

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 9, 2005 9 AM
Maplewood Nursing Home, Westmoreland, NH.

PRESENT: Representatives Allen, Butynski; Dexter; Eaton; Emerson; Hogancamp; Mitchell; Pratt; Richardson; Robertson; Tilton; Commissioners Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren.

Chairman Robertson opened the Executive Committee meeting at 9:03 AM.

There was discussion on the COLA rate of 3.5%. The committee discussed the benefit package and merit raises given to county employees. Administrator Wozmak explained the salary survey that was done a couple of years ago and that one of the recommendations was that an annual increase for employees would keep their salaries level with other organizations in the area.

Delegation 4110

Rep. Eaton moved to tentatively approve the Delegation budget, Rep. Pratt seconded, voice vote approved the budget unanimously.

Commissioners 4120

Rep. Eaton moved to tentatively approve the Commissioners budget, Rep. Richardson seconded. Rep. Pratt asked for the costs of health and dental insurance, which are \$11,685 for health and \$562 for dental. There was discussion on salaries and increases. Rep. Butynski requested a report indicating how many county employees received full and/or no increases. **Voice vote approved was 11 yes, Rep. Dexter voted no, motion passed.**

Finance 4150

Rep. Eaton moved to tentatively approve the Finance budget, Rep. Allen seconded, voice vote approved the budget unanimously

Treasurer 4151

Rep. Eaton moved to tentatively approve the Treasurers budget, Rep. Tilton seconded. Rep. Eaton asked about the treasurer's salary, Administrator Wozmak stated that the increase in salary is done at the same time as other elected officials. Rep. Butynski asked that the treasurer be invited to a meeting. **Voice vote approved the budget unanimously.**

Computer Operations 4152

Wendy Putnam explained the computer replacement policy and the leasing policy. Rep. Eaton asked if the committee can receive information on the costs of comparison of leasing and purchasing computers outright. There was some discussion on the \$85,000 request for a telecommunications study for a proposed system. Rep. Pratt suggested that with the expertise at the county computer department, could they assist the towns in the county with their computer issues. Administrator Wozmak stated that he could poll the towns to see if they needed assistance and he would come back to the delegation with what would be needed to offer county assistance to the towns. Rep. Tilton suggested that it should not be something the county take on. Wendy noted several changes to the budget: 4152.82.95 decrease from \$11,625 to \$6604; 4900.97.34, reduce by \$800, add \$3500 for

terminal upgrades. **Rep. Eaton moved to tentatively approve the Computer Operations budget, Rep. Pratt seconded, voted unanimously.**

A break was taken at 10:55 and the meeting resumed at 11:10 AM.

Human Resources 4153

Rep. Pratt moved to tentatively approve the Human Resources budget, Rep. Hogancamp seconded, voice vote approved 11 yes 1 no.

Personnel Administration 4155

Rep. Pratt asked if we are still self insured. Administrator Wozmak confirmed that we are and that Cigna was chosen from those who submitted bids. Director Trombly will bring in a report on the rates received in the bidding. There was discussion on the employee recognition budget. Administrator Wozmak explained that the EAP program allows each employee three free visits per issue presented. **Rep. Allen moved to tentatively approve the Personnel Administration budget, Rep. Tilton seconded, voice vote approved unanimously.**

Deeds 4193

Rep. Tilton asked about the outside services account. Register Hubal stated that it is the deeds imaging. **Rep. Eaton moved to tentatively approve the Deeds budget, Rep. Hogancamp seconded, voice vote approved unanimously.**

General County 4199

Rep. Tilton asked about the Safety intern line. Administrator Wozmak stated that this is the only paid intern in the budget, and is usually offered to Keene State College students. **Rep. Eaton moved to tentatively approve the General County budget, Rep. Pratt seconded, voice vote approved unanimously.**

Alternative Sentencing 4460

Rep. Tilton asked about the outside services used by the clients. Rep. Butynski suggested that there be a meeting with the new judge when talking about incorporating the alternative sentencing program in decision making. Commissioner Zerba advised the group that a meeting has already been scheduled. **Rep. Eaton moved to tentatively approve the Alternative Sentencing budget, Rep. Richardson seconded, voice vote approved unanimously.**

There being no further business, at 12:25 PM, the meeting was suspended to meet on January 23 at 9 AM.

Barbara Hull Richardson

Minutes approved by phone 1/19/06

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 23, 2006 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen, Butynski; Dexter; Eaton; Pratt; Richardson; Robertson; Tilton; Commissioners Zerba, and Moore; Administrator Wozmak; NH Asst. Administrator Hemenway; Ex. Asst. Warren; Acct. Asst. Hall

Chairman Robertson opened the Executive Committee meeting at 9:17 AM.

Rep. Butynski asked if the CPI of 4.1% was used to determine the COLA? Administrator Wozmak stated that Director Trombly developed the COLA amount based on calculations using various indexes, and offered 4%, 3.5% and 3.25% to the Commissioners for COLA increases, and the Commissioners chose the 3.5% rather than the 4.1. Rep. Butynski asked that the calculations used to determine the salary increases be prepared at 3.1 instead.

4411 MNH Administration - Rep. Pratt asked about the salary request for the assistant administrator and the difference between department request and Commissioners allocation. Administrator Wozmak stated that it was an error in calculations from a full to a part time position.

Rep. Dexter asked about the sick, vacation and holiday benefits given to employees. He stated that no one eats for free at any other organization. Administrator Wozmak stated that most employees cannot leave the facility because they can be called back to their department at any time for department needs and changing this would require additional personnel be hired to cover potential emergencies. Additionally, there are no places employees can go to eat within the half-hour period allocated. Commissioner Moore stated that the county has been providing lunch since at least 1965 when he worked for the county. Rep. Dexter asked for a comparison of benefits with other counties at the next meeting.

Rep. Dexter stated that he feels the employees receiving a meal and getting paid for the time should be changed. Rep. Eaton asked for a report on how much funding would have to be allocated for union negotiations for benefits, since Cheshire County is the only county without unions.

Rep. Pratt moved to tentatively approve MNH Administration 4411, Rep. Eaton seconded, vote was 7 yes, 1 no.

4412 Quality Improvement – Administrator Wozmak explained the work done by the QI nurse. Rep. Dexter asked why there was such an increase in the Continuing Ed line. Administrator Wozmak stated that the CE line covers such issues as infection control, homeland security issues and flu issues. **Rep. Pratt moved to tentatively approve Quality Improvement 4412, Rep. Eaton seconded, vote was 7 yes, 1 no.**

4413 Nurse Practitioner - The history of this department was reviewed. No budget is allocated.

4416 Dietary – Rep. Pratt asked about the results of changing the food program to bring the food to the floors. Asst. Administrator Hemenway stated that it would take some time to determine savings. Administrator Wozmak stated that costs might be the same because the number of employees is the same. Rep. Dexter asked for a chart indicating costs of food preparation **Rep. Pratt moved to tentatively approve Dietary 4416, Rep. Eaton seconded, vote was 7 yes, 1 no.**

4416 Nursing and 4417 TLC - review was postponed until Director of Nursing is present.

4417- Laundry and Linen - Administrator Wozmak explained that the director position was eliminated and the supervisor is in charge of each department, Laundry and linen and Housekeeping. **Rep. Pratt moved to tentatively approve Laundry and Linen 4419, Rep. Eaton seconded, vote was 7 yes, 1 no.**

4418 Housekeeping – Rep. Dexter asked about the need for continuing ed for this department. Administrator Wozmak explained that this is to increase the knowledge of the position as it is currently held, and tuition reimbursement is to enable the employee to go forward towards a degree. **Rep. Butynski moved to tentatively approve Housekeeping 4418, Rep. Allen seconded, vote was 7 yes, 1 no.**

4421 Activities - **Rep. Eaton moved to tentatively approve Activities 4421, Rep. Tilton seconded, vote was 7 yes, 1 no.**

4422 Social Services – Administrator Wozmak gave the committee an overview of the work done by this department. **Rep. Eaton moved to tentatively approve Social Services 4423, Rep. Allen seconded, vote was 7 yes, 1 no.**

4423 Occupational Therapy - There was some discussion on reimbursement for beds under Medicare, Medicaid and private pay residents. **Rep. Eaton moved to tentatively approve Occupational Therapy 4424, Rep. Allen seconded, vote was 7 yes, 1 no.**

4424 Physical Therapy - **Rep. Eaton moved to tentatively approve Physical Therapy 4425, Rep. Tilton seconded, vote was 7 yes, 1 no.**

4425 Miscellaneous Services for Residents - Rep. Dexter asked for a breakdown of outside services. There was a request to have a report on the Medicare drug purchases. **Rep. Eaton moved to tentatively approve Misc. Services for Residents 4426, Rep. Pratt seconded, vote was 7 yes, 1 no.**

At 11:19 a short break was taken and meeting resumed at 11:30 AM.

4439 Assisted Living - Rep. Tilton asked if there is a waiting list. Administrator Wozmak stated there is. Rep. Pratt asked if any of the therapy services are included. Administrator Wozmak stated that the AL billing includes all services but not capital expenses. **Rep. Eaton moved to tentatively approve Assisted Living 4439, Rep. Tilton seconded, vote was 7 yes, 1 no.**

4194 Facilities MNH – There was some discussion on increased fuel costs. **Rep. Eaton moved to tentatively approve MNH Facilities 4194, Rep. Pratt seconded, vote was 8 yes.**

4194 Facilities HOC – Rep. Eaton asked Manager King to review costs of our Honeywell expenses as opposed to connecting our alarm systems to Fire Mutual Aid. **Rep. Pratt moved to tentatively approve Facilities HOC 4194, Rep. Eaton seconded, vote was 8 yes.**

4194 Waste Water Treatment Plant - Rep. Eaton moved to tentatively approve Facilities WWTP 4194, Rep. Allen seconded, and vote was 8 yes.

4194 Water Treatment Plant - Rep. Eaton moved to tentatively approve Facilities WTP 4194, Rep. Allen seconded, and vote was 8 yes.

4194 Courthouse - Rep. Eaton moved to tentatively approve Facilities Courthouse 4194, Rep. Allen seconded, vote was 7 yes, 1 no.

4194 Administration Building - Rep. Eaton moved to tentatively approve Facilities Administration Bldg. 4194, Rep. Allen seconded, and vote was 8 yes.

Manager King presented several addenda to the facilities budget:

1. A leak in the oil tank at MNH could not be repaired and needs to be replaced. He has received an estimate of \$70,000, but pumping out existing oil and soil contamination will result in additional costs. So he is requesting \$100,000.
2. The back door to Deeds requires replacement at a cost of \$6000.
3. The DES has given us a deficiency in our treatment process in using the Connecticut River for water. Manager King has recommended putting a new pump in the field well located in the field by the jail, which would give us an additional water source, which would become the primary source of water. This pump would cost about \$10,000. In addition, the County Administrator recommends a reallocation of funds from the jail study to upgrade the water/waste water plants now that the jail and water/wastewater are separate projects. Administrator Wozmak suggested that \$65,000 be allocated from the jail study funds for the continuation of the study projects for the water and wastewater treatment systems. Rep. Eaton asked what the cost would be to put a well in the area of the nursing home. Administrator Wozmak stated that Clough Harbour gave an estimate of \$250,000. **Rep. Eaton moved to tentatively approve the reallocation of \$65,000 2005 budget jail project funds for this project, Rep. Tilton seconded, vote was 8 yes.**
4. **Rep. Pratt moved to tentatively approve adding \$10,000 to rehab the field well, if the project is feasible to do, Rep. Tilton seconded, vote was 8 yes.**
5. **Rep. Eaton moved to tentatively approve the \$6000 for replacing the deeds back door, Rep. Allen seconded, vote was 8 yes.**
6. **Rep. Eaton moved to tentatively approve \$100,000 for a new oil storage tank for MNH, Rep. Pratt seconded, vote was 8 yes.**
7. Manager King stated that the DES had three comments of work to be done at the waste water treatment plant; add a combined turbidity meter at a cost of \$1500; change the lateral file filter at a cost of \$2000; meter for measuring incoming water to be replumbed at \$1500. **Rep. Eaton moved to tentatively approve the expense of \$2000 for the lateral file filter, and \$1500 for replumbing the incoming water, but not the meter, Rep. Butynski seconded, vote was 8 yes.**

4301 Farm – Manager Putnam gave an explanation of the requirements for having an organic milk farm, in response to a representative question. There was discussion on the need for the farm. Administrator Wozmak explained that having open barn day and that the farm is part of the land management the county has been doing for many years. Rep. Allen expressed that the land should not be sold but kept as a part of county land. Rep. Pratt stated that Manager Putnam should be commended for bringing the farm budget into a more manageable level. Rep. Tilton asked about the result of the farm losing inmate labor. Manager Putnam stated that the work at the barn is labor intensive and would require automation of some of the procedures if inmate labor were lost. Administrator Wozmak stated that transportation could be done adding the cost of a vehicle and drive to do this. Commissioner Zerba stated that it would have to be studied and presented to the delegation.

Rep. Eaton stated that if the farm is going to continue, we should be going forward with increasing what the farm does. **Rep. Pratt moved to tentatively approve the farm budget, Rep. Tilton seconded, voted unanimously.**

Rep. Eaton moved to tentatively approve the farm maintenance budget, Rep. Pratt seconded, voted unanimously.

There being no further business, at 1:10 PM, the meeting was suspended to meet on January 30 at 9 AM.

A rectangular box containing a handwritten signature in black ink that reads "Barbara Hull Richardson".

Barbara Hull Richardson

Minutes approved by phone 2/10/06

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 30, 2006 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Butynski; Dexter, Eaton, Emerson; Hunt; Mitchell; Pratt; Richardson, Robertson; Tilton; Commissioners Zerba and Moore, Administrator Wozmak; Finance Director Trombly

Chairman Robertson opened the budget review at 9:10 AM.

Sheriff Foote was present to answer questions regarding the Sheriff and Dispatch budget. Representative Pratt questioned whether the County had recovered the additional 2005 expenses realized due to the Sheriff's Departments assistance during the Alstead flooding. Director Trombly indicated that a claim was made to FEMA and that 75% of the expenses would be recouped. Representative Pratt indicated that there were State funds available that would allow the County to recoup the additional 25% not reimbursable through FEMA. Director Trombly will look into making a claim against the State funding available.

Sheriff Foote introduced the Executive Committee to the newest member of the Sheriff Department. A new bloodhound named Reese was donated to the Sheriff's Department and is in the process of being trained in order to assist the Department in searching for missing people in the community. Deputy Erin Gillis has accepted the responsibility of working with Deputy Reese and has committed to at least five years of employment in order to see the training through and put the training to use by way of providing Reese with a consistent handler. In accepting the new bloodhound it is necessary for additional funds to be added to the Sheriff's budget to compensate Deputy Gillis for the additional responsibilities of caring for the bloodhound and for food and veterinary expenses. Sheriff Foote requested that \$4,500.00 be added to the Deputy payroll line and \$1,300.00 to the Outside Service line. Discussion followed and a request made whether other expenses in the Sheriff's department could be reduced to offset this request. After a lengthy discussion regarding the need for the bloodhound and other expenses in the Sheriff's budget **a motion was made to increase the 4211.03.07 line by \$4,500.00, add \$1,300.00 to 4211.29.00 and decrease 4211.52.36 by \$150.00 to help offset some of the additional expenses.** The motion passes 9 – 2 with Representative Dexter and Hunt voting against the motion. The Sheriff's Department budget was tentatively passed as amended with one no vote by Rep Dexter.

Discussion took place regarding the Sheriff Dispatch Center. Representative Robertson continues to feel that the Dispatching done by the Sheriff's Department, Fire Mutual Aid and City of Keene can be consolidated. Representative Butynski suggested to Rep Robertson to prepare a report on the subject, as he would be interested in reviewing the concept. **A motion was made to tentatively approve the Sheriff Dispatch Centers budget. The motion passed with Rep. Dexter voting against the motion.**

County Attorney Albrecht, Assistant Attorney Cleary, Victim Witness Director and Coordinator Horn and Hoskins presented the Attorney's Department and Grant budgets. Attorney Albrecht spoke in regards to the additional Victim Witness position he requested that was denied by the Commissioners. He requested the Executive Committee to reconsider his request as not only are the current Victim

Witness employees overburdened, victims are also being under served. He recognizes that space issues may be a factor in the Commissioners decision but indicated if the funding is made available, he would find the space. Commissioner Zerba spoke on behalf of the Commissioners noting that their decision to not fund the position was based on the fact that this was the first they had learned of the need and that they would like to continue reviewing the request throughout 2006 to see if the workload is going to remain high over the long term and whether the position still needed. Some discussion took place regarding the space occupied by Monadnock Center for Violence Protection and whether the County should consider taking over this space for their own needs. It was suggested that notification is given to MCVP to give them advanced notice that in 2007 it is likely that we will need for them to relocate. It was noted that additional funding may need to be considered in the funding to MCVP for relocation and additional rental costs they would likely incur.

Director of Victim Witness Horn gave a presentation on her program followed by a presentation by Victim Witness Coordinator Hoskins. **After further discussion, a motion was made to reinstate the funding for the additional Victim Witness Coordinator for a total of \$36,961.00 in payroll and benefits.** The motion passed unanimously. **A motion was made and approved to tentatively approve the County Attorney budget 4123.**

A motion was made and approved to tentatively approve the Victim Witness Grant budget 4124.

A motion was made and approved to tentatively approve the Prosecutor Grant budget 4125.

A motion was made and approved to tentatively approve the Medical Examiners budget 4192.

Superintendent Van Wickler and Executive Assistant Davis attended to present the Department of Corrections 2006 budget. Rep. Hunt noted his confusion regarding the FTE page and it's relation to the corresponding budget page. Director Trombly will add notations to the FTE page to indicate the budgeted payroll lines. **A motion was made to tentatively approve the Department of Corrections 2006 Commissioners proposed budget. The motion passed with Rep. Dexter voting against the motion.**

Human Service Director Mimi Barber was available for questions regarding the Human Service Budget. Representative Tilton asked if the question and answer pamphlet regarding parental reimbursement had been revised. Director Barber stated that the State of New Hampshire was working on a revision but it had not yet been completed. Representative Pratt asked if we got paid for the administrative work the County performed in collecting payments for the State parental reimbursements. Director Barber indicated that we receive a 15% administrative fee for this service, a 25% credit on the balance of the administrative fee and 25% from any other moneys collected (Child Support, Social Security etc.) All fees paid to us come back in the form of a credit on our monthly bill from the State. In 2005 fees credits received were approximately \$100,000.00. **A motion was made and approved to tentatively approve the Human Services 2006 Commissioners proposed budget**

The Executive Committee reviewed the University of New Hampshire Cooperative Extension Budget. Discussion regarding the Forester position followed. Lauren Bressett explained that the budget included partial year funding in which the County would provide appropriation for 100% of the Forester's salary. In future budgets, this amount would increase for a full year appropriation. **After**

further discussion, a motion was made and approved to table the UNH Cooperative Extension budget and to have them return at the February 13, 2005 meeting at 9:00 in order to provide additional information and to allow more time for discussion on the Forester position issue.

There being no further business, at 12:45 PM the meeting was suspended to meet on February 6, 2006 at 9:00a.m.

A rectangular box containing a handwritten signature in black ink that reads "Barbara Hull Richardson".

Minutes approved by phone 2/10/06

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 6, 2006 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Butynski; Eaton, Emerson; Hunt; Mitchell; Pratt; Richardson, Robertson; Tilton; Commissioners Zerba and Moore, Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Robertson opened the budget review at 9:06 AM.

Nursing – Rep. Pratt asked DNS Kemp how recruitment and overtime is working at the nursing home. She stated that we are down in nurses and LNA's and that this is a consistent issue. He asked if this has affected the residents. She stated that it is in the overtime and registry lines where these costs are seen and residents are not generally affected. There was discussion regarding the Technical College and bringing more nurses into the field. Administrator Wozmak stated that there is a problem hiring enough teachers at the college. Rep. Pratt asked whether there is childcare at the nursing home. Administrator Wozmak stated that they did have it years ago, but continuing it did not work out.

Rep. Eaton moved to tentatively accept the nursing budget, Rep. Allen seconded, voted unanimously.

Facilities Manager King spoke to the fact that he needs to add three oxygen concentrators to the budget at a total cost of \$2800. He stated that he would like to replace three a year (there are a total of 18 at MNH) because they cost more to repair than replace once they reach a certain age. His plan is to purchase one 10 liter and two 5-liter flow rate concentrators. This was a late request and the Commissioners are in support of the purchase. **Rep. Eaton moved to tentatively approve the addition of \$2800 to the maintenance budget, Rep. Richardson seconded, voted unanimously.**

Manager King stated that he is having a problem with the Secure Care resident exit alarm system since the new elevators have been installed because the elevator frequency interferes with the system. He has received a quote of \$16,000 for the project, which includes bracelets for 35 residents. **Rep. Richardson moved to tentatively approve the addition of \$16,000 to the maintenance budget, Rep. Butynski seconded, discussion followed regarding the responsibility of the elevator installer, motion approved unanimously.**

Rep. Pratt moved to tentatively approve the addition of the Secure Care system replacement, Rep. Butynski seconded, voted unanimously.

Outside Agencies

VNA - Barbara Duckett, CEO, explained that the request of \$98,752 is for outreach and homemaker services, which has been funded for many years by the county. Additional funds are needed for visiting individuals to determine what services can be provided. Rep. Eaton asked why the Commissioners reduced this line by 20%. Commissioner Zerba stated that the Commissioners historically recommend the amount given in the previous year. There was discussion regarding funding from other counties. Richard Skeels stated that the funding by the county does not cover any services to anyone living in any

other county. VNA will supply a list of what funding is requested and received from other towns. Rep. Tilton asked about the administrative costs, and Richard responded that it is due to the increasing oversight and requirements by state and federal agencies. Rep. Hunt asked about their \$3 million in reserves. Richard responded that their accountant recommends three months of funding be available in reserves. **Rep. Richardson moved to tentatively approve the VNA request of \$98,752, Rep. Tilton seconded, voice vote 9 approved, one opposed, motion passed.**

Monadnock Center for Violence Prevention

Robin Christoferson is the acting director. Rep. Pratt asked what the increase of \$2000 covered. Robin stated that the increase includes additional staff because of the increase in services in the area. Rep. Tilton asked why they are going into the schools to do in services. Robin stated that some of the schools have programming, but they offer additional programs for the school. Administrator Wozmak explained that the increase in funds is related to space needs, either theirs or the county, because we may need the additional space. **Rep. Eaton moved to tentatively approve the MCVP request of \$8000, Rep. Richardson seconded. Rep. Pratt moved to amend the amount to \$6156, seconded by Rep. Hunt, amendment failed passing vote.** Rep. Hunt requested a balance sheet. Robin will send the 2004 balance sheet to Terry for next weeks meeting. **Voice vote 9 approved, one opposed, motion passed.**

Southwest Community Services

Bill Marcello presented a new request for \$20,000 for a part day part year Head Start day care program because there will not be federal funding for this project. There was discussion on the services given and who receives these services. Rep. Emerson asked if this includes the Jaffrey Head Start. Bill stated that it does not include Jaffrey Head Start, but does include a Jaffrey resident. **Rep. Eaton moved to table the request until further information is supplied, Rep. Hunt seconded, unanimous approval in a voice vote.**

A short break was taken at 10:40 and meeting resumed at 10:52.

Monadnock Substance Abuse/Acting Out

Rep. Pratt asked why the agencies did not go to CYP for funding. Director Trombly stated that the CYP funds are only a seed grant program. Rep. Emerson asked if towns supply funding, which they do. **Rep. Eaton moved to tentatively approve the MSA/AO request of \$7750, Rep. Tilton seconded, voice vote 9 approved, one opposed, motion passed.**

Community Kitchen

Mindy Cambiar, outgoing director introduced Ann Davis as the new Director. Rep. Tilton asked if the city funds them. Mindy stated that they do. Rep. Eaton asked if it would work out well for them to come to the county for all their funding requests. Rep. Tilton asked that in their report the amount of funding requested from towns and the amount received be listed. **Rep. Hunt moved to tentatively approve the Community Kitchen request of \$6000, Rep. Eaton seconded, voice vote unanimous approval.**

Senior Citizens

Chris Callahan gave an overview of some of the fundraisers used by the center to support their operation. Chris reviewed some of the services done at the center, including assistance with tax preparation, and flu shots. About 67% of the members are from Keene. **Rep. Eaton moved to**

tentatively approve the Commissioners recommendation of \$0 funding, Rep. Pratt seconded, voice vote 9 approved, one opposed, motion passed.

MDS

Their request for funding of \$88,000 includes respite for 244 families. They serve all age groups and have a large waiting list. Rep. Pratt asked how long the county has been supporting this program. Director Trombly stated that it has been since 2000. The funds received from Cheshire County are used exclusively for Cheshire County residents. Rep. Pratt requested that a statement of income and expenses be submitted to the executive committee. **Rep. Eaton moved to tentatively approve the Commissioners recommendation of \$35,000, Rep. Allen seconded, voice vote 9 approved, one opposed, motion passed.**

MFS

Their request for funding is for the under and uninsured in the area. CEO Ken Jue stated that they have raised about \$180,000 in fundraising. Rep. Eaton asked if the funds requested could be reduced because of the funds raised. Ken stated that they lost about \$130,000 last year because of reduced funding from the state and health insurance providers. **Rep. Richardson moved to tentatively approve \$80,000, Rep. Emerson seconded.** Rep. Hunt made a friendly amendment to reduce the funding by \$7750, seconded by Rep. Pratt, voice vote was 4 yes, 5 no, amendment failed. **Voice vote on original motion resulted in 6 yes, three opposed, motion passed.**

FMA

Paul Szoc explained the budget and the county funding. There are 77 towns they are involved with in three states. The funding requested is based on funding for Cheshire County Towns only. Other towns outside of Cheshire County pay FMA separately. **Rep. Hunt moved to tentatively approve the Commissioners' recommendation \$434,821, Rep. Eaton seconded, voice vote unanimously approved.**

Rep. Richardson stated that she feels that the alternative medicine option of the health insurance should be added back to the budget because of the value of this program. Rep. Emerson and Eaton concurred. **Rep. Richardson moved to restore benefits for alternative medicine to the budget without an increase in costs, seconded by Rep. Eaton, motion passed with a voice vote of 9 yes, 1 no.**

There being no further business, at 12:50 PM the meeting was suspended to meet on February 13, 2006 at 9:00a.m.



Barbara Hull Richardson

Minutes approved by phone 2/21/06

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 27, 2006 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Butynski; Hogancamp; Pratt; Richardson, Robertson; Tilton; Commissioners Zerba and Moore, Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Robertson opened the budget review meeting at 9:12 AM.

SCS

Bill Marcello advised the committee that SCS found that they could not establish a half-day daycare program, therefore they were not able to continue with their request for \$20,000 for the half-day program. Instead, they have combined their resources to establish a full day program. They will be serving 18 less children next year because of cuts.

Rep. Butynski asked what is happening with flood victims. Bill stated that he received funding and there is a flood victim center on Roxbury Street and they are still getting 2-4 people a day who are victims of the flood and who did not register with FEMA. Seven houses are being built for victims. He stated that they have spent \$56 million in housing for Cheshire and Sullivan counties. They are going to establish a history of what and how they have addressed issues from the disaster and create procedures for future disasters.

Cooperative Extension

Lauren Bressett gave an overview of what the Cooperative Extension does for the counties. She explained their need and request for a full time forester. Rep. Pratt asked if the forester charges for their services. Lauren stated that they do not, they are not permitted to charge for their services. Rep. Pratt commented that if all the programs were evaluated and the forester position must have been rated lower than other programs and that is why they are coming to the county for funding. Rep. Allen expressed his support for funding of the forester position. Administrator Wozmak explained that the line item funding in the budget is based on the position being filled by about June, therefore the full year funding is not in the budget but will be for next year. The reduction in funding from the feds and the state is the reason they are requesting funding from the county.

Rep. Tilton asked if the tree farms pay any fees. They do not know and will check if they do. Lauren stated that for 18 years the state has been absorbing increases in salaries. **Rep. Pratt moved to tentatively approve the budget at \$199,442, he amended the number to \$206,089, Rep. Tilton seconded. Vote was 4 yeas 3 nays, motion passed.**

Conservation District

Commissioner Moore gave an overview of what the Conservation District original request, which was to add the district manager to Cheshire County payroll. The Commissioners denied the request, but did approve an increase in wages in order to offer more funding for the individual towards health insurance. It was decided that the committee would like to speak to someone from the District. **Rep. Pratt moved to zero fund the Conservation District, budget number 4619, Rep. Tilton seconded, motion passed.**

Jeff Porter was contacted by phone to answer questions. Rep. Butynski and Hogancamp asked what they do and what involvement they have with grants and municipalities. Jeff explained that they provide assistance to create priorities for landowners seeking assistance at the federal level. They do administer small grants. If they did not have a staff person, the board would not be able to fulfill their mission. Jeff stated that they prefer someone with education and/or experience in farm management and office management. He mentioned that some of the farms have received farm bill assistance. He explained the farm bill. Jeff also stated that the mission of the Conservation District is mandated by RSA. There was discussion about combining the two positions of the Cooperative Extension forester and the district manager of the Conservation District. Rep. Hogancamp stated that she does not think that we can propose combining the Conservation District position and the forester position without hearing from both agencies. It was requested that Conservation District and Cooperative Extension consult with each other to consolidate this position to determine how they would carry out their mission.

Rep. Pratt moved to tentatively adopt the Commissioners budget for Cooperative Extension provided they incorporate the Conservation District staff role within that budget, Rep. Robertson seconded, voted unanimously.

There was some discussion as whether or not Rep. Butynski leaving the meeting would prevent the committee members present from passing the budget, thereby ensuring the budget is brought to the delegation for a vote. Administrator Wozmak stated that the last time this was done the full delegation was not willing to vote without a recommendation from the executive committee.

The capital budget was reviewed. **Rep. Pratt moved to approve the capital budget as adjusted for \$582,249, Rep. Tilton seconded, voted unanimously.**

Rep. Pratt moved to approve a reduction of \$11,097 from personnel requests, savings made by delaying new personnel requests for one month, until April 1, Rep. Tilton seconded, voted unanimously.

Commissioner Zerba addressed the issue of alternative medicine, which was put back into the budget by the executive committee, without funding. Administrator Wozmak stated that Commissioner Sistare stated that the executive committee does not have the authority to establish policy for the county. There was discussion regarding the issue. **Rep. Richardson moved to add \$5000 for alternative medicine, for employees only, as an a la carte benefit item to the budget, with the same copay, Rep. Pratt seconded.** Discussion followed. Rep. Tilton asked Commissioners Moore and Zerba if they would offer this to the employees, if approved. Both Commissioners agreed that as long as it is a benefit item, and not as part of the health plan. The use of the plan will be tracked and the committee advised how it is used within six months. **Motion was unanimously approved.**

Director Trombly gave the adjusted bottom line number of the budget, which is \$28,618,009. Rep. Butynski stated that he feels the tax increase is irresponsible when we know that an increase will happen with the building of a new jail. There was discussion on the various ways to reduce the budget. It was decided that another meeting should be held on March 13 at 7 PM in the jury assembly room for the executive committee to vote on the budget. A report from the Cooperative Extension and Conservation District is expected. Changes that can be made to the food services, DOC and any other

lines should be presented. Director Trombly will prepare the figures of what increases would be and give them to Terry Warren to distribute to the committee.

There being no further business, at 1:13 PM the meeting was suspended to meet on March 13, 2006 at 7:00 PM.

A rectangular box containing a handwritten signature in cursive script that reads "Barbara Hull Richardson".

Minutes approved on 3/17/06

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, March 13, 2006, 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Butynski; Eaton; Espiefs; Hogancamp; Hunt; Mitchell; Pratt; Richardson, Robertson; Commissioner Zerba; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Robertson opened the budget review meeting at 7:05 PM.

Rep. Pratt noted that at the last meeting of the Executive Committee, they asked to hear from Cooperative Extension and Conservation District regarding blending the forester position for the Cooperative Extension that would work part time for the Conservation District.

Jeff Porter from the Conservation District stated that their board does not approve the proposal to blend the two positions because of their differing missions. He explained that the Conservation District works for the landowners of the county to establish priorities. They help set cost share rates (of federal money) for specific projects for the county. They provide soil index ratings. They are a member of the Connecticut River Coalition of Conservation District. This position shares an office with the NRCS, at no cost to the District for space or equipment. In all ten counties of New Hampshire, the salary of the district manager is supported by county government, in four of them the position is an employee of the county. The district manager responds to hundreds of questions a month from county residents. They also support the KHS Envirothon on soil and water conservation. Jeff reviewed some of the charts attached to his memo, which was distributed to the members. He explained that for every one dollar the county spent on a district manager, the district brought in \$12 to the county in farm bill funds.

Lauren Bressett stated that the possibility of combining the position was reviewed and the Cooperative Extension feels that they have different mandates and missions, according to their RSA's. She distributed a copy of RSA 24:10 to the members. The positions support each other, but are different positions. Jim Grady, an acting/interim director from Coop Ext in Durham, explained how salary raises have not been passed on to counties. He stated that they go out for grants whenever they can, to subsidize their costs. He stated that he understood what the county is going through in establishing a budget.

Rep. Pratt asked Jeff Porter when he intends to fill the district manager position. Jeff stated that they have a waiting list for the position and he expects it to be about April 1. **Rep. Eaton moved to approve the Conservation District budget of \$27,725, which will cover the position for three quarters of the year, Rep. Pratt seconded, voted unanimously.**

Rep. Pratt moved to approve the Cooperative Extension budget of \$206,089, Rep. Mitchell seconded, voted unanimously.

Register Hubal stated that she wishes that the committee reconsider their decision to zero out the budget for the Senior Citizens Center. Chairman Robertson asked if anyone wishes to make a motion, no motion was made.

Commissioner Zerba presented the budget cuts the Commissioners propose. Director Trombly reviewed the cuts:

Revenue

Maplewood rate increase of \$173,000
Federal inmate revenue add \$25,000
Interest income add \$95,000

Expense

Bed Tax Increase \$10,194
Human Services Liability \$65,404
VNA @ HCS decrease \$19,877
Monadnock Center for Violence Prevention cut \$2000
County Attorney new staff \$38,000
Interest on TANS \$95,000

Commissioner Zerba explained that we are also expecting the ProShare funds and the Commissioners suggest that \$500,000 of that be used to offset an increase in taxes and the balance be put into reserves.

Rep. Pratt stated that he would like to (again) hear from HCS as to why the amount they asked for was increased. Barbara Duckett explained that it is for services to individuals in order to help them stay at home.

Rep. Pratt moved to approve the Commissioners suggestions, except for the VNA, MCVP and county attorney expenses, Rep. Richardson seconded, motion passed with one nay 8 yea.

Rep. Butynski distributed his report on suggestions on reducing the county budget. He reviewed his suggestions and responded to questions from the committee.

Representative Allen moved to accept the budget with the exceptions as noted in the above motion, Rep. Eaton seconded. Discussion followed.

Rep. Allen stated that he believes the commissioners and the staff work in a profession manner and give good service for the money spent and that the budget is not extravagant. Rep. Butynski stated that he feels the county budget is getting out of hand and that the percentage increase proposed should be reconsidered. Director Trombly presented the final figures. **Final budget is \$28,807,577; Adjusted taxes to be raise is \$13,819,259; Total increase is \$1,828,318. A roll call vote was taken and resulted in 6 yeas and 3 nays, motion passed.** Executive committee budget to be presented to the delegation is \$28,807,577.

Rep. Pratt moved to accept the amount of \$13,819,259 for taxes to be raised, Rep. Richardson seconded, roll call vote resulted in 6 yeas and 3 nays, motion passed.

Rep. Pratt moved to accept the elected officials salaries of: Commissioners \$9250; Treasurer \$4600; Register of Deeds \$50,000; County Attorney \$62,000; Sheriff \$43,000, Rep. Eaton seconded, voted unanimously.

Administrator Wozmak advised the committee that the Chief Justice of the NH Supreme Court is coming to the next Mental Health Court. The Court is considering expanding the mental health court to other courts in the state.

There being no further business, at 9:15 PM the meeting was adjourned.

A rectangular box containing a handwritten signature in black ink that reads "Barbara Hull Richardson".

Minutes approved by phone on 3/23/2006

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Public Hearing and Meeting
Monday, March 27, 2006, 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski; Chase; Coates; Dexter; Eaton; Espiefs; Emerson; Foote; Hogancamp; Hunt; Mitchell; Parkhurst; Pelkey; Jack Pratt; Richardson, Roberts; Robertson; Sawyer; Tilton; Commissioner Zerba, and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Dexter opened the public hearing regarding the CDBG at 7:05 PM.

Jonathan Sistare, acting in his role as Town Administrator for the Town of Jaffrey, presented his request for county support to apply for a Community Development Block Grant for economic development for the Town of Jaffrey for \$500,000. The funds would be used for a treatment facility as a mandate by the EPA, which will cost a total of more than Fifteen million dollars (\$15,000,000). Frank Sterling, Jaffrey Selectman gave additional information on the project. A summary of the treatment facility upgrade was distributed. The water quality standards the town must comply with will prevent degradation of the Contoocook River, which is occurring as a result of the wastewater treatment plant discharge. The County Commissioners support the application. There is room for growth in the plan for a new facility. Rep. Pratt asked if they aren't setting a precedent by allowing a town to apply with county support. Commissioner Zerba explained that the CDBG program is for both economic development and housing and is available to all towns. The Chairman asked if there were any questions from the public, there being none, the public hearing closed at 7:22 PM.

Delegation meeting opened at 7:23 PM. **Rep. Pelkey made a motion to authorize the Commissioners to apply for a community development block grant in the amount of \$500,000 in order to assist and support the Town of Jaffrey in its efforts to construct a new wastewater treatment facility and to further authorize the Commissioners to execute any relevant documents, seconded by Rep. Parkhurst. Roll call vote resulted in 21 yeas and 0 nays, motion passed.**

Rep. Eaton moved to approve the executive committee budget in the amount of \$28,807,577, Rep. Allen seconded. Discussion followed.

Rep. Butynski distributed his report on the proposed budget and spoke to his recommendations. **Rep. Butynski moved to amend the budget, cutting 1% from each department, as presented in the proposed Executive Committee budget, Rep. Hunt seconded.** Rep. Tilton noted that the state continues to make cuts in costs that are then passed on to the county, increasing the county budget. She asked if Rep. Butynski proposes the county continue making cuts. Rep. Butynski stated that the Delegation should consider taking responsibility. Rep. Pratt asked how they could make the cuts in each budget. Rep. Hogancamp stated that she understands the amount would be taken across the board. Commissioner Zerba stated that lines like payroll are already at a minimum.

Rep. Roberts moved to amend the motion by reducing the budget cut to .5%, Rep. Parkhurst seconded. Rep. Eaton noted that cuts affecting payroll might affect the fact that Cheshire County is

the only county in NH that doesn't have unions. He noted that there are 21 unions in the other nine counties in NH. Administrator Wozmak stated that the Executive Committee worked on the budget, line by line, between the months of January and February and had ample opportunity to recommend cuts in that process. He criticized this manner of budget cuts as being unfair. Rep. Eaton advised him that he was out of order. County Attorney Albrecht asked if he could be recognized to speak and was advised that since this was a delegation meeting, that only delegation members were allowed to address the delegation.

There was a discussion on the COLA amount of 3.5% and the merit raises of 0%, 1 ¼% and 2.5%. Rep. Allen stated to the committee that every department came before the committee and their budget was questioned and passed at the budget meetings of the Executive Committee, and comments, recommendations and requests should have been made at that time. Rep. Tilton asked how much health care costs increased. Director Trombly stated that they went up 11%. Rep. Pratt called the question.

Rep. Robertson made a motion to amend the budget and reduce the Delegation budget and the Commissioners budget to \$0, excluding appointed personnel costs. Motion failed for a lack of a second. He felt that if the Delegation was going to force cuts in this manner, that the elected representatives and the Commissioners should accept no money for their services as a first step towards cutting the budget.

Rep. Roberts amended his motion to read the .5% cut is at the Commissioners discretion, Rep. Parkhurst seconded. Rep. Butcher stated that she felt the proshare funds should be considered to reduce taxes to be raised. Commissioner Zerba stated that we are expecting about \$400,000 and he feels that a portion of that should be put in reserves and the balance put towards taxes to be raised. Director Trombly stated that this would reduce the taxes to be raised from 15.25% to 12.75%

Rep. Jack Pratt stated that he would vote against this motion because the executive committee had their chance to make changes at the time of budget review. Rep. Pratt called the question. The amendments to the main motion were dealt with in reverse order. **A roll call vote on Rep. Roberts' amendment failed with 9 yeas and 12 nays.**

Rep. Butynski moved to amend his motion on cuts from 1% to .5% from each department budget, Rep. Hogancamp seconded, roll call vote resulted in 11 yeas and 9 nays, motion passed.

Rep. Dexter asked County Administrator Wozmak if employees at Maplewood still received a free meal while on the clock. Wozmak said that they do and have for at least the past 40 years. Rep. Parkhurst addressed the fact that employees at Maplewood Nursing Home eat lunch for free and get paid for lunch. He stated that essentially, these employees are on call during their mealtime and are sometimes called away from their lunch. He felt that they absolutely should be given free meals.

Rep. Richardson asked what the change in tax rate to Cheshire County residents would be after taking off the .5% as directed by the above motion. Director Trombly stated that taxes would go down \$2.45 per \$100,000 of valuation per year. There was discussion and commentary about the

usefulness or wisdom of a budget cut that only saved a homeowner Two dollars and forty-five cents (\$2.45) a year.

A roll call vote was taken on the amended motion to approve the budget in the amount of \$28,665,060, vote was 19 yeas, two nays, motion passed.

Rep. Eaton made a motion to accept the taxes to be raised from cities and towns for 2006 in the amount of \$13,676,742, Rep. Parkhurst seconded, roll call vote resulted in 21 yeas and 0 nays, motion passed.

Rep. Eaton moved to authorize the Register of Deeds to expend surcharge funds in the amount of \$19,450, Rep. Parkhurst seconded, roll call vote resulted in 21 yeas, 0 nays, motion passed.

Rep. Eaton moved to approve the elected officials salaries as follows: Commissioners, \$9250; Treasurer, \$4600; Register of Deeds, \$50,000; County Attorney, \$62,000; Sheriff, \$43,000; Rep. Pratt seconded, after discussion and clarification, roll call vote was 21 yeas, 0 nays, motion passed.

Commissioner Zerba updated the committee on the jail site. He stated that discussion with the city and the Thomas' regarding the Thomas' property continues. The cost of bringing utilities to this site is expected to cost about \$6 million and we would require other parties share in paying part of the costs, including the city and the Thomas'. We are continuing to meet with them to discuss paying part of the infrastructure in developing the property.

Rep. Robertson stated that there are other sites available and why are we not looking at other sites. Commissioner Zerba stated that the Commissioner's minutes indicate that they have been actively working on the Thomas property and were not considering other sites at this time. Rep. Pratt asked if Commissioner Zerba had an estimate of the time this would take. Commissioner Zerba stated that the timeline with the city is longer than with other sites that have been considered.

Rep. Butynski stated that he would like the chairman of the delegation reactivate the jail committee. Chairman Dexter stated that at this time he does not see the value of doing that. **Rep. Butynski moved to direct the chair to reactivate a jail committee, Rep. Hogancamp seconded.** Rep. Eaton stated that he is against establishing another jail committee and expending additional costs above the hundreds of thousands already spent. **Rep. Tilton moved to amend the motion that the committee be funded with a \$0 budget.** There being no second to the motion, motion was withdrawn. Rep. Eaton moved to limit debate, seconded by Rep. Butynski. **A voice vote was taken and the motion failed.** Commissioner Zerba stated that there is \$300,000 worth of reports at the Commissioners office and is available to anyone and that all the pertinent question regarding the new jail have been asked and answered.

Rep. Sawyer advised the delegation that the Farm Committee met last Friday. He explained some of the changes successfully made by Manager Putnam on the farm to cut costs. He explained that he has suggested that the Holsteins be sold as a breed rather than for their meat, which would bring in additional revenue. He stated that he feels the farm is being run efficiently. He stated there was discussion on leasing the farmland and it was decided that the farm is not big enough to lease, no

one would lease such a small farmland. The woods are presently being harvested. The Committee was unanimous in its recommendation that the farm continue in operation for at least the next few years until the impact of the new jail on inmate labor can be determined. The delegation received the committee's recommendation without comment.

There being no further business, at 9:07 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone one April 7, 2006

Barbara Hull Richardson

MINUTES
Executive Committee Meeting
Monday, May 15, 2006, 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Butynski; Eaton; Emerson; Hogancamp; Hunt; Mitchell; Pratt; Richardson, Robertson; Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Robertson opened the budget review meeting at 9:01 AM.

Commissioner Zerba explained that only the most necessary expenditures are made in the first quarter because of the date of the final approved budget. Director Trombly stated that county expenses are at 77.04% and Maplewood expenses are at 76.29%. Revenue for the county is at 96.03% and for the nursing home at 76.82%.

Rep. Hunt asked about a waiting list for the nursing home. Administrator Wozmak explained that last month some residents had the flu and we did not take in any admissions because of that. This stopped admissions for several weeks. Rep. Richardson asked if we collect funding for residents who go into the hospital. Administrator Wozmak stated that we do not.

Rep. Butynski asked for the census, which averages about 142-144, and we are now at about 137-140. Rep. Hunt asked if we heard when the proshare funds are coming. Administrator Wozmak stated that it is expected before the end of June. Director Trombly stated that she thought there was going to be about \$450,000.

Rep. Pratt asked about the HOC. Administrator Wozmak stated that he does not believe there are any federal inmates. Census is about 88, with 8-10 on electronic monitoring. Rep. Eaton asked if the new judge has resulted in increased electronic monitoring. Administrator Wozmak stated that he does not know if the electronic monitoring has increased, but there has been an increase in the Alternative Sentencing/Mental Health referrals of about 10%.

Administrator Wozmak stated that there have been a troubling number of individuals with Alzheimer's who are being sent to jail because their families cannot control them. There was discussion on this issue, with a great deal of concern expressed by members of the committee. Rep. Robertson suggested a couple of rooms at the nursing home be name "jail" to accommodate these individuals. Administrator Wozmak stated that he would like to start a round table discussion for situations like this. He said that it is his intention to identify the players and get them together to solve the problem.

Commissioner Zerba advised the members that Hillsborough County employees are going on a labor strike and one of their issues is that they want step increases to not be hooked to merit.

Chairman Zerba also brought up the jail site and that he went before the Swanze selectmen advising them of a potential, commercially zoned site and they were appreciative that it was brought before them. He stated that the new site is owned by Yale University School of Forestry and that the County was contacted by a local developer who solicited our interest in the site. We subsequently met with the developer.

Rep. Pratt asked about the status of the new site. Administrator Wozmak stated that we are pricing it out and are looking at utilities. Rep. Hunt stated that he thought that Yale approached us. Administrator Wozmak reiterated that it was the developer, not Yale, who contacted us. Wozmak stated that when the project was presented to the Yale representatives, it was ultimately rejected by the Yale decision-makers. Yale continues to be against using this land for county use. Administrator Wozmak stated that he understands from Rep. Eaton that there is a possibility that the NH Technical College may be able to use that land. At the suggestion of Rep. Dexter, Administrator Wozmak has asked the engineers to look at other sites on the Yale property.

Rep. Pratt asked about the Thomas land. Administrator Wozmak stated that because of the complexity of those involved, it will take about 10 months longer to plan than any other site although the longer planning time could be offset by other design work that could proceed concurrently.

Rep. Allen asked if the Yale property is a better site than the Thomas property. Administrator Wozmak stated that it is, at least from an ease of development point of view, although from an overall cost point of view, there will likely be little difference between the two sites. Ultimately, the decision of where to build will be based on politics and not on price or timeline as the two will be similar.

Rep. Robertson asked about the public works site. Commissioner Zerba stated that we did a survey and they recommended that no building with inhabitants be built there.

Rep. Pratt asked about Commissioner Sistare's deployment date. Commissioner Zerba stated that he does not know the date and Commissioner Moore stated that Commissioner Sistare said he would give 30 days notice. Rep. Hunt stated that depending on the timing, he does not think that the process should proceed if there is a short period before elections. Rep. Pratt and Butynski stated that they think the position should be filled. Rep. Hunt moved to adjourn, Rep. Mitchell seconded, hand vote was taken and motion failed.

Rep. Pratt made a motion to recommend the two chairs and clerk interview the applicants for the commissioner position, Rep. Allen seconded, discussion followed. Rep. Hunt stated that the motion is premature. Rep. Pratt stated that he recommends the motion for the delegation to be advised of the process. **Hand vote resulted in six in favor, 3 opposed, motion passed.**

Motion to adjourn was made, voted unanimously. At 9:15 PM the meeting was adjourned.



Minutes approved by phone on June 2, 2006

Barbara Hull Richardson

MINUTES
Delegation Meeting
Monday, June 26, 2006, 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski; Dexter; Dunn; Eaton; Espieffs; Foote, Hogancamp; Hunt; Mitchell; Parkhurst; Pratt; Richardson, Roberts; Robertson; Tilton; Weed; Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Dexter opened the meeting at 7:01 PM, it was determined that a quorum was present. Chairman Dexter stated that the meeting was held to discuss the vacancy of the position of County Commissioner and to determine whether to go forward and to establish the procedures for selection of a County Commissioner.

Rep. Pratt moved that the Delegation authorize the Officers of the Delegation to serve as Search Committee for the purpose of interviewing candidates for the office of County Commissioner from District 3; that the search committee complete such interviews by July 7, 2006 and issue a report in writing to the Delegation of its recommendation for a successor to Commissioner Sistare no later than July 10, 2006 and that the Delegation meet on Monday, July 17, 2006 for the purpose of electing a successor to Commissioner Sistare and for such other business as may come before it, motion seconded by Rep. Robertson, roll call vote resulted a 15 to 1 vote, motion passed.

Rep. Weed asked if the vacancy had to be announced. Chairman Dexter stated that it was advertised for three days last week, with a closing date of June 30. Rep. Weed asked how the recommendation will be presented to the Delegation. He suggested that the names be ranked in order rather than just one recommendation

Commissioner Zerba gave an overview of the status on the Thomas property. Administrator Wozmak has met with the Thomas' and they will proceed with discussion on how to work out using their land for the jail. Rep. Robertson stated that the Delegation has not been asked if they approve of the Thomas land for the jail and that he doesn't see us going ahead with that land. Administrator Wozmak stated that he met with the leadership of the Delegation (Rep. Robertson attended the meeting but left, upset that the meeting was taking place) and they were advised of our interest in both the Yale property and the Thomas property. Administrator Wozmak is putting together the cost estimates of the Yale property and the Thomas property. He hopes to have some more definitive information by the end of the week. Rep. Pratt asked who are the players with the Thomas land. Administrator Wozmak stated that it is now only the county and the Thomas'. MEDC is not involved in this site. There would be user fees for additional users at the site for the sewage treatment plant and water plant. The City has no role in this project.

Rep. Tilton asked about the 15 acres on Production Avenue. Administrator Wozmak stated that he asked the state two years ago and again last week and received a response that the land is not surplus land. Rep. Butcher stated that she is concerned that it sounds like there is going to be only one site presented to the Delegation. Rep. Tilton stated that she would like to see the Commissioners bring back the Black Brook property as a site. Rep. Butynski stated that he would like to see the Commissioners present more than one site.

Commissioner Zerba updated the Delegation on the Stone Arch Village construction and how well the program is going.

Motion to adjourn was made, voted unanimously. At 7:45 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone on July 13

Barbara Hull Richardson

MINUTES
Delegation Meeting
Monday, July 17, 2006, 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski; Chase; Coates; Dexter; Dunn; Eaton; Espieffs; Emerson; Hogancamp; Hunt; Mitchell; Parkhurst; Plifka; Pratt; Richardson, Roberts; Robertson; Tilton; Weed; Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Dexter opened the meeting at 7:05 PM and read the agenda of items to be covered for tonight's meeting. He explained about the package that was sent out to the members regarding the interviews conducted for the appointee to the position of County Commissioner. He explained that the process was with five candidates, each having a half hour interview. Each candidate was given the same questions and given the opportunity to ask questions. Before a final decision was made, Rep. Eaton was updated on the interview responses. He was supposed to be present at the interviews but was detained because of meetings in Concord.

Rep. Hunt spoke to the fact that he did not agree with appointing an individual with such a short time before the elections. Rep. Allen stated that the chair, vice chair and clerk were assigned to put forward a candidate and they have done as directed. Rep. Tilton stated that we are not looking at just a caretaker but someone who will fill the position for seven months. Rep. Pratt and Robertson stated that they felt that the committee acted in a bipartisan way. **Rep. Pratt moved to nominate Stillman Rogers, as recommended by the committee, Rep. Allen seconded.** Discussion followed.

Rep. Pratt withdrew his original motion and moved to change the voting to a secret ballot, Rep. Allen seconded, motion passed unanimously. The Delegation was called forward to submit their ballots. All ballots were cast and a recess taken to count the votes. Of the 21 votes cast, 17 were for Rogers, 1 for Czelkalski, 1 for Sterling and 2 for Royce. Mr. Rogers will be sworn in tomorrow.

Mr. Rogers thanked the group for their vote and confidence in his ability.

Rep. Pratt made a Motion to increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$665,684 for the receipt of the State of NH Proportional Share Funds, and to authorize the use of Proshare funds by offsetting account lines as follows: Increase Capital Expense dietary account #4900.97.51 by \$9,678; 4415.97.00 dietary account by \$322. Increase capital reserves account # 4915.89.00 by \$227,851 (\$100,000 for nursing home reserves; \$77,851 for riverbank erosion funds; \$50,000 for computer reserves). Apply \$27,833 to surplus account #3911.00.00; Decrease revenue account # 0.3111.00.00 by \$400,000 to reduce the amount of taxes to be raised, seconded by Rep. Mitchell.

Administrator Wozmak spoke to the needs of the dietary department. Rep. Robertson stated that he hears that there aren't enough aides and nurses at the nursing home and perhaps the funds should be used to hire additional employees. Administrator Wozmak stated that there is always a lack of full staffing but that we have increased some staffing and will be coming to the executive committee next year for additional FTE's. He stated that we are one of the highest staffed facilities in the state. Rep. Tilton stated that she believes the nursing home is well run and that the residents get good care. She stated that she doesn't think staffing is a big problem. Rep. Roberts spoke to the fact that he has two

daughters who work at the nursing home who are happy to work there. Rep. Butynski stated that he feels that reducing taxes is a significant good to the county residents. Rep. Pratt stated that the executive committee knew that the proshare funds would be used to reduce taxes to be raised.

Rep. Eaton asked about the riverbank project funds and Administrator Wozmak stated that we were advised by Sen. Gregg's office that our project was removed from funding and we are putting funds aside with the hope to obtain matching funds in the future. The motion was reread and a **roll call vote resulted in 20 yeas, 1 nay. Motion passed.**

Rep. Mitchell made a motion to increase account line 4915.89.00, Capital Reserves by \$24,233 to set aside savings for Court House Capital Reserve Funds and to offset the transfer through the use of surplus account #3911.00.00, Rep. Hogancamp seconded, roll call vote resulted in 21 yeas, motion passed.

Rep. Hogancamp made a Motion to increase account line 4900.97.91, Sheriff Capital Equipment, by \$3,600 and to expend those funds to replace the Multiplexer at the Sheriff's Dispatch Center and to offset that purchase through the use of surplus account # 3911.00.00, Rep. Allen seconded. Administrator Wozmak noted that this replacement is due to an unanticipated failure of the equipment. **Roll call vote resulted in 21 yeas, motion passed.**

Rep. Hunt stated that he hopes the proshare funds will be brought before the executive committee before bringing it before the Delegation next year.

Rep. Roberts made a motion to approve adding \$7,500 to revenue line #3401.02.00, Sheriff Miscellaneous Revenue for donations received and to increase the following expense lines: # 4211.05.00, overtime; 4211.19.00, continuing education; 4211.29.00, outside services; 4211.52.00, clothing; 4211.73.00, vehicle repair; 4211.97.00, equipment purchase for other needs associated with Reese, the Sheriff Department bloodhound, Rep. Parkhurst seconded. Discussion followed, roll call vote resulted in 16 yeas, 5 nays, motion passed.

Rep. Butynski made a Motion to amend taxes to be raised from cities and towns for 2006 in the amount of \$13,276,742, Rep. Hunt seconded, roll call vote resulted in 21 yeas, 0 nays, motion passed.

Rep Butcher made a Motion to approve revised budget in the amount of \$28,938,244, Rep. Parkhurst seconded, roll call vote resulted in 21 yeas, 0 nays, motion passed.

Rep. Eaton read a motion that would be brought up at the next Delegation meeting: "Motion made to raise and appropriate a sum not to exceed \$745,000 to finance the design, construction and equipping of the county water treatment plant in Westmoreland to comply with new federal Safe Water Drinking regulations, such sum to be raised through the use of the New Hampshire State Revolving Loan Fund and that the County will accept the loan if approved, and will enter into a loan agreement with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project and take any other votes or actions related thereto." Administrator Wozmak explained that the state has a revolving loan fund that we can borrow from at a low interest rate, for water and wastewater treatment. He explained that standards in the plants have to be brought up to compliance and the water treatment plant will be done now and eventually the wastewater treatment plant will have to be done. He does not know the cost of it at this time. The work will also include an upgrade to a back-up well. By making the changes, it will increase our water

capacity. Administrator Wozmak will put together a couple of pages of information before the next meeting.

Administrator Wozmak explained some of the information regarding the space needs of the downtown campus. He explained that the regional county prosecutor position under discussion will double the staff in the county attorney's office. He noted that we are paying \$50,000 in rent that would fund some of the space needs. Wozmak stated that the expansion of the downtown campus will be a topic that he will be bringing up again in the near future.

Rep. Weed asked if there would be a jail update, Chairman Dexter stated that there would not be one at this time.

Motion to adjourn was made, voted unanimously. At 8:45 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone on Aug. 8.

Barbara Hull Richardson

MINUTES
Executive Committee Meeting
Monday, September 11, 2006 6:30 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Butynski; Dexter; Eaton; Emerson; Hogancamp; Hunt; Mitchell; Pratt; Richardson, Robertson, Tilton; Commissioners Zerba and Rogers; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Robertson opened the budget review meeting at 6:32 PM.

Chairman Robertson called for a moment of silence in remembrance of those who died on September 11, 2001.

Commissioner Zerba requested Director Trombly to give an overview of the second quarter budget. She explained that the budget is in good shape, both expense and revenue at +/- 50%. Commissioner Zerba explained changes made by the state human services in determining Medicaid residents' eligibility. The changes, which requires state evaluations of residents, results in a delay to revenue payments.

Administrator Wozmak gave an explanation on some of the nursing issues and how they are handled by the nursing home. He stated that since 2003, the nursing home has had a 55% increase in admissions, a 68% increase in discharges and a 120% increase in physician & medication orders. This has caused a need to increase staffing above budget levels in order to provide excellent care and to be in compliance with regulations. As a result of this overall increase in nursing-related tasks, he will be requesting increased staffing in the 2007 budget.

Rep. Allen moved to approve the second quarter budget, Rep. Hogancamp seconded, voted unanimously.

Motion to adjourn was made, voted unanimously. At 6:40 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone Sept. 18

Barbara Hull Richardson

MINUTES
Public Hearing/Delegation Meeting
Monday, September 11, 2006, 7 PM
Jury Assembly Room, Keene, NH
Keene Public Library

PRESENT: Representatives Allen; Butcher; Butynski; Coates; Dexter; Dunn; Eaton; Espieffs; Emerson; Hogancamp; Hunt; Mitchell; Plifka; Pratt; Richardson, Roberts; Robertson; Sawyer; Tilton; Weed; Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Asst. Warren

Public Hearing for the water treatment plant loan opened at 6:43 PM.

Rep. Pratt asked if arrangements could be made to recess to hold the part of the meeting regarding the jail at another location. Rep. Butcher went to the library to see about space available, and as there is, the meeting will move to the library after the public hearing.

Commissioner Zerba introduced Judy Houston of the Louis Berger Group. Judy stated that research was done on the water treatment plant and it was determined that improvements needed to be made to comply with regulations. The existing system was installed in the late 80's early 90's. The existing system draws water from the river. There is a high amount of sediment (turbidity) in the water from the river and this interfered with TOC removal. A well is used when there are issues with the water from the river. The county has received a letter of deficiency from the DES regarding its failure to meet new, more stringent guidelines regarding water quality. The option of installing sedimentation tanks and computer monitoring equipment was the least expensive and that is what is being proposed. Based on the evaluation performed, an application was submitted to the State Revolving Loan Fund for an amount up to \$745,000 to do the upgrades.

Rep. Tilton asked if there is an issue with the flood plain and placement of the sedimentation tanks, Judy stated there is not.

Resident of Westmoreland, Dick Cate urged the Delegation not to approve the recommendation until a decision is made on the jail because we are currently only using 30,000 gallons a day and the report seems to suggest that it was scoped out at 70,000 gallons per day. The response was that the issue with the current system is not the quantity of water but the quality of water, and the changes are needed to improve the quality of the water. Judy spoke to the DES on Friday and they stated that the current system is unreliable and deficient. As to the existing well, it, too, is also deficient and poses a safety issue for the operator who must enter a small enclosed area to do some work.

Administrator Wozmak gave the history of the county looking for a new water source since the 1960's. There was not enough groundwater (well water) sources and the river had to be used. He explained that we have been able to have only one consistently reliable well in the past 30 years. Rep. Hogancamp asked if the \$745,000 would be reduced if the jail is not built in Westmoreland. Judy stated that the size of the pumps and settlement tanks might be able to be reduced if the jail goes elsewhere. A suggestion was made to build a water tank for extra water. Judy stated that the water would still have to be treated to fill the tank. Rep. Dexter asked why the report states that we would be going from a four day a week system to a 24/7 system. Judy stated that the plant frequently cannot operate due to turbidity impacts and the TOC level. Administrator Wozmak stated that as a health care facility, we are

required to have a back-up supply of water that is reliable. Rep. Pratt asked if we are the only municipality taking water from the river. Judy stated that in New Hampshire we are the only ones using the water.

John Harris a resident of Westmoreland urged the Delegation not to approve the work to be done at this time. Judy again stated that it is not a quantity issue but a quality of water issue and the work is needed now. Rep. Hunt stated that the Delegation has known for years that something needed to be done to the water treatment plant and he urged them to support the motion for the loan funds. Hunt, who was on the delegation when the decision was made to use river water, said that all these issues and questions have already been answered. He said we have an obligation to the complex and he urged the delegation to vote for the improvements. Rep. Hogancamp asked if this work will resolve the water issues for the next 20 years. Judy stated that it would.

Judy stated that the option of digging for two wells would meet the requirements at a cost of \$900,000; looking at 3-4 river wells alone would cost about \$1,100,000. Using the two sources with a tank would cost \$640,000. Rep. Hunt stated that this issue has been gone over for years and that the river was the only viable source of water. He stated that we have to resolve this problem which we have been looking at for years.

Judy stated that the DES has the plan and she spoke to them and has received verbal approval. She stated that the EPA made turbidity regulations stricter. Rep. Dexter stated that he thought the new system may be more than we need. Public hearing closed at 7:40 PM.

Rep. Hunt made a motion to raise and appropriate a sum not to exceed \$745,000 to finance the design, construction and equipping of the county water treatment plant in Westmoreland to comply with new federal Safe Water Drinking regulations, such sum to be raised through the use of the New Hampshire State Revolving Loan Fund and that the County will accept the loan if approved, and will enter into a loan agreement with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project and take any other votes or actions related thereto, seconded by Rep. Hogancamp, motion passed with a vote of 19-1.

Meeting adjourned to the Keene Public Library at 7:45 PM.

Delegation meeting opened at 7:59 PM at the library. This meeting is for the Commissioners to bring forward information on the county jail site. Chairman Dexter asked the group to maintain decorum and objectivity in the process.

Commissioner Rogers gave an overview of how the site was found and what has been done to date. David Lay from SMRT reviewed the maps where the Collier property is located. A slide presentation of the site was done. He explained the diagrams and the wetland sites on the property. Rick Stewart stated that the HOC affects about one acre of wetland property and would have to be mitigated. David Lay reviewed the criteria for jail site selection.

Rep. Weed and Coates asked about the visibility from the road. David stated that plantings can be done to the outside of the building. Chairman Dexter asked about the utilities. Rick stated that the water and sewer lines are 8-inch pipes. Rick stated that a wetland person has walked the site and

that is what is shown on the diagrams. There are about five acres available for other buildings. Commissioner Rogers stated that delays in construction have cost \$20 million dollars and a decision must be made. Rep. Allen responded to the calls he has received regarding the Collier property and he expressed his opinion that the jail must be built and that “NIMBY – Not in my back yard” has delayed this project, and that he will vote for the best site available.

Nonpublic session opened at 9:05 PM pursuant to RSA 91-A (II) (a), (b) and (c), Rep. Eaton moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of the Delegation and the vote was approved unanimously. As a result of deliberations in nonpublic session, a decision was made and a vote taken to suspend further consideration of the Collier Property and proceed with the Bardwell property using eminent domain, if necessary. The Delegation unanimously voted to return to public session at 10:07 PM.

Rep. Roberts made a motion to reconsider the motion to suspend further consideration of the Collier property and to proceed with the Bardwell property using eminent domain, seconded by Rep. Eaton. Voice vote taken and motion to reconsider failed unanimously.

Nonpublic session opened at 10:09 PM pursuant to RSA 91-A (II) (a), (b) and (c), Rep. Hogancamp moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee without that employee having requested an open meeting. The motion was approved upon a roll call vote of the delegation. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Delegation unanimously voted to return to public session at 10:25 PM.

Motion to adjourn was made, voted unanimously. At 10:35 PM the meeting was adjourned.



Minutes approved by phone Sept. 18

Barbara Hull Richardson

MINUTES
Public Delegation Meeting
Tuesday, October 10, 2006, 7 PM
Keene Middle School, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski; Chase; Coates; Dexter; Dunn; Eaton; Espieffs; Emerson; Foote; Hogancamp; Hunt; Mitchell; Parkhurst; Plifka; Pratt; Richardson, Roberts; Robertson; Sawyer; Tilton; Weed; Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Asst. Warren

Meeting opened at 7:10 PM and Chairman Dexter explained the purpose of the meeting, which is for the Commissioners presentation on a jail site. He turned the meeting over to Rep. Eaton, who asked Commissioner Zerba to take the floor to present the Commissioner's recommendations of a jail site.

Commissioner Zerba stated that he is happy to say that the Bardwell property is available for us as a site. He explained that the vote was 21 – 1 to go forward with the Bardwell site at the September 11 Delegation meeting.

Rep. Robertson stated that he and Administrator Wozmak met with the owners of the property and they are happy to talk to us about a sale. Some appraisers have been contacted and the property looks to fit within the budget of \$36 million. The vote for Bardwell was 2-1 among the Commissioners, Commissioner Moore voting for Westmoreland.

Rep. Roberts asked if the purchase was through eminent domain, Commissioner Rogers said no. Rep. Bonnie Mitchell asked about the affect of taking this property use by the county to Swanzey. Commissioner Rogers stated that he does not think there is a property that we would use for a jail that would not affect the town it is built in. He said that the word victim was used by Swanzey and he does not think that is an appropriate word to use. The jail is part of a civic life and the jail is part of the community and we are building the jail for the benefit of the inmates and the county. No matter where the building is put, that land will no longer be used for taxes. Commissioner Zerba stated that according to the National Institute of Corrections, in considering where to put a jail, being within five miles of the city is useful.

Rep. Chase stated that he would like to understand the process. Doesn't there need to be a public hearing and then a vote. Commissioner Zerba stated that on Oct. 17 there would be a public hearing and public meeting in which the Commissioners will come before the Delegation for a vote.

Rep. Richardson asked how long the Bardwell property has been on the market. Commissioner Rogers stated that he doesn't know but the developer has ongoing talks with buyers.

Rep. Hunt asked if after the vote of the bond could it be reconsidered after the vote. Commissioner Rogers stated that it would if a vote to reconsider were voted down. He stated that in September the commissioners went to the Delegation on the Collier site, but a representative moved to proceed with the Bardwell site and this was passed 20 – 1. The Commissioners agreed to go along with the Delegation in order to resolve this issue.

Rep. Roberts stated that he hopes the Commissioners are going along with the Bardwell site because they think it is the best site or because the Delegation told us to do it. Commissioner Rogers stated

that we feel the issue be decided now and it is a site that is a perfectly acceptable site. The Commissioners are happy with this site.

Rep. Sawyer asked what was the vote, Commissioner Rogers stated that it was 2 – 1. There was some discussion on the fact that Commissioner Rogers was chosen by the Delegation and not the people, but Commissioner Rogers stated that as members of the Delegation, they represent the people who would have voted for him.

Rep. Hunt asked which is the best location that the Commissioners would choose. Commissioner Zerba stated that the basic criteria established by the National Institute of Corrections, in considering where to put a jail, being within five miles of the city is useful and this site fits that criteria.

Rep. Dunn stated that the county did several studies that found that the jail should be located in Keene. He favors a Keene location. But there doesn't seem to be a choice of property in Keene.

Rep. Dexter stated that the original plan was a different layout. Commissioner Rogers stated that the orientation could be changed as needed.

Rep. Roberts asked does the purchase of the Bardwell property include both the Swanzey and Keene lots. Commissioner Zerba stated that couldn't be answered in open session. Commissioner Rogers stated that a decision needs to be made now because we are spending money with every delay.

Rep. Sawyer asked why we are doing the vote before the elections. Commissioner Rogers stated that if the bond is approved next week, the process for bonding could be set in motion. If we wait until an election, it would be January before we can even start the process again with a new Delegation. This would mean that a vote would not be made until at least the spring of 2007, which would bring the start of construction into 2008. If we get a vote next week, we could begin construction next spring.

Rep. Pratt said that he understood there will only be one choice of a site presented next week. Commissioner Zerba confirmed that only one site would be presented for a vote.

Rep. Parkhurst asked what are we going to be asked to build. Just a jail or something else also. Commissioner Zerba read the motion that will be presented next week, which states that the funds requested are for a jail. Commissioner Rogers stated that all three commissioners believe that the jail should be built now.

Rep. Chase stated that this has not been a simple process and will not be agreeable to everyone but he complemented the Commissioners in coming to a decision.

Nonpublic session opened at 7:47 PM pursuant to RSA 91-A (II) (a), (b) and (c), Rep. Pratt moved to go into non-public session to discuss 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. The motion was approved upon a roll call vote of the Delegation and the vote was approved with 20 yeas and 2 nays. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Delegation unanimously voted to return to public session at 8:34 PM.

Motion to adjourn was made, voted unanimously. At 8:42 PM the meeting was adjourned.

Minutes approved by phone on Nov. 1, 2006

Barbara Hull Richardson

Barbara Hull Richardson

MINUTES
Public Hearing/Delegation Meeting
Tuesday, October 17, 2006, 7 PM
Keene Middle School, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski; Chase; Coates; Dexter; Dunn; Eaton; Espieffs; Emerson; Foote; Hogancamp; Hunt; Mitchell; Parkhurst; Pelkey; Plifka; Pratt; Richardson, Roberts; Robertson; Sawyer; Tilton; Weed; Commissioners Zerba, Rogers and Moore; Administrator Wozmak; Ex. Asst. Warren

Public Hearing for the jail site selection opened at 7:10 PM. Chairman Dexter thanked everyone for attending tonight in spite of the weather. He advised those present that the public hearing tonight is about the jail site. He asked everyone to stand to say the pledge of allegiance. He requested that Vice Chair Eaton take the floor for the balance of the meeting.

Vice Chair Eaton asked everyone to take a moment of silence in memory of Manchester NH Police Officer Michael Briggs who died this afternoon from gunshot wounds when he responded to a call regarding domestic violence.

Everyone was reminded to sign the speaker list if they wished to speak tonight, and that it would be appreciated if everyone took three minutes or so to speak, which would allow everyone who signed up to speak tonight.

1. Nancy Carlson – Swanzey – Asked everyone to listen to the concerns of the residents because she feels that their concerns are not being heard. She noted the number of inmates that come from Swanzey and that Swanzey is not the second highest town where inmates are from. She asked that their concerns not be trivialized. Putting the jail on the Bardwell property is not the right thing to do. If we are putting the jail near Keene because of services, we should revisit the Keene sites. Swanzey residents are bearing the economic loss.
2. Bruce Clement – Westmoreland – Stated that there is no one perfect site but the Bardwell site fits the criteria noted in the report by the consultant. The Delegation must do what is best for the county. He prefers that the jail be in Keene, as county seat. If Bardwell is not approved tonight, there will be delays in building the jail.
3. Greg Johnson – Swanzey – is here tonight because he has no option but to seek the Delegation support against the \$36 million bond. He expects this research has been done and questions whether they have discussed the issue. He questions why the costs have increased as they have in the past 11 months. He believes that the facility is an over priced, over designed facility. His research shows that the jail can be built for less than what is being asked. He asks them to go back to the drawing board and defeat this bond request.
4. Beth Fernald – Atty. for Town of Swanzey – The town rejects the site selected. She feels the Commissioners took their responsibility seriously and took what they are required to do by the statute. The Delegation's job is to appropriate the funds for the facility. She looked into the procedure that was followed, RSA 33:10 and stated that the Delegation must hold a public hearing not a public meeting. So she thinks that they cannot go forward with a vote this evening. She believes that the vote taken at the Sept. 21 2001 meeting to rescind the vote on Westmoreland was invalid because of the wording of the motion; the motion to rescind should have been a motion to repeal. Whatever the Delegation does in regard to the correctional facility should be done correctly.

5. Sen. Tom Eaton – Keene – Has a copy of a seven-year timeline. It is time to do what is right for Cheshire County. He reviewed some of the points of the past seven years resulting in the delays in building the jail. Seven years of indecision resulted in the cost rising to \$36 million. The Commissioners have recommended Westmoreland as a jail site five times. Chairman Dexter stated that it has not been put forward five times, only two.
6. Jane Johnson – Swanzey – The taxpayers are at the mercy of the Delegation and to spend \$36 million on a jail is not in the best interest of the residents of Cheshire County.
7. Joyce Levesque – Monadnock Humane Society – She reiterated the points she made at the previous meeting and in her letter to the Delegation, Commissioners and newspaper that placing the jail next to the humane society will jeopardize the success of their agency. She responded to a comment made by a Delegation member regarding the distance from the proposed site and their building. There is a path that is used daily by children and other visitors at the humane society. She wants the impact on them to be fully understood by the Delegation.
8. Bruce Barlow – Swanzey – Stated that in seven years the jail has been overcrowded. He does not see that a process was done to building a jail by those involved. He suggested that the Westmoreland site being classified as a flood plain should be debated with the federal government because it was not flooded last year. The Delegation has not earned the approval from Swanzey.
9. Emile Legere – Swanzey/Keene – Has looked at the Westmoreland site and it is a fine site and he thinks he can prove that it will work there. Some time ago, he has inquired into purchase of some Yale property, that the Yale land will be developed and to put a jail near that property would be a crime. He spoke of his visit to Yale University to discuss his concept of developing this land for housing and some businesses. Yale seemed to like the idea, according to Mr. Leger.
10. Matt Kayhoe – Keene – Stated that he thinks the process seems bizarre, there is something going on under the table. He stated that he now believes there are no ulterior motives and the wrong decision is going to be made for the wrong reason.
11. Victoria Barlow – Swanzey – Stated that she thinks choosing the Bardwell site has little support in the community. She resents the fact that Swanzey is stated to be the town who sends the second most inmates to the jail. She asked the Delegation to listen to the residents and work for the greatest number. Keep the jail in Westmoreland.
12. Bob Hamilton – Westmoreland – The site is a central location and fits the requirements of the jail study.
13. Aldene Fredenburg – Swanzey – Stated that inmates are waiting for trial and they may be serious criminals. She said that she believes there is the possibility of a jailbreak. She suggests that we build a drug and alcohol facility for the inmates instead.
14. Stephen Seraichick – Westmoreland – Stated that skilled consultants have been hired to make decisions about the jail. The consultants determined that the jail should be built closer to Keene. Will the Delegation support the decision of the Commissioners to building closer to Keene? The Bardwell property is the best place to build the facility.
15. Bob Beauregard – Swanzey – Recommended four things: The Commissioners changed their recommendation to build in Westmoreland. The Delegation vote the \$30 million bond. The staff, architects and builders do the best they can for that money. Use the existing jail as a half way house. He suggests establishing a contract with Keene to hold inmates for the police in the county, rather than having to drive to Westmoreland. Suggests that the legislation be made to make arrangements so the town of Westmoreland receives funds from the county for holding the jail.
16. John Harris – Westmoreland – He urges the Delegation to look to the future regarding the jail. He suggests that they look at the reports prepared by the experts, who suggest that the jail be closer to Keene for services and work release programs. 40% of the county population live in Keene and Swanzey.

17. Dick Cate – Westmoreland – Jail is in Westmoreland not by any thought process but because that is where the farm was. He recommends that the Delegation do what is best in the long term and in the interest of the county. He stated that the jail is and has been a good neighbor.
18. Glenn Page – Swanzey – he has questions regarding how much water will be used at the jail. Does the county intend to enter into an agreement with Keene or do they intend to use up what the town of Swanzey has for future business. He questioned why no one had contacted him regarding the project.
19. Bill Hutwelker – Swanzey – Stated that it is apparent how much work has been done over the past five years. There was no presentation regarding the Bardwell site. He stated that we have not brought any data showing any information on the proposed jail site. He asked why the Commissioners did not recommend Bardwell in August 2005. Why would we pay \$3 million for land when we already own land in Westmoreland? He applauds Superintendent Van Wickler and his staff because there will be a change in representatives in November.
20. Eric Stanley – Swanzey – Asked the Delegation to listen. Swanzey will lose a lot of money in revenue from the land. There is a petition for the jail to be built in Westmoreland.
21. Dean Eaton – Keene – It is the Delegation’s responsibility to fund the jail. It is the Commissioners who are to site the jail. He spoke of the information that was in the Sentinel about building on county owned land and the courthouse was offered. We all want this resolved.
22. Mark Fernald – For Cheshire Citizens for Jail Resolution – He argued against the procedure for a jail bond. He recommends that the Commissioners pull back from a meeting tonight because it is bad process. He compared the expansion costs with some research he has done. He does not think that Bardwell is a better site and all the services for the jail can be provided at the jail. Transportation issues are minimal. He asked that the process be done by the law and he believes the Bardwell site is not the site to choose.
23. Steve Lindsey – Keene – Jail site needs to be moved and the jail is overcrowded. Providing access to jobs and services will help the inmates. A society is judged how it treats its weakest members, and the jail should be built where there is oversight.
24. Mayor Mike Blastos – Believes that an inmate cannot be rehabilitated in 27 days, which is the average length of stay. Water service fees are increasing in Keene. He asked that the jail site be in Westmoreland.

Vice Chair Eaton stated that there would be a five-minute recess.

Public hearing closed at 9:15 PM.

Rep. Weed made a motion To raise and appropriate a sum not to exceed thirty six million dollars (\$36,000,000) to finance the land acquisition and related costs as well as the costs associated with the design, construction and equipping of a county correctional facility located on Route 10 in Swanzey, NH, otherwise known as the “Bardwell Property”, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of NH RSA 28 and NH RSA 33, as amended; and to authorize the County Commissioners to (1) issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and (2) to negotiate, execute and deliver any documents necessary to the land acquisition and purchase, seconded by Rep. Richardson.

Rep. Parkhurst asked if the vote should be taken, are we in compliance with the laws of NH. Vice Chair Eaton stated that according to the county bond attorney we are OK to vote.

Roll call vote resulted in 10 yeas, 14 nays, motion failed.

Motion to adjourn was made, voted unanimously. At 9:27 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone on Nov. 1, 2006

Barbara Hull Richardson

MINUTES
Executive Committee Meeting
Monday, November 20, 2006 10 AM
33 West St., Keene, NH

PRESENT: Representatives Butynski; Dexter; Mitchell; Pratt; Tilton; Commissioners Zerba and Rogers; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Representative Dexter chaired the meeting in the absence of the chair and vice chair at 10:15 AM.

The committee met to review the *third* quarter budget.

Rep. Pratt asked about the farm budget and how much under budget the farm will come in. Director Trombly stated that the farm expense will be about \$4200 over budget and income about \$4000 under budget. Rep. Pratt asked if the farm is the major area where income and expense will not balance. Director Trombly stated that Maplewood is also coming in over budget in expense at about a \$2 million deficit, as it does every year. It will come in about \$400,000 under budget in revenue for 2006.

The jail income on federal inmates will also run below budget because they have had to cut back on the number of federal inmates they can take in. They will be within expense budget and revenue.

Rep. Pratt asked about Medicaid reimbursements. Are we running low because of reimbursements. Director Trombly stated that we are running below because the census has been lower. Some receivables at MNH are still due because of the delay in approving resident admissions. Commissioner Zerba stated that it was the HHS ruling that they approve admissions, which created delays and vacancies. There was a discussion on the standards established by the state and if this is expected to be a long term change.

Rep. Pratt asked if there are any projected actions the Commissioners anticipate due to decrease the shortfall. Commissioner Zerba stated no. The short fall is occurring because of vacant beds and the third party rates. Rep. Dexter asked if the nursing home is a requirement of the county. Director Trombly stated that it is not. He asked that we look at selling the nursing home rather than lose money every year. Rep. Butynski stated that he would like to see the figures on the number of Medicaid residents accepted by other nursing homes. Director Trombly stated that the rate is about 75% Medicaid residents at Maplewood. Commissioner Rogers stated that he believes that those residents being sent home will eventually return to the nursing home at a later stage because of their sickness. Director Trombly will prepare a report on the number of Medicare patients compared to private pay.

Rep. Dexter asked about Federal inmates and the procedure for sending inmates off site. Commissioner Rogers stated that 1-2 federal female inmates are accepted. Commissioner Zerba stated that the budget for sending inmates off site will be explained in the 2007 budget. ADA and life safety modifications have to be made at the HOC.

There was discussion on the idea of a regional prosecutor under the county attorney office.

Manager King reviewed the energy audit for the county. The report indicates we are doing well, savings at about \$74K. A summary will be distributed at a later date.

Rep. Dexter moved to approve the second quarter budget, Rep. Mitchell seconded, voted unanimously.

Motion to adjourn was made, voted unanimously. At 11:02 AM the meeting was adjourned.

Terry Warren
Terry Warren, Clerk pro tem

MINUTES
Cheshire County Delegation
Organizational Meeting
Wednesday, December 13, 2006 7:00 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives Judson Dexter, John Hunt, Daniel Eaton, Barbara Richardson, Timothy Robertson, Peter Allen, Peter Espieffs, Chuck Weed, James Dunn, Henry Parkhurst, Suzanne Butcher, William Butynski, William Chase, Bonnie Mitchell, Stephen Pelky, Kris Roberts, Delmar Burrridge, Tim Butterworth, Jane Johnson, Gus Leraudeau, Lucy Weber, Tara Sad; Commissioners Roger Zerba and Stillman Rogers; County Administrator Wozmak; Finance Director Trombly; Terry Warren Ex. Asst.

Chairman Dexter opened the meeting at 7:00 PM.

Rep. Sad moved to nominate the following members of the delegation as Chairman – Rep. Daniel Eaton; Vice Chairman – Rep. Bonnie Mitchell; Clerk – Rep. Barbara Richardson, seconded by Rep. Dunn, a roll call vote unanimously approved 17 to 0.

Rep. Sad moved to nominate the following members of the delegation to the Executive Committee: Chairman – Rep. Butynski; Vice Chair – Rep. Susan Emerson; Clerk – Rep. Richardson; Reps. Eaton, Mitchell, Sad, Weber, Allen, Loll, Burrridge, Leraudeau, Johnson, seconded by Dunn. Rep. Hunt spoke to the motion that as the senior member of the delegation, he felt it would be appropriate if he were on the Executive Committee. His request was accepted as a friendly amendment to the motion, voice vote unanimously approved as to the amendment and as to the main motion.

Members of the Delegation signed up for committee assignments. On the farm committee are Reps. Allen, Espieffs, Butterworth, Dunn and Butynski. On the Jail Committee are Reps. Robertson, Loll, Allen, Weber, Sad, Espieffs and Eaton. On the mutual aid board representing the county are Reps. Eaton and Parkhurst as alternates. By statute, the personnel committee is comprised of Reps. Eaton, Mitchell and Richardson.

There being no further business, the meeting was adjourned at 7:17 PM.

Barbara Hull Richardson

Minutes approved by phone on January 2, 2007

Barbara Hull Richardson
Clerk

MINUTES
Cheshire County Delegation
Wednesday, December 13, 2006 7:30 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives, John Hunt, Daniel Eaton, Barbara Richardson, Timothy Robertson, Peter Allen, Peter Espieffs, Chuck Weed, James Dunn, Henry Parkhurst, Suzanne Butcher, William Butynski, William Chase, Bonnie Mitchell, Stephen Pelky, Kris Roberts, Delmar Burridge, Tim Butterworth, Jane Johnson, Gus Lerandean, Lucy Weber, Tara Sad; Commissioners Roger Zerba and Stillman Rogers; County Administrator Wozmak; Finance Director Trombly; Terry Warren Ex. Asst.

Chairman Eaton opened the Public Hearing at 7:30 PM for the purposes of three CDBG grant applications and the Commissioners Proposed 2007 Budget.

Commissioner Zerba gave a brief overview of the Commissioners proposed budget for 2007. Chairman Eaton invited questions or comments from the public. The Town Administrator from Dublin, on behalf of the Dublin Selectmen, said that they were not happy about the potential 21% increase in taxes to be raised and hoped that the Delegation would work on reducing the budget.

Matthew Suchodolski of SWRPC introduced himself and provided an introduction on the (CDBG). NH receives approximately \$10,000,000 in CDBG; half is for Housing and Public Facilities and half is for economic Development. Use of such funding is to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. Matt presented an overview of the HUD low and moderate-income limits and the income limits table was distributed.

The Delegation and members of the public received and reviewed copies of the County's Housing and Community Development Plan (HCD) and the Antidisplacement and Residential Relocation Assistance Plan (RARA).

Mr. Suchodolski asked the Delegation and the public if there are any questions or comments.

The Delegation heard a brief presentation from Matt regarding the CDBG application for the county water treatment facility project in Westmoreland, a project previously authorized by the Delegation. We will be seeking some CDBG funding for this project in combination with borrowing authorized funds from the NH State Revolving Loan Fund. It was stated that this proposal conforms to the County's HCD Plan by: Supporting the development of multi-family housing, supporting the development of water and sewer facilities to existing residences and planned new residential areas; support the development of appropriate housing for nontraditional populations such as the frail elderly, handicapped and developmentally disabled persons.

The Delegation heard a presentation from Southwestern Community Services regarding their interest and need to construct a new building to house their programs and administrative services. . It was stated that this proposal conforms to the County's HCD Plan with the same goals and objectives that apply to the Westmoreland proposal.

The Delegation heard a presentation from Jack Dugan of Monadnock Economic Development Corporation and representatives from Trikeenan Tile Works and their interest in acquiring CDBG funds to rehabilitate a vacant building in Keene that will create 25 new jobs. This effort aligns with the HCD Plan through the County's support of local and regional economic development corporations to secure assistance necessary in order to retain existing industries help them grow, and attract new companies to the region and support the redevelopment of existing, vacant industrial space, especially where it has a blighting influence on its surroundings.

Chairman Eaton asked if there were any questions or comments from the public. Hearing none, he closed the public hearing.

Chairman Eaton opened the Delegation meeting.

Rep. Dunn Moved that the delegation approve of the County's Housing and Community Development Plan and approve the County's Residential Antidisplacement and Relocation Assistance Plan and further, that the County Commissioners are authorized to certify and execute these documents as necessary. The motion was seconded by Rep. Robertson and passed unanimously on a roll call vote of 21 to 0.

Rep. Sad Moved that the delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds, to help finance the design, construction and equipping of the county water treatment plant in Westmoreland, in an amount up to \$500,000, to comply with new federal Safe Water Drinking regulations, that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. Seconded by Rep. Weber. The motion passed upon a roll call vote of 21 to 0.

Rep. Robertson Moved that the delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds, in an amount up to \$500,000, for Southwest Community Services to develop a new program and administrative facility and that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. The motion was seconded by Rep. Weber and was passed upon a roll call vote of 21 to 0.

Rep. Butynski Moved that the delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount up to \$500,000, to the Monadnock Economic Development Corporation to assist in the building expansion for Trikeenan Tile Works; that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. The motion was seconded by Rep. Parkhurst. The motion passed upon a roll call vote of 21 to 0.

Rep. Weber Moved to authorize the Register of Deeds to expend surcharge funds in the amount of \$18,150.00. The motion was seconded by Rep. Parkhurst and the motion passed upon a roll call vote of 21 to 0.

Rep. Eaton Moved to increase the mileage rate for travel reimbursement for delegation members to the prevailing IRS rate, starting January 1, 2007. The motion was seconded by Rep. Butcher and the motion passed upon a roll call vote of 15 to 6.

There being no further business, the meeting was adjourned at 8:45 PM.



Minutes approved by phone on January 2, 2007

Barbara Hull Richardson
Clerk

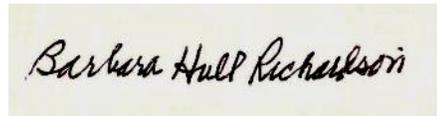
MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, December 13, 2006 9:00 PM
Keene Public Library, Keene, NH

PRESENT: Representatives Hunt, Eaton, Richardson, Allen, Butynski, Mitchell, Lelandeau, Burrige, Johnson, Weber and Sad; Commissioners Zerba, and Rogers; Administrator Wozmak; County Treasurer Stuart West; Ex. Asst. Warren

Executive committee opened at 9:00 PM. Budget packets and schedule for the budget meetings were distributed. The Executive Committee decided to begin meeting early this year and picked December 19 at 9am at Maplewood Nursing Home for their first meeting.

Rep. Eaton moved to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$13 million dollars for the 2007 budget year, January 1, 2007 to December 31, 2007, seconded by Rep. Butynski, voted unanimously upon a roll call vote of 11 to 0.

There being no further business, the meeting was adjourned at 9:47 PM.



Barbara Hull Richardson

Minutes approved by phone on January 2, 2007