

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 1, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**

**Phone Call-in Number:** +1 646 558 8656

**Meeting ID:** 409 748 8803

**Building**

**Present:** Commissioners: Charles Weed Jack Wozmak and Robert Englund

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

**Guests:**

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

**Guests:** Keene Council member Randy Filiault

At 8:40AM Commissioner Weed opened the meeting and recognized Administrator Coates who read the state of NH emergency orders in order conduct a meeting electronically.

Coates said that the NHAC County Administrators have been meeting to deal with the COVID-19 crisis and related that a call with Senator Sheehan at 2:00PM today has been set-up to discuss the Coronavirus Relief Fund that Counties in NH currently are eligible to receive.

Coates said that the Conservation District will tentatively hold a District Equipment Field Day for farmers at the Cheshire County Farm (in the area adjacent to the equipment storage shed and at the new outdoor classroom in the Maplewood/Antioch Garden) on Monday August 10<sup>th</sup>.

Coates then said that the Cooperative Extension office manager Steve Roberge, has taken a State Level position in Concord and that his colleague Carl Majewski will assume the local County lead within the office and a search for a new Forrester will begin right away.

Coates said that a meeting will take place today at 11:00am to discuss temporary housing for local first responders during the COVID-19 crisis with the President of Keene State, the Sheriff, and County Staff.

Trombly then provided an update on possible sources for the County Tax Anticipated Note (TAN) that will be needed sometime around May 1<sup>st</sup>. A number of sources are being explored but no decision has been made to date.

Coates then said that the Department of Corrections (DOC) change of inmate commissary supplier is now underway. The change was needed based on incorrect orders, poor quality items and rodent droppings in some of the deliveries. Coates said that a few logistical issues are being worked out and it will be May before the switch is completed.

Coates then related that he was interviewed remotely by Ray Brewer at WMUR yesterday concerning what is happening with the County during the COVID-19 crisis.

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Coates then said that letters will be issued to all employees deemed essential employees confirm that the holder of the letter is an essential employee conducting County business in the event that they are stopped by local police departments that may be enforcing the Shelter-in-Place order issued by the Governor.

He then said that possible LNA class will be held in the Commissioners Conference room with all proper COVID-19 protocols being followed and a complete room clean-up occurring following the meeting. He went on to say that the instructor was also looking other venues and that no decision had made as of yet.

Coates said that the payment to the Region #1 Integrated Delivery Network has been sent for 2020 as requested.

It was pointed out that the Director of Finance has established COVID-19 contingency lines for all departments and that all related costs that may be eligible for reimbursement by the state or federal governments are being tracked in finance.

Coates said that he has been calling all the towns in the County to let them know that the County is willing to help them with COVID-19 issue if possible. He said that of the towns he has spoken with they have been very pleased to hear from the County and everyone he has spoken to said that the stay-at-home order is being followed and that things in general are going smoothly.

Coates then said that an all-hands department head meeting will take place at 3:00 this afternoon to keep everyone up-to-date with what is happening with other County departments.

Coates said that he is monitoring backorders on personal protective equipment (PPE) and that the DOC is ok for now, but that there is a big concern rapidly developing about PPE stock levels at the nursing home.

Coates then said that senior staff has been helping a neighboring county due to an employee leaving the county for another position and a major medical issue that has affected another of the counties senior staff.

Coates said that he has been notified that the annual Primex Summit meeting has been cancelled and that all hotel reservations have also been terminated.

It was then discussed that the Drug Court is fully up and running remotely with IT assistance and that the first Zoom meeting for the weekly drug review with the Judge went well yesterday. He also said that the Behavioral Health team is also meeting remotely and things are good well.

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Also discussed was that the Registry of Deeds is working despite being closed to the public with most documents being received electronically or being dropped off in lock box outside the office and that the County Attorney office is working mostly remotely with only one or two staff members in the building during office hours.

Coates explained that the System of Care staff are all working remotely and things are going well with both the staff and clients. Also working remotely is the Grants staff however all grant work continues with no impact thus far.

Coates said that the Information Technology (IT) staff is continuing its isolation and is ramping up support for an extended remote working environment.

He also said that the Finance department is almost completely remote at this point with the exception of needing to be in the office for a few tasks that require check printing and other non-remote capable functions.

Coates said that the Human Resources and Safety departments are working primarily at Maplewood for now and that all employees at the site are being rigorously screened daily as are the staff at the Department of Corrections.

Coates said in response to a question from the Commissioners concerning options that may limit the ability of current staff to meet the needs of the nursing home residents that a conversation is being had with a local commercial laundry operation to possibly outsource the cleaning of the nursing home bedding as one example of a number of options being considered.

Old Business: An updated recruitment ad for a senior management planned retirement is being prepared.

New Business: None

**Commissioner Weed then moved to accept the consent agenda and was seconded by Commissioner Englund. Upon roll call vote the motion passed unanimously.**

**At 10:40am pursuant to RSA 91-A:3, II (a) Commissioner Englund moved to enter non-public session to discuss the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

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**At 11:09AM Weed Englund moved to adjourn the non-public meeting until noon and was seconded by Commissioner Englund and upon vote the motion passed unanimously.**

**At 12:03PM the meeting resumed.**

**At 12:20 Commissioner Wozmak joined the on-line call and was briefed by Administrator Coates on the personnel issue being considered. A motion to approve a 60 day leave of absence and to hold a position open for an employee with high risk of COVID-19 infection was made by Commissioner Weed and seconded by Commissioner Englund. Upon roll-call vote Commissioner Weed voted Yea, Commissioner Englund voted Yea, and Commissioner Wozmak vote Yea, and the motion passed unanimously.**

**At 12:38PM Commissioner Weed moved to exit non-public and was second by Commissioner Englund. Upon roll-call vote the Commissioner voted unanimously to exit non-public session and return to the public meeting.**

**At 12:45AM there being no further public business to discuss, Commissioner Weed Englund moved to adjourn until noon and was seconded by Commissioner Englund and upon roll-call vote the motion passed unanimously.**

Minutes recorded by:  
R. Bouchard, Assistant County Administrator

Reviewed and submitted by:  
R. Englund, Clerk