



COMMISSIONERS MEETING

Wednesday, October 9, 2024

Minutes

This meeting will be conducted in person and electronically (via Zoom) at

County Hall
12 Court Street
Keene NH

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 08:30 AM

Present: Commissioners Terry Clark, and Robert Englund.

Absent: Commissioner Jack Wozmak

Staff: County Administrator Coates, Finance Director Trombly, HR Director May, Grants Manager Bansley, DOC Maintenance Director Bogar, and Superintendent Iosue

Guest(s):

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

I. Elected Officials & Department Head Updates

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

The Commissioners opened the meeting at 8:35AM. Seeing no public comments, County Administrator Coates moved forward with the agenda.

II. Scheduled Items

Master Agenda Item # 1216: Violence Against Women Act (VAWA) Award Acceptance CY2025 – S. Bansley

Action Expected: Vote to accept the award and authorize execution award documents for the calendar year 2025 Violence Against Women Act (VAWA) grant from the New Hampshire Department of Justice for \$30,000 plus \$10,000 match. Funds will be used for and cost share met with salary and benefits of the domestic violence prosecutor.

-Grants Manager Bansley said this grant is a long-term County grant. It pays for part of the salary for the County Domestic Violence Prosecutor.

Commissioner Clark made a motion to accept the award and authorize execution award documents for the calendar year 2025 Violence Against Women Act (VAWA) grant from the New Hampshire Department of Justice for \$30,000 plus \$10,000 match. Funds

will be used for and cost share met with salary and benefits of the domestic violence prosecutor. Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1217: Department of Corrections Capital Project Planning – D. Iosue
Action Expected: To review DOC capital projects for the 2025 budget and beyond.

-Superintendent Iosue and DOC Maintenance Director Bogar presented the following items to the Commissioners at the request of Commissioner Wozmak in advance of the Commissioner's budget hearings beginning on October 25th.

DOC CAPITAL BUDGET ITEMS

Explanation:

- Complete list for review with Commissioners as request by Jack in late August
- Although we were discussing this initially mainly around the Camera system and other items specific to Facilities/Maintenance, I've included all the capital DOC items on this list
- Many of these do not have to happen in 2025, but have been included for the discussion
- Several items, where noted, are on this (capital) item list, as well as on the operations budget (under equipment repairs)

Camera system

\$650,000 (at today's prices)*

Awaiting a 2nd quote/estimate

Context and Why?: Cameras are failing at an increasing frequency. Example: Two years ago, Les would repair a camera every 2-3 weeks. In recent months, 2-5 cameras are failing per week. Maintenance is swapping out correctional grade cameras with non-correctional grade cameras based on area/risk (ie- medical services has all non-correctional grade cameras now; dayrooms have all correctional grade cameras).

Time-line: 2025 ideally, but strongly recommend no later than installation in 2027

Implications of waiting: that correctional grade cameras fail and we have to operate without them in a high security area (ie- a dayroom). We could be at this point in 2027. This would have major safety-security implications.

*Prices will certainly only increase over the next couple years.

Rebuild or Replace a combination of 1 and/or 2 hot water storage tanks (1000gal)

Rebuild: \$42,000 for heat element replacement of one 1000 gal unit (tank is failing at this time)

Replace: Replace one 1000 gal tank: \$128,955.00 plus labor

Context and Why?: There are three (1000 gallon tanks). One tank is out of service and two remaining are reaching end of life and gradually failing. We only actually need one tank to operate and a second as a back-up tank. The two remaining tanks in service have recently been patched. The patches appear to be holding, but these tanks are reaching end of life. We can manage with one tank if one fails. If one failed tomorrow it would take 3-4 months to replace it.

Time-line: Unclear, how long we could "limp along," if we did nothing, but doing nothing is

very risky. At absolute minimum we should at least repair one of the tanks (\$42,000) in 2025 to protect ourselves if there was to be another tank failure.

Implications of waiting: If two tanks were to fail within this 3-4 month period the facility would be without hot water. This would create a major crisis.

Recommendation: Keeping the one already repaired. Get rid of the other two and replace them with one 1,000 gal tank. Do not recommend rebuilding another unless this is financially absolutely necessary.

*This item (repair of 1 tank) is also on the Operations budget, @ \$42,000 under .82- Equip Repairs

ENE update on control system

\$66,000

Context and Why?: The system has never run properly. It does not automatically regulate building temperature properly during the crossover seasons (spring, fall) when temperatures are changing, or whenever there are rapid fluctuations in outside temperature. This requires maintenance staff to manually override and adjust the system; sometimes coming in on weekends or days off.

Time-line: Flexible

Implications of waiting: There are no immediate safety-security concerns, but the fluctuating air temperatures in the building at times lead to staff complaining and using space heaters to compensate. In addition, there is a work load issue for maintenance staff needing to perform this function manually on a system that is intended to operate automatically.

Rebuild bore field motors

\$5,000 per motor; \$10,000*

Context and Why?: There are two motors. They are running OK now, but based upon normal, expected life span, it may be advisable to replace them.

Time-line: Flexible.

Implications of waiting: If one fails, we can run with only one. If both fail we might have to get ENE in quickly to bypass the control system.

*This item (repair of 2 motors) @\$10,000 is also on the Operations budget under .82- Equip Repairs

New generator batteries

\$3000

Context and Why?: The batteries will be 5 years old next year. Cummings recommends replacement every 3 years. Based on expected lifespan these batteries these will fail at some point in the near future.

Time-line: 2025 preferably; no later than 2026

Implications of waiting: If batteries fail there would be a 3-4 day replacement period. If the facility were to experience a power failure during this period, we would be without power, with loss of cameras, loss of remote door function, causing some safety-security issues.

Rebuild electric motor for grinder

\$5000*

Context and Why?: It has been 8 years since it has been rebuilt (normal life expectancy would suggest it could fail again).

Time-line: flexible

Implications of waiting: If it does fail, the grinder can be temporarily bypassed. Could be fixed and back in service within about 30 days.

*This item (repair of 1 motor) is also on the Operations budget, @ \$5,000 under .82- Equip Repairs

Solar street/parking lot lights

\$40,000 (all 8)

Context and Why?: only 1 of 8 lights is working.

Time-line: flexible. These are only the lights along the driveway. Parking lot lights are non-solar and are operational. This bid/quote was given week of 8/26- Les believes this is too high and is exploring other options.

Implications of waiting: Safety, image and appearance to the public consistent with a government facility

Transport Bus

Quote 1- (Best Bus Sales)-\$162,000 (18 months ago price quoted was \$110,000; increased by \$50,000 in 1 year, since we set aside \$55,000) - 30% down- Will take trade-in Delivery charge of about 1.70 a mile or we can drive fly down and drive it back or if we trade in our bus drive ours down and drive new bus back.

Quote 2- (Matthews Specialty Vehicles)-\$158,000. (50% down No trade-in) Delivery charge is included in the price

Note: \$55,000 toward this was approved last year (based upon a \$110,000 estimate at that time)

Context and Why?: 2009 Chevy bus will be 16 years old by end of this budget cycle. need for large groups of inmates as well as larger individuals that will not fit into the transport van. The existing Chevy bus is rusting out and has had multiple repair issues, including most notable transmission repairs.

Time-line: 2025. We are living on borrowed time

Implications of waiting: increasingly costly repairs of the existing bus, including the possibility of not being able to repair the rusted door if that fails again. If it has to be put out of service we cannot transport the large number of federal inmates that are often requested by the US Marshals over the past couple years. This vehicle is being used 2-3 times/week

Recommendation: Follow through with plan to replace this vehicle in 2025

Sidewalk Repairs

Total: \$54,683.75

This portion of the spring paving project was postponed due to cost overrun

Original quote from All-State was \$195,000

Invoice came in at \$236,791.18

\$250,000 already budgeted? . . . If so, \$41,474.93 is needed

Context and Why?: This portion of the spring paving project was postponed due to cost overrun

Original quote from All-State was \$195,000

Invoice came in at \$236,791.18
\$250,000 already budgeted? . . . If so, \$41,474.93 is needed
Time-line: Could wait, but do need to address trip/fall hazard
Implications of waiting: trip/fall hazard

Chair Replacement (dayrooms and 8 offices)

Total: \$2,955

U-line “Big & Tall Work Stools”- 3 @ \$325 ea. (F/D/K block officer station)= \$975
U-line Poly Work chair- 3 @ \$180 ea. (R/S block officer station)= \$540
Dexley Ergonomic Mesh Swivel desk chair 8 @ \$180 = \$1,140

Context and Why?: We began to replace some chairs last year. As we enter year 15 in the facility, many of the chairs are gradually failing, needing repair, or beyond repair. I am recommending gradually replacing chairs year to year across the facility to spread costs, rather than waiting and spending a larger amount 3 or 4 years from now.

Time-line: Could wait, but I am recommending the approach of gradually replacing these

Implications of waiting: pay now and gradually or pay more in larger lump sum later.

ECG Machine

\$5,000

Context and Why?: Current ECG machine is antiquated and does not consistently read heart rhythms accurately. More inmates on medications that can cause a prolonged heart rhythm as a side effect. We are now using the machine about 6-10 times per month.

Time-line: 2025 given the inaccuracy of the machine currently.

Implications of waiting There are greater risks and expenses associated with a faulty machine including unnecessary hospital visits (or worse)

Atlantic Tactical Bullet proof vests (3)

pre-grant cost -\$3,778.53; after grant cost-\$2,428.53

Context and Why?: 3 vests: increase of 1 vest due to increased numbers of transport team officers

and need for more variety of sizes. Grant funds \$450 per vest

Time-line: This has been an annual item on a regular replacement cycle.

Implications of waiting:

Total (approximate): \$935,000

-depending upon water tank rebuild vs replace

-depending upon final Transport Bus expense

County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

-County Administrator Coates said the inaugural meeting of the CCEMS Budget Committee was held on October 7th.

III. Old Business

IV. New Business

-Finance Director Trombly reminded the Commissioners that the first day of the Commissioners budget hearing would be Friday October 25th.

Commissioner Clark said he would not be in attendance due to a prior engagement.

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of October 2, 2024

Commissioner Clark made a motion to accept the manifest and minutes of October 2nd, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

VI. Calendar

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

VII. General Discussion for Commissioners

VIII. Nonpublic Sessions:

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.

RSA 91-A:3, II(b) The hiring of any person as a public employee.

RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3, II(d) 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.

RSA 91-A:3, II(e) 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

RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

IX. Adjournment

At 9:37 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:

D. Bernstein

Director

Executive Services & Communications

Reviewed by:

T. Clark

Clerk, Board of Commissioners