

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 29, 2021**  
**County Hall Building**  
**12 Court Street, Keene, NH 03431**

**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, Department of Corrections Superintendent Iosue, HR Director May, Maplewood Facilities Director Harrison, and Assistant County Administrator Bouchard.  
**Guest(s):** Keith McBrien, Energy Efficiency Investments (EEI), Steve Horton, County Owners Representative

At 8:30 AM, Commissioner Wozmak opened the meeting, and Administrator Coates conducted a roll-call with the Commissioners, Wozmak, Englund, and Clark, responding as "present."

At 8:31 AM, the Commissioners opened the floor for public comment and Department Head updates.

Public Comment: None

Iosue was recognized and briefed the Commissioners on an inmate transportation issue describing a situation where a request was received from the inmate's attorney to allow the inmate to serve their remaining three months of sentence at the Cheshire Department of Corrections facility instead of being transported to the State Prison in Concord. He described the process for reviewing these types of cases and said that the local prosecutor's office objected to the inmate remaining at the facility. Commissioner Wozmak strongly opposed the process that had the inmate transferred to the prison and said that the inmate should have remained in the county facility. An extended discussion about the process and procedures used for this situation was covered in-depth and a follow-up meeting with the County Attorney's office may be scheduled.

Sheriff Rivera was then recognized and said that he is seeking consensus from the Commissioners for the addition of \$65,765.00 to the Sheriff's budget for a new position in the Dispatch Communications center. The request is based on the announced retirement of the current Director of Communications. He described the changes in the proposed staffing, and Administrator Coates and Finance Director Trombly spoke to the issue. Coates provided an overview, and Trombly addressed the details needed to implement the new position for a technical communications tech and described the associated costs to implement the staffing and organizational changes. The plan is to allow five months overlay for training with the current Director of Communications. It was learned that the net cost following the realignment of the positions is negligible and will result in clearer lines of responsibilities and better maintenance and service for the multiple sites utilized by the County public safety communications network.

The Commissioners agreed that the plan was both operationally and fiscally sound will support presenting the request to the executive committee during the upcoming 2022 budget review process.

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Iosue then spoke again and asked about the Center for Disease Controls (CDC's) changes to quarantine recommendations from ten days to five days. It was discussed that the new procedures would most likely be implemented by the County shortly.

**H.R. Director May was then recognized and requested an unpaid leave of absence for eight weeks for an employee based on medical and family needs. Following discussion, Commissioner Wozmak moved to approve the request and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

Master Agenda Item #948: Master Agenda Item: 2022 Budget Rollover Requests – Trombly offered to review the rollovers at the end of the meeting, but Commissioner Wozmak asked if the other Commissioners were comfortable with the proposed items as presented below.

To Commissioners 12/29/21					
Building/Dept	Description	Balance	Project #	Account #	
County Hall	Digital Signage	\$ 2,000.00	19-01-21	4900.89.19	
County Hall	Exterior Lights for Center St parking lot	\$ 1,800.00	19-02-21	4900.89.19	
ALF	CAT6 Cable and Ports	\$ 40,000.00	50-01-21	4900.89.50	
ALF	Replace Nurse Call System	\$ 8,068.00	50-02-21	4900.89.50	
Sheriffs Dept	3 Ballistic Vests	\$ 2,430.33	91-01-21	4900.97.91	
Sheriffs Dept	Vehicle lease payment	\$ 18,500.00	91-05-21	4900.97.91	
Facilities MNH	MNH Elevator Repair	\$ 5,575.01	11-01-21	4900.89.11	
Facilities MNH	Replace Elevator Hydraulic Jack Assembly & Upgrade old Elevator	\$ 213,916.00	11-04-21	4900.89.11	
Facilities MNH	Card Reader for Service Elevator	\$ 5,875.00	11-05-21	4900.89.11	
Facilities MNH	Replace locks in old part of building not renovated	\$ 15,090.99	11-07-21	4900.89.11	
Facilities MNH	Boiler Tube Cleaning Equipment	\$ 3,800.00	11-02-21	4900.97.11	will be offset with Cap Reserves
Facilities MNH	Replace 1 of 2 plow trucks (to include plow)	\$ 4,292.20	11-06-21	4900.97.11	
WTP	Replace 4" pressure reducing valve	\$ 5,500.00	14-01-21	4900.97.14	will be offset with Cap Reserves
WTP	Influent flow meter	\$ 4,000.00	14-02-21	4900.97.14	will be offset with Cap

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					Reserves
Environ Services	Undergarment Delivery Carts (3)	\$ 900.00	53-01-21	4900.97.53	will be offset with Cap Reserves
Nursing	Resident Replacement Furniture	\$ 5,000	52-01-21	4900.97.52	
Nursing	Specialty Mattresses	\$ 8,000	52-02-21	4900.97.52	
Physical Therapy	Biomed MedBike	\$ 6,700	57-02-21	4900.97.57	
EMS (ARPA Funds)	Start-up costs for County EMS	\$ 1,279,583.33	ARPA funds	4465.97.05	will be offset with ARPA funds
Employee Retention	From ARPA Funds	\$ 12,298.51	ARPA funds	4465.25.00	will be offset with ARPA funds
IT	Harris Self Service Funds	\$5,290		4152.82.95	
	<b>Total</b>	<b>\$ 1,648,619.37</b>			

Commissioners Englund and Clark both said that they were fine with the list as presented.

**Commissioner Wozmak then moved to accept the proposed rollovers and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

Sheriff Rivera was then recognized to discuss Master Agenda Item #949: Sheriff - Service Fee Increases. Following a review and discussion of the Sheriff's request, it was agreed to postpone the review of the request until an upcoming meeting in 2022 due to technical advantages that will raise the basis amounts because of a different comparison period. The item will be rescheduled for review at the January 5, 2022 meeting.

Master Agenda Item #950: Energy Upgrade Project Status and Schedule was then taken up for discussion and McBrien of Energy Efficiency Investments (EEI), offered the following status and timelines on the implementation of the County Energy Project recently started.

October- February is equipment procurement for long-lead items

December 2021 – Biomass plant outside work

January 2022

County Hall Work – Demo in the attic and second floor and structural upgrades for new RTU (second level ceiling work in sheriff's area.

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Biomass Heating plant – back feed new courthouse to allow for a demo later in the winter once CCHOC has been prepared for new heat pumps  
CCHOC – Heat pump demo

February 2022

- County Hall – VAV replacements and LED upgrades
- Admin Building – Demo and start replacement of HVAC systems
- CCHOC – install new heat pumps
- Biomass – Demo new courthouse boiler room

March 2022

- County Hall – VAV replacements and HVAC upgrades
- Admin Building – New ceilings and HVAC upgrades
- Biomass – Gas Boilers, biomass boiler, and Silo
- CCHOC – HVAC upgrades and LED lighting

April 2022

- County Hall HVAC upgrades and controls
- CCHOC – Controls and LED lighting
- Biomass Plant – Controls

May 2022

- County Hall LED Lighting
- New Courthouse Lighting
- Admin Building – Boiler replacement

September-October 2022

- Maplewood ALF HVAC & Controls Upgrades

Following his presentation, the staff provided some background information on the details of the implementation phases and their effects on the staff. The Commissioners asked a number of questions concerning overall project timelines and how long some of the departments would be displaced for the completion of the work. The upgrade of the Geothermal system and the installation of the upgraded LED lighting at the Department of Corrections was also covered in detail.

Administrator Coates was then recognized for the Weekly Operations report.

Coates relayed the following information from an email from the Cheshire Medical Center concerning COVID-19.

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*“This is the data for the week of 12/21. We have 27 inpatients with Covid today. 9 are in the ICU (editor’s note: Intensive Care Unit) all on ventilators. Because two patients require dialysis as well our 10 bed ICU is full. There once again 4 patients on high flow oxygen. The plan tonight is to transfer 3 patients to our 4 surge ICU in the morning in a controlled situation. Bed availability in the state has not really changed. This will give us more capacity than we have now. Hopefully, the percent positivity is really falling. However, hospitalizations lag by 2 weeks behind percent positivity. We also expect to see a surge because of family’s getting together because of the holidays. And based on very unreliable data from the state Omicron is not really here yet. But when you are not really testing you don’t really know”.*

Coates said that the Nursing Home had two positives since last week, with seven additional employees being tested, and thus far, four are negative, and as of this morning, but there are now two more positives and the potential of more positives looms large.

Coates said that he had sent an email to the Commissioners and senior staff as a result of a conversation with an attorney concerning remote meetings and how they can may conducted. The attorney cited the following 91-A RSA that addresses quorums and online voting.

*“91-A:2 Meetings Open to Public.*

*III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.*

*(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.*

*(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an “emergency” means that immediate action is imperative, and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.*

*€ Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting and shall be audible or otherwise discernable to the public in attendance at the meeting’s location. Any member participating in*

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*such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.*

*(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1”.*

*€ A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.*

He said that this should clear up any confusion around the proper process for conducting legal meetings via Zoom and he will circulate the information to all affected parties.

Old Business: None

New Business: None

**Consent Agenda: Minutes of 12/15/2021 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

**At 10:15 AM, Commissioner Wozmak moved to enter a non-public session pursuant to RSA 91-A:3, II (a) 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. Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.**

**As a result of deliberations in a non-public session, the staff will develop a remediation plan with input from the Commissioners for a long-term employee who violated established operating protocols while on duty. The document will be reviewed by the department head, Administrator, HR Director, and Commissioners before approval and possible implementation.**

**At 10:52 AM, The Commissioners voted unanimously to return to the public session.**

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**At 10:54 AM, Commissioner Englund moved to enter a non-public session pursuant to RSA 91-A:3, II(d) to discuss the consideration of the acquisition, sale, or lease of real or personal property, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.**

**As a result of deliberations in the non-public session, it was moved by Commissioner Wozmak to engage a contract option at the present quoted price for the public safety radio network before the projected increase of between 10%-15% effective on January 1, 2022, which would result in an increase of approximately \$365,000.00 with the understanding that the document will not and does not formally commit to the purchase and implementation without the authorization of funding by the Delegation.**

**Commissioner Wozmak then made the following motion. Move for Cheshire County to enter into an agreement with Motorola Solutions, Inc., for the Sheriff Dispatch System's and Services and to direct the County Administrator to sign any and all documents related to this agreement. Commissioners Englund seconded the motion and upon roll call vote the motion passed unanimously.**

**At 11:36 AM the Commissioners voted unanimously to return to the public session.**

**11:37 AM, there being no further public business to conduct, Commissioner Clark moved to adjourn the meeting and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

Recorded and edited by:  
R. Bouchard  
Assistant County  
Administrator

Reviewed and submitted by:  
Terry Clark  
Clerk, Board of  
Commissioners