

MINUTES
Cheshire County Commissioners Meeting
Wednesday June 14, 2017 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

PRESENT: Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed
STAFF: County Administrator Coates, Finance Director Trombly, Maplewood Facilities Director Harrison, and Assistant County Administrator (ACA) Bouchard.
GUESTS: Maplewood Nursing Home Owners Representative, Steve Horton

At 9:35AM the meeting opened and Chairman Graves recognized Steve Horton who discussed the Maplewood project timeline schedule and the various phases of construction that will be addressed over the coming months.

Horton said that the Schematic Design phase will be completed in early July and will be reviewed by the project team to ensure that the timeline and costs projected remain within parameters.

Horton then discussed the bid processes that may begin in January of 2018 with the hope that all design elements are completed and site work including foundation work can begin in March. The full bid package is targeted to be released in February.

A meeting to discuss the issues and items to be completed in the coming months is being planned and additional meetings are being scheduled with local and state officials who will approve various phases of the project.

Commissioner Cartwright asked a number of questions around the project development process and the approvals that will be needed. Horton discussed the steps being taken to ensure the planning and development process will be both complete and accurate.

Commissioners Graves and Weed also asked about the timing and temporary space that will need to be established for the staff as construction begins and it was learned that by doubling up on some office spaces and keeping intact some other spaces originally slated for demolition, only four (4) employees are currently planned to be placed in temporary office trailers.

A discussion of the installation of a bio-mass system was covered and the economics of the savings was covered vs. oil. A backup propane system was discussed and the anticipated payback period of less than ten (10) years for the bio-mass was discussed.

Administrator Coates was then recognized and presented the Weekly Operations report:

On Friday at 11:00am a document retention discussion will be held with the City of Keene to review the work that has been recently completed in meeting the document retention / archiving needs of the city. Some County department heads will be involved in the discussion and a records retention team will most likely need to be formed by the County to meet required NH state law requirements.

Coates discussed a meeting with the IT Director concerning the implementation of video training. He said that the project has been downgraded in priority due to a number of other projects being currently

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developed that have a higher priority such the installation of a new email server and a new Voice-Over-IP (VoIP) telephone switch.

Coates related a meeting that was held with Federal and State Marshalls in Vermont concerning the holding of federal inmates at the County Department of Corrections and said that the Marshall service was very pleased with the services that Cheshire County offers. They also said that the one area that would enhance the relationship between the County and Federal Marshalls and potentially increase the assignment of federal inmates to the County would be the institution of a drug recovery program that inmates could participate in and obtain a certificate of completion.

Trombly discussed that Pro-Share funds have been allocated for the 2017 with \$1,865,503.50 received. This is an increase of \$67,019.00 over 2016 that was realized.

Trombly then discussed the upcoming Maplewood project and how the construction billing and payments will be handled. A discussion of how the Pro-Share proceeds will be used was then covered and a wide-ranging discussion of the use of bonds funds and Pro-Share in the coming years including setting up reserve accounts was covered.

The Department of Corrections will be holding their graduation after the Commissioners meeting next week for eight (8) new correctional officers.

The Cheshire County Summer Concert Series will commence next Thursday at noon and will be held at 12 Court Street in the Delegation Meeting room. The Apple Hill Center for Chamber Music in Nelson will be providing a classical music duo for the kick-off event.

Coates then introduced Bob Barlow who said that the balancing work has been completed including the finishing-up of the punch lists. Barlow said that he will now be able to accurately track the propane usage and the boilers are using less fuel due to the systems now running efficiently. He said that all aspect of the HVAC entire system is now running efficiently including the geo-thermal system, and that he doesn't anticipate any further system changes.

Coates said that tomorrow the Arts Alive group of Keene will be holding their board meeting in the Commissioners conference room in the late afternoon and that the Horatio Colony House Museum will present a seminar entitled "A Short Course in Islam for Non-Muslims" in the Delegation Meeting room at 7:00pm.

Coates reported that the NH Community Development Finance Authority (CDFA) has delayed the Community Development Block Grant (CDBG) submissions from the end of June to the end of July. A pre-submission meeting is being scheduled with the CDFa staff to discuss the scoring methods used and how the nursing home application will be addressed.

Coates said that Senator Kahn's pending state senate bill for easing the process for medical license transfers has passed that the legislative process change should help with hiring medical professional for

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the nursing home and the department of corrections.

Southwestern Community Services will be holding their annual dinner next Tuesday evening at the Marriott and Administrator Coates will attend.

Coates then said that the Library Book sale sorting day is today in the delegation room in preparation for the Keene library book sale in October.

Coates discussed the raising of monies for the matching dollars for the grant received from New Hampshire Land and Community Heritage Investment Program (LCHIP) for the restoration of the 1858 windows in the Old Courthouse. Coates reviewed the discussions with a professional fund raiser to be able to raise the funds for both the current window project and the upcoming cupola restoration project.

Commissioner Weed moved to authorize the Administrator to hire a professional fund raiser for a six-month period to assist in the raising of the matching funds at a cost not to exceed \$15,000.00. Commissioner Cartwright seconded the motion and following a lengthy discussion, the Commissioner voted unanimously to approve the motion.

Old business: A discussion of the sale of the Blood Farm occurred and the final purchase price of \$158,000 was reviewed and a discussion of the use of the remainder funds was had.

The Commissioners calendar was then reviewed.

The Commissioners then reviewed the weekly Census.

The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The minutes of June 7, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

Commissioner Cartwright discussed the employment ad that recently ran over the weekend seeking LNA's. Questions around reaching dropping down to a critical level of employees at the nursing was discussed.

At 12:05AM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Cartwright and upon vote the motion passed unanimously.

Respectfully Submitted,
C. Weed