

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 12, 2021**  
**County Hall**  
**12 Court Street, Keene, NH 03431**

**Pursuant to Emergency Order #12 and 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: Jack Wozmak, Robert Englund, and Terry Clark

**Staff:** County Administrator Coates, Finance Director Trombly, Safety Officer Kroupa, Grants Manager Bansley, Assistant County Administrator Bouchard.

**Guest(s):**

At 8:31 AM, Commissioner Wozmak opened the meeting, and County Administrator Coates conducted a roll-call of the Commissioners attending the meeting. Commissioners Englund and Clark responded as "present."

Commissioner Wozmak 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, 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:

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- 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.
- 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 opened the meeting and recognized Grant Manager Bansley. She asked the Commissioners to accept funds and to execute a grant agreement for \$426,600 for SFY22-23 and make sub-awards to CVTC, Keene Senior Center, and HCS. Further to authorize Grants Manager Bansley to submit claims for reimbursement as appropriate and as needed.

**Following discussions, Commissioner Englund moved to accept the grant and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.**

Bansley then discussed the pending grant for the restoration of the old courthouse building from the New Hampshire Land and Community Heritage Investment Program (LCHIP), and she asked the Commissioners to reaffirm commitment to the rehabilitation of the historic county courthouse, now county hall, and to pursue grants and private donations to fund it. Endorse and commit to historic preservation as part of community identity, heritage, history, and legacy.

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Apply for the LCHIP Historic Resource application for \$243,570.00 to rehab the cupola.  
**Commissioner Englund made the motion to authorize the submission of the grant and reaffirm commitment to the rehabilitation of the historic county courthouse, now county hall, and pursue grants and private donations to fund it. Endorse and commit to historic preservation as part of community identity, heritage, history, and legacy. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.**

Safety Officer Kroupa was then recognized to discuss Master Agenda Item #886: Semi-Annual report Safety Officer.

Kroupa spoke to the following documents, and she outlined the significant events of the past year and discussed the restart of the County Safety Committees. She addressed the disaster planning for Maplewood and the ongoing fit tests needed by the nursing home, Sheriff's office, and the Department of Corrections.

To: Cheshire County Board of Commissioners  
From: Julie Kroupa, Safety Officer  
Date: May 5, 2021  
RE: Quarterly Report to the Commissioners

**Listed below is a summary of the current and ongoing projects for the 4<sup>th</sup> quarter of 2020 and the 1st quarter of 2021.**

*I am currently working to create a Safety Policy Manual. Many policies have been completed, and more to come.*

*The ongoing management of the Worker's Compensation and the Temporary Alternative Duty program is current with the compensation process and is in compliance.*

*Working closely with our insurance company, PRIMEX, benchmarks are set every year to assist in areas that need strengthening. 2021 Benchmarks are an Average number of claims under 34 (2019:28; 2020:26), an Average number of material handling/resident transfer claims under 13 (2019:6; 2020:9), and an Average number of Slip/Trip/Fall claims under 5 (2019:3; 2020:4).*

*Renewed the annual PRIMEX PRIME3 Certification for 2020 and received a 2.5% discount for Worker's Compensation and 2.5% discount for Property and Liability toward 2021.*

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*The ongoing construction project at Maplewood- Weekly Infection Control Risk Assessment meetings with Facilities, Assistant Director of Nursing/Quality Assurance and Infection Prevention, Safety and Construction to ensure resident and staff safety and troubleshoot issues that arise.*

*Frequent walkthroughs of the Maplewood facility to ensure life safety compliance during the construction phase.*

*Coordinate the required DOL annual inspections of all County-Owned facilities. The Cheshire County Joint Loss Management Committee and the Campus Safety Committees are responsible for inspecting their buildings and reporting deficiencies to the Safety Officer. Write inspection reports, work orders and submit them to each department for review/resolution. Inspections are ongoing.*

*Develop the agendas, create and distribute all the meeting minutes for the Maplewood Safety Committee, Keene Safety Committee, Department of Corrections Safety Committee and the Cheshire County Joint Loss Management Committee.*

*Continue to train MNH employees on the new Disaster Plan and ongoing testing of the plan, including updating policies as needed. Changes are distributed quarterly.*

*Fit tested 52 nursing staff members at Maplewood for N95 respirators, 9 of the Sheriff's Deputies for gas masks, and 3 Maplewood Facilities staff members for particle/fume respirators.*

*Conducted a Tabletop Disaster Drill on a Telephone Outage for Maplewood. Planning a Dr. Richards (disruptive/violent person) disaster drill for Maplewood this spring.*

*Annual Safety Training for DOC completed for 2021. Maplewood does annual/new employee training every two weeks ongoing. Annual Safety Training for Keene Campus is currently being planned for May.*

*Fire drills were held in accordance with state and local regulations for Maplewood and Keene Campus. DOC handles their fire drills internally.*

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*Completed all emergency equipment inspections and replaced items as needed- completed on a weekly/monthly schedule.*

*2021 Annual MNH Entrapment Survey completed.*

*Working with Keene Facilities to assess the New Courthouse emergency procedures, inspection schedules and hazardous materials inventory to achieve continuity and ensure compliance in all safety and environmental programs.*

*Continue to maintain an active role in the Greater Monadnock Public Health Network, the Granite State Health Care Coalition, Regional Planning Committee, Healthcare Emergency Preparedness Alliance, the Healthcare Workforce Group and the Public Health Emergency Coordinating Committee. Now a member of the Leadership Council for a Healthy Monadnock Executive Committee. Will be pursuing MACE training.*

*Ensure all the MNH Transportation department drivers who transport residents have current safe driving records and/or defensive driving certificates on file.*

*Working with the MNH Administrator and Transportation employees to convert to new regulations from our billing companies. Updating all first aid kits, bloodborne pathogen kits and documentation necessary for the 4 Maplewood vehicles used to transport residents.*

*Working to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and new furniture.*

*Member of the committee that organizes employee Health Fairs and Wellness Initiatives at MNH and Keene Campus.*

*Registered for the Primex Summit 5/10-5/12.*

Kroupa then addressed the 4<sup>th</sup> quarter of 2020 and the 1<sup>st</sup> quarter of 2021 Workers Compensation results. Her report follows:

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**Workers Comp 2020 4<sup>th</sup> Quarter and 2021 First Quarter**

2020 4<sup>th</sup> Quarter

**Claims: 4**

1: Department of Corrections  
1: System of Care  
1: MNH Nursing  
1: MNH Environmental Services

Lost workdays: 20 Light Duty Days: 21

Gender: 3 – Female  
1 - Male

<u>Day of Week:</u>	<u>Shift:</u>
0- Sunday	2- 7:00-3:00
2- Monday	1 – 3:00-11:00
1 – Tuesday	1– 11:00-7:00
0- Wednesday	0- 4:00-12:00
1- Thursday	0- 12:00-8:00
0- Friday	
0 – Saturday	

**2021 1st Quarter**

**Claims: 10**

5: Department of Corrections  
1: MNH Nursing  
3: MNH Environmental Services  
1: MNH Administration

Lost workdays: 61 Light Duty Days: 111

Gender: 3 – Female

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7 - Male

<u>Day of Week:</u>	<u>Shift:</u>
3- Sunday	7- 7:00-3:00
2- Monday	3 – 3:00-11:00
1 – Tuesday	0– 11:00-7:00
1- Wednesday	0- 4:00-12:00
2- Thursday	0- 12:00-8:00
1- Friday	
0 – Saturday	

Kroupa said that she is planning some new training in confined spaces and evacuation. She discussed the planning for a safety program for the 33 Winter Street building and outlined other ongoing programs such as the ergonomic lift desks that are being requested.

She then discussed the following Workers Compensation report.

The Commissioners asked several questions, including the maintenance of the AED's in the building.

The Commissioners thanked Kroupa for her report, and Trombly was then recognized to discuss the sale of the Tax Anticipation Note (TANs) for the annual county funding that occurs today. Following the sale results, Trombly reported that the interest rate for TAN's note is set at .39%, a much better rate than what was anticipated. She said that the documentation for the sale would be ready for the Commissioners signatures on Friday.

Trombly then said that she had developed an approach to understanding the cost of implementing a new onboarding plan for the benefits plan from a 90-day plan to either an immediate implementation, a 30 day waiting period or a 60-day waiting period. She said that if the immediate qualification for benefits were put into place beginning on the date of hire, the anticipated costs would be approximately \$311,000. She then said that if a plan was implemented that allowed benefits to start on the first of the month following the date of hire (at least 30 days but potentially up to 59 days before being eligible), it would add \$129,000 of additional costs. If the plan were implemented with a 60 day waiting period, there would be an additional cost of \$46,000.

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The Commissioners asked a number of questions about how many new hires were onboarded each year and the departments that are affected. It was discussed that only a small number of staff were concerned with receiving benefits earlier than the current program. The Commissioners initial thoughts were that the program currently in effect was sufficient and no change to the benefits eligibility date is presently contemplated.

Coates was then recognized for the Weekly Operations Report.

Coates said that a letter had been received concerning the settlement of the statewide Opioid settlement agreement. He said that the County's initial share of the payment is \$16,905.85. There will be three additional lesser payments in the coming year.

A discussion concerning the continued grants department support for the Public Health department at Cheshire Medical began. Bansley reviewed the status of the working relationship with the hospital now that it is an operating wing of the Dartmouth Hitchcock medical complex. She suggested that now that the Dartmouth affiliation is in place and because Dartmouth has a grants department, it wouldn't be necessary for the County to continue to be the fiscal agent for the Cheshire Medical programs in the future. Bansley spoke to a contract being renewed in the next few weeks and said that it is an excellent time to review the continued need for the County to act as the fiscal agent for grants.

Coates said that a meeting with the Sheriff concerning securing funding for the upgrade and replacement of outdated public safety radio infrastructure equipment has started. Other discussions with the congressional and senatorial offices were underway to determine if federal funds are available for the project.

Coates then informed the Commissioners that the renovations of the Monadnock Center for Violence Prevention (MCVP) offices located in the basement of the 1858 wing of the County Hall building have been completed and that a tour would be scheduled for next week.

Coates then discussed that the staff is pursuing meetings with the Congressional and Senate offices concerning the American Recovery Plan Act (ARPA) and other questions and issues around the announced infrastructure funding.



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Old Business: None

New Business: None

**Consent Agenda: Minutes of 05/05/2021 and Manifests for the week. Commissioner Clark moved the consent agenda and was seconded by Commissioner Englund The motion passed with unanimous consent upon roll call vote.**

General Discussion: None

**09:53 AM RSA 91-A:3, II(e) Commissioner Wozmak moved to enter a nonpublic session to discuss the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein until the claim or litigation has been fully adjudicated or otherwise settled. Commissioner Clark seconded the motion, and upon vote, the motion passed unanimously.**

**As a result of discussion in a nonpublic session, no decision was made, and no vote was taken.**

**At 9:57 AM, the Commissioners voted unanimously to reenter the public session.**

At 09:59 AM, there being no further public business to conduct, Commissioner Englund moved to recess the meeting and was seconded by Commissioner Wozmak. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:  
Assistant County Administrator Bouchard

Reviewed and submitted by:  
T. Clark, Clerk