Specialist Desrosiers who is seeking authorization to submit a grant for \$6,000.00 for the Greater Monadnock Medical Reserve Corps to fund on-going training and other program needs. Following a number of questions from the Commissioners, Commissioner Rogers moved to authorize Grant Specialist Desrosiers to submit grant for \$6,000.00 on behalf of the Medical Reserve Corp. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

The Commissioners then reviewed the census and an extended discussion began concerning the census contents, value, and applicability, in assisting the Commissioners in managing County business. After a lengthy discussion it was determined that the census will continue in its current format for the present time.

The Commissioners then took-up the discussion of the appointed members of the County to the New Hampshire Association of Counties. It was decided that Commissioner Rogers will replace Commissioner Zerba as the Commissioner representative for the NHAC executive committee.

**The Commissioner then reviewed the weekly manifest and Commissioners Zerba moved to accept the manifest as presented and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of January 2, 2013. Commissioner Rogers moved to accept the minutes of January 2, 2013 as presented and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with no changes made.

A discussion of the re-use of the old jail building in Westmoreland began and the parties interested in rehabbing the building for other uses such as a proposed food hub was reviewed. The Commissioners asked to be brought up to date on the other current projected reuse projects and Conservation Manager Costello will be invited to attend the February 6, 2013 Commissioners Meeting at the Department of Corrections so that she can provide an overview and update.

**At 10:43 Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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 unanimously upon a roll call vote of Commissioners:**

**As a result of deliberations in the non-public session; No decisions were made and no vote taken.**

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**The Commissioners unanimously voted to return to public session at 11:12AM**

**At 11:04AM there being no further public business to conduct, Commissioner Pratt moved to adjourn the meeting to enter into discussions on union matters and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 16, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Rogers, Zerba, Pratt, (telephonically) Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, and Project Manager Bouchard.

**09:40AM** – The meeting was called to order by Vice-Chairman Rogers.

**The Commissioner then reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented with Commissioner Rogers seconding the motion. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of January 2, 2013. Commissioner Rogers moved to accept the minutes of January 2, 2013 as presented and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census and discussed the Department of Corrections and Maplewood census trends and compared them to last year. Project Manager Bouchard and Finance Director Trombly answered a number of questions concerning projected cost / revenue projections and reviewed the basis used for the calculations.

The Commissioners calendar was then reviewed with no changes made.

A tentative date of March 12, 2013 has been agreed upon for the presentation of the DRA equalization training to be held at the Department of Corrections training room.

The Commissioners then heard an update from Administrator Wozmak concerning his discussions with the NH Department of Environmental Services (DES) over the placement of additional air quality monitoring devices throughout the County. A meeting will be arranged with DES staff in Keene to discuss moving the current monitoring equipment and possibly adding additional monitors in other areas of the county.

**Grant Specialist Desrosiers then requested permission to submit documentation to receive funds from the NH Department of Safety for \$384,000.00 grant that was previously awarded for the countywide public safety radio repeater project. The funding for the project is from the Department of Homeland Security (DHS). Following questions from the Commissioners, a motion was made by Commissioner Zerba to authorize the submission of the documentation and was seconded by Commissioner Rogers. Upon vote the motion passed with two (2) Yea's.**

**Desrosiers then presented a request to submit documentation to receive funds for the Medical Reserve Corp in the amount of \$4,000.00 from the National Association of County and City Health Officials (NACCHO) for a grant that was awarded to help the MRC obtain training for delivery of services following a disaster. Commissioner Rogers moved to authorize the submission of the documentation and Commissioner Zerba seconded the motion. Upon vote the motion passed with two (2) Yea's.**

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**A request was then presented to the Commissioners asking that full-time elected officials be eligible for medical benefits upon election to office instead of the currently required ninety (90) day waiting period. After discussion and review of the regulations governing medical insurance eligibility, Commissioner Rogers moved to waive the ninety (90) waiting period for full-time benefit eligible elected officials. Commissioner Zerba seconded the motion, and upon vote the motion passed with two (2) Yea's.**

A discussion of the County Attorney selection process currently underway began and Administrator Wozmak reviewed the current status of the delegation's sub-committee work and gave an overview of the candidates that have submitted applications.

**At 10:52AM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting to enter into union negotiation discussions. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 23, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Rogers, Zerba, Pratt, Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, Director Potter, and Project Manager Bouchard.

**09:31AM** – The meeting was called to order by Chairman Pratt.

Sheriff Rivera was recognized and reviewed his planned meeting with the NH Department of Administrative Office of the Courts (AOC) to discuss providing security for the new courthouse. A discussion began concerning the cost to the County for providing the security services and how under the new Circuit Court model the extension of security would have to be made to the District, Probate, and Family courts as well as Superior court. The only court by NH State Statue that the Sheriff has responsibility for is Superior Court.

Administrator Wozmak related a discussion that he recently had with the Director of the AOC concerning court security and it was learned that the AOC would prefer that the Sheriff provide security but the AOC was prepared to put their own staff in place if the Sheriff elected not to provide security services.

Sheriff Rivera will update the Commissioners on his findings in the next few weeks.

Finance Director Trombly presented the County audit engagement letter for the signature of the chairman. After review Chairman Pratt signed the document.

The weekly census was then reviewed and a discussion concerning the projected revenues for the Department of Corrections federal and state inmate holding program began. After reviewing the figures for 2012 and the projected income for 2013 it was decided to rebalance the projected numbers to more accurately reflect the run rates from the previous year. Director Trombly will calculate the new numbers and will report her findings in the next few weeks.

Alternative Sentencing / Mental Health Court program Director Potter was recognized by the Chair and Potter provided an overview of the department's census and spoke to the upcoming drug court program that will have an impact on his department's time and resources. An extended discussion began concern the programs client mix, types of addiction, and testing procedures. Administrator Wozmak discussed the "Evidence Based" practice criteria that is being used in the proposed drug court program and spoke to the differences in treatment approaches between the current Alternative Sentencing / Mental Court and the proposed drug court. It was discussed that the major difference between the two programs is that the drug court will be aimed at felony level convictions that are assigned to the Superior court for adjudication vs. the current program that is aimed at misdemeanor level offences at the District court level.

Administrator Wozmak then reviewed a potential legal issue with the Commissioners to apprise them of a possible but unfiled lawsuit from a county resident. Wozmak reviewed the background and alerted the Commissioners that the potential lawsuit seemed at its face frivolous and would probably be dismissed were it to move forward.

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Administrator Wozmak then discussed the pending change in compensation for the elected state representatives from \$25.00 to \$50.00 for meeting attendance in Concord. Wozmak said the fee has remained the same since the 1980's and this bill would provide a more realistic expense reimbursement compensation to the legislators.

**The Commissioner then reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented with Commissioner Rogers seconding the motion. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of January 16, 2013. Commissioner Zerba moved to accept the minutes of January 16, 2013 as corrected and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

**At 11:22 Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss two (2) matters of personnel: the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting; and the hiring of any person as a public employee. Commissioner Zerba seconded the motion and upon vote the motion to enter non-public session passed unanimously.**

**The first matter taken up was the request to increase employee S. H. from \$20.91 per hour to \$21.91 per hour due to increased responsibilities as the new Continuous Quality Improvement Coordinator. After review of the job responsibilities and the assigned compensation range for the position, Commissioner Zerba moved to authorize the increase for S. H. from \$20.91 per hour to \$21.91 per hour based on increased job responsibilities. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The second matter addressed was request to hire S. G. as an R. N. at Maplewood Nursing Home for thirty-two (32) hours a week at the rate of \$20.75 per hour. After reviewing the candidates qualifications Commissioner Zerba moved to authorize the hiring of S. G. as an R. N. at the rate of \$20.75 per hour. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**At 11:34 there being no further business to discuss, Commissioner Pratt moved to exit non-public session. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**At 11:35AM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 30, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers (late arrival), Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, MNH Administrator Kindopp, Facilities Director King, and Project Manager Bouchard.

**09:35AM** – The meeting was called to order by Chairman Pratt.

**Commissioners Pratt and Zerba reviewed the weekly manifest and Commissioner Pratt moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed with two (2) Yea's.**

**The Commissioners then reviewed the minutes from January 23, 2013 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

The Commissioners then reviewed the calendar and no changes were made.

Project Manager Bouchard confirmed that the invitation extended to NH State Executive Councilor Van Ostern to meet with the Commissioners had been accepted and would take place on February 27, 2013 at Maplewood. An extended discussion began regarding the topics that should be covered and other issues that should be reviewed with Mr. Van Ostern during his visit. It was also discussed that Executive Councilor Pignatelli should be invited as her district includes some Cheshire County towns. Bouchard will craft a suggested agenda for review by the Commissioners and will invite Councilor Pignatelli to the meeting on February 27<sup>th</sup>.

At 09:50AM Commissioner Rogers arrived at the meeting.

Grants Specialist Desrosiers provided an overview and update of the grants currently under management and spoke to the grants under development. The current total grant amount is approximately \$3,000,000.00 with approximately \$600,000.00 in additional grants pending. One of the grants will require a reduced administration fee of five percent (5%) but will if awarded will provide a fee of about \$17,500.00 to offset the cost of grant development.

**Administrator Kindopp then spoke to the acquisition of forty (40) replacement dining room chairs that were approved in the 2012 budget and encumbered for expenditure in 2013. The budgeted amount was \$16,000.00. Kindopp presented three quotes for the chairs and recommended the chairs be purchased from the low bidder for a total of \$15,039.17. After a number of questions concerning cost, construction, economic life, and use, Commissioner Rogers moved to authorize purchase of the chairs from the low bidder for a total of \$15,039.17. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Kindopp then raised a concern from the Maplewood residents who had seen a recent article in the Keene Sentinel concerning the study recently released on the future of the nursing home. The Commissioners asked Administrator Kindopp to convey to the residents that no actions were being

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taken to change the current operation of the nursing, only that a wide ranging discussion concerning the future of the facility was to begin. The purpose of the study and the resulting discussions are to inform the taxpayers of the County of the current physical and operating conditions of the facility and to offer various alternatives for consideration that are needed to continue the safe operation of the facility.

Administrator Kindopp then cited a New Hampshire Public Radio segment that recently aired that shows Maplewood among the lowest user of anti-psychotic meds despite having a very high percentage of behavioral disorder residents.

Facilities Director King then provided an update on the replacement of the Honeywell cooling equipment in the IT server room that has failed. A wide ranging discussion concerning the services provided by Honeywell under the countywide maintenance contract started and it was learned that the current contract has been in-effect and renewed annually for approximately fourteen (14) years. The Commissioners suggested that it was appropriate to consider opening the contract for competitive bids at the next annual renewal date.

Director King was then asked for status updates on a number of outstanding MNH projects that were scheduled for completion in 2012. It was learned that the following projects were not completed as scheduled;

- Replacement of three (3) failed air conditioning units
- Upgrade of facility power transfer switch
- Repair / replacement of the roof at MNH
- Replacement of hand sinks in dayrooms
- Tub room restoration
- Repair of hot water system to control temperature to proper tolerances
- Retailing of all showers on resident floors
- Upgrade of stairway alarm system upgrade

When asked about the many specific projects that were not completed Director King stated that many of the projects remain uncompleted due to the resources that were used to install the wiring for the new nurse call system in 2012.

King then presented an overview of a wood pellet boiler that could be installed as a potential building and hot water heating source and compared it to the current cost of the number four (#4) heating oil that is being used. Also discussed was the possibility of using Geo Thermal as was done at the jail. Director King could not provide any accurate figures for cost, operation, or maintenance of the proposed pellet boiler beyond a three (3) page overview document provided by a vendor whose projections rely on obtaining grants that may, or may not, be available, and he said that he did not have any idea as to what the cost projections for installation, operations, and maintenance would be for a geo thermal installation. King was unable to provide an overall realistic projected return-on-investment (ROI) for either the pellet or geo thermal options under discussion and said he would have to look into it.

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King then described the lightning strike that took place in 2012 at MNH that due to improper wiring and ground in the electrical system caused over \$30,000.00 of damage to various electrical components. The greatest damage was to in the facilities building where the Honeywell Enterprise Building Integrator System (EBI) system that controls the environmental systems for the MNH campus required a complete replacement. King stated that he thinks that the problem should not reoccur as the wiring was changed after the incident to better protect the facilities building.

The Commissioners then discussed a request from the town of Westmoreland for the County to engage in a discussion concerning the cost to the town for the MNH residents as it pertains to the Standby Ambulance Service Agreement with the City of Keene. The cost of the yearly agreement is partially based on the population of each town served and the Town of Westmoreland is asking that the residents of the nursing home not be included in the population calculations as the MNH residents are not directly served by the City of Keene Ambulance Service. Project Manager Bouchard will make inquiries with the City Fire Department and report back to the Commissioners.

**At 11:33AM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 6, 2013 9:30AM**  
**Department of Corrections**  
**825 River Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers, Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, and Project Manager Bouchard.

**09:33AM** – The meeting was called to order by Chairman Pratt.

**At 9:33AM 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. Commissioner Zebra seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, no decisions were made and no vote was taken.**

**At 10:01 Commissioners Pratt moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

**The Commissioners reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes from January 30, 2013 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 10:13AM 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. Commissioner Zebra seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, no decisions were made and no vote was taken.**

**At 10:19 Commissioners Pratt moved to exit non-public session and was seconded by Commissioners Rogers. Upon vote the motion passed unanimously.**

**At 10:21AM Commissioners Rogers left the meeting for a previously scheduled appointment.**

**Administrator Wozmak then brought forth the request to hire M. L. as an LPN at Maplewood Nursing Home at the rate of \$17.07 per hour. After reviewing the candidates resume and experience, Commissioner Zerba moved to hire M. L. as an LPN at MNH at the rate of \$17.07 per hour. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**Finance Director Trombly then presented a request to the Commissioners for authorization to send an engagement letter to the Bond Council for the upcoming Tax Anticipated Note (TANs) borrowing. Following a short discussion, Commissioner Zebra move to authorize the submittal of the Bond Council engagement letter for the purpose of providing services for the TANs note sale**

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**scheduled for March 6, 2013. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

A discussion of the Westmoreland ambulance charges from the City of Keene began and Project Manager Bouchard presented an overview of the information that was received an hour before the meeting. After some discussion it was determined that more data was needed from the Fire Department and Bouchard will follow-up with Chief Lamoureux for the additional data.

The Commissioners then reviewed the census and the calendar.

Administrator Wozmak then discussed with the Commissioners the City of Keene's plan to rebuild Winter Street this summer. He reviewed the impact on the parking in the area and discussed an idea to increase parking by six or seven spaces in conjunction with the work on Winter Street. More details will be provided at the conclusion of meetings with the City.

Administrator Wozmak then told the Commissioners that a delegation meeting was scheduled for Monday February 18, 2013 at 7:00PM to present to the full delegation the results of the County Attorney Search Committee's deliberations and to seek approval for the appointment of the candidate selected for interim County Attorney post.

**At 11:04AM there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 13, 2013 9:30AM**  
**Department of Corrections**  
**825 River Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers, Administrator Wozmak, Finance Director Trombly, and Project Manager Bouchard.

**09:43AM** – The meeting was called to order by Chairman Pratt.

Chairman Pratt informed the meeting that he had passed on good wishes from the Cheshire County Commissioners and staff to NH executive councilor Ray Burton who is experiencing health problems.

Chairman Pratt then congratulated the Executive staff and department managers for their excellent work in preparing and presenting the 2013 budget. He stated that the budget compilation process went very smoothly this year and it was in no small part due to the hard work of everyone involved who help assemble the budget package.

The Commissioners then reviewed the census and the calendar.

Commissioner Pratt then spoke to the on-going research into the City of Keene ambulance charges to Westmoreland that were raised in the Commissioners meeting two weeks prior. He said that the staff was in the process of providing additional information so that the Commissioners could review the data and formulate an informed opinion on how to proceed.

The Commissioners then reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The minutes of the Commissioners meeting of February 6, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

Administrator Wozmak then discussed the proposed parking changes that could be made in front of the current Courthouse this year as the City of Keene prepares to rebuild Winter Street. A discussion began concerning access issues and if the City or County would be responsible for parking administration. Administrator Wozmak will contact the City for clarification of several issues and will report back to the Commissioners in the next few weeks.

Director Trombly then reviewed the budget changes that have been make during the Executive Committees budget deliberations and provided a recap of the current status. The Commissioners asked a number of questions concerning line item detail allocations and adjustments made to meet the overall budget targets.

**At 10:29AM 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.**

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**Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, no decisions were made and no vote was taken.**

**At 11:03 Commissioner Rogers moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

**At 11:05AM there being no further public business to discuss, Commissioner Pratt moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

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**PRESENT:** Commissioners Pratt, Zerba, and Rogers, Administrator Wozmak, Finance Director Trombly, Westmoreland Selectwoman J. Hammond, and Project Manager Bouchard.

**09:32AM** – The meeting was called to order by Chairman Pratt.

Grant Specialist Desrosiers presented information on two grants in progress and asked the Commissioners to accept a grant from Vermont Yankee to the Sheriff's Dispatch Center to support evacuation test drills and the acquisition of radios. The grant totals \$13,845.89. The Commissioners asked Desrosiers questions about how the money is to be used and discussed the impact on County residents by a real evacuation if it ever became necessary. **Commissioner Rogers moved to accept the grant from Vermont Yankee for \$13,845.89. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The second grant presented was for the Greater Monadnock Medical Reserve Corp (GMMRC) and is for support services for household pets in the event of a disaster that requires people to leave their homes for an extended period. The grant is from the National Association of County and City Health Officials (NACCHO) for \$7,000.00. The grant was authorized for submission and acceptance at a previous meeting and the Desrosiers asked for the Chair to sign the grant acceptance documentation. After reviewing the document Chairman Pratt signed the acceptance documentation.

The Commissioners then reviewed the weekly census report.

Administrator Wozmak then spoke to the results of the research into the City of Keene ambulance charges to Westmoreland that were raised in a previous Commissioners meeting. A data analysis spreadsheet was provided to Westmoreland Selectwoman J. Hammond who was present at the meeting. The data shows that the number of emergency responses provided by Keene Fire Ambulance to the population of MNH residents is in proportion to the total responses to the town population. Selectwoman Hammond will review the data and share it with her colleagues and will then provide further feedback if needed.

**Finance Director Trombly then presented a request for acceptance and signature of the Forfeiture Fund for the Sheriff's Department. This fund is a portioned distribution of monies from state wide drug seizures throughout 2012 that is distributed to law enforcement agencies. For 2012 Cheshire County will receive \$9,411.64 for the year. After reviewing the documentation, Commissioner Zerba moved to accept the annual report and to receive the funds from 2012. Commissioner Rogers seconded and upon vote the motion passed unanimously.**

A discussion of the agenda for the meeting scheduled with Executive Councilor Colin Van Ostern at Maplewood Nursing home next week began and Administrator Wozmak and Project Manager Bouchard will gather the materials needed and arrange for a tour of the facility.

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**The Commissioners then reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of February 13, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed and the DRA Presentation on Tax Equalization on March 19, 2013 was discussed. A letter will be drafted and sent to each of the Town's Select board's in the County inviting them to the event.

An extended discussion of the possible effects and ramifications to state government, local communities' and service organizations if the Federal government's sequestration program takes effect on March 1, 2013 began. A number of potential impacts were discussed and Administrator Wozmak will reach out to local County organizations that may be impacted to obtain their input and assessment if sequestration takes place.

**At 11:04AM there being no further public business to discuss, Commissioner Rogers moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 6, 2013 9:30AM**  
**Department of Corrections**  
**825 River Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers, County Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, Superintendent Van Wickler, Director of Facilities King, and Project Manager Bouchard.

**09:32AM** – The meeting was called to order by Chairman Pratt.

**At 9:33AM 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; Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, a motion to ratify the electronic notes of February 27, 2013 wherein J. K.'s rate of compensation was increased to \$28.47 per hour due to new duties and added responsibilities was made and upon vote the motion passed unanimously.**

**Also discussed were outstanding legal issues and the status of litigation matters. No decisions were made and no vote taken.**

**At 9:54AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

Scott McLaughlin, the Federal Transport Liaison for the DOC reported his transportation stats for January and February 2013. Superintendent Van Wickler and McLaughlin related a trip to Strafford County to visit the Department of Homeland Security (DHS) Immigration's and Customs Enforcement (ICE) federal prisoner processing center where they discussed federal prisoner transports and holds with ICE management personnel.

Superintendent Van Wickler then brought forth a request for tuition reimbursement for some officers who need to maintain certification in inmate transportation and handling skills such as Taser and handcuffing. After answering a number of questions by the Commissioners it was determined that the best procedure is to utilize the existing DOC line item for continuing education.

Superintendent Van Wickler then presented a request to the Commissioners to move forward on the acquisition of a new video visitation system for the inmate population from Securus Technologies Inc. who currently provides the inmate phone system services. The old system has been plagued with numerous problems since it was installed and has never met even basic expectations. The vendor has not been able to resolve the problems and many of the original reasons for buying the system cannot be implemented due to vendor omissions concerning cost and capabilities.

The new system from Securus is installed at the Sullivan County Corrections facility and a visit to the facility revealed that the system is running smoothly and has not experienced any malfunctions since installation. The new system would also allow for remote visitation that the current system cannot handle. This would allow inmates families who live extended distances to have remote video visitation capabilities that are currently not available. The new video visitation system can be purchased at a very

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substantial discount because DOC is already working with the vendor at the facility for the inmate phone system. The cost of the system is \$30,000.00 and the funds in the inmate canteen fund will cover the entire purchase. The resulting cash flow from the usage of the system will be returned to the inmate canteen fund.

**Commissioner Zerba moved to authorize the use of the Inmate Canteen funds to purchase the new video visitation system with the revenue generated to be returned to the Canteen fund. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**At 10:36AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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;**

**As a result of deliberations in non-public session, no decisions were made and no vote taken.**

**At 10:41AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

**Grant Specialist Desrosiers and intern Doug Brown then presented a request for authorization to renew a 5310 department of transportation grant for the Monadnock Medical Reserve Corp. This grant is a follow-on grant from last year for regions five and six of the NH Department of Transportation (DOT) and is for \$99,921.00. Following a short discussion, Commissioner Zerba moved to authorize the submission of grant and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

Grant Specialist Desrosiers then presented for the Commissioners consideration a document that outlines the currently used procedures for grant submissions and management of grants. After a short discussion it was decided to place the topic on next week's agenda to give the Commissioners time to review and reflect any changes or additions.

Director of Facilities King then presented a quote from Centimark to replace the Maplewood Nursing home roof. The quote is for \$151,000.00 and comes with a twenty (20) year guarantee. Administrator Wozmak will review the documentation provided and provide a recommendation at the March 20<sup>th</sup> Commissioners meeting.

Director King then told the Commissioners that he had applied to the State for a waiver for the decommissioning costs associated with the elevator in the old jail building in Westmoreland. He said that he had just learned that the request has been granted and the County will not incur any cost for the decommissioning.

Director King then presented a quote from Honeywell for \$10,000.00 for an access control system upgrade for the MNH South stairway that was approved in the 2012 budget. Also discussed was the

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request for additional magnetic door locks for various doors in the facility for an additional \$10,585.00. Because the funds for the additional magnetic locks were not budgeted, the request was not taken up for discussion. The Commissioners suggested that if the locks are considered to be essential to the operation of MNH, Administrator Kindopp should be invited to the meeting to speak to the issue.

**Following an extended discussion Commissioner Rogers moved to authorize installation of the South Stairway alarm upgrade for \$10,000.00. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**Director King then presented a new electric service purchase contract that will allow the County to buy electric service for the remaining eight (8) months of 2013 at a cost of 6.86 cents per Kw hour, the lowest cost the County has ever been offered. After a short discussion, the contract was signed by Chairman Pratt.**

A discussion of the recently received Moody's rating began. Based on the most recent review, Moody's affirmed the County's Aa2 rating but assigned a negative outlook. Their negative outlook is a result of their perception of the relationship between the General Fund and its support towards the operation of the Nursing Home. Although the funding relationship has existed for nearly fifteen (15) years, since the Nursing Home began needing to be subsidized, this is an area that Moody's now feels is a concern to be highlighted.

Project Manager Bouchard then presented a request from Commissioner Rogers to purchase a storage cabinet located at the old jail that was abandoned more than three (3) years ago when the jail was moved from Westmoreland. **After discussion Commissioner Zerba moved to authorize the sale of the cabinet to Commissioner Rogers for a \$25.00 purchase price. Commissioner Pratt seconded the motion. Upon vote, the motion passed with two (2) Yea's and one (1) abstention (Commissioner Rogers abstaining)**

Administrator Wozmak then presented an updated County organization chart that reflects the upcoming retirement of the Director of Facilities and realigns some County departments and functions. A number of new responsibilities are being allocated to the current Project Manager position and the title of the position will change to Assistant County Administrator to reflect the added responsibilities. This change represents a shifting of responsibilities and not new or additional county activities. Consistent with the fiscal policy of the Commissioners, these changes to the organizational structure will be budget neutral.

**The Commissioners then reviewed the weekly manifest and Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of February 20, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

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The calendar was then reviewed with no changes made.

**At 11:44AM there being no further public business to discuss, Commissioner Rogers moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 13, 2013 9:30AM**  
**Department of Corrections**  
**825 River Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers, Finance Director Trombly, Sheriff Rivera, Capt. Croteau, Grant Specialist Desrosiers, Guest J. Hammond, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt. Chairman Pratt recognized Westmoreland Selectperson Hammond and offered the Boards congratulations on her reelection. He said that the Board values her insights and contributions to the meetings.

Capt. Croteau of the Sheriff's department presented a request to submit a reimbursement request to Vermont Yankee for Disaster Planning and Drills. Discussion began concerning whether the application was a grant or a request. Also discussed was the content and focus of the request and what elements were covered by the funding. During the discussion it was learned that the request for funds for some of the anticipated uses may have been calculated too low to adequately cover the needs of the program. This will be reviewed by Capt. Croteau. Chairman Pratt requested that once the application was ready to submit that it be reviewed by Grant Specialist Desrosiers before submittal as is done with all County grants.

**Commissioner Rogers then moved to approve the submittal of the grant to Vermont Yankee for at least \$18,464.45 (subject to modification based on costs gathered by Capt. Croteau). The motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's and one (1) Nay (Commissioner Zerba).**

**Grant Specialist Desrosiers then presented a request for approval to submit a grant to the NH Conservation department in the amount of \$10,000.00. The purpose of the grant is to fund repairs and development of a plan for the restoration of the old courthouse. Commissioner Zerba moved to authorize submittal of the grant and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Grant Specialist Desrosiers then informed the Commissioners that a grant for \$7,250.00 from the American Medical Association (AMA) issued last year to the Monadnock Violence Prevention (MVP) staff will be returned due to lack of resources at MVP to implement the program before the funding lapsed.

The Commissioners then reviewed the census for the week.

The Grant Guidelines that were discussed at last week's meeting were brought up and the Commissioners asked that the Guidelines be distributed to the department managers for review and feedback. Grant Specialist Desrosiers will send out the document and collect any comments / suggestions for review and consideration.

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Finance Director Trombly and Sheriff Rivera then began a discussion concerning the possible use of a County Credit card for the Sheriff department. The card(s) would allow the online purchase of goods and services that in some cases is substantially less expensive than acquisition by purchase order or check. In some cases products and services can only be obtained by using credit cards and it has required County employees to use their personal cards for some transactions. An extended discussion began concerning the use and reasoning for departmental credit cards and it was discussed that a decision could not be reached without knowing what policies and procedures would be in place to control and monitor their use. After further discussion it was decided that Finance Director Trombly would draft policy and procedural guidelines and would submit them for review and comment in the next few weeks.

The topic of the proposed House Bill 2 (HB2) that will increase county long-term care and Medicaid liability costs and that is now being discussed during the State budget review began. Finance Director Trombly supplied an overview to the Commissioners that shows a possible substantial increase in taxes to be raised to the County budget. This coupled with the changes anticipated to the Medicaid Quality Incentive Program (MQIP) program could have a large negative impact on County and local taxes to be raised in 2014 and 2015. A memo will be drafted to the delegation explaining what is currently known and the possible financial implications to the County budget, and the Executive Director of the New Hampshire Association of Counties has been contacted for further information. An update of the status of the HB2 bill will be provided at the meeting next week.

**The Commissioners then reviewed the weekly manifest and Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of March 6, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed with no changes made.

Finance Director Trombly then informed the Commissioners of the results of the recent Tax Anticipated Note (TANS) sale. She said that the offering attracted eight (8) bidders who bid on the \$13,400,000 package. The winning bidder was TD Bank who bid at .52%.

**At 10:43AM 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;**

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**Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, a motion to grant extended leaves of absence to C. E., B. F., and M. G. was made and upon vote the motion passed unanimously.**

**At 10:59AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

**At 11:00AM there being no further public business to discuss, Commissioner Rogers moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 20, 2013 9:30AM**  
**Department of Corrections**  
**825 River Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, and Rogers, DES Staff Members Craig Wright, and Sherry Godlewski, Southwest Regional Planning Staff Member Tim Murphy, Keene Housing Authority Staff Members Lola Grab and Linda Mangones Monadnock Economic Development Corporation, John Dugan, Cathleen and Scott Samson of Samson Manufacturing, Keith Thibault of Southwest Community Services, and other support staff from the participating organizations, County Administrator Wozmak, Finance Director Trombly, Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt. Chairman Pratt recognized Craig Wright, Director, Air Division, NH Department of Environmental Services and Sherry Godlewski, Environmental Program Manager DES Air Division.

A presentation on “Fine Particle Air Pollution in the Keene Area” was given and a concurrent question and answer period revealed that wood burning by homeowners in the Keene area who are not using EPA certified stoves contribute to the bulk of the measurable air pollution.

Keene sits at the bottom of an ancient lake and upon temperature inversions, smoke from wood stoves lowers the air quality measurably as smoke sits in the valley. There have been a number of these poor quality air days but due to the sampling schedule, three consecutive of violations have been avoided. However, regulatory changes are being contemplated that would cause violations to trigger EPA regulatory penalties. Under the Clean Air act, the EPA would require additional controls on industrial sources (even though they are not the cause of this specific pollution) at a potential significant cost to industry and business.

So far, only one day per year in each of the last two- (2) years has exceeded air quality standards vs. four (4) days in 2011. The EPA will be reviewing the standards again in 2017 with an eye on possibly lowering the maximum allowable air pollution limits. A change to the standards would create clear violations and impact Keene and possibly the entire county.

An outreach program to help people understand the issues, “*burn the right wood in the right way in the right type of stove*”, to help residents get access to Air Quality Forecasts and to help sensitive populations get Air Quality information in a timely manner is being planned by DES for the Keene area in 2013 / 2014. Additionally, a second round of funding to help home owners replace non-EPA wood stoves with certified stoves is being studied and will be contingent on available funding. The County Administrator suggested that, depending upon the financial impact upon business and industry in the region, it might be valuable for county government to sponsor a fund to replace non-certified wood stoves over a period of years. This could be a win-win as costly penalties to business and industry would be avoided, the air quality would improve, emergency room visits related to poor air quality would decrease and there would be an economic

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benefit to citizens (frequently low-to-moderate income citizens) who heat with wood who would realize that they could use less wood to obtain better heat. Over time, it would be money well spent.

The Commissioners thanked the DES staff for attending the meeting and expressed a strong interest in continuing to work with DES on multiple fronts to address the air quality issues in the Keene / Cheshire County area.

**At 10:35AM Commissioner Pratt moved to open a Public Hearing for the purpose of reviewing the Community Block Grant Program regarding three (3) open Community Development Block Grants (CDBG). Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The mid-grant hearings are a requirement of the CDBG program and the purpose of the hearing is to provide information and accept comments on the following projects;**

- 1.) Samson Manufacturing; An award of \$500,000.00 was made to Monadnock Economic Development Corporation (MEDC) to (1) make leasehold improvements to a building it owns to be leased to Samson Manufacturing corporation and (2) loan the remaining CDBG funds to Samson for the purchase of equipment. Samson has committed to the creation of 25 full-time equivalent new jobs. The grant is administered by Keene Housing Authority.**
- 2.) Second Chance for Success. An award of \$500,000.00 was made to construct a six-unit building located on County-owned land adjacent to the Cheshire County House of Corrections in Keene, NH. The building is being developed and will be owned by Southwestern Community Services. It will be used to provide transitional services to persons leaving the House of Corrections and other Cheshire County residents who need assistance to avoid homelessness and reduce recidivism. This grant is administered by the Keene Housing Authority.**
- 3.) Brookbend East: An award of \$500,000.00 was made to Brookbend East Housing Associates, L. P. for the demolition and rebuilding of forty (40) units of the former seventy-five (75) unit Cheshire Homes located in Keene, NH. At least ninety percent (90%) of the units will be filled by low and moderate income families or individuals. This grant is administered by Southwest Regional Planning Commission.**

**Upon review of the Samson project it was learned that the goal of creating twenty-five (25) new jobs has already been met ahead of schedule and may expand beyond**

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**this goal in the coming year. Scott and Cathleen Samson expressed their thanks to everyone involved in making the expansion of the firm possible and are looking to continue the growth of the company in Keene.**

**The Second Chance for Success project was then reviewed and the building is now open with two (2) current residents. The project is being very well received by the target population and the building is expected to fill to capacity by July of 2013.**

**The Brookbend East project was then discussed and it was learned that the project is on time and on budget thus far and that the residents that have been relocated during construction are quite pleased with quality of the work and results of the new living units. The project will require an extension as was anticipated at beginning of the project. It was also learned that ten percent (10%) of the revenue from the units will be paid as taxes.**

**At 11:07AM at the conclusion of the review of the projects, Commissioner Rogers moved to close the Public Hearing. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

DOC Superintendent Van Wickler then presented commendations to DOC officers M. Powers and R. Hall for their work in raising over \$500.00 for the Special Olympics. The Commissioners congratulated and commended the officers for their fund raising efforts for an excellent cause.

The Commissioners then reviewed the census for the week.

**The Commissioners then reviewed the weekly manifest and Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of March 13, 2013 were then reviewed and Commissioner Pratt moved to accept the minutes as corrected and amended. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's and one (1) Nay, from Commissioner Zerba.**

Administrator Wozmak then discussed the forming of the Maplewood Task Force and the Commissioners will review the document presented and provide feedback and suggestions on the formation of the committee at next week's Commissioners meeting.

The calendar was then reviewed with no changes made.

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**At 12:05AM there being no further public business to discuss, Commissioner Rogers moved to adjourn the meeting. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Respectfully Submitted,  
Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 27, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Rogers, (Commissioner Zerba – absent with notice) County Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers, Facilities Director King, Assisted Living Administrator Kraus, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners recognized Grant Specialist Desrosiers who reported that she had received no negative feedback from any department managers on the Grant Guidelines that were distributed for review last week. After a short discussion, **Commissioners Rogers moved to adopt the County of Cheshire Grant Guidelines as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Desrosiers then presented a request to submit a grant to the Substance Abuse and Mental Health Administration department of the Department of Health and Human Services for \$975,000.00, over a three (3) year period, for the purpose of establishing and operating a county wide Drug Court for the Superior Court in Keene. The Commissioners discussed the policies and procedures that will be needed to be in place in order to fund the program. Desrosiers explained that the actual formation of the program will begin in September of this year and the grant will be submitted concurrently as DHHS will only fund already established programs. Desrosiers went on to explain that the grant funding will allow the program to expand beyond its startup phase and will fully fund the program for three (3) years.

Following discussion the Commissioners approved the submittal of the grant application.

Director King then discussed the proposed repair of the Maplewood Nursing Home roof for \$151,357.00. The company that submitted the bid is Centimark, who is purportedly the largest roofing contractor in the county. Administrator Wozmak observed that the material that is being proposed is the same material that was used in the construction of the new House of Corrections and it has held up very well. The Commissioners discussed the other bids that had been received and learned that Centimark was the lowest bidder by a substantial amount and was approximately 25% of the cost of the highest bidder. After completing their review, **Commissioner Rogers moved to accept the bid from Centimark to replace the roof on the Maplewood Nursing Home for \$151,357.00. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Director King then discussed the failure of the Dissolved Oxygen sensor located at the waste water treatment plant and requested the transfer of \$2,000.00 from the budget line item for the elevator decommissioning in the old jail that is not needed due to receiving a waiver from the State. After discussion of the priority of the needed repair,

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**Commissioner Rogers moved to authorize the transfer of \$2,000.00 from the budget line item for the decommissioning of the old jail elevator to the repair/replacement of the dissolved oxygen sensor at the waste water treatment plant at Maplewood Nursing Home. The motion was seconded by Commissioner Pratt. Upon vote, the motion passed with two (2) Yea's.**

Director King then discussed the acquisition of a rooftop air conditioning unit for the IT Server room and the acquisition of a door card reader locking mechanism for the loading dock door for \$24,135.00. After discussion it was determined that since the cost were not in the just passed 2013 budget, it was requested that Director King discussed with Honeywell why the cost of the replacement a/c unit was not covered under the County wide maintenance contract. To the extent that the door lock/security work is not already included in next year's budget, it may be possible to add it later this year when the budget is amended to incorporate the ProShare funds.

Administrator Wozmak and Assisted Living Administrator Kraus then discussed the State of NH rules enacted by the Board of Nursing that restricts LNA's from administering medication to assisted living residents. In a financial assessment impact analysis made by Finance Director Trombly, it could add up to \$30,000.00 per year to add two (2) part-time Personal Care Assistants (PCA's) to distribute medicines, and who although are less trained in medical procedures, are also not covered by the State Board of Nursing rules. After an extended review and discussion of the options available, **Commissioner Rogers moved to authorize the addition of up to 1.5 FTE positions, if needed, to be filled by PCA's for the purpose of administering medications to the assisted living residents. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Administrator Wozmak then reviewed the process he wishes to begin for re-use planning for the old courthouse building. Wozmak reviewed with the Commissioners the plans to meet with historic building consultants (in part grant funded) to determine the extent of work that is needed and to also be able to meet federal and state requirement for grants for the habilitation of the older portions of the courthouse as the courthouse is listed on the National Historic Building list. He noted that the Delegation appropriated \$40,000 in this year's budget for purposes of architectural services for the courthouse and asked the Commissioners for permission to engage SMRT architects to perform this work. He stated that there is no statutory obligation to competitively bid for *services*; that we had an existing relationship with SMRT, which would enhance our ability to get more work done with the limited funds. **The Commissioners gave provisional approval contingent upon SMRT appearing before them to make a presentation.**

Administrator Wozmak then addressed the overview that was prepared for starting a Maplewood Nursing Home Task Force whose charge will be to review the current and future options for Maplewood Nursing Home. A number of items were discussed and it

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was decided that the task force would be made up of approximately twelve (12) to thirteen (13) individuals consisting of representatives from the towns, County, delegation and community members. An organizational meeting will be held in the coming months to begin the process.

The Commissioners then reviewed the weekly census.

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two Yea's.**

The minutes of the Commissioners meeting of March 20, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as corrected. **Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

The calendar was then reviewed with no changes made.

At 11:11AM 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;

Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's. **As a result of non-public deliberations, a motion to extend FMLA leave of absence for an additional eight (8) weeks to J. F was made, and upon vote the motion passed with two (2) Yea's.**

**At 11:17AM Commissioner Pratt moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed with two (2) Yea's.**

At 11:18AM there being no further public business to discuss, **Commissioner Rogers moved to adjourn the meeting. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
Rod Bouchard, Clerk Pro Tem

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 3, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
County Administrator Wozmak, Finance Director Trombly, Grant Specialist Desrosiers,  
MNH Administrator Kindopp, IT Director Hummel, and Assistant County Administrator  
Bouchard

**09:40AM** – The meeting was called to order by Chairman Pratt.

Commissioner Pratt recognized Director Hummel who presented information on the County's status in dealing with Cybersecurity issues. Assistant Administrator Bouchard explained that the purpose of the presentation was to inform the Commissioners of growing and rapidly escalating threats from external cyber-attacks from diverse sources such as political hactivists, criminal hackers, and state sponsored actors that are staging network intrusion attempts on a daily basis.

Administrator Wozmak provided additional background information on the importance of the protection of all digital information to the County and expressed his concern that the Commissioners be made aware of the magnitude of the efforts needed to safe guard the County's data networks.

Director Hummel was asked a number of questions concerning current levels of security and the number of external penetration attempts being made. It was learned that the number and sophistication of the attacks is increasing and the County needs to continue to improve and strengthen its Cybersecurity defenses.

Director Hummel presented a chart that showed that County networks were subjected to attempted breaches from over 26 different counties for the period of March 1 through April 1 2013:

- Czech Republic (4,528 attempts)
- Brazil (2,588 attempts)
- United States (970 attempts)
- China (233 attempts)
- Russia (38 attempts)

**And 21 other counties, for a total of 9,914 attacks for the 30 day period.**

Additionally, the network, data, and applications programs that are presently being supported are growing in complexity and require greater training and skills, and demand more time of the staff to keep the systems running smoothly. The benefit to the County of this increasing network, data, and application complexity, is that fewer personnel need to be hired in the supported departments as the existing staff is made more efficient in their daily duties through the increasing automation. (Learning to do more with less staff) One large driver of the increasing complexity is the ever growing State and Federal

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controlling regulations that affect almost all County departments. The following are steps that can be taken to decrease the risk to the County infrastructure by deploying more powerful tools such as;

- Smarter Firewalls
- Network Packet Inspection & Logging
- Traffic Analysis (Source and Destination)
- Intrusion Detection Systems (Active Hacking Attempts or Breaches)
- System Hardening

*All facets of this plan will require a better trained staff, greater expertise, and more staff time than currently available.*

The Commissioners then recognized MNH Administrator Kindopp who presented a request for a capital expenditure of \$6,375.00 to purchase a double deck convection oven that was authorized in the 2012 budget and encumbered for purchase in 2013. Kindopp presented three quotes for the ovens and based on the quotes received recommended purchase of the equipment from Gillette Restaurant Equipment for \$6,375.00 delivered.

The Commissioners asked a number of questions about the need for the ovens and the other quotes that were received. The highest bid was for \$10,117.00 and second bid was \$6,430.00 for the same make and model ovens available from Gillette for \$6,375.00.

**Commissioner Rogers moved to authorize the purchase of the double deck convection ovens from Gillette Restaurant Equipment for \$6,375.00 and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Director Trombly then discussed the annual check that was received from the Hemenway Trust Fund for \$17,720.18 for which the County is one of the local beneficiaries. These funds are to be used for the benefit of Cheshire County citizens who require financial assistance for medical and other needs.

At 10:29AM 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;

Commissioner Zerba seconded the motion and upon vote the motion passed unanimously. **As a result of non-public deliberations, and based on over 20 years of experience, a motion to hire B. H. as the Maplewood Nursing Home Facilities Manager at Grade 6, Step 11 at the rate of \$26.92 was made, by Commissioner Rogers and seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

**At 10:37AM Commissioner Pratt moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 3, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The minutes of the Commissioners meeting of March 27, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as corrected. **Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed with no changes made.

At 10:59AM there being no further public business to discuss, **Commissioner Rogers moved to adjourn the meeting. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 10, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
County Administrator Wozmak, Finance Director Trombly, Executive Councilors Pignatelli and Van Ostern, Superintendent Van Wickler, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of April 3, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

The calendar was then reviewed with no changes made.

Executive Councilors Debora Pignatelli and Colin Van Ostern arrived for the Commissioners meeting and Commissioner Pratt thanked Pignatelli and Van Ostern for the attending. He then spoke of the importance of opening the lines of communication between the State and the Counties and went on to say that the Commissioners recognized that the Executive Councilors had limited legislative control of issues that were about to be discussed but it was important that they be aware of the enormous negative financial impact that the implementation of certain State laws are having on the tax payers in every County.

The Commissioners discussed the following items with the Executive Councilors;

1. The cumulative impact of cost-shifts to the County due to reductions of Medicaid funding within DHHS are having a mounting negative effect on the stability of long term care providers. These reductions have caused the county property tax to move from a zero (0) subsidy of long-term care in the mid-1990s to a \$7,000,000.00 subsidy presently.
2. Several federal sources of funds at the federal level have been created and accessed to help fill the gap between what NH Medicaid pays for long-term care and the actual cost of services. MQIP is one of those programs. In the budgets currently under consideration, the state is siphoning about \$2.5 million that would have come to the counties and is using it to help balance the state budget. This is at the expense of the property tax payers.

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3. When the State and the Counties agreed to swap obligations regarding long-term care and juvenile services, the promise was that the re-organization would be budget neutral. That was the purpose of the CAP on county expenses related to long-term care. This budget sets a stage to raise that cap, further increasing property taxes.
4. The state administers the Medicaid program through the Department of Health and Human Services for the determinations of eligibility (or penalty periods) for long-term care services. The County believes that the DHHS has adopted an arbitrary standard regarding the application of the five (5) year look-back transfers. By over-applying this regulation, and the associated penalties, the state reduces the expenses for long-term care (by finding applicants ineligible) and appears to reduce the number receiving long-term care services. All nursing homes, county-owned and private, end up providing care to these residents without any reimbursement at all. These enhanced penalty determinations have shifted nearly \$2 million of additional costs on to the property tax payers in the past two years and perhaps five (5) times that amount to the private nursing homes. This could jeopardize the financial viability of some nursing homes.
5. Cheshire County is contemplating selling its county nursing home due to the rising pressures on the property tax. This could have the effect of changing the safety net for many local residents. However, with long-term care costs now consuming sixty percent (60%) of all county taxes raised, something must be done.
6. The state's unwillingness to continue to make its promised contributions to the NH Retirement System has sifted the state's twenty-five (25%) share down to the counties and municipalities. This, combined with the unfunded liability of the Retirement System has aggravated the impact of the other cost-shifts from the state downward.

Following the discussion of the above items, a tour of the new Second Chance for Success housing unit was completed. Councilor Van Ostern then left the meeting for a prior appointment. Councilor Pignatelli then was given a short tour of the House of Corrections and expressed an interest in being able to come back at later date for a more complete tour of the facility and to spend more time learning about the programs and operations of the facility. Councilor Pignatelli then departed and the weekly Commissioners meeting resumed.

Director Trombly presented and discussed a memo that seeks a change in County policy for the on-call policies currently in place. The memo states:

“The purpose of this memo is to pass along a change that will align all County Departments as to the basis for calculating the amount of pay an hourly on-call employee will receive for the time they have worked when they have been called-in.

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To the extent a policy includes a minimum payment of (2) two hours of overtime, this minimum will no longer be in effect and payment will be made only for the actual time an employee is at the location of the call-in.

Changes to this policy will go into effect as of Sunday, April 14, 2013.”

**After review and discussion of the reasons for the requested change, and following a number of clarifying questions, Commissioner Rogers moved to authorize the change of the policy as presented in Director Trombly’s memo and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Administrator Wozmak then presented copies of a 5310 Transportation grant for final signatures. Commissioner Pratt reviewed and signed the documents.

**Wozmak then requested authorization to submit the SAMSHA grant for funding of the County of Cheshire Drug Court for a three (3) year period for a total amount of \$974,926.00. Following a brief discussion Commissioner Zerba moved to authorize the submission of the grant and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

At 11:52AM there being no further public business to discuss, **Commissioner Rogers moved to adjourn the meeting and was seconded by Commissioners Zerba. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 17, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
County Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler,  
Conservation Manager Littleton, Intern Brown, and Assistant County Administrator  
Bouchard

**09:31AM** – The meeting was called to order by Chairman Pratt.

Commissioner Pratt recognized Conservation Manager Littleton and Intern Brown who presented a request to submit a grant for a “Farm to School” project for \$100,000.00. Manager Littleton explained that the grant will be used for increasing local food options on area school menus and for training small farmers in wholesale marketing opportunities. She explained that many of the smaller farms do not have the expertise to sell their product to wholesale outlets because they lack the marketing and packaging skills needed. This grant would assist them in entering new markets such as the recently opened Monadnock Food Coop. Following a number of questions from the Commissioners, **Commissioner Rogers moved to authorize the submission of the \$100,000 grant request and signing of a letter of support from the County Commissioners. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

A discussion began concerning the current state of the old jail building and possible uses for the building. Administrator Wozmak and Assistant Administrator Bouchard detailed the deteriorated condition of the building and Wozmak stated that the County has been actively seeking possible tenants for over two (2) years and no one has moved forward with a plan to renovate the building. Bouchard noted that in his discussions with possible tenants they have all stated that the extremely high cost of renovating a secure, purpose built structure such as the jail into another use is not cost effective. It is cheaper to build from scratch rather than tackle a project as demanding and costly as renovating the old jail.

The discussion continued and Commissioner Pratt asked Wozmak and Bouchard if it was their recommendations that the building be demolished. Both Wozmak and Bouchard agreed that at least a substantial portion of the building needed to be torn down because of the continuing deterioration of the structure and a lack of other functional and economically viable, re-use alternatives.

The Commissioners then reviewed the weekly census and a discussion started around the rising census at the nursing home. Administrator Wozmak discussed a change in the admission policy that is being implemented for some residents seeking to be admitted to the nursing home. Wozmak said that an untenable scenario is playing itself out in that the nursing home is experiencing an average 7.7-month delay in Medicaid determinations from the State with more than \$400,000.00 in applied penalties. This means that we are being forced to provide free care of over \$416,410.00, which is unbudgeted and

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unsustainable from a cash flow point of view. Hence, we have begun a selective, but increasing policy of only accepting indigent residents who have gone through and been approved for Medicaid. This reverses a policy of accepting all admissions pending Medicaid approval.

He went on to say that if there are any problems encountered during the authorization review process the approvals may stretch well beyond 12 months, and in some cases the resident dies before approvals are received, which then makes it virtually impossible to receive payment for services rendered. Admitting only Medicaid approved residents will halt this downward trend. The nursing home will track the statistics of this new policy and keep the Commissioners apprised of any adverse consequences.

The Commissioners then reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of April 3, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as corrected. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed with no changes made.

Superintendent Van Wickler presented an update on the operations of the Department of Corrections and spoke to the recent increase in federal hold inmates. He also spoke to the plans for a new raised bed garden area at the rear of jail with four (4) of the beds used for vegetables and two (2) for herbs all to be used in the facility's kitchen.

The Commissioners then took-up a discussion concerning the operational plans for the Maplewood Task Force project that will present various options for the future of the nursing home. An engagement plan is being prepared by Administrator Wozmak and will include a public kick-off meeting in the Keene area with other progress meetings held throughout the County during the review process.

**At 11:07AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously. As a result of the deliberation in nonpublic session, no decisions were made and no vote taken.**

**At 11:29AM Commissioner Pratt moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

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**Cheshire County Commissioners Meeting**  
**Wednesday, April 17, 2013 9:30AM**  
**Department of Corrections**  
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At 11:31AM there being no further public business to discuss, **Commissioner Rogers moved to adjourn the meeting and was seconded by Commissioners Zerba. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 24, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Finance Director Trombly, MNH Administrator Kindopp, MNH Facilities Manager Harrison, and Assistant County Administrator Bouchard

**09:35AM** – The meeting was called to order by Chairman Pratt.

The meeting opened with MNH Administrator Kindopp introducing Bruce Harrison as the new Maplewood Facilities Manager replacing the retiring Director of Facilities, Barry King. The Commissioners welcomed Mr. Harrison to his new position and asked a number of questions concerning his first few days on the job and his impressions thus far of the tasks that lay ahead. Harrison said that he was feeling confident and that he had attended a meeting his first day on the job with Administrator Wozmak, MNH Administrator Kindopp, Assistant Administrator Bouchard, and three representatives from Honeywell who are responsible for providing contract maintenance services for many of the mechanical building systems to the County.

Administrator Kindopp then reviewed the MNH weekly census and provided a recap of the outstanding Medicaid claims and the potential impact of NH SB138. The discussion continued covering employee turnover and the current difficulty of finding Registered Nurses.

Also discussed was the emergency preparedness of the Nursing Home and the plans in place for reacting to similar situations as the N1H1 outbreak. As the discussion continued the Commissioners asked what current preparations were in place for non-medical emergencies such as the flooding that occurred in 2005. It was suggested that Eileen Fernandez and Tricia Wadleigh from Public Health be invited to a future meeting to review the emergency procedures in place for the County.

Finance Director Trombly then followed up on the latest Medicaid denials and informed the Commissioners of the many financial problems for the County and families of residents that are encountered due to the State delaying or denying Medicaid payments.

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of April 10, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed with no changes made.

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**Wednesday, April 24, 2013 9:30AM**  
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The Commissioners then discussed an issue brought forth by J. Hammond, Selectperson from the town of Westmoreland. Selectwoman Hammond had been approached by a town resident concerned about waste vegetables being dumped on the County farm corn fields and not mixed in with the manure that was also placed on the site.

The concern expressed was that the vegetable matter would attract unwanted pests and other wildlife. Commissioner Pratt said that he had followed up with Administrator Wozmak who in turn contacted two NH Cooperative Extension agents seeking their input as to the potential of creating an unwanted situation with the dumping of the vegetable matter.

Their opinion was that there was not any risk of excessive nutrient loading to the soil - the nutrient contribution of that volume of scraps would be comparatively low, nor would the scraps attract any pests or wildlife that were not already naturally present and therefore should not present an issue for the abutters of the farm.

Selectwomen Hammond thanked the Commissioners for investigating the issue.

At 11:25AM there being no further public business to discuss, **Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, May 2, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Administrator Wozmak, Finance Director Trombly, Conservation Manager Littleton,  
Grant Specialist Desrosiers, Major Hank Colby, and Assistant County Administrator  
Bouchard

**09:35AM** – The meeting was called to order by Chairman Pratt.

The Chair recognized Major Hank Coby from the Department of Corrections for the purpose of the awarding Certificates of Commendation to Adam Elbatnigi and Nicholas Hobbs.

Elbatnigi and Hobbs who were assigned to work at the Cheshire Fairgrounds were recognized for their efforts in saving the life of another worker at the Cheshire County Fairgrounds who suffered a serious life threatening injury. It was through their efforts that emergency services were called and the injured man was kept conscious and alert until paramedic services arrived and airlifted the individual to Dartmouth Medical in Lebanon where he was placed in intensive care and where he is now recovering. The Commissioners and staff all congratulated Elbatnigi and Hobbs for their alertness and responsiveness and for their invaluable help that resulted in the saving of a life.

The Commissioners then recognized Grant Specialist Desrosiers who presented a request for approval to submit a grant for Second Chance Act Reentry Program for Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorder through USDOJ, OJP and BJA. The grant is for \$300,000.00 per year for two (2) years for a total of \$600,000.00 and has a 10% administration fee. This grant will increase treatment and case management nine (9) months before release and at least six (6) months post-release through services provided by the Phoenix House, Southwestern Community Services, and the NH Bar Association.

**After discussion, Commissioner Zerba made a motion to approve the submission of the grant. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Desrosiers then presented a monthly update on the status of grants and it was learned that the County currently has \$3,351,298.84 under management with \$1,471,485.00 in pending grants for a total of \$4,822,783.84.

Conservation Manager Littleton then presented a request for support and approval of a Memorandum of Understanding between the County and Antioch University for the establishment of a program to revive what is known as the Maplewood Master Garden enclosure. “The goal of the program will be to grow local food and address issues of food insecurity, communal health, and resiliency. The implementation of the

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, May 2, 2013 9:30AM**  
**Maplewood Nursing Home**  
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Westmoreland Demo Gardens will provide a nutritious food source to local agencies throughout the community”.

**Following an extended discussion Commissioner Rogers moved to support and approve the implementation of the program with Antioch. Commissioner Zerba seconded the motion on upon vote the motion passed unanimously.**

The Commissioners then took-up a discussion of a letter to be sent to the New Hampshire Association of Counties concerning the certification of Correctional Officers in New Hampshire. Further research, discussions, and final draft review will occur over the next week.

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The weekly County census was then reviewed.

**The minutes of the Commissioners meeting of April 24, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with no changes made.

Commissioner Pratt then discussed a letter that was received from NH State Senator Molly Kelly’s office that discusses a meeting that is to be held on May 31, 2013 for the purpose of discussing the impact on air quality from non-EPA compliant wood stoves. Following discussion it was determined that one or more of the Commissioners may attend to share the findings from the meeting recently held with DES at the Department of Corrections on this same topic.

At 11:25AM there being no further public business to discuss, **Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 8, 2013 9:30AM**  
**Cheshire County Department of Corrections**  
**825 Marlborough Road, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Finance Director Trombly, County Sheriff Rivera, Captain Croteau, Dispatch Supervisor Crowell

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners welcomed Sheriff Rivera who was present to give the Commissioners a tour of the new Mobile Command Post Unit. The Commissioners immediately took the tour that was led by Dispatch Supervisor Crowell and Captain Croteau.

After the tour of the Mobile Command Post, the meeting reconvened at 10:15am.

Finance Director Trombly presented the Commissioners with an amendment to the Brookbend East CDBG Grant project in order to request an Extension of the project from June 30, 2013 to June 30, 2014. **Commissioner Zerba moved to authorize the request for a one-year extension for the Brookbend East Housing Project, seconded by Commissioner Rogers, voted unanimously. As voted, Chairman Pratt executed the documents for the amendment to the Brookbend East CDBG Grant project as presented.**

As presented and voted on May 2, 2013, the Commissioners executed the grant application paperwork for the Second Change Act Reentry Program.

Commissioner Pratt made a motion to execute the certification request forms for (2) two additional Correctional Officer Group II Retirement certifications. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

Sheriff Rivera returned to the meeting and the Commissioners thanked him for the tour of the Mobile Command Post Unit. Commissioner Rogers spoke to say he feels the County has a role in public safety and would like to see that surrounding agencies have the opportunity to be trained in using the unit. Sheriff Rivera responded to say that he is working to get the message out to the surrounding towns to let them know that the unit can be used as a backup EOC for any town that is in need. Commissioner Pratt then asked the Sheriff to contact the Sentinel to see about getting them to do an article on the new unit.

The Commissioners reviewed the draft letter to be sent to the New Hampshire Association of Counties concerning the certification of Correctional Officers in New Hampshire. Further draft reviews will continue to occur over the next week.

The Commissioners then reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of May 2, 2013 were then reviewed with no amendments. Commissioner Pratt made a motion to approve the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 8, 2013 9:30AM**  
**Cheshire County Department of Corrections**  
**825 Marlborough Road, Keene, NH 03431**

**The calendar was then reviewed with no changes made.**

**At 11:02AM there being no further public business to discuss, Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 15, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Administrator Wozmak, Finance Director Trombly, Eileen Fernandes and Tricia Wadleigh, Greater Monadnock Public Health Network, Maplewood Administrator Kindopp, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Chair recognized Eileen Fernandes and Tricia Wadleigh, Co-Directors for the Greater Monadnock Public Health Network (GMPHN) and the Greater Monadnock Medical Reserve Corps. (GMMRC) who were invited for the purpose of updating the Commissioners on the current roles and activities of the two organizations as the County is the fiscal agent for funding for both agencies.

Fernandes and Wadleigh spoke to the composition of the two organizations and explained to the Commissioners the organizations missions and background information. They explained that the GMPHN covers all of Cheshire County plus the ten (10) western towns in Hillsborough County. The GMPHN coordinates regional health and safety services among local government, health and social service agencies, businesses, hospitals, emergency care centers, and other community based organizations. There are over one hundred (100+) individuals who hold membership in the Regional Coordinating Committee including representatives from each of the municipalities.

The GMMRC was then covered and the GMMRC mission to engage health care professionals as well as non-medical personnel in helping the community prepare for, respond to, and mitigate emergencies, disasters, and pressing public health needs by providing a group of readily trained and available volunteer professionals who supplement and assist local medical emergency response systems was covered. It was discussed that the GMMRC is one of sixteen (16) units in the state and one of 982 units in the country. The local unit has over one hundred (100+) members including physicians, nurse practitioners, nurses, pharmacists, dentists, veterinarians, mental health professionals, EMS professionals, on other public health/medical professionals, and non-public health/medical individuals.

Fernandes and Wadleigh then related their activities during the NIH1 event and the services that the two organizations provided to the local communities during the event. Also discussed was the purpose of the Multi-Agency Coordinating Entity (MACE) that provides coordinated communications and management services during emergencies and disasters.

MNH Administrator Kindopp was then recognized and the MNH census was reviewed. Also discussed was the transition of the new Facilities Manager into the organization and staffing needs including the hiring of additional nursing personnel and support staff that is currently underway.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**Maplewood Nursing Home**  
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Kindopp then spoke to the success MNH is experiencing working with a consulting group that is coaching the MNH staff in proper delivery of services and proper coding techniques when submitting claims to the Centers for Medicare and Medicaid Services (CMS). The net result is a significant gain of \$33,636.49 in the Total Medicare Part A revenue for April 2013 over March 2013.

Assistant Administrator Bouchard then presented a request acceptance of a grant from the New Hampshire Charitable Foundation on behalf of the Monadnock Voices for Prevention (MVP) for \$20,300.00 for salary, benefits, and work with the media collaborative. The funding is for one year and is the match required for the Regional Public Health System Grant that was awarded from the Department of Health and Human Services (DHHS) to the County for the Greater Monadnock Public Health and MVP organizations.

**After discussion, Commissioner Rogers made a motion to approve the grant. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then discussed the failure of the backflow preventer tied into the water system at the County farm that needs to be replaced for a cost of approximately \$3,500.00 that was unbudgeted. He said that after investigation it was determined that due to the age of the equipment it was decided that replacement rather than repair should be undertaken due in part to the age of the failed equipment. He went on to say that the County was experiencing an increase in these types of maintenance issues due to the aging infrastructure at a number of the County facilities. He said that in addition to the backflow preventer on the farm, the emergency generator located at the Courthouse had just been repaired due to failure and the repair cost was over \$8,200.00 and was also unbudgeted. The need for capital reserves funds to be included in the 2014 budget process to cover infrastructure needs was discussed.

The Commissioners then reviewed letter(s) that will be sent to other Commissioners throughout the state that address the proposed changes in the certification process of County Correctional Officers.

The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The weekly County census was then reviewed.

**The minutes of the Commissioners meeting of May 8, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 15, 2013 9:30AM**  
**Maplewood Nursing Home**  
**201 River Road, Westmoreland, NH 03467**

The Commissioners calendar was then reviewed with no changes made.

At 11:17AM there being no further public business to discuss, **Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 22, 2013 9:30AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Administrator Wozmak, Finance Director Trombly, DOC Superintendent Van Wickler,  
Terry Clark, Keene City Council, Paul Henkel, Keene Library, David Lay and Arthur and  
Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners recognized Terry Clark, Council Member from the City of Keene, and Paul Henkel from the Board of Trustees for the Keene City Library for the purpose of discussing patron parking in the County's 33 West Street lot after business hours. Clark and Henkel advanced their request to have parking spaces designated for library patrons and Henkel discussed his reasons for presenting the request. An extended discussion began concerning the general parking situation for the library and the surrounding vicinity. Administrator Wozmak reiterated his offer to let the library patron's park in the lot during non-business hours (5:00PM to 2:00AM) as the general public now does but said that allocating specific parking spaces only for library patron's use would be impossible to monitor and manage. Following the discussion the Commissioners stated that they will consider the request and respond in the coming few weeks.

The Commissioners then reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of May 15, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with no changes made.

The weekly County census was then reviewed.

The Commissioners then recognized Arthur Thompson and David Lay of SMRT Architects for the purpose of discussing Courthouse re-use options once the new courthouse is open in January 2014. Thompson and Lay discussed the extensive experience that their firm has in creating viable re-use of historic structures and spoke of the a number of specific projects that are similar to the old courthouse in scope. A discussion of the proposed change in access to the building began.

Following the discussion and extended tour of the building including examining the HVAC systems was undertaken and following the tour a review of the existing courthouse documentation was conducted.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 22, 2013 9:30AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

Administrator Wozmak then updated the Commissioners on the old jail salvage efforts and this was followed by a short discussion.

At 1:15PM there being no further public business to discuss, **Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 29, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Administrator Wozmak, Finance Director Trombly, DOC Director of Programs, Major Hank Colby, DOC Kitchen Manager, Don Nason, and Assistant County Administrator Bouchard

**09:37AM** – The meeting was called to order by Chairman Pratt who recognized Major Colby and Don Nason for the purpose of discussing the raised bed garden to be installed at the rear of the DOC facility. Colby and Nason discussed the cost of the installation and it was learned that the inmate canteen fund will cover the cost of the materials and the labor for the project will come from the inmate population. After reviewing the various options for the installation Option #2 that uses “Wood Construction, Hemlock” was chosen for a total cost of \$722.41.

**Commissioner Rogers moved to authorize purchase of the materials for the raised bed garden for \$722.41 to be paid for from the inmate canteen fund. Commissioner Zerba seconded the motion, and upon vote the motion passed unanimously.**

The weekly County census was then reviewed.

Administrator Wozmak then reviewed the letter to be sent to County Commissioners throughout the state concerning the pending changes to the county corrections rules that govern the certification and administration of county correctional officers. Following a lengthy discussion it was decided that further editing to the letter needed to be accomplished and Administrator Wozmak would prepare a draft for review and approval.

Administrator Wozmak then discussed the library proposal for using the 33 West Street lot for library patrons. Following discussion the Commissioners asked that a letter be written to the library board explaining the County position that library patrons are welcome to park in the lot from 5:00PM to the closing of the library but individual spaces allocated only to library patrons could not be accommodated. Also to be included in the letter is the notice for no overnight parking and that during winter months the rules for the use of the lot may change depending on the needs of the County. Administrator Wozmak will draft the letter.

The proposed Maplewood Task force schedule was then reviewed by Administrator Wozmak after reviewing the proposed schedule it was decided to hold public hearings in Keene, Rindge, Gilsum, Winchester, and Walpole as part of the review process. Further details will be brought forth following the confirmation of the review committee composition and confirmation of the dates and times for the committee meeting and public sessions.

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**Cheshire County Commissioners Meeting**  
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The Commissioners then reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of May 22, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with no changes made.

At 11:29AM there being no further public business to discuss, **Commissioner Zerba moved to adjourn the meeting and was seconded by Commissioners Rogers. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday June 5, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba  
Finance Director Trombly, Superintendent Van Wickler, Grant Specialist Desrosiers, and  
Assistant County Administrator Bouchard

**09:36AM** – The meeting was called to order by Chairman Pratt who recognized Grant Specialist. Desrosiers presented a request for acceptance of a grant that reimburses the County for overtime and backfill costs for personnel in the Sheriff's department who have previously attend classes on Homeland Security topics such as Active Shooter training.

The Commissioners reviewed the documentation and inquired about the personnel who attended the classes. **Following discussion, Commissioner Rogers moved to accept the grant and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Desrosiers then updated the Commissioners on the status of the grants program with total grants under management currently at \$3.3M. Current grants under development and pending is currently at \$2.0M.

Desrosiers then reviewed the implementation of the new County Drug Court program that processed the first participant this week. The initial response to the program has been overwhelmingly positive. The continuation and expansion of the program will be contingent upon receiving a grant that will fund the operation of the program for three (3) years.

Assistant Administrator Bouchard then reviewed the draft of the letter to the library trustees that will allow library patrons to utilize the parking lot at 33 West Street between 5:00PM and library closing hours. After review and discussion of the letter and of the potential impacts on the County, the Commissioners authorized Bouchard to transmit the letter and an accompanying flyer to be handed out to the library patrons.

The Commissioners then took-up discussion of a letter to be sent to the other nine (9) County's Boards of Commissioners expressing their concern of the structure and contents of a proposed draft that changes the rules for the County Correctional Officer certifications. The letter was reviewed and further edits we made. Bouchard will craft an additional paragraph to be added to the letter and send out a final draft for review before distribution.

Bouchard then presented a request for the awarding of the contract for the Maplewood Water Plant Emergency Generator. Bouchard reviewed the bidder list for the project and discussed the selection and review process and bidder interviews. The bids received were as follows;

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<b>MNH Water Plant Generator RFP Responses</b>				
<b>Company</b>	<b>Town</b>	<b>State</b>	<b>Bid</b>	<b>Generator Make / Model / Size</b>
Scherbon Consolidated, Inc.	Amesbury	MA	\$34,600.00	Kohler 50REZGB 50KW
Everett E. Houghton Co., Inc.	Walpole	NH	\$34,450.00	Kohler 48RCL LP 50KW
Interstate Electrical Services	Bedford	NH	\$41,000.00	Onan 50KW
Powers Generator	Swanzey	NH	\$32,942.00	Kohler 50REZGB 50KW
D. Poole Electrical	Center Barnstead	NH	\$24,716.51	Generac Guardian Model QT060 60KW

Bouchard stated that after a through vetting of the submitted bids, it was decided to invite three (3) of the bidders in for interviews by a panel of three (3) County employees; the Assistant County Administrator, the Maplewood Facilities Manager, and the Water / Waste Water Treatment Plant Operator.

As stated in the RFP document, the award of the contract included adherence to the technical, legal, and operational requirements and specifications of the RFP and the following paragraph was specifically included for this award;

*Award*

*Before making its award, the County shall consider the project proposal, work, and/or services or products delivered that best serves the needs and financial interests of the County. The County acting through the Assistant County Administrator reserves the right to reject any or all bids, to award any bids, to waive as an informality any irregularities on bids received, and to omit any item or items as it may deem to be in the best interest of the County.*

*The County's assessment of the lowest responsible bidder, in addition to price, includes the skill, ability, and capacity of the bidder to perform the services. We consider the character, reputation, judgment, and experience of the bidder and how bidders perform in interviews and in response to inquiries. Hence, some aspects of the bidder reviews are objective and some are subjective.*

*In all cases, the decision of the County shall be final and not subject to review or appeal.*

Bouchard stated that following the interviews of the three (3) invited bidders it was unanimously decided to recommend to the Commissioners the award of the contract to E. E. Houghton Co. Inc., of Walpole, NH as they were determined to best meet all

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825 Marlboro Street, Keene, NH 03431

requirements of the bid and offered the best overall package of product, installation, service, and maintenance options at a competitive price.

**Following a lengthy discussion, Commissioner Zerba moved to authorize the award of the bid to E. E. Houghton of Walpole, NH. Commissioner Pratt then brought up his previous business dealings with Houghton as a customer and asked the Commissioners Zerba and Rogers if they thought he should recuse himself from the vote.**

**During discussion of the matter it was learned that Houghton had only supplied normal business services to Commissioner Pratt, as he would to any other customer, and Commissioners Zerba and Rogers did not feel that the interaction with Houghton rose to a level that required recusal. Upon vote, the motion passed unanimously.**

The weekly County census was then reviewed.

The Commissioners then discussed the upcoming semi-annual inspection of the Department of Corrections and discussed the format of the inspection and items that were of particular interest the Commissioners to review. Superintendent Van Wickler will coordinate with his staff for the inspection in order to meet the Commissioners requests.

**The Commissioners then reviewed the weekly manifest and Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of May 29, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with a change made to the August 7<sup>th</sup> meeting venue to accommodate the scheduling of the annual Commissioners Cookout at the National Grange Mutual Park in Keene. It was decided to hold the August 7<sup>th</sup> meeting at the 33 West Street Administration building which is adjunct to the park.

At 10:56AM there being no further public business to discuss, **Commissioner Rodger moved to adjourn the meeting and was seconded by Commissioners Zerba. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday June 12, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba, County Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Major Hank Colby, Case Manager Doug Iosue, LADAC Jenny Vanderbilt, GED Volunteer, David Chandler, Chaplain Rick Rounds, Ministry Counselor Moe Wilber, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of June 5, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed with no changes made. The weekly County census was then reviewed.

Commissioner Zerba spoke to the gift that was given to the residents of the Maplewood Nursing Home. The Interact youth group from the Keene Rotary, The Interact Club, has raised and donated \$3,000.00 towards the purchase of three (3) tri-cycle bikes that can be used by residents.

The Commissioners were given an update on Prisoner Transport statistics.

Ms. Trombly reported that the ProShare funds are expected within the next week or so and that she anticipates that it will be approximately \$2 million. In the upcoming weeks before the next Delegation meeting, we will be discussing the recommendations for appropriation by the Delegation. The Commissioners approved the date of August 5<sup>th</sup> for the next Delegation meeting. Mr. Wozmak will reach out to the officers of the Delegation to see if that is acceptable to them.

The regular business having been completed, the Commissioners began their semi-annual tour and inspection of the jail in accordance with statute.

They met with the Director of Inmate Programs, the Case Manager and a mental health clinician. They reviewed an extensive report on the statistics of the variety of inmate programs offered and the attendance records thereof. They met with the primary GED tutor, David Chandler, to discuss the nature, extent and success of GED work within the jail. They then met with the volunteer Chaplain Rick Rounds and a volunteer spiritual outreach worker regarding the nature and extent of religious efforts. It was noted that in all programs, it could be difficult to have large impacts on the inmates due to the average short length of stay. The Commissioners extended their great thanks to the efforts of these people.

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**Cheshire County Commissioners Meeting**  
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**Department of Corrections**  
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Case Manager Doug Iosue spoke to his work at discharge planning. Doug works with inmates for a month or two prior to discharge to increase the likelihood that they will reintegrate back into society successfully. Having the potential for employment and a place to live are central to reducing recidivism, according to Iosue. Related to housing, the Second Chance for Success housing is proving to be very successful as it has received 25 applications and is expected to be full within the next month or so.

The Commissioners interviewed two correctional officers regarding their initial training for certification as well as their continuing education work.

They received a report regarding the jail's Inmate Behavior Management program that seeks to help inmates with anger management and to increase their insight about their own personality traits that tend to get them into trouble.

The Commissioners interviewed approximately 6 inmates regarding conditions at the jail. Their inquiries included questions about participation in various programs such as spiritual programs, vocational programs, parenting skills, intensive self-introspection work, and others. Some had suggestions regarding computer use, particularly with regard to being able to type documents.

The inmates reported that the officers treat them with respect and that sometimes they are strict. They said this place is run differently than other jails.

The Commissioners met with the Food Service Director, Don Nason, who reviewed the multitude of special diets they regularly prepare for a variety of needs such as Muslim and kosher meals. They inquired about the physical plant and equipment in terms of its repair and functionality. There were no current problems noted. Commissioner Zerba excused himself to attend another commitment at another location.

The Commissioners toured the facility paying particular attention to K-Block, taking time to examine the facilities and speak to several officers therein. They also visited the mechanical room containing the geothermal system and building infrastructure and met with the Facilities Manager of the jail.

At 1:25PM there being no further public business to discuss, **Commissioner Rogers moved to adjourn the meeting and was seconded by Commissioners Pratt. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday June 19, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba, County Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler.

**09:33AM** – The meeting was called to order by Chairman Pratt.

The Commissioners discussed with the Superintendent their inspection of the HOC at their meeting last week. They discussed some feedback regarding exercise and diet program for females, and the extent of religious services within the jail. The Superintendent said that they invite local clergy into the facility from time to time and that all are welcome. He said several specific denominations have started jail programs but it has not lasted due to a lack of interest or participation from the inmates. The faith-based volunteers provide the bulk of spiritual programs.

The Superintendent noted that we may see an increase in medical expenses due to a particular inmate being ill but that most of these charges should be reimbursed by the federal government as the ill inmate is a federal inmate. There was discussion about the Rockingham County statistics and how we might enhance that program in order to receive more referrals.

Administrator Wozmak discussed the Grant Support Specialist (a.k.a. Grants Manager) request to hold another grant writing seminar, charging \$50 per person. This would be received as Miscellaneous Revenue. Wozmak also talked about continuing education for this person as no money had been allocated this year for this purpose. The Commissioners approved a continuing education program for the Grants Manager, recognizing that the Commissioners Continuing Education line might be exceeded but that the miscellaneous revenue from the grant program should render the continuing education expense budget neutral.

The Commissioners received a letter from the President of the NHAC, David Sorenson, thanking them for their letter regarding the changes proposed to the Corrections Academy Certification Standards. Sorenson wrote that the NHAC and/or Commissioners Council at some point in the future would discuss it.

The Commissioners received a brief update on the status of union negotiations. The County Administrator sought feedback regarding the wood stove/air quality issue that is being discussed in the community through a Task Force formed by Sen. Kelly. Wozmak will continue discussions with this group.

Wozmak updated the Commissioners on the process of forming a Maplewood Task Force. They suggested he call the Chair of the Delegation to keep him informed of this progress. There was discussion about whether the Executive Committee should meet prior to the Delegation meeting in order to consider certain agenda items. Wozmak will reach out to Rep. Hunt regarding this question.

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday June 19, 2013 9:30AM  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

**At 11:12AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of a public employee. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, a decisions was made and a vote was taken to authorize the County Administrator to hire DW at a rate of \$11.00 per hour based on his prior experience and training. Moved by Pratt, seconded by Rogers. Voted unanimously. At 11:17 Commissioner Rogers moved to exit non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

The County Administrator reported that the IT department has made several changes to both the infrastructure and operation of our IT services provided to and for the employees. As a result, the number of cyber-attacks on the system has been reduced to 0 (zero). This is down from a high of 7,926 attempted attacks during the middle of May. This week there were 6 virus infections that came into the system through permitted access points. These viruses were removed successfully.

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of June 12, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed and they asked that the HOC Annual Volunteer Picnic be placed on the calendar for August 4<sup>th</sup> from 1-4 PM. There was no Weekly County census this week.

At 11:25AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting and was seconded by Commissioners Pratt. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday June 26, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba, County Administrator Wozmak, MNH Administrator Kindopp, Assistant County Administrator Bouchard

**10:00AM** – The meeting was called to order by Chairman Pratt.

The Commissioners reviewed the weekly census and noted the nursing home and DOC trends.

The Commissioners reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of June 19, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners discussed the letter received from Keene Mayor Kendall Lane concerning the formation of the Maplewood Nursing Home Task Force and the request by Mayor Lane to include representatives from the city of Keene on the task force. The Commissioners asked that Administrator Wozmak contact Mayor Lane to follow-up on his request.

Administrator Wozmak then addressed capital projects pending for the Maplewood nursing home and discussed the pending 2013 Pro-Share funds that will be allocated to the Counties shortly. The County Administrator and Director of Finance will review the Pro-Share allocation and return to the Commissioners with recommendations for allocation.

Administrator Wozmak then updated the Commissioners on the status of the Union negotiations, the inspection of the underground oil storage tank at the old jail, and the Latchis Paving RFP that is about to be released to pave the Latchis parking lot.

At 10:51AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting to conduct an inspection tour of the nursing home. The motion seconded by Commissioners Zerba. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 3, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Rogers, and Zerba, County Administrator Wozmak, Finance Director Trombly, Register of Deeds Tilton, Sheriff Rivera, Assistant County Administrator Bouchard

**10:00AM** – The meeting was called to order by Chairman Pratt who recognized Sheriff Rivera. The Sheriff stated that he wished to discuss the results of his meetings with the State Administrative Office (AOC) of the Courts concerning security for the new Courthouse. Sheriff Rivera shared with the Commissioners his observations of the plans to split the responsibilities for security between the AOC and Sheriff's department. An extended discussion began concerning the operational problems that might be faced with split authority for the different courtrooms and the potential incident management problems inherent in such an arrangement. The sheriff made clear that he serious problems with the split authority arrangements with ACO for security at courthouse and the Commissioners unanimously shared his view. Also discussed was the different compensation plans that the AOC uses for District, Probate, and Marital courts vs. the compensation plan for the Superior court bailiffs.

At the conclusion of the discussion Sheriff Rivera stated that he will share his concerns and needs with the AOC staff before moving ahead with considering the implementation of a security plan for the new courthouse.

The Commissioners then recognized Register of Deeds Tilton who provided the Commissioners with an update of the activities in Deeds and highlighted the new reception area that is being planned for the Registry. Tilton said that the total cost for the reception area that is estimated at \$10,000.00. A request will be made to the delegation to authorize use of the Deeds Surcharge funds to make this purchase. She also discussed the conversion of manually recording documents to an electronic scanning process and discussed the savings in equipment costs that will result in the revamped process. The new document copy fees, and the overall activity level in the Registry as the economy slowly recovers were also discussed.

Assistant County Administrator Bouchard then presented a request for the County Administrator to be authorized to sign the acceptance of a grant from the Justice Assistance Grant for \$13,148.00. The amount will be split between the City of Keene Police Department and the County of Cheshire's Sheriff's Department. The Keene Police Department will receive \$5,916.00 for a Multi-Media Logging recorder and the Sheriff's Department will receive \$7,232.00 for the purchase of three (3) laptop/tablet computers and two (2) Computer Aided Dispatch (CAD) software modules. The County will also be compensated \$1,295.00 for managing the grant over the next year. Following discussion, **Commissioner Rogers moved to authorize County Administrator Wozmak to sign the grant documentation. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the weekly census.

Finance Director Trombly and Administrator Wozmak then discussed the receipt of the 2013 State Pro-Share funds in the amount of \$1.94M that are to be used for nursing home operations. Discussion of the use of the funds began and it was determined that Finance Director Trombly and Administrator Wozmak will draft a proposed use document to present to the Commissioners in the next few weeks.

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**Cheshire County Commissioners Meeting**  
**Wednesday July 3, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

Administrator Wozmak then requested that the Commissioners authorize a bid waiver of the competitive bid process to contract \$40,000.00 worth of services to complete a plan for space re-use for the old courthouse. This plan is needed because approximately 30,000 square feet of space currently occupied by the Superior, Probate, and Marital courts will be vacated when they move to the new courthouse in December of this year.

Wozmak discussed the opportunity to consolidate office space into the old courthouse building for various County departments for which the County now pays rent, and he spoke at length of the existing relationship that the County has with the SMRT staff and discussed the positive experience that the County experienced with the firm in the construction of the Department of Corrections building. Wozmak said he believed that SMRT's existing relationship with the County, professional experience and background in the re-use of historic buildings, their particular familiarity with the old courthouse building and the tight timeline to getting concepts developed made them the best firm for the completion of the work. We would like to have a product to present to the Delegation by the end of the year. Wozmak reminded the Commissioners that under RSA 28:8, there is no statutory requirement for public bidding of services of this type but that as a matter of form, we have always had a conservative, reasoned approach to waiving any bidding process.

After a lengthy discussion **Commissioner Rogers moved to authorize Administrator Wozmak to waive the public bid process for the awarding of a contract for the space re-use project for the old courthouse, and to award the contract for \$40,000.00 to SMRT Architects for the completion of the work on the basis of their existing relationship with the county, their previous performance and services and the associated efficiencies and time constraints. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of June 26, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak then provided the Commissioners with an update on the Maplewood Nursing Home Task Force.

At 11:37AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba. Upon vote the motion passed with unanimously.**

Respectfully Submitted,

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 10, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Rogers. Scheduled Absence: Commissioners Zerba  
Staff and Guests: Westmoreland Selectwoman J. Hammond, Finance Director Trombly, MNH Administrator  
Kindopp (telephonically) and Assistant County Administrator Bouchard

**09:35AM** – The meeting was called to order by Chairman Pratt who recognized Selectwoman Hammond who updated the Commissioners on the extensive damage in Westmoreland to the roads and infrastructure. She said that River North is “wiped out” and a section of Route 63 has been washed away. A discussion of the emergency notification procedures used by the town and state began. The use of personnel at road closures was also discussed and the need for the people manning the road closures to be sensitive to the access needs of the residents and staff at the nursing was covered.

The Commissioners reviewed the weekly census.

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea’s.**

Finance Director Trombly then discussed the 2013 ProShare funds that were received and provided a summary document that outlines possible impacts on the 2013 and 2014 budget. Revisions were discussed and Director Trombly will revise the document and present it for review at the next meeting.

**The minutes of the Commissioners meeting of July 3, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea’s.**

A conference call was then made to Maplewood Nursing Home Administrator Kindopp for the purpose of receiving an update on the impact of the recent flooding. Administrator Kindopp said that although there was no damage to the nursing home property, access to and from the nursing home was very difficult during the storms and the immediately following few days. It was learned that four (4) of the employees had lost their homes due to the flooding and the town of Westmoreland and the Red Cross were assisting them with temporary accommodations. It was also discussed that even though some of the roads leading to and from the nursing home were passable, they were barricaded to traffic immediately following the storms. This led to employees having to drive around the barriers to relieve their colleagues from the previous shifts. Administrator Kindopp also spoke to the problem that personnel manning the barriers were sometimes turning away vehicles that were transporting nursing home residents who required medical attention to Keene. An emergency ID system was discussed as possible solution to this problem.

Following discussion the Commissioners asked if a DOT and State Police representative could attend the July 31<sup>st</sup> Commissioners meeting to discuss how the County, DOT, and law enforcement personnel could better work together during emergency situations. Assistant County Administrator Bouchard will identify and reach out to DOT and State Police personnel

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 10, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

At 10:50AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt. Upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,

R. Bouchard, Clerk Pro-Temp

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 17, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Rogers. Scheduled Absence: Commissioner Zerba  
Staff and Guests: Westmoreland Selectwoman J. Hammond, Superintendent Van Wickler, Finance Director Trombly, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt

**At 9:33AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. At 9:47AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

Superintendent Van Wickler then discussed the meetings he had recently with the Cheshire County Attorney, Public Defender, Superior Court Clerk, and the District and Superior Court judges concerning sentencing of inmates for over a year at the County Department of Corrections. Van Wickler stated that the housing expenses incurred by the County for incarcerations over a year in length are required by NH RSA 30-B: 15 to be paid for by the State. (Re: 30-B: 15 Place of Commitment; Expense of Protective Custody. – *I. For any person sentenced to a term of imprisonment of up to 12 months, the expense of lodging such person in a county correctional facility shall be a charge upon the county in which the offense was committed. For persons sentenced to terms of imprisonment in a county correctional facility that exceed 12 months, the first 12-month sentence shall be a charge upon the county. Any sentence exceeding 12 months of imprisonment shall be a charge upon the state.*

*II. Whenever the expense of lodging a person in a county correctional facility is to be a charge against the state under this section, the state shall have the authority to take physical custody of such person).*

He went on to say that currently the County was currently being forced to pick up the cost of inmates held for more than a year and that the state prison was uncooperative in assuming their responsibilities for the expenses incurred. He also said that County Jails were never meant to be long term holding facilities as the programs in jails are all volunteer and aimed at six (6) month or shorter stays. A memo was sent to the County Attorney, Public Defender, and Clerk of Superior Court outlining his concerns.

**At 10:05AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, a decision was made and vote taken to authorize the County Administrator to hire BY at a rate of \$11.00 per hour based on his prior experience and training. Moved by Pratt seconded by Rogers. Voted unanimously. At 10:07AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

The Commissioners reviewed the weekly census.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 17, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

Grant Specialist Desrosiers was then recognized and she presented a grant for Chairman Pratt's signature that accepts a grant for the Victim Witness program in the amount of \$26,500.00. This is a renewal of a grant that the County has been receiving for the Victim Witness program for the past few years. **Commissioner Rogers moved to accept the grant and authorize acceptance by signature of the Chairman. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Commissioner Pratt then signed the grant paperwork.

Desrosiers then presented the Samson CDBG grant closeout documentation for the \$500,000.00 business development grant provided to Samson Manufacturing of Keene. She stated all job creation requirements of the grant had not only been met but were exceeded. Following a short discussion Commissioner Pratt signed the closeout documentation.

Finance Director Trombly then discussed the format and contents of the Proshare document that she has been preparing and received input from the Commissioners on structuring the document to make it easier to read and to understand.

Also discussed was the recently negotiated union contract details and the second (2<sup>nd</sup>) quarter budget review to be presented to the Executive Committee and full Delegation in August. Administrator Wozmak was requested to prepare an executive summary letter for union contract that outlines any substantive changes from the previous contract.

Commissioner Pratt then requested that upon return from vacation, Administrator Wozmak complete the rollout of the Maplewood Task Force project and coordinate public informational documents and schedule site visits as soon-as-possible.

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

**The minutes of the Commissioners meeting of July 10, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

At 10:46AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt. Upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,

R. Bouchard, Clerk Pro-Temp

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 24, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Rogers, Zerba  
Staff and Guests: Westmoreland Selectwoman J. Hammond, County Administrator Wozmak, HR Director Hurley, MNH Facilities Manager Harrison, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

The Commissioners reviewed the weekly census noting upcoming events.

A discussion of the composition of newly formed Maplewood Task Force began and the Commissioners reviewed the mix of staff, elected officials, and public members. It was decided to have the County staff members assume an advisory role to the Task Force in lieu of being voting members.

**At 10:12AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of non-public deliberations, a decision was made and vote taken to authorize the hiring of KM at a rate of \$14.64 per hour as a second shift maintenance employee at Maplewood Nursing Home based on his prior experience and training. Moved by Commissioner Rogers seconded by Commissioner Zerba. Vote passed unanimously. At 10:23AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

The Commissioners reviewed the weekly manifest and **Commissioner Zerba moved to accept the manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of July 17, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners discussed the highlights of the Collective Bargaining Agreement summary document and made suggestions that will better summarize and clarify the salient points of the re-negotiated agreement. Administrator Wozmak will make the changes and include the revised document in the materials to be sent to the delegation for review.

The Commissioners then reviewed the calendar and made no changes.

Commissioner Pratt spoke of the attendance at the formal opening ceremony of the Second Chance housing unit located next to the jail. He said it was a well-attended event and included comments from local dignitaries and State Senator Molly Kelly.

**At 10:32AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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. Commissioner Rogers seconded the motion and upon vote the motion**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 24, 2013 9:30AM**  
**Department of Corrections**  
**825 Marlboro Street, Keene, NH 03431**

**passed unanimously. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. At 11:18AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

**At 11:19AM there being no further business to discuss, Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 31, 2013 9:30AM**  
**Maplewood Nursing Home**  
**Westmoreland, NH 03467**

**PRESENT:** Commissioners Pratt and Rogers, Zerba

Staff and Guests: Westmoreland Selectwoman J. Hammond, Westmoreland EMD B. Chase, Westmoreland Fire Chief Nelson, DOT Regional Engineer D. Graham, State Police Sargent Troop C, Sheriff Rivera, Finance Director Trombly, Maplewood Administrator Kindopp, Grant Specialist Desrosiers, County Administrator Wozmak, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

Commissioner Pratt thanked everyone for attending the meeting and said that he was very impressed by the responses from all of the various emergency response entities that assisted during the recent spate of severe weather in the area that washed out roads and caused a large amount of infrastructure damage.

He went on to say that the purpose of the meeting was an attempt to better understand what worked and what needs attention in order to ensure employees that work at Maplewood can get into the facility during emergencies whenever possible. He discussed the number of employees on each shift and explained that most of these employees are classified as “critical” personnel. He went on to say that the nursing home can held criminally liable for not providing adequate staffing to the residents and this is very closely monitored by the State.

An extended discussion began about what agencies are responsible for area road closures and providing personnel at the road closure points and it was learned that no one agency has the responsibility.

D. Graham provided an overview of his responsibility for the forty-four (44) towns that the regional DOT office in Swanzey serves and recapped highlights of the problems that the area has faced over the past ten (10) years. He also spoke of the DOT Transportation Management Center in Concord run by the State that he communicates with regarding road closures. The Transportation Management Center then hands off information to State of NH Emergency Operations Center during incidents. Ideally they then end up on the State system called “Web EOC”.

Fire Chief Nelson then recapped the activities of the Westmoreland Fire Department and provided a timeline overview of the activities of the department during the latest flooding incident. Nelson said some people were calling the Westmoreland Selectmen’s Office for storm damage information.

Westmoreland Emergency Management Director Chase spoke of his duties and responsibilities and recapped the communication that occurred between his office and MNH during the latest emergency.

Administrator Kindopp described the process that MNH used to obtain the status of the surrounding roads and told of sending our MNH personnel to reconnoiter the nearby roads. Also discussed was looking into the use of reverse 911 calls to employees during emergencies and also posting information on the County website, broadcasting via Twitter, and possibly using the Sheriff’s Dispatch center paging system to contact employees during weather and other emergencies.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 31, 2013 9:30AM**  
**Maplewood Nursing Home**  
**Westmoreland, NH 03467**

Administrator Wozmak spoke of the great efforts of everyone involved and commended the cooperation among the agencies. He said that it was very helpful to have an “after incident” review to see what went right and worked well and what needed attention for future incidents.

Commissioner Pratt again thanked everyone for their input and for attending the meeting and said that he believed that everyone involved did a very commendable job given arduous circumstances.

The Commissioners reviewed the weekly census.

Grant Specialist Desrosiers then reported that the County had just been awarded a grant from the Federal government for approximately \$975,000.00 for the operation of the new drug court. The grant is for three years and will cover all operational, therapeutic, and management costs of the drug court program. The County will also receive an administration fee from the funds in the amount of \$75,000.00. The Commissioners discussed the use of the funds and the population that will be served and commended Desrosiers for her good work in bringing the grant to the County.

Administrator Wozmak then discussed the upcoming series of presentations to the Lions Club that will be provided by various County personnel in September. Staff members from Grants, IT, the Commissioner’s Office, and the County Attorney’s office will present at the meetings.

The Commissioners then reviewed the budget memo to be sent to the County department heads and also discussed the recently completed auditors report and the way in which inventory is accounted for at the nursing home.

The new Maplewood Task Force was then taken up for discussion and the convening meeting will take place on Monday August 5, at 4:30PM at 33 West Street in Keene, A tour of Merrimack and Carroll Counties nursing homes was reviewed and Thursday August 8<sup>th</sup> was chosen to tour both facilities.

Administrator Wozmak then discussed that an employee had recently completed an associate’s degree and following previous practice was eligible to receive a one-step compensation increase of 2.5%. **Following discussions, Commissioner Rogers moved to grant WH an increase in the amount of 2.5% to recognize the completion of a work related associates degree program. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of July 24, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar and made no changes.

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday July 31, 2013 9:30AM  
Maplewood Nursing Home  
Westmoreland, NH 03467

Administrator Kindopp then presented a request to expend previously approved 2013 budget monies for \$15,000.00 for the purchase of a mechanical lift to be used to replace a functionally obsolete lift currently in use. The request is to continue the purchase of the same ArjoHuntleigh lift that has been purchased in the past to allow continuity of operations when using the lift and to provide a common parts pool for repairs. Administrator Kindopp stated that the current Arjo lifts fully meet all requirements and have performed quite well over the years. **Commissioner Zerba moved to waive the bidding process to purchase one (1) ArjoHuntleigh lift from the manufacturer for \$14,738.95 in order to maintain a common platform for lifts within the Maplewood facility. The motion was seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Kindopp then requested authorization to expend previously approved 2013 budget funds for the purchase of thirty-three (33) Standard and three (3) bariatric dining room chairs. This purchase continues the previous program of incremental replacement of aged and obsolescent dining chairs. Kindopp explained that after seeking three (3) bids on the items it was recommended by two (2) of the bidders that MNH purchase the chairs directly from the manufacturer because they could not compete with the pricing structure that they were given. Kindopp said that the manufacturer Kwalu can provide the chairs for \$15,852.39. The budgeted amount for the chairs is \$16,000.00. **Commissioner Zerba moved to authorize the purchase of the thirty-six (36) chairs from the manufacturer for the quoted amount of \$15,852.39. Commission Rogers seconded the motion and upon vote the motion passed unanimously.**

Kindopp then presented a request to expend previously approved funds in the 2013 budget for the purchase and installation of a new wheelchair lift for the MNH van. \$10,000.00 had been approved for the purchase. She said that after extensive research into replacement equipment only one location in New Hampshire could be found that will sell and install the new lift. The company is in the Concord area and is called RideAway and the quote is for \$6,590.00. The Commissioners asked a number of questions concerning the age and condition of the van and if the wheelchair could be removed and used in another van if needed. Kindopp said that she was told that it could be remounted in another vehicle if required. The Commissioners then inspected the van with the County Administrator and determined that the van is in good overall condition. **Following the inspection Commissioner Rogers moved to authorize the purchase of a new wheelchair lift for the van from RideAway for the purchase price of \$6,590.00. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Kindopp then requested authorization to expend previously approved 2013 budget funds for the purchase of a digital scanner for the purpose of converting paper medical records to electronic formats. This project was recommended to prevent destruction of the existing documents from potential water damage due to being stored in a room that is equipped with a sprinkler system for fire suppression. The previously budgeted amount was for \$10,000.00. A discussion began regarding the length of storage needed for medical records and the hazards that are faced by paper and electronic document storage. Kindopp said that she was able to find a suitable scanner to complete the project for \$5,461.98. **Following more discussion Commissioner Rogers moved to authorize the purchase of a suitable scanner to convert the current paper medical records to electronic formats for the purchase price of \$5,461.98. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 31, 2013 9:30AM**  
**Maplewood Nursing Home**  
**Westmoreland, NH 03467**

At 12:11PM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 7, 2013 9:30AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt and Rogers, Zerba  
Staff and Guests: Westmoreland Selectwoman J. Finance Director Trombly, County Administrator Wozmak, and Assistant County Administrator Bouchard

**09:30AM** – The meeting was called to order by Chairman Pratt.

Administrator Wozmak discussed a request from Franklin Pierce University to extend an invitation to a contingent from the People's Republic of China who wish to visit businesses in the area and to see Franklin Pierce, regional schools and businesses. The request is being made to the County because Chinese protocol requires that invitations to visit a city or county in another country must be made by the officials of the local municipal or county entities. Following a lengthy discussion the Commissioners agreed to extend an invitation to the Chinese delegation that invites them to tour a number of businesses, colleges, and other institutions that may of interest to the delegation. Administrator Wozmak will contact the Greater Keene Chamber of Commerce to solicit interest is hosting a reception for the visitors and will craft a formal letter of invitation to invite and welcome the group to the Cheshire County community.

The Commissioners then reviewed the weekly census.

The Commissioners then discussed the Maplewood Nursing Home Task Force organizational meeting and expressed satisfaction with the results of the meeting. It was agreed that all of the goals set for the kickoff of the task force were met and that Task Force Chair, John Hoffman did an excellent job in attracting high quality volunteers with varied backgrounds to the group.

The Commissioners reviewed the weekly manifest and **Commissioner Rogers moved to accept the manifest as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak discussed an FOI request for recently completed RFP and discussed the procedure for responding to the request. The County staff involved with the project will provide information on review process used for the project and Administrator Wozmak will respond in writing to the request.

**The minutes of the Commissioners meeting of July 31, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar and decided to attend a personnel hearing in the morning at the State House in Concord for part of the August 21, 2013 Commissioners meeting. The portion of the meeting to be held in the County will began at 1:00PM and will held at the Department of Corrections, 825 Marlboro Street, Keene, NH.

At 10:25AM the Commissioners then voted unanimously to enter a recess period for the purpose of touring the new courthouse construction site.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 7, 2013 9:30AM**  
**Administration Building**  
**33 West Street, Keene, NH 03431**

At 11:26AM the Commissioners returned from the Courthouse tour and there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 14, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

**PRESENT:** Commissioners Pratt, Rogers, and Zerba.  
Staff and Guests: Westmoreland Selectwoman J. Hammond, Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

**09:41AM** – The meeting was called to order by Chairman Pratt.

Following a short discussion, **Commissioner Rogers moved to issue a County Proclamation to honor the recent passing of former City of Keene Mayor, Michael E. J. Blastos by lowering the flags on County property to half-staff until Friday August 16, 2013. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Guest J. Hammond shared a concern that she had received from her town constituents about the length of the grass at the Maplewood Nursing home. ACA Bouchard explained that the MNH Facilities staff was shorthanded due to two (2) employees who experienced major health issues, and the loss of two (2) seasonal grounds maintenance staff from previous years. Bouchard went on to explain that a full-time replacement had just been hired who will work the second shift at the facility and will be charged with being the point person for lawn maintenance and snow removal.

The Commissioners then reviewed the weekly census.

ACA Bouchard then presented the Maplewood Collective Bargaining Agreement that covers the period from 2014 to March of 2016 for signature. Following a short discussion the Commissioners signed the document.

Finance Director Trombly then discussed a request from Assisted Living Facility Administrator E. Krause for the installation of four (4) magnetic door holders on resident apartment doors and for the purchase of an additional sixteen (16) magnetic catches for the remaining resident apartments. These magnetic door holders are now mandated by State of NH Life Safety rules and are installed by wiring the magnetic door releases into the buildings fire alarm system. Following a detailed discussion of how the doors were meant to function and the purpose and application for the Assisted Living apartments, **Commissioner Zerba moved to authorize the installation of the four (4) existing magnetic door catches and for \$2,248.00 and to further waive the bid process for the purpose of acquiring sixteen (16) identical door magnetic releases to be placed on the remaining residents apartments in order to meet the NH State Life Safety codes. The cost of the sixteen (16) additional magnetic catches is \$4,762.00. The motion was seconded by Commissioners Rogers and upon vote the motion passed unanimously.**

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 7, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 14, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

The Commissioners then reviewed the calendar and discussed the August 21, 2013 Commissioners Meeting. The Commissioners discussed their attendance at a personnel hearing in the morning at the State House in Concord for the first part of the meeting. The second public portion of the meeting will began at 1:00PM and will held at the Department of Corrections, 825 Marlboro Street, Keene, NH.

The Commissioners then reviewed the trip they had taken with CA Wozmak, Maplewood Administrator Kindopp, and ACA Bouchard, to two (2) County Nursing homes on Thursday, August 15, 2013 in support of the newly formed Maplewood Task Force.

The first visit was to the County nursing home in Carroll County where they met with the Nursing Home Administrator Howard "Howie" Chandler, and the second stop was at the Merrimack County Nursing home where they were hosted by the Nursing Home Administrator Lori Shabinette. The Commissioners discussed their impressions of the facilities and compared and discussed the physical plants, fiscal operations, resident services, locations, and county budgets for both locations as compared and contrasted to Maplewood. They also discussed the need for visits to local nursing homes and following discussion scheduled trips on September 29<sup>th</sup> to three local nursing homes. They also expressed their gratitude to both of their hosts and felt that they had gained some valuable insights that will be shared with the MNH Task Force in the coming weeks.

At 10:59AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 21, 2013 1:00PM**  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

**PRESENT:** Commissioners Pratt, Rogers, and Zerba.

Staff and Guests: Westmoreland Selectwoman J. Hammond, Finance Director Trombly, Assistant Finance Director Hall, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

Commissioner Pratt reported that earlier that day at 8:00AM the Commissioners attended the Governor and Executive Council meeting in Concord to give testimony in the pardon hearing of Thomas Schoolcraft, a County of Cheshire Department of Corrections employee. The transcript of that testimony follows;

*Testimony of the Cheshire County Commissioners before  
The Governor and Executive Council  
In the Matter of the Pardon of Thomas Schoolcraft  
August 21, 2013*

*My fellow Commissioners and I thank you for according us the opportunity this morning to address you in support of Officer Schoolcraft's Pardon request. This request comes to you today on two levels – one personal and the other symbolic.*

*I want to speak first about Mr. Schoolcraft the person. Last year the bi-partisan County Board of Commissioners was asked to consider supporting Mr. Schoolcraft's petition. As I wrote you last year, before we were prepared to give that endorsement we met with Schoolcraft for over an hour and questioned him closely – one might say grilled him – about the nature of the felonies he had committed both in New Hampshire and Massachusetts. We wanted to look him in the eye and take the measure of the man. As you know we satisfied ourselves and wrote you of our endorsement.*

*Since that time, we have had many opportunities to observe Officer Schoolcraft working in the dayrooms. By talking with the inmates we have learned of the respect they have for him – in considerable measure because they appreciate the fact that he has walked in their shoes. Nothing we learned in the past year has changed our opinion that Thomas Schoolcraft the person has redeemed himself and is worthy of this pardon.*

*But, Governor and Councilors, the fact – be it fortunate or unfortunate – is that this pardon request has taken on significance far beyond the personal. Thomas Schoolcraft is not a civilian. He is a duly certified, duly sworn, Correction Officer of our County, and, in that role, has the support both of our Superintendent and of our Board. And he has that support in large part because we strongly believe that our House of Correction must – and I emphasize must – stand for the proposition that lives can be reclaimed, that redemption is more than a pipe dream, that given a second chance to make something positive of themselves and their lives some – not all, no, but some -- of the inmates at the Cheshire County House of Corrections will turn their lives around. And, Governor and Councilors, we practice what we preach.*

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 21, 2013 1:00PM**  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

*Unfortunately, within the New Hampshire correction's community Officer Schoolcraft has become a cause célèbre, not by his choice I assure you. Some County Superintendent's would strip Officer Schoolcraft of his certification if they could, and they would amend the Standards for Certification to prohibit felons from becoming Correction Officers. Rejection of this pardon request would, I am afraid, be seen by many as giving added weight to their position.*

*I would like to point out to you that the fourth edition of the Standards for Adult Corrections Institution of the American Correctional Association states: "Ex-offenders can be a valuable personnel resource and should not be discriminated against when they seek employment. Qualified applicants should be assured equal employment opportunity."*

*Cheshire County is proud of what we have done. We stand behind what we have done. Cheshire County is proud of what Officer Schoolcraft has done with his life. Thus, we stand with him this morning in requesting this pardon.*

*Respectfully submitted,  
The Cheshire County Board of Commissioners*

The Commissioners said that the Governor and Executive Council will take the matter under advisement and issue a finding in due course.

Next, Finance Director Trombly and Assistant Finance Director Hall presented the results of their RFP request to establish a new banking relationship as the cost of done business with the present banking relationship was rising and was expected to become even more costly in the coming year. Three banks were chosen to review based on the results of the RFP. Following an exhaustive review, Peoples Bank was chosen for the new County banking relationship as they offered best and least expensive package of services and fees over a sixty (60) month period. **Following discussion Commissioner Rogers moved to accept the recommendation for a sixty (60) month banking relationship for County banking services from Peoples Bank in Keene, as they offered the best combination of services and low cost fees. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

ACA Bouchard then presented Samson Community Development Block Grant Program (CDGB) loan close-out documents for signature. During discussion it was learned that the program for Samson was very successful and the company exceeded the projections set-up for growth that were established when the loan was originated. Chairman Pratt then signed the document.

Guest J. Hammond shared an additional concern that she had received from her town constituents about the height of the grass at the farm buildings in Westmoreland. This is in addition to the issue raised about the height of the grass at the nursing home that was discussed last week. Administrator Wozmak said that he would contact the Forester at the Cooperative Extension to discuss the issue as the farm lease calls for

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 21, 2013 1:00PM**  
Department of Corrections  
825 Marlboro Street, Keene, NH 03431

oversight of the agricultural use of the property by the Cooperative Extension. Staff will also see whether the tenant or the county is responsible for mowing these areas. Selectperson Hammond mentioned that it appeared that there was an invasive species on the roadside. Administrator Wozmak said that he will have to check with the Cooperative Extension as to whether it is helpful to merely cut an invasive species or if another method is preferred, notwithstanding that it might look nicer if it were shorter. Wozmak also suggested that the County might welcome it if someone locally volunteered or adopted the roadside mowing in this area as a way of helping out.

The Commissioners then reviewed the calendar for upcoming events.

The Commissioners then discussed the tour of three (3) local nursing homes to coincide with the tour of the Carroll and Merrimack nursing homes last week. It was decided to conduct the tours on August 27<sup>th</sup>. The Commissioners will visit a nursing home in Winchester and two (2) in Keene to compare the operations, physical structures, and quality of care available in the private sector for local residents.

Administrator Wozmak then discussed the preparation and coordination for the planned visit of a Chinese delegation to Keene that were invited to the region by the County. Wozmak told the Commissioners that a number of details still need to be worked out but one concept was a short luncheon at 33 West Street for the delegation members on September 6<sup>th</sup> during their visit to which local company executives would be invited. A number of questions and issues were raised by the Commissioners concerning appropriate venues and the time and place of the companies and locations being visited. Administrator Wozmak will provide further details as the plans develop and details become clearer.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 7, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

A discussion of the magnetic doors locks that were approved last week for a bid wavier for the Assisted Living Facility at Maplewood began. **Following an extensive discussion it was decided to suspend the Commissioners authorization for the bid wavier to acquire and install the door catches as the Commissioners sought additional clarity on the actual components, labor, and support costs involved in the project.** ACA Bouchard will follow-up with MNH Facilities Manager Harrison to obtain the full scope and details of the project and will report back to the Commissioners in the next few weeks.

At 10:59AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 28, 2013 3:00PM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

**PRESENT:** Commissioners Pratt, Rogers, and Zerba.

Staff and Guests: MNH Task Force Chairman John Hoffman, Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

Commissioner Pratt called the meeting to order at 3:15PM

MNH Administrator Kindopp provided the Commissioners an update on the Medicaid Manage Care phase I changes that are about to be implemented in the state. It was learned that the new rules will place one (1) of three (3) companies between the state and the care providers who currently work directly with the New Hampshire Department of Health and Human Services. The stated purpose of the change is to provide greater efficiency in controlling costs. Since the program is not funded by the state the profit for the companies will have to come from the already underfunded reimbursements from the state. It is a system that many feel will force service providers to assume much greater operational and administrative costs and experience a greater loss in an already underfunded program.

The Commissioners then discussed the tour of Maplewood scheduled for later in the day for the MNH Task Force and reviewed the areas of the building that should be highlighted during the tour.

The Commissioners went on to discuss the tour of three (3) local nursing homes earlier in the day. (Genesis Applewood in Winchester, Genesis Westwood and Genesis Keene Center in Keene). The Commissioners visited the nursing homes to compare the operations, physical structures, and quality of care available in the private sector for local residents. The Commissioners also expressed their deep thanks to the nursing home administrators that they meet with for their time, advice, and willingness to share information. The Commissioners remarked that it is a tremendous help to the newly formed Task Force to be able to visit other nursing homes to see how other public and private sector nursing homes are operated as they prepare for their work on the Maplewood Task Force.

The Commissioners then reviewed the weekly census.

The Commissioners took up the previously discussed County Tuition Reimbursement policy and Finance Director Trombly reviewed the previous two (2) years of data for the program. It was discovered that of the twenty-eight participates in the program over the past two (2) years, twenty-two completed the required one (1) year of post-employment and had the loan forgiven, four (4) were terminated for cause and no tuition recovery was possible, one (1) paid back the loan upon voluntary termination, and one (1) did not. The maximum amount of tuition reimbursement for any employee is \$2,700.00 per year.

An extended discussion began around the number of staff using the program, the average length of employment of the staff that use the program, the rate of loan forgiveness that has been experienced, and the use of the program as a recruiting and retention tool. It was learned that the use of the program as a recruiting tool had little actual impact but it was an effective retention tool when used to provide job related skills training.

A new policy on tuition reimbursement that removes the necessity for the staff member to remain employed for a year following the granting of the tuition loans was discussed. It was decided that the strength of the program lies in retaining good employees who seek to improve their job related skills and thereby become more valuable employees.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 28, 2013 3:00PM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

**Following discussion Commissioner Zerba moved to adopt the new proposed policy on tuition reimbursement that does not require County employees to repay job related tuition loans with the maximum amount of benefit to any single employee up to \$2,700.00 per year providing they have completed one year of service and will be retroactively effective as of July 1, 2013. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

ACA Bouchard presented Commissioner Pratt with the final closeout document for Second Chance Community Development Block Grant (CDBG) loan. Commissioner Pratt signed the document.

Director of Finance Trombly requested the Commissioners approval to extend the current authorization to work / contact with Vachon Clukay & Company PC, a Manchester based accounting firm that provides audit services to the County. The commissioners asked Director Trombly a number of questions concerning the current working relationship and how often the contract was reviewed. Director Trombly and Administrator Wozmak said that approximately every five (5) years the work was re-bid via an RFP put out to public bid which occurred about two (2) years ago.

**Following discussion, Commissioner Zerba moved to extend the contract for audit services with Vachon Clukay & Company PC of Manchester for an additional year. The motion was seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Finance Director Trombly then discussed the up-coming 2014 budget review schedule and said that she would be sending out a proposed schedule to the Commissioners for review and approval the following week.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 7, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar for upcoming events. Following discussion of up-coming commitments, it was decided to cancel the Commissioners meeting for the week of September 4, 2013.

At 4:22PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 11, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH03431

**PRESENT:** Commissioners Pratt, Rogers, and Zerba.

Staff and Guests: Westmoreland Selectperson Hammond, Grants Specialist Desrosiers, Sheriff's Department Captain Croteau, MNH Administrator Kindopp, HR Manager Hurley, Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

Commissioner Pratt called the meeting to order at 09:34AM

MNH Administrator Kindopp presented a request to complete a previously approved, and partial completed, budgeted purchase for resident mattresses. Kindopp said that the mattresses can be purchased from Direct Supply for \$7,520.65 which is under budget for the purchase. **Following discussion Commissioner Rogers moved to approve the purchase of the mattresses for \$7,520.65 and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

MNH Facilities Manger Harrison and Administrator Kindopp then presented a request to acquire a previously approved South Stairway Alarm system from Honeywell for \$16,737.00. The budgeted amount of the project was \$17,000.00. This alarm upgrade is required to bring the south stairway into compliance with State Life Safety codes. **Following discussion Commissioner Rogers moved to authorize the purchase of the South Stairway Alarm system for \$16,737.00 in order to meet NH State Life and Safety code mandates. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

MNH Administrator Kindopp then presented a request to hire SB as a per-diem Physical Therapist. Kindopp explained that SB already provides twenty (20) hours per week of PT services though a contractual arrangement with a firm in Brattleboro and she is pleased with his work. She also said that SB would be able to easily transition to doing the additional per-diem work because of his experience at the facility. **Following review of his background and the recommendation of Administrator Kindopp, Commissioner Rogers moved to hire SB as a per-diem Physical Therapist at the rate of \$31.92 per hour. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then discussed a recent newspaper article entitled "What happens when Medicare runs out". The article outlined the difficulty that a Medicare recipient had with maintaining their residency at a nursing home following the termination of their Medicare benefits. Administrator Wozmak stated that the article was focused on a particular situation that occurred in Pennsylvania and he was not aware of this being a problem in New Hampshire nursing homes.

Grant Specialist Desrosiers then presented documents for the final closeout of a Bureau of Justice Assistance (BLA) grant for \$13,148.00 for the Sheriff's office and the City of Keene. After a short discussion Commissioner Pratt signed the document.

**Desrosiers then presented a request to authorize Administrator Wozmak to sign the acceptance document for a second Drug Court grant valued at \$350,000.00. This grant is in addition to the recently awarded Drug Court grant for \$975,000.00. The total grant funding for the new Drug Court now stands at \$1,325,000.00. Following discussion Commissioner Rogers moved to authorize Administrator Wozmak to sign the grant documents. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 11, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH03431

**At 10:12AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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. Upon roll call vote Commissioners Zerba, Rogers, and Pratt voted Yea to enter non-public session. During the non-public session no decisions were made and no vote was taken.**

**At 10:37AM Commissioner Rogers moved to exit non-public sessions and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously and the non-public session ended.**

The Commissioners then reviewed the weekly census.

Administrator Wozmak then discussed the transition of the current Courthouse to office space once the courts move into the new Courthouse building next door to the current building. The move is projected for mid-December of this year. Wozmak discussed the project underway to ascertain the condition of the exterior and the space planning needs project currently underway for the reuse of the space that the Courts currently occupy.

Finance Director Trombly then reminded the Commissioners that December 9<sup>th</sup> is scheduled to be the next meeting of the delegation. The date will be added to the Commissioners calendar.

**The minutes of the Commissioners meeting of August 11, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**At 11:25AM there being no further business to discuss, Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 18, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH03431

**PRESENT:** Commissioners Pratt, Rogers, and Zerba (First part of meeting via teleconference).  
Staff and Guests: MNH Administrator Kindopp, MNH Facilities Manager Harrison, Sheriff Rivera, DOC Superintendent Van Wickler, Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

Commissioner Pratt called the meeting to order at 09:30AM

Commissioner Pratt informs the meeting that Commissioner Zebra is in the hospital due to a fall and a resulting broken hip. Commissioner Zerba will join the meeting from the hospital via teleconference.

**At 09:32AM 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. Upon roll call vote Commissioners Zerba, Rogers, and Pratt voted Yea to enter non-public session. As a result of deliberations in non-public session a decision was reached and a vote was taken to terminate the employment of JR. The motion to terminate passed with Commissioners Rogers, and Zerba voted Yea, and Commissioner Pratt voted Nay.**

**At 10:07AM Commissioner Rogers moved to exit non-public sessions and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously and the non-public session ended.**

The Commissioners then reviewed the weekly census.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 11, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

A request was made to consider salary increases for three (3) DOC personnel. Following a short discussion it was determined that the requests had not been reviewed by the County Administrator or the Director of Finance. The matter will be discussed at the next meeting on September 25<sup>th</sup> following review by the County Administrator and the Finance department.

Sheriff Rivera then discussed a grant he received from the State for one (1) new portable radio and requested the Chairman to sign the acceptance document for the unit. After a short discussion Chairman Pratt signed the document.

The Sheriff then brought the Commissioners up to date on the discussions being held with the State Administrative Office of the Courts concerning security for the new courthouse.

**At 10:32AM Commissioner Zerba exits the meeting and ends the teleconference.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 18, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH03431

Administrator Wozmak then discusses the recent flooding of the courthouse basement area due to heavy rainfall and the apparent failure of a sump pump in the cistern located outside of the boiler room and of two (2) other backup pumps that failed during use. Administrator Wozmak expressed his thanks to the Keene Fire Department for their prompt response and assistance in providing a loaner pump to prevent more extensive flooding in the basement. Three (3) new heavier duty cycle pumps are being researched and will be installed.

Superintendent Van Wickler then discussed the need to clean the drainage ditch next to jail before winter because a large section of rock face has split and fallen into the ditch and is impeding drainage.

Van Wickler then discussed NH HB224 which controls the early release of offenders that are placed on the Electronic Monitoring (EM) program and discussed a particular case that he had sent to the County Attorney for review. Superintendent Van Wickler said that he will be presenting an overview of the County's EM program to the state judge's conference on Monday the 23<sup>rd</sup>.

ACA Bouchard and County Administrator Wozmak presented the bids received for the paving of the Latchis Theater parking lot. Three bids were received and confirmed; the first bid was for \$48,290.00, a second bid at \$34,440.00 and the third for \$30,557.00. **Following a question and answer period Commissioner Rogers moved to award the bid to Arlington Paving / BDM Sweeper Service, Inc., of Keene, NH for \$30,557.00 based on price (lowest bid), presentation, experience, anticipation of project needs, reputation, past performance, and warranty of work. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

Finance Director Trombly then discussed the Tax Anticipated Note (TANS) borrowing required to meet the needs of the County. Director Trombly requested that the Commissioners authorize her to secure a note from Walpole Savings Bank for \$4,500,000.00 at 1.5% interest. Director Trombly stated that Walpole Savings Bank offered the best rate and was easy to work with during their negotiations. **Following discussion Commissioner Rogers moved to authorize the Director of Finance to secure the \$4,500,000.00 TANS borrowing from the Walpole Savings Bank for an interest rate of 1.5% for the term of the note. The motion was seconded by Commissioner Pratt and upon vote passed with two (2) Yea's.**

At 11:01AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Bouchard, Clerk Pro-Tempore

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 25, 2013 9:30AM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

**PRESENT:** Commissioners Pratt, Rogers, and Zerba (First part of meeting via teleconference).  
Staff and Guests: MNH Administrator Kindopp, Sheriff Rivera, MNH Activities Director Wilson, MNH Resident Council Members Connie Howlett, Lester Chickering, Ester Kelly, Maplewood Resident Barbara Burbank (not a member of the residents council), Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

Commissioner Pratt called the meeting to order at 09:30AM

Maplewood Resident Council members Connie Howlett, Lester Chickering, and Ester Kelly, were recognized by Chairman Pratt. The resident council members were present to learn more about the on-going MNH Task Force and to express their concerns and opinions about the future of the nursing home. The council members said that they were concerned that some, or all of the residents, would be asked to leave the facility or “thrown out on the street”, if a change was made to the management or operation of the nursing home. They also said that many of the residents chose Maplewood because it was outside of the Keene and offers fresh air, pleasant views, no traffic, and is a quiet and peaceful place to live. They also said that a few of the resident would prefer to be in Keene mostly because they would be closer to some family members. However, all of the residents were clear that they wanted Maplewood to remain county-owned and operated and not privatized.

The discussion continued for over twenty-five (25) minutes and the residents talked about their own personal situations, the building, the staff, and many other topics concerning the present facility.

**At 9:42AM Commissioner Zerba was called away and left the meeting.**

Commissioner Pratt then reassured the Resident Council members that no one, and he repeated, no one, will be “thrown out on the street” no matter what the recommendation of the Task Force is at the end of the process. He then outlined the process that the Task Force is using to review Maplewood and once again reassured the residents’ council that no one would be “kicked out” regardless of the outcome.

At the end of the discussion Commissioner Pratt and Rogers thanked the resident council members for attending the meeting and said that they were always welcome to come back anytime they felt that they needed more information and that their input and concerns were well heard. They also said that the Commissioners would make every effort to stay in communication with the Resident Council in the future.

Sheriff Rivera then reported to the Commissioners that Police Chief Wheeler in Sullivan had very recently stepped down the town Select board had asked for policing coverage and assistance in organizing and managing the Police office in order to secure and preserve evidence for on-going cases. The select board will determine if the town wishes to refill the Chief position or consider contracting with the Sheriff’s department for police coverage as the town of Gilsum does.

Sheriff Rivera then spoke of a potential visit from County government officials from Puerto Rico for the purpose of comparing how county government functions in Puerto Rico vs. the mainland United States. The delegation chose to investigate coming to Keene because the Sheriff can compare and contrast how the two county governments work as he has experience in both environments.

Sheriff Rivera then said that the transition for security to the new courthouse is coming along and he believes that the Sheriff’s department will be fully ready when the new facility opens.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 25, 2013 9:30AM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

Administrator Wozmak then discussed the meeting that was recently held with the City of Keene were a general discussion of the possible synergies of combining the City of Keene and the Sheriff's Dispatch centers were discussed. The result of the meeting was that an agreement was reached that if the idea were to move forward an independent study would be requested to explore the possible impacts and cost savings. Administrator Wozmak will follow-up with the New Hampshire Association of Counties to see if they have any data that might be useful to the discussion.

ACA Bouchard then presented a request for signature for a grant for a University of NH grant that has been awarded from the Robert Wood Johnson and which they are sub-awarding a portion to the Public Health Network of Greater Monadnock (and others) to participate in data collection around tobacco prevention and cessation. The Monadnock portion of the grant is for \$5,000.00, which breaks down as \$500.00 in administrative fees for the County and \$4,500.00 in salary for the PHN to participate. Commissioner Pratt reviewed and signed the document.

Administrator Wozmak and ACA Bouchard then reviewed a recently received report on the condition of the Blood Farm house. The report shows extensive structural problems in the barn/garage area, suggests that the bathrooms need to be completely replaced, and highlights many other major issues to need to be addressed in the near future. A lengthy discussion of best way to proceed began and it was discussed that the Delegation Executive Committee needs to be informed of the buildings status. The Executive Committee can then make a determination of how they wish to move forward on the issue.

Commissioner Pratt then recognized Maplewood resident Barbara Burbank who is a resident of Maplewood but is not associated with the Residents Council and who asked to be heard on the status of the Task Force, and specifically about the decisions being made about the building. Burbank said that she was very capable of understanding the issues and wished to be able to contribute to discussion especially when it came to any decisions that would affect the residents.

Commissioner Pratt explained that how the Task Force works and spoke about the upgrades to the building that are needed. He assured Burbank that all of the minutes would be made available to the residents and that she could communicate through the management staff of the nursing home if she has any concerns or wishes to provide input when she sees an issue that she wants either more information or wishes to comment on.

The Commissioners then reviewed the weekly census.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 18, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 25, 2013 9:30AM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH

**At 11:29AM pursuant to RSA 91-A (II) (a), (b), and (c), Commissioner Pratt 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 itself, with that person having requested an open meeting.**

**Upon vote to enter non-public session, Commissioner Pratt voted Yea, and Commissioner Rogers voted Yea.**

**As a result of the deliberations in non-public session, no decision were made and no vote taken.**

**At 11:41AM the Commissioners unanimously voted to return to public session.**

**At 11:42AM there being no further business to discuss, Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Bouchard, Clerk Pro-Tempore

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 2, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

**PRESENT:** Commissioners Pratt and Rogers, (Commissioner Zerba excused absence).

Staff and Guests: Sheriff Rivera, Registrar of Deeds Tilton, IT Director Hummel, Finance Director Trombly, County Administrator (CA) Wozmak, and Assistant County Administrator (ACA) Bouchard.

09:00AM Registrar of Deeds Tilton presented her 2014 budget request to Commissioner Pratt. Tilton discusses the E-recording process now in place and stated that the new process is going well. Operating budget is down approximately \$600.00 from 2013. Commissioner Pratt recommended that Deeds revenues be revisited as we get closer to the end of the year to see if an increase in 2014 revenue projections are warranted.

The Commissioners meeting convened at 09:30AM upon the arrival of Commissioner Rogers.

IT Director Hummel presented the 2014 IT Budget request. Personnel request were discussed and the need for additional software server and user licenses and the movement of phone costs to the IT budget were covered. Based on the increased volume of workflow, the Commissioners are recommending that funding be added in the amount of \$12,513.00 to fund a new IT Specialist position as of January 1, 2014. The Commissioners will take-up this discussion with the Delegation's Executive Committee. Director Hummel presented the need to add \$250.00 to the lease funding of a laptop for the Sheriff's Dispatch Supervisor.

Director Potter presented the Alternative Sentencing budget request and a discussion of the possible movement of the physical location of the office began. Discussion of the Drug Court program impact and the cost associated with the new personnel for the drug court program began. A discussion of the use of Alternative Sentencing personnel for drug court case management was also covered.

Amanda Costello Littleton the Conservation Manager for Cheshire County presents to the Commissioners an overview of the Conservation program. Speaks of the programs being run and focuses on the success of the Antioch and County program for the Maplewood garden project.

Finance Director Trombly presented the budget for the Finance Department and addressed personnel requests and speaks of the slight reduction of the operating budget for the department. Director Trombly offered a reduction to the 2014 budget for the dues, membership, and subscriptions line of \$505.00. This reduction is possible because the fee's that were set aside as CMS Revalidation fee costs were incurred this year and will be paid from the 2013 budget.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Pratt seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of August 18, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 2, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

County Treasurer – No change to budget. Could possibly see a reduction in interest expenses from \$125,000.00 to a lower number depending on the amount of taxes to be raised for 2014 and the anticipation that interest rates will continue to stay low.

Commissioners budget review. Discussion of the personnel changes in Commissioners office and wage adjustments.

Sheriff Rivera presents request for purchase of UPS system for Dispatch center \$6,595.00 from Energy Power in Weare, NH. The funds will be provided from a grant from Vermont Yankee. Discussion of the need to re-bid the equipment with at least two other competitors. Following the completion of the re-bid process, a motion to expend not more than \$7,000.00 for UPS backup system for the Sheriff's department as made. Rogers moves to approve motion, seconded by Pratt and upon vote the motion passed with two (2) Yea's.

County Administrator Wozmak discusses the move of the courts to the new courthouse in December and explains the results of the meeting and possible acquisition of some furniture from the State who will be declaring some of the furniture assets as surplus. A discussion of the ownership of the large bell located on the second floor in old courthouse and clock in marital court started and Commissioner Rogers confirms that the bell and clock are both County property.

The Personnel administration, Delegation, and Human Services budgets were reviewed and no changes were made to the budget proposals.

At 11:40AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Bouchard, Clerk Pro-Tempore

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 9, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

**PRESENT:** Commissioners Pratt and Rogers, (Commissioner Zerba excused absence).  
Staff and Guests: DOC Superintendent VanWickler, Registrar of Deeds Tilton, IT Director Hummel, Finance Director Trombly, and Assistant County Administrator (ACA) Bouchard.

09:34AM Commissioner Pratt recognized Grant Specialist Desrosiers who presented a grant for consideration for \$4,212.00 to conduct County-wide DUI checkpoints throughout 2014. This is an increase from the 2013 grant that was for \$4,050.00. **Following discussion, Commissioner Rogers moved to accept the Safe Commute Grant from the State Highway Safety Department in the amount of \$4,212.00 for 2014. Upon vote the motion passed with two (2) Yea's.**

Desrosiers then recapped the year-to-date grants under management in 2013 and reported that \$4,952,492.00 were currently under management vs. \$3,100,000.00 at the end of 2012.

Commissioner Pratt then spoke at length outlining the need for County-wide tourist board that would be tasked with presenting the County in positive light for visitors and that coordinated events among the towns. He said that tourist boards were a County function in other Counties in the state and that some consideration should be given to exploring the opportunities within Cheshire County to build tourism and bring more tourist dollars into the local economy. He asked Desrosiers if any grant opportunities were available to jump start a County marketing program. Desrosiers said that she was unaware of any grants for tourism but would look into it further.

Desrosiers then informed the Commissioners that because of the Federal government shutdown, grants and finance were working closely together to ensure that all grant reimbursement requests were submitted in a timely manner. If the shutdown continues past October 17<sup>th</sup> it is unknown if the Federal government will be able to process the grant reimbursements. She also said as a result of the shutdown all pending grants for the 2014 year were not being processed and it was unknown when, or if, the process would resume.

The Commissioners then reviewed the weekly census.

Superintendent VanWickler then addressed the Commissioners and spoke of the decline in overall jail population numbers and said that the majority of the County DOC's across the state were seeing the same drop. He went on to say that no single issue could be identified as to why the pre-trial population numbers in particular have dropped off so dramatically.

He went on to say that one possible impact was the trend that recently started in the court system to offer personal recognizance (PR Bail). He said that it was too early to determine if this is a long term trend or an aberration in normal court operations.

The Commissioners then discussed moving next week's Commissioners meeting to Tuesday the 15<sup>th</sup> to align with the Maplewood Task Force meeting later in the day and to allow Commissioner Rogers to set-in on the departmental budget reviews which he would otherwise missing due to travel commitment on the 16<sup>th</sup>.

After discussion it was decided to move the Commissioners meeting to the 15<sup>th</sup> to begin at 9:00AM and to change some of the departments to be reviewed to allow Commissioner Rogers to participate in the review of some of the larger departments.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 9, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

Finance Director Trombly and ACA Bouchard will notify the affected departments and staff.

A discussion of the Drug Court program then began and the role that Alternative Sentencing has played thus far in the program would be changing was discussed. A Case manager for the Drug Court program will hired and will be housed at the Alternative Sentencing offices but will pay rent to the County for the space and services.

It was also learned that there are currently four (4) people in the Drug Court program with four (4) about to enter the program.

ACA Bouchard then discussed the recent visit to the Blood Farm with MacMillin Construction personnel and outlined the general impression of the group. An opinion letter will issued by MacMillin outlining some possible scenarios for the property.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Pratt seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of October 2, 2013 were then reviewed and Commissioner Rogers moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

The calendar was then reviewed and updates noted.

At 11:14AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Bouchard, Clerk Pro-Tempore

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Tuesday October 15, 2013 9:00AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

**PRESENT:** Commissioners Pratt and Rogers, (Commissioner Zerba via teleconference).  
Staff: County Administrator Wozmak, Finance Director Trombly, County Attorney, McLaughlin, Sheriff Rivera, Capt. Croteau, Dispatch Director Crowell, Grant Specialist Desrosiers, MNH Administrator Kindopp (via teleconference) and Assistant County Administrator (ACA) Bouchard.

09:02AM Commissioner Pratt recognized Steve Roberge and Ryan Owens (Advisory Council) from the UNH Cooperative Extension program. Roberge and Owens speak to current Coop staffing levels, the SNAP program, and 4H program(s) that have approximately 1,000 kids in the program with about 200 volunteers. Coop oversaw about 900 acres of forest land in total split among about 100 sites in 2013. They also served about 2,000 people from the general public who visit the office each year. In response to a question by the Commissioners, Roberge said that forestry statewide is \$1.1B year enterprise and that Cheshire County is about \$101M per year. The 2014 budget request is for \$150,311.00. Discusses portable bridges for forestry projects (timber harvesting). Roberge discussed the emerald ash borer beetle infection and the Asian Long Horn Beetle infestation that are in the state and infect about 80 Square miles of forest lands. Last Year the funding from the State for the Coop program resulted in 30% cut overall. Current funding request is adequate to meet new downsized needs.

9:24AM Barbara Duckett, Kathy Sorenson, Richard Olmstead, and Richard Searles, of Home Healthcare introduce themselves. Commissioner Pratt states that he believes that the County is beginning to turn the corner and hopes to see a slight upturn in available funding. Request is for \$103,000.00 from \$50,000.00 funded in 2013. Duckett explains the need for services is increasing in the County and the programs are aimed at keeping the clients from declining into nursing home situations. Home health care (homemaking – light housekeeping, laundry, trips to essential services). The statistics show 85% of the clients live alone, most are women, and many are living at or below the poverty level. 2010 funding level was \$100K. Duckett cites a study that says 5 hours of home making services decreases nursing admissions. The total VNA budget is about \$20M and \$214K was cut when sequestration began in April of 2013. Total Home Healthcare clients served are about 647. Total VNA clients served are about 6k.

9:52AM Monadnock Center for Violence Prevention – Robin Christopherson, discusses request for flat funding for 2014. Christopherson states that this is the thirty-fifth year of providing services. A possible restoration of state funding for 2014 may be coming from the state but it is too early to tell. Christopherson said that MCVP provides shelter services, 24 crisis line, court advocacy, and other services and discussed evidence based studies being used to measure violence prevention training. In response to a question from the Commissioners ask if the number of DV cases decreasing, Christopherson said that the MCVP numbers are down but may be a measure of few staff and fewer prosecutions.

10:08 – Community Kitchen – Phoebe Clark of the Community Kitchen presented their request for the 2014 budget. The Kitchen is asking for \$15K for 2014 against \$11,250.00 received in 2013. Clients served are slightly up from last year and thus far 2013 has been a challenging year. Clark explains that the kitchen building was renovated in early 1990's and now the building is experiencing some major shifting and maintenance issues. (Building was first built in the 1860's). She said that they have a very good core staff and now have new staff member who is gleaner and she has brought in over 10,000 lbs. of produce and has improved relationships with farming communities. Clark said that they are short on protein most of the time and usually have plenty of breads and desserts. One of the biggest problems is collecting pledged monies from towns. She also said that the kitchen assists around 6 or 7 food pantries throughout county.

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**Cheshire County Commissioners Meeting**  
**Tuesday October 15, 2013 9:00AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03431

10:24AM – Commissioner Rogers moves to suspend the meeting and is seconded by Commissioner Zerba, upon vote the motion passed unanimously.

**10:28AM – pursuant to RSA 91-A (II) (a), (b), and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of any person as a public employee. Upon vote Commissioner Rogers, Zerba, and Pratt vote Yea to enter non-public session.**

**A decision was reached and a vote taken, however, upon a 2/3 vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.**

**10:30AM – Exit non-public, Commissioner Rogers moves to exit non-public, seconded by Commissioner Zerba, upon vote the motion passed unanimously.**

10:31AM – County Attorney – Chris McLaughlin spoke to exceeding the departments over-time line and recommends the move from an hourly to a salary position for one staff member. The impact is a nine month increase of \$2,700.00 and the request is based on new job functions assigned to the individual. A discussion of organizational changes during last year began and McLaughlin speaks to addition of part-time staff to regional prosecutors program. McLaughlin said that the Karpel implementation is going OK despite the system not being the most user friendly software but all the cases are being entered into it and is being used by the staff. Administrator Wozmak speaks to the history of the implementation of the software and a discussion of the almost state-wide implementation of the software. (Hillsborough County is not using the system).

Prosecutors grant is requested to be flat funded with a part-time Regional Prosecutors position to be filled in 2014 if approved. Troy and Richmond may be interested in joining program.

Medical Examiner is also level funded for the 2014 budget.

10:55AM Sheriff's Department – Sheriff's budget for 2014 requests increase from the 2013 due to addition of Bailiff positions and additional retirement funding. Sheriff Rivera speaks to increased revenue from Gilsum and Sullivan for patrol services and stated that an increase of deputy's hours will occur if the towns join the program. Shift differentials have increased and impacted overall funding and the overall increase is 5%. Continuing Education increase of \$1,500.00. (50% increase from 2013). Dues, membership, and subscriptions increased 50% due to Cheshire County Fish and Game range increases

Dispatch – Request for additional supervisory personnel who presently serves as a dispatcher. Formerly change role to supervisor status. Changes from 4M rating with a base of \$16.36 to 5M rating with a new base of \$20.09.

Additions to outside services line – Mobile Command Post - maintain satellite service subscription. \$5K. Includes 12 days a month usage. Recording system upgrade for Dispatch. 8K in total.

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The Sheriff's Capital budget will ask for a study to be done concerning the combining of the Keene Police and County Dispatch centers. Total cost of the study is projected to be cost \$40k with \$20K of the Dispatch study cost projected to come from the City of Keene. A total capital request of \$47K with \$20K for half of the Dispatch Study, \$7K for wiring the Mobile Command Post into 220V, and \$20K projected for a carport to cover Command Post located at the jail. Additional Capital requests are for two vehicles, IMC and laptops, and bullet proof vests for a total of \$96K.

The Commissioners then reviewed the weekly census.

**At 11:48AM 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.**

**Following presentation by MNH Administrator Commissioners Rogers makes a motion to increase the Assistant Director of Nursing rate by \$3.00 per hour during the time that she serves as the Interim Director of Nurses due to the retirement of the present DN. The motion was seconded by Commissioners Zerba, upon vote the motion passed unanimously.**

**At 11:54 AM Commissioners Rogers moved to exit non-public session. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Director Trombly presents a copy of the CBA for signature to the Commissioners. Commissioner Pratt signs the document.

The Commissioners then reviewed the Calendar and updates were noted.

**The Commissioners reviewed the weekly manifests and Commissioner Rogers moved to accept the manifests as presented. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**The minutes of the Commissioners meeting of October 9, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

At 11:14AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 23, 2013 9:30AM**  
Administration Building  
33 West Street, Keene, NH 03431

**PRESENT:** Commissioners Pratt and Zerba. (Commissioner Zerba via teleconference) Commissioner Rogers-Absent (excused for prior commitment).

Staff: Director Trombly, MNH Facilities Manager Harrison, Grant Specialist Desrosiers, and Assistant County Administrator (ACA) Bouchard.

**09:00AM Commissioner Pratt recognized Grant Specialist Desrosiers who requested permission to apply for a grant from State Farm Insurance for thirteen (13) Automated Electronic Defibrillators' (AED's) for county facilities. The total request value of the grant is \$21,586.25 for the thirteen (13) LIFEPAK CR Plus machines and they will be distributed as follows: four (4) to the Department of Corrections, Five (5) to Sheriff Patrol Vehicles, one (1) to the Registry of Deeds office, one (1) to the Administration building, and two (2) to Maplewood Nursing Home. Following a short discussion Commissioner Zerba moved to authorize the submittal of the grant and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

**MNH Facilities Manager Harrison then presented a request to proceed with the lease acquisition of four (4) replacement copiers with one (1) each going to the; Regional Prosecutor Program, The Department of Corrections, The Assisted Living Facility and the Maplewood Facilities Department. During the ensuing discussion it was learned that four (4) vendors had submitted quotes. The lowest bidder was Canon by a substantial amount with an acquisition price of \$12,614.40 with monthly lease and maintenance cost of \$350.40 vs. \$625.82 from the high bidder. At the conclusion of the discussion Commissioner Zerba moved to lease the four (4) copiers from Canon and Commissioner Pratt seconded the motion. Upon vote the motion passed with two (2) Yea's.**

**Harrison then presented a request for the purchase of number #2 fuel oil and gasoline for the 2013 / 2014 heating season. Following discussion concerning the lack of bidders (only two companies' submitted bids) and pre-buy vs. spot market pricing, Commissioner Pratt moved to award a one (1) year contract to Barrows and Fisher for .250 Cents over the spot market wholesale price. Commissioner Zerba seconded the motion and upon vote the motion passed with two (2) Yea's.**

Harrison then presented the Commissioners with suggested options for the purchase of electric power for the coming year and Harrison reviewed the four (4) bids that he received. The lowest bid was from UMG, Inc. Following review of the various term options it was decided to purchase the contract for one (1) year. The Commissioners will review the final price quote at next week's meeting on October 30<sup>th</sup> before authorizing the signing of the contract.

The Commissioners then reviewed the weekly census and calendar.

ACA Bouchard then brought the Commissioners up to date on the inspection of the old Courthouse gutters and roof project, the space planning currently underway with SMRT Architects for the old Courthouse once the Superior and Probate courts move to the new Courthouse next door in December, and the status of the paving of the Latchis Theater parking lot. More details and projected costs and floor plans will be provided for the roof and gutter project and the space planning as the project develop. The Latchis paving is scheduled to be completed by the end of the month.

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Administration Building  
33 West Street, Keene, NH 03431

Commissioner Pratt discussed two (2) issues that he is looking for updates on from the County Administrator next week concerning calls from constituents on the status of Wilson Pond and handicapped parking at the new courthouse.

**The Commissioners reviewed the weekly manifests and Commissioner Zerba moved to accept the manifests as presented. Commissioner Pratt seconded the motion. Upon vote the motion passed with two (2) Yea's.**

**The minutes of the Commissioners meeting of October 15, 2013 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

At 10:17AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 30, 2013 9:00AM**  
Maplewood Nursing Home  
201 River Road, Westmoreland, NH 03467

**PRESENT:** Commissioners Pratt, Rogers, and Zerba. (Commissioner Zerba via teleconference)

Staff: County Administrator Wozmak, Director Trombly, MNH Administrator Kindopp, MNH Facilities Manager Harrison, Grant Specialist Desrosiers, and Assistant County Administrator (ACA) Bouchard.

09:08AM Commissioner Pratt commenced the 2014 Maplewood Nursing Home department budget review. Administrator Kindopp presented the departmental budgets and discussed the requested addition of training of personnel for the ECS electronic medication management system. Kindopp said that no staff increases were budgeted but increased training and education was being requested to better equip the current staff with needed skills.

Capital requests in the 2014 budget included the replacement of one (1) refrigerator, six (6) O2 concentrators, and mandated replacement furniture for resident rooms and common areas.

Assisted Living Administrator Elise Krause then presented her 2014 budget requests. The Commissioners reviewed the budget items and asked a number of questions concerning the overall condition of the facility. No changes were made to the submitted budget.

The Commissioners then reviewed the Census and the weekly manifests. **Commissioner Zerba moved to accept the manifests as presented and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

**The minutes from October 23, 2013 were then reviewed and one change noting the total cost of the copier leases was made. Commissioner Rogers moved to accept the minutes as amended and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

MNH Facilities Manager Harrison then joined the meeting and addressed questions from the Commissioners concerning the magnetic doors releases that need to be installed on the Assisted Living apartment doors and discussed fuel, electric, and other outside services costs.

Commissioner Pratt then asked about the cable TV contract and a protracted discussion began about the installation of the new cable service and its configuration.

Harrison also discussed the increase in electric costs and the request to increase the auto repair budget and equipment lines due to the need to properly maintain the vehicles and the need to replace broken tools. He also discussed the cost and approach for the cleaning of the HVAC ducts in the building. A discussion then began concerning the capital request for the installation of air conditioning for the resident floors. It was determined that more information was needed concerning the cleaning of the ducting and Harrison will provide more details on the need and cost upon his return from vacation in two (2) weeks.

**Grant Specialist Desrosiers then requested permission to apply for a grant from the State for a handheld radar unit and vehicle stop mats. Following discussion the Chair suggested that Sheriff Rivera attend the next Commissioners meeting and discuss the request.**

Administrator Wozmak then discussed the condition of the Courthouse roof and gutters and informed the Commissioners that a recently completed inspection revealed a number of issues that need to be addressed as

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**Cheshire County Commissioners Meeting**  
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Maplewood Nursing Home  
201 River Road, Westmoreland, NH 03467

soon-as-possible, preferably before the winter weather sets in. The inspection found that the gutters are splitting at a number of the corners and because the gutters are copper, the repair work must be done by a coppersmith. In addition a snow fence needs to be installed along the edges of the roof line to prevent potentially dangerous snow slides coming off the slate roof and impacting people walking along the city sidewalk and along the rear of the building next to the parking area and the entrance to Monadnock Center for Violence Prevention which are both adjunct to the building. This problem occurred last winter as one of the County maintenance staff was clearing the courthouse sidewalk and fortunately he had just left the impact area when the snow came off the roof. The trees along the side of the building were heavily damaged but no one was hurt. The slate roof itself is also in need of repair as singles have broken over the years and have not been replaced. The installation of the rooftop snow fence, repairs to the roof and gutter system, and repairs to sections of the copper roof have been estimated at approximately \$30,000.00. A detailed report from MacMillin who completed the inspection is being prepared and will be presented to the Commissioners as soon as it is received.

The County Administrator requested that consideration be given to reallocating excess funds from the paving of the Latchis Theater lot to pay for this work. The total amount approved for the Latchis project was \$75,000.00 but through careful management the entire project will be completed for approximately \$40,000.00 leaving \$35,000.00 that can be reallocated to the courthouse roofing.

The Commissioners then asked that the County Administrator to reach out to the leadership of the Delegation to obtain support for moving ahead quickly and reallocating the dollars when next they meet in order to complete the work before the winter.

Administrator Wozmak then discussed the follow-up that had taken place on the two (2) issues received last week regarding Wilson Pond and Handicap Parking at the new courthouse. He said that a reply had been sent to the attorney that inquired about the handicap parking directing them to contact the city who is responsible for the parking around the new courthouse and that the Wilson Pond question was being followed-up with the town.

Harrison then presented the Commissioners with the final pricing for the purchase of electric power for the coming year that he had received from UMG, Inc. Following review of the various term options it was decided to purchase the contract for one (1) year. The final price quote for power from UMG was 7.38. **Following discussion Commissioner Rogers moved to accept the quote from UMG, Inc. for a one (1) year contract for power at 7.38. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak and ACA Bouchard then reviewed the ongoing space planning work for the reconfiguration of the courthouse office space and provided the Commissioners with working drawings of the latest proposed re-use of the space from SMRT architects. One of the goals of the planning work is to limit the cost of reconstruction. Wherever possible, reusing the existing structural space is being done to hold down overall costs.

A discussion of the new Part Time Grants Assistant position then began and Administrator Wozmak said that the position is being funded from the grant administration fee's being received from the \$5M in grants currently under management. He said that in the event that the fee's being received dropped below a point that made the position stainable then the position would have to be eliminated.

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Maplewood Nursing Home  
201 River Road, Westmoreland, NH 03467

At 1:45PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 6, 2013 9:00AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

**PRESENT:** Commissioners Pratt, Rogers, and Zerba

Staff: County Administrator Wozmak, Director Trombly, DOC Superintendent VanWickler, Sheriff Rivera, and Assistant County Administrator (ACA) Bouchard.

09:07AM Commissioner Pratt recognized the Sheriff Rivera and County Administrator Wozmak. Administrator Wozmak presented the grant information for equipment for the Sheriff's department. Commissioner Pratt reviewed the request for the equipment grant and explored the need for stop strips, radar, and in-car camera's.

Sheriff Rivera detailed the uses of the equipment and explained the procedures that the Deputies have been given regarding vehicle stops in the County. He discussed the need for the equipment and outlined the liability avoidance reasons that the equipment addresses. **Commissioner Zerba made a motion to submit the grants on behalf of the Sheriff's department. The motion was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Commissioner Pratt commenced the 2014 DOC department budget review. Superintendent VanWickler presented departmental budget overview noting the request for the re-instatement of the Director of Training. Also included is a request for four (4) additional Correctional Officers and the replacement of the current utility van.

The overall request shows an approximate \$10K operational budget increase from 2013. No changes were made to the budget request.

ACA Bouchard presented the MacMillin condition and repair estimate for the Blood Farm in Westmoreland. The report shows that the cost of bringing the building up to code could be as much as \$400,000.00. **Following discussion Commissioner Rogers moved to recommend to sell the Blood Farm with the requisite amount of land needed to at least meet minimum town building lot acreage requirements. Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**Commissioner Pratt then asked for a Proclamation thanking Executive Councilor Ray Burton for his many years of unselfish and exemplary service to this constituents and to the State of New Hampshire as he steps down from public services during his battle with serious health issues.**

*Dear Ray,*

*We would like to take this opportunity to personally thank you for your exceptional contribution to county government, state government and the citizens of New Hampshire for the decades-long service you have given as a County Commissioner and Executive Councilor.*

*It is fair to say that we all measure our public service against the standards you have set. Your leadership, dedicated service, and advocacy for the needs of New Hampshire citizens is a model for all us all. We marvel at your ability to be an effective politician, consummate fund raiser, and voice for the people.*

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*We send our warmest wishes and prayers as you confront your most recent health issues and regret that you will be retiring from public service at the end of this term. Your service will leave a lasting mark on state and county government and we wish you Godspeed in your journey in life.*

*Cheshire County Board of Commissioners,*

*John M. Pratt*  
*Chair*

*Roger Zerba*  
*Clerk*

*Stillman Rogers*  
*Vice-Chair*

The Commissioners then reviewed the Census and the weekly manifests. **Commissioner Zerba moved to accept the manifests as presented and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

**The minutes from October 30, 2013 were then reviewed. Commissioner Zerba moved to accept the minutes as amended and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

**Administrator Wozmak presents a grant request to apply for, and accept if awarded, a grant for the Medical Reserve Corp for \$23,500.00. Following discussion Commissioner Zerba moved to authorize the grant submission and acceptance. Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

At 10:08AM Monadnock Development Services presented their budget request and reported that 777 Cheshire County families were served in 2012. 78% of the organizations services are in Cheshire County and 118 families were served with respite services. Adult services has a waiting list of 53 individuals. Unmet needs list is up to 38 families.

10:31 Bill Prokop of the City of Keene presents the Children in Need of Services (CHINS) budget. He stated that the program is now dealing more with families and not just individual children. He also said that almost no state funding is available for families or individual children that require intervention assistance and that the CHINS program is the only option for local families that require this help.

Prokop then discussed the Juvenile Conference Committee (JCC) that serves the same clientele that the footprint of the District Court covers. JCC provides a diversion program for youths in trouble and provides community service options in lieu of juvenile detention. It has a high rate of success and recidivism rates have been trending down.

10:45AM Monadnock Regional Child Advocacy Center presents their budget request for 2014. Cases are up and the organization now runs two (2) centers, one in Keene and one in Peterborough. The center is experiencing dramatic growth and the number of cases is exceeding the capabilities of the current program. A request for a substantial increase in funding to assist in meeting the needs of the program for growth is being made for the 2014 budget.

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11:05 Monadnock Family Services presents their request for the 2014 budget. A discussion about the current operation of the organization and progress that has been made over the last year to return the organization to financial viability began. It was learned that the overall volume of service request are increasing and that MFS saw over 2,500 individuals last year. The overall waiting list for services has been reduced to the point that walk-in services are now available. It was also discussed that 453 clients were seen last year that were not covered by any state reimbursement.

Monadnock Substance Abuse (a program of MFS) presented the programs 2014 budget request. MSA provides support, education, and counselling services to substance abuse users. New Hampshire is the second to last in the nation for providing and funding support services for juvenile services making this program very important to the local community. MSA also offers programs in the DOC facility for inmates free of charge.

At 11:30AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 13, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

**PRESENT:** Commissioners Pratt, Rogers, and Zerba

Staff: County Administrator Wozmak, Director Trombly, DOC Superintendent VanWickler, Captain Croteau, and Assistant County Administrator (ACA) Bouchard.

09:30AM Commissioner Pratt opened the meeting with a moment of silence to acknowledge the passing of Executive Councilor Raymond Burton.

The Chair then recognized Captain Croteau from the Sheriff's department who presented a candidate (D. A.) to fill the vacant Sheriff's Deputy FTE position. Croteau reviewed the candidate's background and credentials. It was learned that D. A. has almost twenty (20) years of experience in policing and will be hired to fill the position in a few weeks.

Sheryl Trombly then presented data to support a rate increase for the Maplewood Nursing Home and Assisted Living private pay rates. A discussion of the current rates across the county began and concerns over the size of the proposed increase were voiced by the Commissioners. After discussion a rate pegged at the CPI was agreed upon and the rate will rise one and one half percent (1.5%) for private pay for the nursing home residents.

An adjustment for the Assisted Living facility daily rate was also discussed and it was determined that more data needs to be gathered before a decision can be made on any pricing adjustments. Director Trombly will gather the data and report back to the Commissioners at future meeting.

Employee health insurance rate increase information was then presented by Director Trombly. Trombly discussed the relationship between the County and Cigna and related the lower administrative fees that were negotiated with Cigna for the coming year. Premiums are slated to rise two and half percent (2.5%) to cover the anticipated additional exposure resulting from the performance of the self-insurance fund over the past year. **Motion was made by Commissioner Zerba, seconded by Commissioner Rogers to increase the cost of employee contributions to the self-insured health plan by 2.5% percent to ensure adequate reserves funds to cover increased costs experienced in 2013. Upon vote the motion passed unanimously.**

**The minutes from November 6, 2013 were then reviewed. Commissioner Zerba moved to accept the minutes as amended and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.**

MNH Administrator Kindopp updated the Commissioners on the status of the tub room / shower room floors. The interior of the fourth floor shower room walls are filled with mold and numerous tiles are broken. ServePro of Westmoreland, NH who does mold remediation, inspected the walls and said that some of the steel wall studs are rusted through in some areas in the interior walls and need to be replaced, not work that ServPro does. Following the meeting with ServPro a local contractor was contacted and after inspecting the tub room they stated that they could do the entire job including remediating the mold, replacing the studs, wall, and flooring. Kindopp said that in the previously approved budget a total of \$42,500.00 had been allocated for the repair of the six (6) tub and shower rooms at Maplewood but that this one project could possibly consume most of those funds. Commissioner Pratt discussed the need to add the item to the meeting of the Delegation agenda.

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Administrator Wozmak discussed the changes that need to be made once the Court operations move into the new building. These changes include elevator lockouts, door locks, additional security cameras, and door upgrades. Following discussion it was determined that the expenditure of funds for completion of the work should be presented to the delegation for approval. Administrator Wozmak will add the upgrades to the delegation agenda for the meeting on November 25<sup>th</sup>.

At 10:13AM the second semi-annual inspection of the DOC for 2013 began. Superintendent VanWickler stated that his staffing levels are slightly down as he currently has three employees on military duty. On the plus side he said that he has two (2) officers will graduate the academy this week. He said that three (3) other officers will be submitted for certification based on prior experience and hopefully will not have to attend the academy. When asked about any issues within the staff, VanWickler said that on one (1) officer had been disciplined in the past six (6) months. He also said that a number of high risk, high cost medical cases are currently being handled including a high risk pregnancy but that thus far everything had gone well.

He said that no increase in federal inmates is anticipated over the next few months as the holiday period is usually slow for any court transfers. The overall physical plant is performing well and no major facilities have been experienced. In response to a question by the Commissioners he reported that no litigation is currently being pursued against the County by any of the inmates and that Cheshire County DOC has the lowest litigation rate in the state. VanWickler then provided an Electronic monitoring report and said that two (2) inmates had absconded. One had been recaptured and was now sentenced to six (6) months to one and half (1.5) years at the prison in Concord. A second inmate is still at large. He also reported that two (2) other inmates passed away while on monitoring. Federal transports statistics were then covered. On-site contact visits were discussed and the Superintendent related a particular visit for a couple from the Boston area where a visit was able to be arranged at the last minute for which the family was very grateful.

The Commissioners then inspected the medical wing and interviewed several nurses there regarding the treatment of psychiatric issues and the number of inmates on psych meds. They were told that about 60% of the inmates are on some form of psych medication. They asked about the standard of medical care and how often medical providers were in the facility seeing inmates. They were told that there is medical coverage three days a week and that a physician's assistant comes in one day a week and two physicians come in two more days during each week. The staff discussed the care provided to HIV positive inmates and Hepatitis C inmates. Medications are typically passed at 8am, 4pm and 8pm. Staff said that the medical record system is a shared or common medical record with the Cheshire Medical Center. This allows personnel to access hospital records seamlessly and quickly and improves the continuum of care.

There was extended discussion of a high-risk pregnant inmate and the pre-natal care provided to her two times per week at the hospital and the intensive monitoring provided by medical staff within the jail. This high-risk pregnancy involves a drug addicted diabetic with hypertension. The Commissioners also received a report (without inmate identifying information) regarding a cancer patient at the jail who get regular transportation to the hospital for chemotherapy.

The Commissioners spoke with a LADAC (licensed alcohol and drug counselor) regarding the programs used, such as cognitive self-change and intensive recovery services. There are currently seven groups per week that this LADAC runs.

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Department of Corrections  
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The Commissioners interviewed four male and two female inmates without correctional staff being present. The inmates, in response to questions, made the following comments and observations: The video visitation system has some problems in D-block. Apparently, this is because other inmates have damaged the equipment during a video visitation. Some stated that the canteen system which relies on computer access and literacy can be impossible to use for some who don't know about computers. So too with the on-line scheduling of video visitation. This can be difficult if you don't have a computer. However, they did say that the video visitation system is good if family is far away.

Some inmates complained that they get charged for certain medications and one inmate said that her prescribed medications have been reduced and she is not getting the profile of medications she used to when she was on the outside. She said she has a disease and that her treatment is improved with these meds that she is no longer receiving. One medication could be estrogen that the doctor has declined to prescribe to her in jail. However, all said that the medical staff provides "wonderful service". One male inmate complained that he is not getting all his heart medication as before but that he does get his essential blood pressure medication.

As for the medical staff, they are "pretty cool" "awesome" and that they "take the time to research my disease." Barnes is good but overworked—"they take care of every one of us", "phenomenal staff".

The male inmates complained that they have to pay for haircuts and that \$12 is too much for the type of cut they receive in jail. Sometimes their only alternative is to have their hair cut by other inmates but that can get them in trouble.

The inmates all said that programming is good and there are a lot of volunteers but that they wish they could access more mental health treatment. Two complained that they were unable to be released to attend the death of a family member and they feel this is not fair.

The high-risk pregnant inmate said she was "sick of being here" having been here two weeks. She only wants to get out to raise her baby herself at home.

The drug programs are good, according to all of the inmates interviewed and the interns (from Antioch) are "awesome".

Several men said that the food was good but they wish there were more of it (larger servings). In the old jail, there used to be meal substitutions if you did not like what was being offered. That no longer happens in the new jail. Not even peanut butter and jelly are available as an alternate meal. It was always an option in Westmoreland.

The recreation yards are a joke as they are two small—all but one inmate remembers the outdoor recreation yard at the old jail in Westmoreland. Some inmates have jail memories going back decades and recall former farm staff. They miss the opportunity to get out and do things.

Several said that the prison in Concord was much better than the county jail because you could leave your cell-block and move around the campus and there was outdoor areas to recreate.

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**Cheshire County Commissioners Meeting**  
**Wednesday November 13, 2013 9:30AM**  
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The inmates said that the CO's (correctional officers) are "decent" but "like a diaper, they are on your ass". They felt that the rules are tighter here than in prison. They take your good time here for little things, which is not fair, according to one inmate.

They complained that the commissary "is a joke" and that stuff is overpriced, like ramen noodles for a buck when it should be more like twenty-five cents. Plus, they complained, they charge fees to replenish the inmate's account. Two inmates said that it costs \$5 bucks to add money to your account. They don't think that is fair. Plus the commissary sells mac & cheese and the instructions call for butter but butter is not provided so if you keep butter from your meal tray for use later with the mac & cheese, you can get in trouble and the CO's will take it away.

There are a couple CO's that are "bullshit CO's" and don't always treat the inmates as respectfully as most of the other CO's. They complained that they have to purchase radios with headphones for \$40 to listen to the TV but that if another inmate leaves, they are not permitted to give them to other inmates to use. They said that as to overall conditions at the jail "there are lots of good things", "awesome for the most part". One was pleased that there is hot water and a microwave in the housing units—not something she has experienced in all the other jails she has visited.

Some complained that when there is an incident, the 'lock down' is for too long a period of time. One said, as to staffing levels and the number of CO's: "I can see them to a point. They need all the extra CO's for incidents in case in turns into a brawl"

The Commissioners then reviewed the Census and the weekly manifests. **Commissioner Zerba moved to accept the manifests as presented and Commissioner Rogers seconded the motion. Upon vote the motion passed unanimously.**

At 11:47AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 20, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

**PRESENT:** Commissioners Pratt, Rogers (telephonically), and Zerba

Staff: County Administrator Wozmak, Director Trombly, MNH Administrator Kindopp, DOC MSO Laurie Mullen, DOC Director of Safety and Security Major Mousseau, DOC Director of Classifications, Captain Kevin Clark, and Assistant County Administrator (ACA) Bouchard.

09:44AM Commissioner Pratt opened the meeting and **Commissioner Rogers moved to accept the weekly manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Following a short discussion, it was agreed to table the acceptance of minutes of the November 13, 2013 semi-annual jail inspection meeting until Commissioner Rogers had the opportunity to review the minutes.

A discussion concerning the preparation of the budget for presentation to the Delegation began and cuts to the requested budget presented by the department managers were reviewed.

During the budget discussion a decision to move the Commissioners meeting scheduled for Wednesday November 27<sup>th</sup> to Monday, November 25, was made so that some time for preparing the final budget could be accommodated before the Thanksgiving holiday. The Commissioners were reminded that the proposed budget must be in the mail to the municipalities by December 1<sup>st</sup>. The Commissioners meeting will immediately follow the Delegation meeting scheduled for 9:00am on the 25<sup>th</sup>.

At 9:57am Administrator Wozmak reviewed the Courthouse security changes that will be needed to secure the building once the courts move into the new courthouse on December 16<sup>th</sup>. Administrator Wozmak said that a number of changes to traffic flow and restricting access to the second floor which will be vacant for a period of time, and installing a new door to serve as the primary entrance in to the area occupied by Monadnock Center for Violence which will cost nearly \$10,000 given the size of the door and the work necessary to approach ADA standards for an entrance. Wozmak stated that he believed that the total cost of the work would be between \$10K and \$15K, although not all quotes have yet been received.

10:52am – Wozmak continued the discussion of the Courthouse renovation and covered the renovation of the courthouse once the court functions move into the new building. Following a number of questions it was suggested by Commissioner Rogers that a separate meeting to discuss just the courthouse renovation project be set-up. Commissioner Pratt spoke about his strong desire to design an entrance that reflected the importance of government and said he would push strongly for a courtyard and entrance design that presented a strong, respectful façade emblematic of the role of government. Pratt said that unless the entrance design was to his liking, he would speak against a plan that fell short of his wishes. A meeting date of December 11<sup>th</sup> following the regular Commissioners meeting was selected and staff will contact the architect to ask him to attend.

A discussion of the County Administrator's memo to the delegation outlining the immediately needed courthouse repairs for the delegation meeting scheduled for November 25<sup>th</sup>, . Without objection, Administrator Wozmak will mail the memo to the delegation members.

Wozmak then informed the Commissioners about a grant that was being looked at to fund the acquisition of software and hardware to expand the dispatch department's capabilities to be able to work with the two

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different police software packages in use within the county allowing the police agencies to more freely exchange law enforcement information. However, as a result of several outstanding questions, the Cheshire County Police Chiefs Association voted to table the grant until more information is available. The criteria for the grant are very specific and our goals may not score very high. However, the police chiefs do want the County to continue to look at an expanded way to share information.

Director Trombly then presented a letter for the Commissioner's signature that formally requests the presence of the County Treasurer at the delegation meeting scheduled for December 9<sup>th</sup> at which the borrowing for \$21,000,000.00 of Tax Anticipated Notes (TANS) will be discussed. **Following a short discussion, Commissioner Zerba moved to authorize the letter and he seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Trombly then briefly discussed an issue between the school district and the Town of Troy regarding the manner in which the school budget tax rate is set. The purpose of the discussion was to establish whether there was any risk that these towns would be unable to make their required payment to the County on time. While at the moment, this issue appears to be resolved legally, Trombly did say that three town have not had their tax rate set yet due to the fact that the towns have not sent the DRA the necessary paperwork/information so that DRA can set their tax rates set. The three towns in Cheshire County that still need to complete the documentation and send it to DRA are Hinsdale, Richmond, and Walpole. Director Trombly will reach out to Hinsdale and Richmond and Commissioner Pratt will contact the staff at the Walpole town offices to discuss.

ACA Bouchard then presented the 2014 proposed County Holiday Schedule and it was reviewed by the Commissioners. **Commissioners Zerba moved to accept and authorize the schedule as presented and he was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

Bouchard then presented the 2014 Commissioners meeting schedule. Following review it was accepted as presented.

Director Trombly then discussed information from the 3<sup>rd</sup> quarter budget review that will be presented to the executive committee. She covered the current and projected Medicaid projections for 2013 and 2014 and discussed the actual performance to projection ratio's and said that overall the cost will remain relatively flat into next year.

At 10:38am Administrator Kindopp presented the new Maplewood Nursing Home marketing plan that has been under development for the past 18 months. She presented a number of mock-ups showing the various stages of development that the new logo had been through and discussed the reasoning behind the choice of design, color, and tag lines. The Commissioners asked a number of questions about the use and intent of the redesign and at the end of the discussion agreed that the consensus was to move forward with the new design.

Administrator Wozmak then discussed the yearly employee longevity awards that will be given out on December 18<sup>th</sup> at the employee holiday event. He said that the catalog company that the County has been using for years is experiencing a number of problems and that it would be unwise to continue using the company for the employee awards as they have had numerous ordering, delivery, and communications

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problems. Following an extended discussion of the various options, it was determined that gift certificates to various retailers chosen by the employee would be the best way to proceed.

At 11:17 an extended review and discussion of the prior week's semi-annual jail report ensued. Discussed with DOC personnel Mullen, Mousseau, and Clark were the comments and complaints made by the inmates. There was a comment concerning not receiving proper medication and nurse Mullins stated that on the street, many people are prescribed more medications than necessary and that when they come to jail, the physicians review all the medications and clinical indications and frequently reduce the number of medications inmates are on. There was a complaint about the phone calling costs for inmates, the cost of commissary items, the cost of service charges to families and friends for depositing funds into inmate canteen accounts and these questions will be addressed by the Superintendent at the next meeting.

The inmates say that \$12 is too much to pay for a haircut. Major Mousseau stated that the facility does have a policy for indigent haircuts that are available approximately every three months. The indigent haircuts are typically military 'buzz' cuts performed by corrections officers. The Inmate Programs Director has had some success getting a local barber to come to the jail to cut hair at a reduced price but that we have been unable to get a barber to cut hair for the inmates for free. There was a complaint that headphones to listen to TV cost \$40 and inmates are not allowed to give their headsets to others. Mousseau said that the reasons for not allowing inmates to gift their headset radios used to watch the day room TV's is because too often these "gifts" are forced on weaker inmates or are used as extortion between inmates, hence the requirement that you hold a receipt that you paid for the headset. Two inmates complained that they are not allowed to save food in their cells from their lunch trays. Mousseau explained that the reason was that if inmates were allowed to store food in their cells, it would attract rodents and insects and because there is no refrigeration, inmates could become ill from eating spoiled food or milk. There was a comment that some corrections officers are not very nice although they are all respectful. There was a discussion of how individual correctional officers deal with infractions and how officers with less experience tend to be more black and white where more seasoned officers tend to have a better "feel" for certain situations. A substantial number of correctional officers have less than 2 years of experience. A pre-trial inmate complained that she was unable to attend the funeral of a relative. Mousseau explained that the County generally is very supportive of funeral leave and has frequently assigned officers (dressed in street clothes) to escort inmates to funerals. However, as to pre-trial inmates, only the judge can allow this to take place, therefore the inmate's attorney must petition the court for this to happen.

There was much discussion around the visitation schedules and procedures that that families are requested to follow when setting up visitation appointments. Mousseau said that visitors are allowed to call in if necessary to arrange video visitation although the preferred route is to schedule visits 1-hour in advance on-line. They do recognize that not all people have computer access. Frequently Mousseau himself will assist in the scheduling process. Finally, there were complaints about the length of 'lock-downs', and Mousseau stated that the lock-downs are for as long as it takes to finalize a medical transfer, calm down a fight and complete the necessary officer reports which must be completed at the time and before the end of shift. He said the most often last for a couple hours or less, depending for the reason behind the lock -down.

It was determined that some of the questions will need to be addressed by Superintendent VanWickler as the staff members present were not able to answer questions concerning costs associated with the various inmate services that were discussed. A follow-up meeting with the Superintendent will be scheduled in the next few weeks.

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At 12:06PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday November 25, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

**PRESENT:** Commissioners Pratt, Rogers, and Zerba

Staff: County Administrator Wozmak, Finance Director Trombly, Registrar of Deeds Tilton, DOC Superintendent VanWickler, and Assistant County Administrator (ACA) Bouchard.

At 10:12AM, following the conclusion of the Executive and Delegation meetings, Commissioner Pratt opened the meeting and recognized Register of Deeds Tilton. Register Tilton discussed the County Deeds website and her use of Facebook as a way to stay in immediate touch with the Registry's clients to answer questions and provide feedback to the Deeds clientele. She also said that it provided a way to publish periodic updates on items of interest concerning the operation of the Registry. The use of Facebook also allows information to be pushed out to the Registry's users in a timely fashion and this helps limit the amount of phone calls that need to be taken to answer routine questions.

The Commissioners expressed their concern that any link to a Facebook page from the County website be limited to County business needs and activities and that the linked pages/sites do not crossover into the political arena. Specifically, the concern expressed was that no links to campaign and/or electioneering sites would be allowed. The Maplewood Nursing home's Facebook page was cited as an example of acceptable use when linked to the County website.

Register Tilton assured the Commissioners that the site was aimed at providing operational and news information about the Deeds office and was not meant to be an electioneering site for the Register. Following discussion the Commissioners felt that the link should be allowed from the County site as the purpose and use of the Deeds Facebook page appears to meet the criteria set forth by the Commissioners.

**Commissioner Zerba moved to accept the weekly manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**Commissioners Rogers moved to accept the minutes of November 13, and November 20, as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar and made no changes.

Administrator Wozmak then discussed the naming of the new Courthouse building as the Cheshire County Courthouse and Commissioner Pratt observed that since the County has no involvement with the operation of the Courthouse it would more rightly be named the Keene Courthouse. Following a spirited discussion it was agreed that the Cheshire County Courthouse name was appropriate and the Board of Commissioners would support the use of the name despite the County not having an interest in the operation of the building.

At 10:32am the Commissioners began to review and finalize the 2014 Commissioners budget that will sent to the Executive Committee of the Delegation for review and approval.

The review of the budget began and each department's line items were examined in detail.

Commissioner Pratt expressed concern that the recent addition of personnel funded by grants not result in "job creep" (i.e. onboarding of the personnel as county funded FTE's) when the grant funding for the position runs out. He stated that he was in opposition to allowing the addition of County funded positions

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without justifying the need for the positions to the delegation ahead of hiring personnel. He stated that he was concerned about “usurping powers or going behind the delegations back” in these matters.

Administrator Wozmak assured the Commissioners that consistent with prior practice, any grant funded position would be eliminated upon the termination of grants funds as has been done in the past. Wozmak said that the employment agreements signed by all grant funded employees specifically contains a clause that states that employment shall terminate concurrent with the termination of grant funding.

A discussion of the presentation to the Delegation for the need of an immediate hire in Information Technology (IT) department was discussed and it was agreed that the presentation to the Delegation should take place at the upcoming December 9, 2013 meeting.

At 12:35PM a lunch break was taken.

At 1:03PM the meeting resumed with the discussion of the need to replace the now inoperative DOC van. Superintendent VanWickler presented the history of the van and its use and outlined the needed repairs highlighting the fact that the repairs would now greatly exceed the value of the vehicle. Following an extended discussion about the need and justification for the van, it was decided not to move ahead with funding a replacement for the vehicle. As a result of the deliberations, **Commissioner Zerba moved that VanWickler be authorized to dispose of the van through its sale or as scrap. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

A discussion of the funding request from the Outside Agencies began and Commissioner Zerba stated that he has received services from one the agencies and that his wife is on the board of another agency. He said that he believed that he does not have a material conflict in voting on the budget items for these agencies but he would defer to his colleagues if they thought it a matter of concern. No objection was made by Commissioner Pratt or Rogers and the meeting continued.

At the completion of the review the Commissioners budget to be presented to the County Delegation for approval stands at \$41,786,495.00 with taxes to be raised at \$23,387,451.00 a 1.15% percent increase from the 2013 budget.

At 2:08PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday December 4, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

**PRESENT:** Commissioners Pratt, Rogers, and Zerba

Staff: County Administrator Wozmak, Finance Director Trombly, DOC Superintendent VanWickler, and Assistant County Administrator (ACA) Bouchard.

At 09:30AM a discussion of the New Hampshire Association of Counties (NHAC) proposed changes to the County's Corrections Officers Certification program began. Following an extended discussion the Commissioners felt it was necessary to bring the issue to the attention of the NHAC Commissioners Affiliate before the changes are considered for adoption by the Counties. An email will be sent to the President of the Commissioners Affiliate and to the Executive Director of NHAC requesting that the matter be tabled until it is reviewed and vetted by all of the County Commissioners at the next meeting of the Commissioners Affiliate.

Superintendent VanWickler then discussed items that the Commissioners wished to follow-up on that were reported during recent the semi-annual DOC inspection.

The first item discussed was the cost of commissary items. VanWickler distributed the inmate commissary price list and discussed the cost of items and the quality of the items. Even though some individual items are somewhat expensive, it was agreed that the average price of commissary items in general are reasonable.

A protracted discussion started concerning the sale and use of the radio headsets that inmate must buy if they wish to be able to listen to the televisions located in the day rooms. It was learned that a number of headsets had been tested and eliminated as the quality of the units was very low and tended to break after a short period of use. A Sony radio headset was finally found to be of acceptable quality and was placed on the commissary list for inmates to purchase. An issue that was raised by the inmates during the inspection was why when someone is released from the facility, the inmate that left couldn't leave their headsets to another inmate. VanWickler spoke of the numerous potential problems this would cause within the institution including bullying, strong-arming, and other inmate control problems. Following the discussion it was determined to leave the current policy of not allowing the 'gifting' of headsets to other inmates to remain in place.

VanWickler then covered the use of the DOC Lexus/Nexus legal library that was obtained for inmate use and discussed the cost of the software and hardware and the number of inmates who have requested access to the system. VanWickler said that the system is for use by inmates who are designated pro-se by the courts, (advocating on one's own behalf before a court, rather than being represented by a lawyer) and is required for inmates that have their own legal counsel. The average request to use the system is twice per day, frequently by a few regular users among the inmates.

The cost of the inmate phone system and video visitation system usage was then covered and the cost of \$1.00 a minute for remote video calls was discussed. It was also discussed that the cost for collect calls was being charged at \$1.31 for the initial connection fee and then billed at .13 cents per minute.

Grant Specialist Desrosiers then presented an amendment to the 5310 transportation grant that is in place with the County as the fiscal agent for 2014. Desrosiers asked the Commissioners to accept the restoration of \$20,000.00 that was previously removed from the grant funding by the State, and upon appeal the funding was restored. The \$20,000.00 that was restored for 2014 will also be made available for the 2015 grant

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**Cheshire County Commissioners Meeting**  
**Monday December 4, 2013 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH 03467

period. **Commissioner Rogers moved to accept the restoration of the \$20,000.00 for the 5310 grant for the period of 2014 and 2015. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Maplewood Task Force was then discussed and it was suggested that Task Force Chairman John Hoffman be invited to next week's Commissioners meeting to update the Commissioners on the status and direction of the Task Force. The five (5) options being proposed was reviewed and the need to schedule presentation to the general public was discussed.

Commissioner Pratt then presented a list of changes that he wished to make to the process used to create the Commissioners Agenda and procedures for the meeting. Following discussion among the Commissioners and staff, it was agreed that Administrator Wozmak and ACA Bouchard would create an agenda item tracking tool and review the implementation of the other items brought forth by Commissioner Pratt and will refine changes to the documents over the upcoming weeks.

The legal case surfaced by the town of Troy concerning tax rate allocations by the State began and discussion of the Tax Anticipated Notes (TANS) used by the County and the towns was reviewed. It was agreed that the County does not have a voice in the discussions and that Troy and State would need to work out the details.

**Commissioner Zerba moved to accept the weekly manifest as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**Commissioners Rogers moved to accept the minutes of November 25, 2013 as amended. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar and made no changes.

At 11:47AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday December 11, 2013 9:30AM**  
Administration Building  
33 West Street, Keene, NH 03431

**PRESENT:** Commissioners Pratt and Rogers. Commissioner Zerba absent with notice.

Staff: County Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, Grant Specialist Desrosiers, and Assistant County Administrator (ACA) Bouchard.

**At 09:30AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.**

**As a result of As a result of the deliberations in nonpublic session no decisions were made and no vote taken.**

**At 9:45AM Commissioner Rogers moved to exit non-public session and the motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

Sheriff Rivera and Grant Specialist Desrosiers discussed a grant that is available for the Sheriff's office that will allow the purchase of servers to upgrade the outdated hardware and software now in use. The grant is for approximately \$40,000.00. Following discussion, the Commissioners asked that documentation and a financial summary document be prepared to be presented at the next Commissioners meeting when the request will be reviewed and considered.

**Grant Specialist Desrosiers then presented a request to accept an annual grant renewal award that funds the County's Attorney's Violence Against Women (VAWA) program. The grant for 2014 is for \$30,000.00. Following a short discussion Commissioner Rogers moved to accept the grant and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

Desrosiers then presented the final documentation for the funding of the second year of the SAMHSA Drug Court Grant previously approved for \$324,978.00. Following review of the documents, Commissioner Pratt signed the acceptance documents.

**At 9:55AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner moved to go into non-public session to discuss the hiring of any person as a public employee and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously. A request to hire K. L. as a prevention Coordinator for the Higher Education Grant program above the step one (1) pay grade was made. Following review of the documentation and based on K. L.'s training and experience Commissioner Rogers moved to hire K. L. at \$20.67 per hour starting on January 6, 2014, with continued employment in the position contingent upon continuation of grant funding for the program and for the position. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 9:59AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

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**Cheshire County Commissioners Meeting**  
**Monday December 11, 2013 9:30AM**  
Administration Building  
33 West Street, Keene, NH 03431

John Hoffman, Chairman of the Maplewood Task Force committee, then presented the Commissioners with a status of the program and highlighted upcoming sessions and events. Hoffman reviewed the progress to date and outlined the options that have been developed for discussion. He stated that on December 17<sup>th</sup> the CFO of Green House, an organization that promotes the use of a new residential approach to nursing home care, will be presenting at the Task Force meeting to be held at the Department of Corrections.

The Commissioners asked a number of questions concerning the scope and progress of the committee's work and discussed the need to schedule and hold a number of public sessions around the County over the next few months.

Administrator Wozmak then discussed the format change for the Commissioners agenda and the changes that are being made for tracking agenda items and the supporting materials needed by the Commissioners before considering requests for expending funds. A discussion of the changes began and Wozmak and Bouchard will be rolling out the requested changes over the next few weeks.

**Commissioner Rogers moved to accept the weekly manifest as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**Commissioners Rogers moved to accept the minutes of December 4, 2013 as presented. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the calendar and made no changes.

**At 11:21AM 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 seconded by Commissioner Pratt and upon vote passed with two (2) Yea's. The Commissioners heard a request for an extension of Family Medical Leave Authorization (FMLA) due to a continuing medical condition. Following discussion, Commissioner Rogers moved to extend discussion of the request until the next meeting in order to further review the request and for the department manager to be present to provide additional information.**

**At 11:30AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

**At 11:31AM 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. A request was made to hire S. B. as an LPN at Maplewood Nursing home above the step one (1) hiring rate based on experience, education and training. Following review of S. B.'s resume and work experience, Commissioner Rogers moved to hire S. B. as an LPN at Maplewood Nursing home at a rate of \$18.10 to start on January 13, 2014. Commissioner Pratt seconded the motion and upon vote the motion passed unanimously.**

**At 11:35AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday December 11, 2013 9:30AM**  
Administration Building  
33 West Street, Keene, NH 03431

At 11:37AM the Commissioners suspended the meeting to enter into a work session with David Lay of SMRT Architects to discuss the renovation of the old courthouse.

At 1:19PM a tour of the old courthouse was conducted to discuss the proposed changes to the entrances to and from the courthouse.

At 2:27PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Bouchard, Clerk Pro-Temp

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday December 18, 2013 9:30AM**  
Maplewood Nursing Home  
201 River Road, Westmorland, NH 03467

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**PRESENT:** Commissioners Pratt, Rogers and Zerba.

**STAFF:** County Administrator Wozmak, Finance Director Trombly, Sheriff Rivera, Grant Specialist Desrosiers, Nursing Home Administrator Kindopp, Maplewood Facilities Manager Harrison and Assistant County Administrator (ACA) Bouchard.

**At 09:33AM** – Commissioner Pratt opened the meeting and asked the County Administrator for the previous weeks operational updates. Administrator Wozmak communicated the following events/activities:

- A discharge hearing relating to non-payment for resident care at Maplewood was settled with the County receiving the funds that they should have had, had a timely Medicaid application been made;
- Meetings continue with Wi-Valley regarding the transition to encrypted email in accordance with HIPPA's new regulations;
- Transition discussions continue with First Choice and Fairpoint regarding our conversion back to a Centrex system for the Keene administration telephone users. The conversion was made to save money and avoid replacing servers and updating software. We have been tracking down an IT problem that is causing data issues with the T1 line between Maplewood and Keene and we identified the problem component;
- The sump pump replacements for the basement of the old courthouse will be installed soon. The pumps failed during the flooding in the fall. There will be a duty assignment change for the facilities person cleaning the old courthouse. He will begin to assist with internal matters such as painting and minor demolition in an effort to begin work on renovating the now vacant portion of the building. The lock-out switch for the elevator at the courthouse is being installed and this will prevent people from using the elevator to get to unoccupied spaces within the building.

Wozmak asked the Commissioners if they would be willing to modify their previous vote regarding the start date of the grant-funded Coordinator. The Coordinator was to start on January 6<sup>th</sup> but staff would like an earlier start date. **Commissioner Zerba moved to authorize the hire of the grant-funded Coordinator on a date at the discretion of the County Administrator. Seconded by Commissioner Rogers. Voted unanimously.**

The Commissioners addressed **Action Item# 2013012**. The re-consideration of the authorization to submit a grant to fund 50% of the acquisition of two (2) servers, software, and other hardware necessary to upgrade the Dispatch servers. The total of the

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hardware, software, and services is \$46,127.01 and the 50% matching grant is for \$23,063.51.

This is a matching grant for the Sheriff's Department for the equipment noted above. The Commissioners reviewed a cost analysis over a five (5) year period, which is the expected lifetime of the servers. Prior to the grant opportunity, the County IT Department had budgeted lease payments of \$3,000.00 in 2014 to cover one-half of an annual lease payment. With an annual lease payment of \$6,000 per year, the total cost for the server would be \$30,000.00 for the 5-year lease term. Under the matching grant opportunity, we can upgrade the servers while spending a five (5) year total of \$23,063.00 or almost \$7,000.00 cheaper. However, it would require that \$20,000 be added to the 2014 budget since the servers would be purchased rather than leased. After reviewing and discussing the options, **Commissioner Rogers moved, seconded by Commissioner Zerba, to authorize the grant manager to submit the grant for \$23,063.51 conditional upon an appropriation by the Delegation of the matching \$20,000.00.**

**The Commissioners will speak about their support at the Executive Committee budget review meetings in January.**

The next agenda item was **Action Item #2013002** The Delegation voted to authorize the Commissioners to explore the sale of the Blood Farm and to require the Commissioner to present to the Delegation their proposed sale at a future Delegation meeting.

Staff inquired of the Commissioners what their directives were in terms of a proposal to the Delegation to sell the Blood Farm. Commissioner Pratt led the discussion identifying several key points:

1. We should determine the value of the land if it goes down to the riverfront;
2. We should determine the value of the property with the minimum of 5 acres that the Town requires;
3. We should plan on meeting with the Westmoreland Planning Board at an appropriate time to seek their input and/or requirements;
4. We should determine if a conservation easement on the land would help or hinder the value and potential for sale;
5. We should evaluate an 11 acre parcel to maximize the current use aspect of land ownership;
6. We should research survey records to determine if the exact boundaries of the current County land are known with certainty; and
7. We should seek a market analysis regarding the potential sales price.

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The next agenda item discussed was **Action Item # 2013001**. An RFP was published and bids have been received to perform repair work on the 4<sup>th</sup> Floor Tub Room. Maplewood Facilities Manager Harrison presented four bids timely and in conformance with the advertised requirements.

Bids were received from West Rindge Builders, Blanc and Bailey, Ingram and MacMillin. The range of prices was a low of \$17,224 to a high of \$45,355. After a discussion about the comparison of each proposal, **Commissioner Zerba made a motion, seconded by Commissioner Rogers, to award the project to West Rindge Builders. Voted Unanimously.**

The next agenda item discussed was **Action Item# 2013003**. An RFP was published for certain emergency repairs and snow fencing on the roof of the old courthouse using funds recently appropriated by the Delegation. A bid was timely received from MacMillin and Melanson. This is the first phase of repair work for the old courthouse roof.

The Commissioners were briefed on the bids received for the courthouse roof. McMillan and Melanson submitted a bid for this work however the total amount of the bid is approximately \$3,000.00 greater than the amount appropriated by the delegation. Staff explained that the role of MacMillan is to coordinate with the vendors who will be providing subsequent work on the roof relating to copper work gutter work and painting, which is beyond the scope of Melanson's initial role. Because the immediate repairs to the roof require only Melanson it may be that staff can negotiate the fees to be in line with the appropriate amount. Staff was instructed to try to renegotiate the bid given that it was the only one received to conform to the appropriate amount. Failing that, the commissioners agreed to roll over the funds in the event that an agreeable contract cannot be reached this year.

**Commissioner Rogers moved to award the contract to MacMillan/Melanson provided the work to be done within the appropriated amount. The motion was seconded by Commissioner Zerba and the motion was passed unanimously.**

The next action item discussed with the various capital projects not completed or not begun that require that appropriated funds be rolled over into 2014.

**Action Item #2013004.** Replacement of transfer switches at Maplewood Nursing Home. Rollover 2013 appropriated funds of \$12,500.00. **Commissioner Rogers moved to rollover the funds associated with the replacement of the transfer switches in the amount of \$12,500.00, seconded by Commissioner Zerba, voted unanimously.**

**Action Item #2013005.** Replace the dishwasher in Assisted Living. Rollover 2013 appropriated funds of \$2,000.00. **Commissioner Rogers moved to rollover the funds**

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**associated with the new dishwasher in assisted living in the amount of \$2,000.00. Motion was seconded by Commissioner Zerba and voted unanimously.**

**Action Item #2013006.** Upgrade MS Office system software. Rollover 2013 appropriated funds of \$38,362.80. **Commissioner Rogers voted to rollover the funds**

**associated with the upgrade of MS office system software in the amount of \$38,362.80, seconded by Commissioner Zerba, voted unanimously.**

**Action Item #2013007.** Upgrade ECS/AR software package. Rollover appropriated 2013 funds of \$23,400.00. **Commissioner Rogers voted to rollover the funds associated with the EEC S/A our software package in the amount of \$23,400.00. Motion was seconded by Commissioner Zerba and voted unanimously.**

**Action Item #2013008.** Replace air conditioning unit serving the Quality Assurance/Infection Control area at Maplewood Nursing Home. Rollover appropriated funds of \$3,750.00. **Commissioner Rogers voted to rollover the funds associated with the replacement air-conditioning unit serving the quality assurance/infection control area at Maplewood nursing home in the amount of \$3,750.00. The motion was seconded by Commissioner Zerba, voted unanimously.**

**Action item number #2013013.** This role first mentioned during the meeting assigned this action number in the event that the number for tub room repair cannot begin until 2014. **Commissioner Rogers made a motion to Rollover of funds appropriated for the re-tiling of the showers at Maplewood nursing home in the amount of \$20,273.00. The motion was seconded by Commissioner Zerba and voted unanimously.**

**Action item number #2013014** this rollover was also first mentioned during the meeting and assigned an action item number. This rollover relates to the re-tiling of the remaining bathrooms at Maplewood for which \$27,500.00 has been appropriate. Advertisements have produced no timely bids for this work and therefore the money needs to be rolled over into 2014. **Commissioner Rogers moved to rollover funds associated with retiling the bathrooms in the amount of \$27,500.00. The motion was seconded by Commissioner Zerba and voted unanimously.**

**Action item number #2013015** relates to the roof repair project at the courthouse and is a conditional rollover of funds in the event that a successful contract cannot be acquired in 2013 to do this work. **Commissioner Rogers moved to rollover \$30,000.00 for this project. The motion was seconded by Commissioner Zerba and voted unanimously.**

This concluded the discussion about rollover of funds in the finance director reported that the total rollovers amounted to \$157,785.80.

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**Action Item #2013009.** Review and approve the 2014 DRAFT - Executive Committee Budget Review Schedule. Commissioners reviewed the draft Executive Committee's budget review schedule. They recommended several changes in the schedule and the Finance Director will incorporate these changes and advance the list to Representative Hunt.

The next item for discussion was a draft letter from the Commissioners as a follow-up to the previous letter to the New Hampshire Association of Counties regarding the certification standards for correctional officers. The Commissioners approved the draft letter and asked that it be dispatched to Executive Director of the Association as well as the members of the Commissioners Counsel.

The commissioners reviewed the census.

Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest the motion was seconded by Commissioner Zerba about and voted unanimously**

**Commissioners Rogers moved to accept the minutes of December 11, 2013 as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was reviewed and no changes were noted.

**11:07 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 seconded by Commissioner Rogers and upon vote passed unanimously.**

**Following discussion, a decision was reached and a vote taken to extend FMLA leave for a Maplewood Nursing home employee M.J. until Monday December 23, 2013. Upon vote the motion passed unanimously.**

**At 11:13AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

**At 11:14AM 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 seconded by Commissioner Pratt and upon vote passed unanimously.**

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**As a result of discussions in non-public session a decision was reached and a vote taken to support the Register of Deeds initiating a discussion with the County Executive Committee for a budget increase to fund certain wage adjustments in her department.**

**At 11:29AM Commissioner Rogers moved to exit non-public session and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

The Commissioners were updated on the timeliness of tax payments by the municipalities within the County. All payments have been made in full. However, the town of Dublin has mailed their payment and it will be received after the date established by statute. As a consequence, they may be subject to a penalty that will need to be addressed by the Delegation. In particular the town of Troy made their tax payment in full in a timely fashion.

Sheriff Eli Rivera reported that he had made arrangements with C&S wholesalers for the storage of the Sheriff's command vehicle for much of the year. This storage is in a temperature controlled environment and will be accessible by the Sheriff's Department without restriction. Presently the command vehicle is stored outside at the County jail. The commissioners extended their appreciation to C&S wholesalers for providing the space.

Human resources manager Hurley updated the commissioners on staffing activities within human resources.

The Commissioners then began a discussion about the courthouse renovations now that the court functions have moved into the new building. In order to establish a timeframe to begin the conversation of the delegation the commissioners will arrange a meeting with the officers of the Delegation. It is believed that the best time to begin this discussion is before the New Year in order to avoid schedule conflicts with committee work of the state representatives. Chairman Pratt and County administrator Wozmak will follow-up with the offices of the delegation.

**At 11:59AM there being no further business to discuss, Commissioner Rogers moved to adjourn the meeting in order to for the commissioners to attend the employee recognition luncheon at which time they would hand out the longevity awards to County employees who have achieved length of service awards. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
R Zerba, Clerk