

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 13, 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, Grants Manager Bansley, HR Director May, Register of Deeds Tilton, and Assistant County Administrator Bouchard.  
**Guests:** County Treasurer and Keene City Counselor Terry Clark.

At 8:41AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed, Englund, and Wozmak responded as "present".

**Commissioner Weed then moved to conduct this meeting as an emergency meeting under the relevant provisions of NH RSA 91-A, and consistent with the recommendations contained in Executive Order 2020-04 Order 12 issued by Governor Sununu. Commissioner Englund seconded the motion and upon roll-call vote the motion passed unanimously.**

**Emergency Order #12 Pursuant to Executive Order 2020-04**  
**Temporary modification of public access to meetings under RSA 91-A**  
**Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:**

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III (b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
  - Provides public access to the meeting by telephone, with additional access possibilities by
  - video or other electronic means;
  - Provides public notice of the necessary information for accessing the meeting;

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- Provides a mechanism for the public to alert the public body during the meeting if there are
- problems with access; and
- Adjourns the meeting if the public is unable to access the meeting.

Coates then outlined the rules of the meeting;

1. Public has an opportunity at the beginning of the Commissioners Meeting under “Public Comment” to speak. Community input will not be allowed after that point, unless recognized and allowed by the Chair of the Commissioners.
2. All votes will be Roll Call and when recognized, we are asking that you re-state your name and yes or no
3. If you have a question or motion that you would like to ask to put forward, please state the following, “Mr. Chair, Commissioner (your name) has a question or motion”.
4. If you are having issue hearing the call, please text or call the County Administrator at 603-313-9002.
5. Please mute your phones so background noise won’t interfere with the meeting.
6. This meeting has been posted on our website so that the community, department heads and media can listen into the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

Commissioner Weed then recognized Register Tilton who discussed the need for face masks and asked if the State will provide masks when businesses re-open. Coates said that the State has not yet opened the shipment of masks to municipalities and counties. Tilton then said that she was ordering some masks but was also picking some a few from the DMV office.

Grants Manager Bansley was then recognized to discuss Master Agenda Item #762: DOT5310 Purchase of Service Grant Agreement Amendment to SFY20 contract for SFY21 funds.

**Bansley explained that the amendment request required a motion and vote to be able to accept and execute an amendment to the DOT FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities SFY20 grant agreement to add \$163,333 for SFY21, for a total of \$326,666. She said that this is a New Hampshire Department of Transportation Bureau of Rail and Transit federal pass-through grant to provide accessible and affordable transportation to seniors and disabled for the period of July 1, 2020 to June 30, 2021. The grant funds will be subawarded to Home Healthcare Hospice & Community Services (HCS), the Community Volunteer Transportation Company (CVTC), Monadnock Adult Care, and Keene Senior Center. The grant requires a match of 20% of the total project, or \$40,833, to be provided by volunteer driver hours from CVTC. She also requested another vote to authorize County Administrator Chris Coates to execute four subrecipient agreements under this grant, and finally to authorize Grants Manager Suzanne Bansley to submit claims for reimbursement to the Department of**

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**Transportation and to make any associated certifications required with submitting invoices or requesting reimbursements.**

**Commissioner Wozmak moved to accept the motion as presented and Commissioner Weed seconded the motion. Upon roll-call vote the motion passed unanimously.**

Grants Manager Bansley then discussed the State of NH the Governor's Office for Emergency Relief and Recovery (GOFERR) Coronavirus Relief Fund Grant Agreement. She highlighted the strict rules around the submission of documentation and said that the monies cannot be used to make-up municipal shortfalls or other revenue issues but must only be targeted for COVID-19 expenses that were not anticipated or funded. A discussion of items that could be covered was reviewed and the rules around the impact on staff trying to maintain all the required documentation was discussed.

Coates was then recognized for the Weekly Operations Report:

Coates said that he had a call with the Restorative Justice program team and reviewed the current status. He that the team is very excited and said that the judges are also very interested in utilizing the program as it ramps-up.

He then said that a Zoom meeting invitation has gone out to all of the towns in the County to discuss the impact of the COVID-19 crisis response and that some towns have already responded that they will try to attend. Two sessions, one on Monday at 12:00PM and on Tuesday at 5:00PM will be held.

Coates then discussed the Personal Protective Equipment (PPE) shortages and said that 2,500 gowns have been located and as of now the numbers of masks and gloves is sufficient for the immediate need. A washable gown is also being investigated that can sustain a great number of washings instead of using disposable paper gowns.

Coates said that they have not been made aware of when the State will be at the nursing home to test nursing home staff and residents as has been announced in the media. He will keep the Commissioners informed as he learns more, but anticipates that it will be within the next 2-3 weeks.

Coates said that the Monadnock Trails group will present their plans for developing a County wide hiking train at the Commissioners meeting next week.

Coates asked if the Commissioners were interested in coming into the building for future Commissioners meetings as it was now possible to have everyone maintain social distance rules and still conduct the public portion of the meeting via Zoom. More will be discussed after the Governor announces the state re-opening plan.

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He then discussed four staff members that have been out on extended leave and discussed the termination of two of the individuals as they chose not to respond to HR or chose not to return to their positions. He said that two other staff members will be returning June 1<sup>st</sup>.

The search for the new Superintendent for the Department of Corrections was then covered and the on-going recruiting to expand the pool of qualified applicants was discussed.

A discussion of the potential frontline workers at Departments of Corrections, police and sheriff departments receiving supplemental payments was covered. Coates and Trombly discussed the staff members that could qualify but there has not been any guidance from the State thus far on who will be covered. Trombly said that the total funding impact to the County could be up to \$50,000.00 if the staff that are not currently covered by the State are picked-up by the County for purposes of equality as they are also working directly with inmates and residents and are exposed to the same health threats.

Old Business: Commissioner Wozmak then discussed the Commissioners Cost Shifting letter and said that the reimbursement rates for nursing homes needs to greatly increase from the current 50% Medicare / Medicaid funding. He said that long-term care facilities rise and fall based on the reimbursements that they receive.

New Business: Commissioner Englund then said that he has reached out to the NH Department of Health concerning the quarantine for NH and he was told that there is still a two-week stay-at-home quarantine for summer visitors. He suggested that a communications program be put into place for all towns and cities about the current quarantine rules.

A lengthy conversation about the stipend payments for frontline workers began once again and an extensive recap of staff who may qualify for the State stipend and those who do not but could be compensated by the County through the use of a County held trust fund was had.

**Commissioner Wozmak then moved to accept the accept Consent Agenda for the approval of the Weekly Manifest and the Minutes from the April 22, 2020 Commissioners meeting and Commissioner Englund seconded the motion. Upon roll-call vote the motion passed unanimously.**

**At 10:33AM there being no further public business to discuss, Commissioner Wozmak 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