

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 21, 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

**Pin #:** 6031233

**Present:** Commissioners: Charles Weed and Robert Englund. Commissioner Wozmak absent w/ notice.

**Staff:** County Administrator Coates, Finance Director Trombly, Maplewood Administrator Kindopp, Maplewood Facilities Director Harrison, and Assistant County Administrator Bouchard.

**Guests:** Terry Clark, County of Cheshire, Treasurer

**At 8:31 AM, Commissioner Weed opened the meeting, and County Administrator Coates conducted a roll-call of the Commissioners attending the meeting. Commissioners Weed and Englund responded as "present." Commissioner Wozmak was absent with notice, as noted above.**

**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 Wozmak 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, II 1 (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, II 1 (c), that each part of a meeting of a public body is 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 session if the public is unable to access the meeting.

Coates then outlined the rules of the meeting.

1. The 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 issues 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 to the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

At 8:32 AM, the Chair recognized Administrator Coates for the Weekly Operations Report.

Coates remarked that the Cheshire County Conservation District (CCCD) would hold its Annual Meeting event on October 27<sup>th</sup> @ 7:00 PM via Zoom. He said that the former County Forester Steve Roberge has been named the CCCD's Educator of the Year and urged the Commissioners to attend the event.

Coates then discussed the County policy for travel outside of NE that imposes a 14-day quarantine when they return to the State. He reviewed and proposed having the individual take a COVID-19 test after having returned after 72 hours. If the test is negative, then a 7-day quarantine will be in effect. He said that the proposed change would only apply to the Keene downtown campus.

He said that Hillsborough and Merrimack counties both had seen significant increases in cases. A large uptick in cases is underway throughout the State. He also noted that Vermont is not permitting NH residents from Grafton county into the State at present.

IT Director Hummel was then recognized and discussed a no-bid request for ten laptops for new and existing System of Care staff members. He said that each computer costs \$1,121.00 with grants funds

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paying for four of the systems from the program sustainability monies, and three paid for under the expansion grant, and three under the State contract. External monitors will also have to be purchased.

**Following questions and discussion, Commissioner Weed moved to authorize the Lenovo laptops' purchase for the System of Care staff under the no-bid purchase rule as approved by the Board of Commissioners. Upon roll call vote, the motion passed unanimously.**

Coates then discussed a large refrigerator that has become surplus equipment at Maplewood. He said that he contacted the Community Kitchen and learned that they would be happy to have the unit for their use as they currently lack sufficient refrigerator space. The Community Kitchen staff will contact Director Harrison to arrange to pick-up the unit if the Commissioners approve the donation.

**Following discussion, Commissioner Englund moved to donate the refrigerator to the Community Kitchen and was seconded by Commissioner Weed. Upon roll vote, the motion passed unanimously.**

Coate then said that the old Maplewood generator is being removed shortly, and a possible donation to a local municipality was brought-up. Further discussion and possible alternatives for disposition will be explored.

Coates then discussed the number of COVID-19 cases in the State and said that the numbers are rising very quickly above what they were just a few weeks ago. It is an obvious concern for everyone, and personal responsibility and organizational discipline needs to continue and even increase.

Coates then discussed the potential purchase of iPads or computers for the Commissioners to use for the numerous meetings. He said that their use would nearly eliminate the significant amount of paper and copying that now takes place. A follow-up review of this issue will take place when Commissioner Wozmak is available to review and discuss.

Coates said that the UNH Cooperative Extension's plan to move to the County Hall building is on-going. He also discussed the need to rewire the 33 West St. building to bring the data wiring up to current specifications so that VoIP and network connections can be upgraded to the level of the rest of the County facilities. Coates reminded the Commissioners that \$10,000.00 had been approved in last year's budget for the work but has been frozen based on unknown funding issues.

**Following discussion, Commissioner Weed moved to unfreeze the budget of \$10,000 for the data cabling work to be completed for the 33 West Street building that was approved for the 2020 budget and was seconded by Commissioner Englund. Upon vote, the motion passed unanimously.**

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Coates then discussed the standard of requiring masks for staff and public attendees when presenting at the Commissioners meeting. Commissioner Weed and Englund both strongly supported the rule's initiation, which will go into effect immediately.

Coates said that The Dupont Group that provides administrative functions for the NH Association of Counties (NHAC) would send out the NHAC annual conference information attendance information this Friday.

**A discussion around canceling the November 25th (Thanksgiving) and the December 23<sup>rd</sup> (Christmas) meetings began. It was discussed that the meetings could be canceled unless there are urgent matters to address. Commissioner Weed moved to cancel both meetings unless an urgent issue arose, requiring a formal meeting and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

Coates then handed out a document created by Trombly, showing the financial performance of the County Healthcare program. Trombly then spoke to the document and reviewed the healthcare insurance rates for all staff members. A discussion of program costs and projections was covered in detail. Next week, a follow-up meeting will occur after receiving additional information from the County's insurance advisors.

Director Harrison was then recognized to discuss Master Agenda Item #814: Semi-Annual report of Maplewood Facilities Director.

**MNH Facilities report to the Commissioners Covering Q2 – Q3 FY20**  
**Accomplishments**

**Q2 2020**

- Moved staff café to temp location in the meeting room
- Message Now system replaced – unanticipated cost
- Worked with DEW cutting over the generator panels on the old side
- Mower RFP out, approved and purchased in May
- ENE – Tested T-stats in the resident rooms due to control issues
- Multiple PPE pick-ups around the State
- WWTP - Bazin hired to repair a leaking sewer line in the old jail yard – found by video scoping the line – Rob R set this up
- Maplewood front entry sign – had McAnney Carved signs repaint and change the directional arrow. Re-installed at the new entrance

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- Scheduling office desks replaced
- Added a second-high capacity AC to the temp kitchen
- Test run the new washer drainage system

**Q3 2020**

- Brought back the two washing machines from storage and installed them, next day moved the two washers that were running to the new permanent locations
- Quarterly fire pump and sprinkler inspections completed by Life Safety Co.
- The sorting room was finished and we moved them into it
- Hallway outside OT/PT was opened up for our use
- The new split unit for the IT server room was installed and started up
- Laundry hallway split and covered for construction access
- Multiple water shut downs both nights and during the day shift to allow for cut , cap and make safe to allow renovation work to continue
- Moved Robin Rahe's office and housekeeping storage to new temp location
- Set up emergency exit through the construction zone for staff working in the dish room
- Biomass shut down for annual cleaning
- Multiple fire alarm meetings due to excessive time delay for alarm reception at KMA
- New kitchen equipment delivered and set up
- Moved O2 storage to a temp location
- Met with EEI on future controls and maintenance work here – set up contract to replace all Honeywell building automation controls
- Moved 2<sup>nd</sup> and 3<sup>rd</sup> floor nurses' stations to temp locations to allow construction to continue
- Powers in for Minor PM on all generators
- Folding room 80% complete – moved them back into it from the old meeting rooms
- ALF – all power sources for the elevator, life safety, generator and normal power were cut over from the old electric room to the new one
- Passenger car elevator failed – large unplanned expense to repair
- Moved and installed tubs on 2<sup>nd</sup> and 3<sup>rd</sup> floors in the addition
- Mike Egan inspected a Jeron nurse call system that was available at Crotched Mountain for potential county purchase to replace the aging system in ALF – purchase in process
- Waste Water plant capital project – replaced the grinder was completed
- Water Treatment plant project of cutting the brush back along the road to the tank and around the tank – also had the embankment at WWT plant cut back

**Concerns**

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- For the continued good health of the Facilities staff both physically and mentally as the Covid-19 pandemic goes on.
- Effects of Phase 3 implementation on Phase 4 section of the building. Now with heating season just around the corner and limited capacity to control building temps.
- Electrical cost over runs through 2020.
- Impact of the elevator repair on the staff and facilities on the ground floor.

**Budget**

Account - Q2 2020	2020 Budget	June Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$346,050	\$28,109	\$171,101	\$174,949	50.56%
P/R Overtime MNH	\$8,500	\$483	\$3,039	\$5,461	64.25%
Outside Services MNH	\$140,445	\$5,204	\$35,160	\$105,285	74.97%
Supplies MNH	\$9,500	\$0	\$2,605	\$6,894	72.57%
Electricity MNH	\$167,650	\$18,022	\$112,449	\$55,201	32.93%
Gas/LPG MNH	\$83,174	\$0	\$10,607	\$72,567	87.25%
Fuel - Bio / Diesel MNH	\$120,200	\$6,524	\$57,782	\$62,418	51.93%
Auto Repair MNH	\$7,500	\$561	\$6,090	\$1,410	18.80%
Building Repair MNH	\$35,000	\$4,248	\$26,562	\$8,438	24.11%
Equipment Repair MNH	\$25,000	\$879	\$11,361	\$13,639	54.56%
<b>Total MNH Facilities</b>	<b>\$1,160,697</b>	<b>\$91,231</b>	<b>\$567,378</b>	<b>\$593,319</b>	<b>51.12%</b>

Account - Q3 2020	2020 Budget	Sept. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$346,050	\$28,607	\$257,884	\$88,166	25.48%
P/R Overtime MNH	\$8,500	\$576	\$4,623	\$3,877	45.61%
Outside Services MNH	\$140,445	\$6,454	\$53,226	\$87,219	62.10%
Supplies MNH	\$9,500	\$0	\$2,617	\$6,883	72.45%
Electricity MNH	\$167,650	\$17,266	\$169,306	-\$1,656	-0.99%
Gas/LPG MNH	\$83,174	\$7,144	\$20,051	\$63,123	75.89%
Fuel - Bio / Diesel MNH	\$120,200	\$696	\$62,093	\$58,107	48.34%
Auto Repair MNH	\$7,500	\$437	\$7,352	\$148	1.97%
Building Repair MNH	\$35,000	\$2,094	\$32,584	\$2,416	6.90%
Equipment Repair MNH	\$25,000	\$0	\$17,832	\$7,168	28.67%
<b>Total MNH Facilities</b>	<b>\$1,160,697</b>	<b>\$80,636</b>	<b>\$827,559</b>	<b>\$333,138</b>	<b>28.70%</b>

**Renewable Energy Credits (REC)**

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Q1 85 REC @ \$24.25 = \$2,061.25 – 10% commission \$1,855.12

**Looking Forward**

- Replacing the Escapes
- Moving Residents into the renovated side of the old building

Sincerely,



Bruce Harrison  
Facilities Director  
Maplewood Nursing Home  
Cheshire County

Coates then discussed the UV light project that was proposed for the HVAC systems at the Nursing Home. He stated that due to the many unknowns concerning UV's effectiveness in HVAC systems, the project should be put on hold until the design's efficacy can be confirmed and the cost equations make better sense.

Coates then discussed scheduling a presentation titled "En-ROADS and the Carbon Cashback Program" that would be a joint meeting with the City of Keene. John Kondos, President of the Monadnock Sustainability Hub, would present the program.

**Excerpt from the Keene Sentinel - By Mia Summerson Sentinel Staff - Feb 20, 2020 Updated Mar 28, 2020**

*A member of the Citizens Climate Lobby, explained that she's in favor of a "carbon cash back" version of carbon pricing, which would pass the money collected from fees levied against carbon producers to every person within the jurisdiction of the legislation.*

*"[The Citizens Climate Lobby is] presenting a form of carbon fee that is considered revenue neutral," Martin said. "Carbon producers, they would pay a fee on how many tons of carbon they produce ... all that money goes into a pool and gets refunded in equal shares to every citizen over the age of 18. The idea is that, even though fuels will become more expensive, [fuel companies] won't pass on that cost immediately. Even if they do, people will be receiving the dividend that will help offset the cost."*

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Old Business: Commissioner Englund asked about the status of the Restorative Justice / Victim Witness position. Coates confirmed that the person had been hired, and he will meet with the Commissioners sometime in the next 30-45 days.

New Business: **Trombly presented a document to reimburse the County for the cost of on-going testing for all nursing home staff members. Kindopp spoke to the contracts that require the labs to process the testing results. Commissioner Weed moved to authorize the Nursing Home Administrator to enter contract discussions and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

**Consent Agenda: Minutes of 10/14/2020 as amended and Manifests for the week. Commissioner Englund moved the consent agenda and was seconded by Commissioner Weed. The motion passed with unanimous consent.**

**10:27 AM here being no further public business to discuss, Commissioner Englund moved to adjourn and was seconded by Commissioner Weed. Upon roll call vote, the motion passed unanimously.**

Minutes recorded by:

R. Bouchard, Assistant County Administrator

Reviewed and submitted by:

R. Englund, Clerk