

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 19, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**PRESENT:** Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed

**STAFF:** County Administrator Coates, Finance Director Trombly, Register of Deeds Tilton, Sheriff Rivera, Fund Raising Project Director C. Stewart, County Owners Representative Horton, IT Director Hummel, and Assistant County Administrator (ACA) Bouchard.

**GUESTS:**

At 9:30AM the meeting opened and Chairman Graves recognized IT Director Hummel who said that the latest IT hire has elected to leave the County for an additional 25% percent increase in compensation. He said that even though the staff member was only here for six months a good deal of work was accomplished. He then said that a number of applicants have applied for the position and that he will be interviewing next week.

**At 9:32AM Commissioner Weed moves to enter into a recess in order to enter into a non-meeting for the purpose of discussing collective bargaining.**

**The Commissioners discussed a collective bargaining issue with the Sheriff.**

**At 9:56AM Commissioner Weed moved to re-enter public session and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

Master Agenda Item #504: Steve Horton - Maplewood Reconstruction Update  
Horton said that the progress on the reconstruction project has been good and by the end of the month the 20-30% design phase of the whole project should be complete. Meetings with two bio-mass companies on the potential installation of wood chip boilers is underway. He said that partial outside funding sources are being considered including Community Development Block Grants (CDBG) and Department of Emergency Management for the generator replacement funding. Horton outlined the recent changes in the CDBG program and the difficulty in meeting the rules and cost of administration imposed on the project. The Davis Bacon act compliance cost was discussed. Horton also discussed the likelihood of not receiving the CDBG funds and the potential issues and problems of not borrowing the fully authorized bond amount of \$35,960,015.00.

He said that his recommendation would be to borrow the full amount at a lower interest rate rather than risk having to borrow funds at a higher rate if the CDBG was not received. A discussion of bonding timeline and the use of Nursing Home ProShare funds for the project was covered.

Coates said that we are right where we need to be at this point in the project and he was backed-up in his assessment by Horton.

Master Agenda Item #505: Old Courthouse Fund Raising Project Status – C. Stewart / C. Coates  
Stewart said that she is very honored and pleased to be involved in this project. She handed out two documents that outline the project goals, projects, and timelines. She outlined the previous work that

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has been accomplished and the leverage that has been achieved through the use of grant funding income.

She said that there is a great story that the community needs to be made of and then discussed the present phase two campaign for the restoration of the old courthouse windows.

In response to a question from Commissioner Weed, Stewart discussed how the project is important not only to the City of Keene but also the County as whole from an historic, community, and even economic view.

Stuart then outlined some of the people and organizations that she has been in contact with over the past month concerning the project. She then discussed the upcoming events and important dates for the fund-raising projects.

Tim Campbell, a local painter has committed to completing a painting of the Old Courthouse that will raffled off for the fundraising campaign. <http://www.tcampbellart.com/>

Various ways to involve the community was discussed and a number of ideas were covered to help bring more community members into the building.

Master Agenda Item #506: Register of Deeds - Semi-Annual report - A. Tilton

Tilton handed out two printouts and said that the printouts compare the revenue for June of 2016 and June of 2017. She outlined how the State manages the transfer taxes work. For 2016 the County's income portion of the fees was \$50,372.18 and as of the month of June 2017 amounted to \$60,775.00.

She then discussed the payments to the Land and Community Heritage Investment Program (LCHIP) fund. She said that in the past \$16M of the monies allocated to LCHIP was diverted to the State General Fund.

Tilton reviewed the Registry of Deeds budget line items and answered questions from the Commissioners. She highlighted the E Recording program that has been in place for the past few years and said that the to date 2017 income deposits have reached \$273,780.00.

She then outlined the computer vendor that is used by the registry (Fiddler) and the Tapestry program that allows online searching of deeds records. She said that the revenue thus far this year is \$510.75.

Tilton offered to provide a tour of the department and explain to the Commissioners how the process works.

Master Agenda Item #507: Sheriff – Bailiff and Deputy Wages

Sheriff Rivera was then recognized and provided a update on staffing. He said that the department is currently three deputies short and it has made him realize that the County's wage rates for deputies needs to adjusted. He said that next week he will present a plan to address the wage inequity that will be

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budget neutral. He also said that the Court Security Bailiff's wage rates have increased by the State and an adjustment for the prisoner transportation Bailiff's is under study. He said that the billings for using the Bailiff's for prisoner transports is covering the costs being incurred.

He also said that the patrol contracts with some of the towns is also under review due to lack of available staff resource's.

Master Agenda Item #508: C. Weed - Heavy Truck Initiative in NH  
Commissioner Weed described the heavy truck initiative in NH and the Sheriff said that as of last night, the State Legislature has killed the pending bill and the issue is now moot.

Administrator Coates was then recognized and provided the Weekly Operations report.

Coates said that DES has responded to his inquiry about burying the demolition waste that will be generated from the demolition of the old jail in Westmoreland and it appears that we will be able to bury at least some of the debris on-site.

Coates said that a violinist will be appearing at tomorrow's Summer Concert Series and hopefully the next concert can be held outside on the front portico.

The Wage and Salary committee has been meeting on a regular basis and hopefully next week the job descriptions will be complete and the salary reviews will begin.

A discussion of the wages for the Sheriff's department and other positions was covered and the impact of the State retirement rule that limits employees receiving state pensions to 32 hours per week.

A review of a new radio ad for hiring at the Nursing Home then occurred and discussion around the length and content of the ad was covered.

A meeting with one of the farm lessees is tentatively scheduled for tomorrow concerning their interest in using the old generator at the farm.

A septic system inspection and review has been completed at the Blood Farm and the system is not in failure as previously reported. It was discovered that the distribution box for the system needs to be replaced. A discussion of what to do with the property ensued and it was decided by the Commissioners to extend the present sales effort for another 90 days and to then discuss next steps including the option of removing the property from sale and to consider demolishing house and preserving the well and septic system for future use.

New business: Meeting agenda for non-public sessions was reviewed. A discussion of how to schedule non-public session for staff and outside individuals was covered.

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The Commissioners then reviewed the weekly Census and reviewed the budget status for federal inmates and the electronic monitoring program.

**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 July 12, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed.

**At 12:37PM 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