

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 10 2018 09:30AM**  
**Maplewood Nursing Home**  
**201 River Road**  
**Westmoreland, NH 03467**

**Present:** Commissioners Peter Graves, Joseph Cartwright and Charles Weed

**Staff:** County Administrator Coates, Finance Director Trombly, Sheriff Rivera, HR Director May, County Attorney McLaughlin, Safety Officer Fortner, and Assistant County Administrator Bouchard.

**Guest(s):**

At 9:32AM Vice-Chairman Cartwright opened the meeting to discuss Master Agenda Item #617: Town Services Agreement Extensions

Sheriff Rivera was recognized and discussed the current contracts in place for providing policing services to towns in the County. The two towns that have contracts are Sullivan and Gilsum and pay \$43.76 per hour for the service. He said that the contracts are for next year and that Chair of the Commissioners is required to sign the documents. Commissioners Cartwright and Weed asked a number of questions concerning the costs and background of the program.

At 9:38AM Commissioner Graves joined the meeting.

Following further discussion, the Chairman signed the documents.

Master Agenda Item #619: Semi-Annual Safety Department Report - P. Fortner was then recognized and presented the following report to the Commissioners:

She discussed training and the recent training for tornado warning that resulted in changing some written procedures at the Nursing Home and the new evacuation maps for the Maplewood and Keene campuses.

She also said that she and Bouchard would be meeting with the Primex appraiser next week for the five-year appraisal review of the Nursing Home campus.

**Workers Compensation Claims 2018 YTD - As of 10/13/2018**

Currently 1 Employee on light duty, 1 Employee out of work

**25 Claims to Date Lost work days: 152 open Light duty days: 224 open**

11 - Nursing (MNH)

02 – Sheriff

03 – Env Svc

06 – HOC

03 – Dietary (MNH)

**Gender:**

18 – Female

07 - Male

**Shift:**

07:00 - 03:00 = 17

03:00 - 11:00 = 07

11:00 - 07:00 = 01

**Day of Week:**

2 - Sunday

3 - Monday

5 – Tuesday

6 – Wednesday

2- Thursday

4 - Friday

3 – Saturday

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Master Agenda Item #618: Request for FMLA - K. May

Director May was then recognized to discuss an extension for an employee that was originally granted in May by the Commissioners. The original extension was not used but is now needed to care for an ill relative. **Commissioner Weed moved to authorize the extension and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

Coates was then recognized for the Weekly Operations report

He said that following-up on the question concerning the cost of the \$5,000 life insurance that is offered for each employee the cost is \$2,040.00 per year for all employees. It has been learned that a \$10,000.00 policy would cost \$3,996 for all employees if increased for 2019. **Following discussion Commissioner Cartwright moved to approve the cost increase to be included in the 2019 to increase the employee insurance coverage to \$10,000.00 for all employees at a cost of \$3,996.00 per year.**

Coates then discussed that Steve Horton will be attending next week's meeting to discuss the bio-mass boiler. Commissioner Cartwright handed out a spreadsheet that he used to do his own independent analysis of the boilers:

Boiler Manufacturer	Messersmith	Froling
Boiler Size (MMBtu's)	4.0	4.2
Electrostatic Precipitator (ESP) included	Yes	No (Not Required)
Chip Moisture Content	45%	25%
Cost	\$400,000	\$1,521,000
<b>ADJUSTMENTS</b>		
Chip Bunker	\$500,000	NA (Not Required)
Chimney Relining	\$30,000	Included
Demolition of Existing System	Included in Renovation	(\$25,000)
Hardwired Generator	\$12,000	Included
Switch-over Cost	NA	(\$30,000)
Building Maintenance System Connections	\$20,000	\$20,000
Dog House (Cupola) Construction For ESP	\$10,000	NA
Back-Up Boilers and Appurtenances	NA	-500,000
Hot Water Buffer Tanks	\$35,000	Included
Adjusted Cost Basis	\$1,007,000	\$986,000
Bond (2.5%)	\$25,175	\$24,650
<b>TOTAL COST</b>	<b>\$1,032,175</b>	<b>\$1,010,650</b>
<b>GRANT</b>	<b>\$395,000</b>	<b>\$395,000</b>
<b>ADJUSTED TOTAL</b>	<b>\$637,175</b>	<b>\$615,650</b>
<b>DIFFERENCE BETWEEN</b>	<b>\$22,275</b>	
<b>CHIP COST DIFFERENCE</b>	<b>\$45.00/ton</b>	<b>\$120.00/ton</b>
In 8 months green chip difference pays off initial cost after which there is an immediate savings of operational costs every year with green chip.		

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**At 10:23AM Pursuant to RSA 91-A:3, II(b) Commissioner Weed moved to enter a non-public session to discuss the hiring of any person as a public employee. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.**

**Following deliberations in non-pubic session the Commissioners voted unanimously to extend an offer to K. O. to be hired as an Assistant County Attorney.**

**At 10:31AM The Commissioner voted unanimously to return to public session.**

Coates then said that Attorney Bonsignore will be here on Friday the 19<sup>th</sup> to meet with selected department heads as the next step in our participation in the multi-county, multi-state Opiate lawsuit.

Coates then reminded the Commissioners that the next budget review session will be tomorrow and will be held in the County Attorney's conference room.

He also reminded the Commissioners of the Keene Housings Annual Benefit Breakfast for the Keene Kids Collaborative program will be held on October 19, 2018 at the Mabel Brown Room, Keene State College from 7:00-8:45am breakfast.

He said that a meeting with Johnson Controls was held this week to investigate the possible engagement of Johnson Controls, or another HVAC company, to conduct a full energy audit of the Keene Campus in 2019 as the last audit was completed with Honeywell in 2004. In the intervening fifteen years, a number of changes have occurred with the envelopes of the buildings, HVAC system upgrades, lighting and electrical usage changes inviting a renewed look at how to save on energy costs.

Coates said that a letter has been sent out to the union representatives of the Department of Corrections concerning recent meetings and thanking them for their work with the County.

Coates said that he has received the document from the Chief of the Westmoreland Fire Department that he requested for controlled burn of 300 River Road scheduled for October 28<sup>th</sup> that holds the County harmless from any liability claims.

Coates then said the meeting with the person who was the fund raiser for the library project has been discuss Cupola project was fruitful and some ideas and ways to move ahead were explored. A search for a person to head-up the fund raising should begin after the first of the year.

He then informed the Commissioners that the Blood Farm sales price has been accepted by both buyer and seller and \$105,975.00 is the final price.

Old Business: Commissioner Cartwright asked if there is follow-up with Eversource on possible rebates for the Maplewood project and Bouchard said that he discussed this issue yesterday with EEI the projects HVAC installer. More information will be provided as the project continues.

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The Commissioner's then asked about a flat rate compensation increase comparison that can be used for 2019 budget discussions that was discussed at a recent Commissioners meeting. Trombly said that she will complete the task of running the numbers and will provide the Commissioners an analysis shortly.

New Business: Commissioner Weed mentioned that a company called GTL has been contacting him and the other Commissioners and staff on regular basis asking for a meeting. It was learned that GTL is a phone provider for jails and prisons and it was determined that any contact with GTL needs to go through the Superintendent.

The Weekly Census was then reviewed.

**The minutes of Oct 10, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The calendar was then reviewed.**

The Weekly Manifest was then reviewed with questions from the Commissioners. **At the conclusion of the questions, Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**General Discussion:** None

**At 11:01AM Pursuant to RSA 91-A:3, II (a) Commissioner Cartwright moved to enter a non-public session to discuss a non-public session to discuss the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session, not decisions were made and no vote was taken.**

**At 11:35AM The Commissioner voted unanimously to return to public session.**

**At 11:38AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,

Charles Weed  
Clerk, Board of Commissioners