

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday March 7, 2018 09:30AM**  
**Department of Corrections**  
**825 Marlboro Road, Keene, NH 03431**

**Present:** Commissioners Peter Graves and Joseph Cartwright. (Commissioner Weed absence with notice).

**Staff:** Administrator Coates, Finance Director Trombly, and Assistant County Administrator Bouchard

**Guests:** A member of the public

At 9:36AM the Chairman opened the meeting and recognized Trombly who discussed the New Hampshire Retirement System (NHRS) letter that was received concerning the inclusion of the Assistant County Attorney's in the retirement system as mandatory contributors instead of optional contributors.

Trombly discussed that one (1) County staff member will now have to re-join the retirement system and that it will possibly have a financial impact on the County. The details are being worked out by NHRS and Trombly and further information will be supplied to the Commissioners as it develops.

Trombly then discussed the Auditors questionner that was presented at last week's meeting and asked if the Commissioners had any input for the questionner. After a short discussion it was decided that Trombly would supply suggested language for each item and review it at next week's meeting.

Administrator Coates was then recognized for the Weekly Operations report

Coates reminded the Commissioner that the March 19<sup>th</sup> Delegation 2018 Budget meeting begins at 7:00PM.

He then discussed that the Cheshire Medical Center (CMC) Legislative Breakfast will be also held on the 19<sup>th</sup> starting at 7:00AM at CMC in the downstairs conference rooms.

Coates said that the Mayor of Keene will be holding an open to the public "Mayors Delegation Meeting" on April 3rd starting at 6:00PM in the Delegation Meeting Room.

Coates said that the Commissioners and staff have been invited to an open house for the new Bensonwood Unity Homes facility in Keene to be held on April 20<sup>th</sup> from 1:00PM to 4:00PM.

Coates then said that the Primex Risk Management Summit will be on May 9-10 at the Mount Washington Resort in Bretton Woods, NH and that some County staff will attend.

Coates informed the Commissioners that a \$35,000.00 donation has been received for the Old Court house restoration project and that the RFP for the window restoration has had interest from approximately three (3) potential bidders thus far. The bids will be due on Friday the 23<sup>rd</sup> of the month.

Coates then discussed the grant that has been submitted for the bio-mass boiler system for the reconstruction of the nursing home and reported out on the status.

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Coates then reviewed the geo-thermal installation at the DOC and said that he has reached out to an individual at the University of New Hampshire who was referred to the County by the staff at the NH Public Utilities Commission who can help to complete an assessment of the system.

He then said that the next production of The Edge Theater will be back in the Delegation Hall for March and that the previous presentation went well without any problems during the production run.

Coates said that he and Trombly will be attending the NHAC Friday meeting 9:00AM and then the general meeting at 10:00AM. He discussed the meeting agenda and outlined the procedural rules for how the meeting will be run.

Coates then said that the IT email transition to the new system is underway and thus far things are moving forward with no major incidents.

Coates said the Old Jail project clean-up is underway and selected inmates from the Department of Corrections have been added to the work team to facilitate the clean-up. He described the process that is being used to complete the work and said that the costs for the clean-up will be contained with the inmates help.

He said that the realtor's contract for the sale of the Blood Farm has been extended through April and showing continue but no offer has been received as of yet.

The Weekly Census was reviewed and a lengthy discussion concerning the jail population and the federal inmate population was covered.

#### Old Business

A discussion of the operation and costs for the geo-thermal system at the Department of Corrections(DOC) began and the facilities manager, Bob Barlow joined the meeting and discussed that the 20hp geo-thermal pumps run 24 hrs. a day 7 day a week and the electrical costs to keep them on is approximately \$1,985 per year. He then said that the electrical consumption information for the building will be forth coming in the next week or two. He reviewed the configuration of the gen-thermal wells and discussed how the system is integrated with the heating and cooling multi-stack units in the building.

#### New Business

Commissioner Cartwright said that the University of New Hampshire Cooperative Extension will be issuing a new operations agreement / contract for all Counties to consider for the operation of the Extension Services in their respective County's.

The Weekly Census was then reviewed and discussed.

The Commissioners Calendar was then reviewed.

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**The Weekly Manifest was then reviewed and a number of questions were answered concerning invoices paid. At the conclusion of the questions, Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**The minutes of February 21, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**At 11:11AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R. Bouchard – Clerk Pro Tempore