

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 24, 2022**  
**County Hall Building**  
**12 Court Street, Keene, NH 03341**

**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, and Assistant County Administrator Bouchard.  
**Guest(s):**

**At 8:30 AM, Commissioner Englund opened the meeting, Administrator Coates took a roll call of the Commissioners, and Commissioners Wozmak, Englund, and Clark responded as present.**

**I. Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made, not to exceed three (3) minutes in length. – **No public comments were received.**

**II. Elected Officials & Department Head Updates**

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

**III. Scheduled Items**

At 8:31 AM, Coates took up Master Agenda Item #996: ProShare, American Recovery Plan Act (ARPA), and Budget Items - C. Coates and S. Trombly

**Action Expected: To receive as informational a report from the Administrator and the Director of Finance on the intended use of Proportionate Share Incentive Adjustments (Proshare) and ARPA funds for fiscal years 2022 and 2023.**

**Coates reviewed documents for the allocation and use of ProShare funds. The total ProShare to be received is \$4,906,366.00.**

At 9:02 AM, Master Agenda Item #995: Audit Presentation was taken up for discussion. S. Trombly presented the overview of the request.

**Action Expected: To receive a report from the Audit firm and the Director of Finance on a request for a supplemental payment for unanticipated charges related to the 2021 County audit.**

Commissioner Wozmak spoke about his hesitation in authorizing the payment based on missing the mark so widely. The audit manager from Vachon Clukay addressed the history of the prior management team that approved audits to be provided at a loss to keep the client happy. She outlined the past few years and explained how the size and complexity of the audit have significantly grown. She also spoke to significant increases in audit rules and the added complexity imposed on the client and the auditing firms. She also cited an example of having to create work based on governmental regulations changes that required a rework of the County's single audit for the previous year. That work was done at no cost to the County. An extended

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discussion was had, and Trombly outlined the history of previous RFP responses and the ongoing relationship with Vachon Clukay since 2017.

**Following discussions, Commissioner Wozmak moved to authorize the requested additional payment of \$5,000.00 to Vachon Clukay for the completed audit work to help offset the shortfall of the loss due to expanded hours and complexity not anticipated by either the vendor or the County. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.**

Coates then returned to Master Agenda Item #996: ProShare, American Recovery Plan Act (ARPA), Budget Items, and the ARPA-funded discussion and reviewed the EMS project. He said that \$200K is allocated to rehabilitating the house on the EMS site.

He then said that an allocation of \$750K to be used for the reduction in taxes was in place. He stated that ProShare funds for the incremental increases that need to be funded for the staff wage increases approved previously by the Commissioners and Delegation were also accounted for.

Coates then discussed the cost of the final work for the Cupola and the balustrade around the Cupola and on the portico roof and said that he is awaiting the final estimated quote for the result from the contractor.

He remarked that the needed paving would be done at the Department of Corrections using the monies created from the federal inmate holding account. A short discussion of how much the work would cost and the challenging soil conditions at the jail site began.

Coates then stated that an additional \$500k would be set aside for the EMS funding from the second round of ARPA funding.

He then outlined the funding options for the Sheriff dispatch radio upgrade, which is \$2,517,032.00. He said that the potential of grants and other contributory payments that are anticipated to be in place would leave only a balance of \$121,724.00 to be bonded.

Commissioner Wozmak asked about any communication received from Southwest Mutual Aid to assist them in upgrading their radio systems. Coates said that thus far, he has not been contacted but will follow up with them again.

Administrator Coates then left the meeting for a previously scheduled appointment.

**IV. County Administrator**  
Weekly Operations Report – No report this week.

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- V. **Old Business:** None
- VI. **New Business:** None
- VII. **Consent Agenda Items:**  
Vote to accept the Weekly Manifests and Minutes of June 15, 2022. **Commissioner Englund moved to accept the manifests and minutes, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.**
- VIII. **Calendar**  
Action Expected: To accept the calendar as informational and to make necessary changes/additions.
- IX. **General Discussion for Commissioners**  
Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program.
- X. **Nonpublic Sessions: None**
- XI. **Adjournment**  
**AT 10:10 AM, the Commissioners voted unanimously to adjourn the meeting. 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