

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 12, 2016 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**Keene, NH 0341**

**PRESENT:** Commissioners Stillman Rogers and Peter Graves (Commissioner Weed absent with prior notice)

**STAFF:** Administrator Coates, Finance Director Trombly, County Attorney McLaughlin, Grants Manager Bansley, and Assistant County Administrator (ACA) Bouchard.

At 9:30AM Chairman Rogers opened the meeting and recognized Grants Manager Bansley who discussed Agenda Item #421 Violence Against Women Act (VAWA) Grant Award

Bansley discussed the annual renewal of the VAWA grant from the New Hampshire Department of Justice for \$30,000 and asked the Commissioners to sign the award documents which partially funds an Assistant County Attorney's position that is responsible for prosecuting domestic violence cases. Following a short discussion, the Commissioners signed the documents.

The County Administrator was then recognized for the purpose of presenting the Weekly Operations report. Coates discussed the following items.

Coates reminded the Commissioners of the upcoming 2017 budget review meeting on Thursday starting at 9:30am.

Coates then discussed the progress of stripping and painting the front doors of the old County Hall building and said that he is working with members of the community to help chose a proper historic color to paint the doors. He also said that because there are estimated to be between 1215 coats of paint on the doors, much of it lead based, the cost of removing the lead paint from the doors and columns of the portico will now likely run approximately \$4,200.00, a \$1,000.00 increase from the previous quote.

Coates then addressed the open position of Director of Human Resources and remarked that thus far over fifteen (15) applicants had applied. He said that applications will be accepted until Friday of this week after which resumes will be reviewed and a final applicant pool will be determined. Interviews will then be conducted with selected finalists.

Coates then reminded the Commissioners of the upcoming Delegation meeting scheduled for Monday the 17<sup>th</sup> in the Delegation meeting room. The main agenda item will be the delegation vote on the A2 option for future of Maplewood.

County Attorney McLaughlin was then recognized for the purpose of providing a departmental semi-annual report to the Commissioners.

McLaughlin provided the following report to the Commissioners;

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County Attorney's Office - Period from 4/1/2016 to 9/30/2016

The Cheshire County Attorney's Office had a number of personnel changes in this six-month period. On June 1, 2016, Assistant County Attorney Jean Kilham transitioned from her position as prosecutor for the Keene Police Department to fill the position left open by John Gasaway's departure in February 2016.

In addition, on June 1, 2016, Ellie Moran (nee Boisvert), Esq., who I hired to fill Jean's position as the Keene Police Department prosecutor, began working in that position. Lastly, on June 29, 2016, Robin Eldridge resigned her position as an administrative position with this office. As a result, Auna Swanson, who was hired as a half-time administrative assistant for the Regional Prosecutor Program ("RPP"), began working half-time for this office (in addition to her half-time RPP position) to help with the workload caused by Ms. Eldridge's departure.

During this six-month period, 236 felony case files were referred to our office, and a Victim/Witness Coordinator was assigned to all of these cases. We have indicted 141 individuals, on a total of 324 charges. There were 2 cases that proceeded to trial. 92 cases were resolved prior to trial, by plea. Approximately 9 felony level cases were resolved as misdemeanors at the Circuit Court level. Our office handled 74 Violations of Probation, and 13 Superior Court Petitions to Annul.

As alluded to above, on June 26, 2016, Auna Swanson began working as a half-time administrative assistant for the Regional Prosecutor Program. During this period, 352 misdemeanor case files were referred to the program, and a Victim/Witness Coordinator was assigned to some of these cases.

In addition, owing to Robin Eldridge's departure, we are in the process of hiring a person as an administrative assistant for the RPP. When that occurs, Auna will become a full-time administrative assistant for this office. Lastly, at the request of the participating towns' police departments, the administrative assistant position for the RPP will revert back to being a full-time position.

Finally, the Domestic Violence Prosecutor reviewed 13 Felony Domestic Violence cases this period, and 18 Misdemeanor Domestic Violence Cases. A Victim Witness Coordinator was assigned to each of those cases.

The Commissioners asked McLaughlin a number of questions concerning personnel, caseloads, and discussed the Felony First program at length asking about the impact on the department.

McLaughlin said that the overall caseload was staying consistent with a large number of drug cases being handled, particularly around the use and sale of heroin and cocaine.

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He then discussed the overall impact of the Felony First program and said that while the impact was significant to the department everyone was adjusting and things were going well.

The Commissioners thanked McLaughlin for his report and recognized Administrator Coates for the purpose of completing his Weekly Operations report.

Coates said that the latest Department of Corrections Correctional Officer graduation ceremony is scheduled for next Wednesday following the Commissioners meeting.

He then discussed the new department head meeting schedule and said that the next meeting will be held in November.

Coates then said that he and Maplewood Administrator, Kathryn Kindopp, would be holding an employee meeting at the nursing home to bring the employees up to date on the options being reviewed for the nursing home and to answer questions that the employees may have on the changes might have an effect on the staff.

He then said that the new Department of Corrections HVAC system balancing RFP was complete and would be posted later today.

Coates then said that the County Hall building(s) now have an open Wi-Fi option and a new Wi-Fi system has also been completed at the nursing home. A short discussion around the status of the Cheshire Medical Center 3-day Medicaid admittance program began and it was learned that the program is on temporary hold.

Coates then discussed the status of the farm saying that he received information from both employees and the public that the farm is looking much better and that they are glad the work to return it to it previous condition is in progress.

Coates then discussed meeting with possible construction project management candidates for the anticipated Maplewood project and said that based on discussions with the City of Keene on similar sized projects it is projected that the cost to develop fully detailed plans and cost numbers with a construction company and architects is approximately \$250,000.00.

He then discussed the funding options that are being considered and reviewed the building of the A2 option that includes a new wing and the rehab of the existing structure.

The Commissioner's Calendar and the Weekly census was then reviewed.

**The Weekly Manifest was then reviewed and Commissioner Graves moved to accept the Manifest as presented and was seconded by Commissioner Rogers. Upon vote the motion passed with two (2) Yea's.**

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**Commissioner Graves moved to accept the Minutes of October 12, 2016 as presented and was seconded by Commissioner Rogers. Upon vote the motion passed with two (2) Yea's.**

**At 11:15AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed with unanimously.**

Respectfully Submitted,  
P. Graves, Clerk