

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 11, 2015 09:30AM**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

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**PRESENT:** Commissioners Rogers, Weed, and Graves

**STAFF:** Finance Director Trombly, County Attorney C. McLaughlin, Grants Manager Bansley, Tim Murphy and Henry Underwood, Southwestern Regional Planning (SWRP), Superintendent Van Wickler, John Major and Marc LaFlamme Granite State Automation (HVAC Vendors), and Assistant County Administrator (ACA) Bouchard

Commissioner Rogers opened the meeting at 09:30AM and recognized County Attorney McLaughlin who presented Action Item #178, a request for an Americorps application for renewal of a grant for Victim Witness Advocate Coordinator position for the County Attorney's office. He said that this grant continuation would be to backfill the current person who will be leaving in 2015. The funding will allow the hiring of another person for a one year period.

The Commissioners asked questions concerning the duties of the position and discussed the need for the additional staff since the third Victim Witness Advocate position was cut from the County budget two (2) years ago.

**Commissioner Weed moved to authorize the submission of the Americorps grant application to staff a Victim Witness Advocate position for one year. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

The Chair then recognized Tim Murphy, Executive Director, and Henry Underwood of Southwestern Regional Planning for the purpose of discussing and reviewing the Kinder Morgan pipeline that is being proposed in the County.

Murphy discussed the letter received from AECOM a consulting company engaged by Kinder Morgan that requested information on the proposed pipeline right of way. He said that he had been in touch with colleagues in Massachusetts to discuss the request and additionally he had responded to AECOM asking for clarification on the compensation of agencies that would be engaged to supply the data to Kinder Morgan. He said that he had not received a response as of the meeting today.

The Commissioners asked a great number of questions and learned that almost no solid facts exist as to the actual details of the proposal.

Murphy and Underwood discussed that the request from Kinder Morgan is in the pre-filing phase that a great deal of information on project alternatives, water and soil impacts, and numerous other issues needed to be answered.

Murphy said that Governor Hassan wrote to the Federal Energy Regulatory Commission asking for more time to study and consider Kinder Morgan's proposal.

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Following a long discussion, it was decided that one of the Commissioners would contact the towns affected to determine if they were interested in having the County coordinate meetings between the towns, County, and Kinder Morgan.

The Commissioners thanked Murphy and Underwood for their insights and asked to be informed if they discovery any new information on the project.

Grants Manager Bansley was then recognized and discussed a DOT 5310 grant was discussed in last week's meeting that allocates the transportation grant funds to be split between the Red Cross and the Contoocook transportation agency with the County administering the grant funds and receiving an administration fee of \$2,600.00.

**Commissioner Weed move to authorize the Chair to sign the grant and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Bansley then provided the Commissioners with her Quarterly Report – Action Item #179 which follows;

GRANT	DEPT/ APPLICANT	FUNDER	FUNDER TYPE	START DATE	END DATE	EFFORT	GRANT AMT	EXPENDED THRU 2013	EXPENDED YEAR TO DATE	BALANCE	TOTAL ADMIN	ADMIN 2014	STATUS
Bulletproof FFY2013	Sheriff & DOC	US-DOJ, BJA, Office of Justice Programs	Federal	04/01/13	08/31/15	Minimal	\$ 1,120.98	\$ 1,120.98	\$ -	\$ -	\$ -	not allowed	Closed
Bulletproof FFY2014	Sheriff & DOC	US-DOJ, BJA, Office of Justice Programs	Federal	04/01/14	08/31/16	Minimal	\$ 1,416.87	\$ -	\$ 1,416.87	\$ -	\$ -	not allowed	Active
CDBG - Brookbend	SWRPC & Keene Housing Authority	US-HUD pass through to NH-CDFA (Comm Devl Fin Auth)	Pass Thru	10/20/11	06/30/14	Minimal	\$ 500,000.00	\$ 403,692.00	\$ 90,808.00	\$ -	\$ 5,500.00	\$ 5,500.00	Closed
DOT 5310 SFY14	CCRCC	USDOT FTA pass through to NH DOT	Pass Thru	07/01/13	06/30/14	Moderate	\$ 119,921.00	\$ 63,139.82	\$ 53,042.93	\$ (0.01)	\$ 5,996.00	\$ 3,738.26	Closed
DOT 5310 SFY15	CCRCC	USDOT FTA pass through to NH DOT	Pass Thru	07/01/14	06/30/15	Moderate	\$ 114,849.00	\$ -	\$ 68,273.00	\$ 43,162.34	\$ 5,742.00	\$ 3,413.66	Active
Drug Court - BJA	Drug court	US-DOJ, BJA, Office of Justice Programs	Federal	10/01/13	09/30/16	High	\$ 350,000.00	\$ 16,532.92	\$ 59,878.13	\$ 267,755.96	\$ 17,499.00	\$ 5,832.99	Active
Drug Court - SAMHSA	Drug court	SAMHSA / CSAT / DHHS	Federal	08/01/13	07/31/16	High	\$ 974,926.00	\$ 79,801.35	\$ 337,968.32	\$ 532,156.37	\$ 75,000.00	\$ 24,999.96	Active
DV Prosecutor 2014	County Attorney	NH-DOJ, Office on Violence Against Women (OVA)	Pass Thru	01/01/14	12/31/14	Moderate	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	not allowed	Closed
EMPG-server	Sheriff	NH Dept of Safety, Homeland Security and Emergency	Pass Thru	05/08/14	09/30/15	High	\$ 23,264.00	\$ -	\$ 24,937.00	\$ (1,673.00)	\$ -	not allowed	Active
EUDL SFY2012	Sheriff	NH-Dept of Justice	Pass Thru	06/20/12	05/31/14	Moderate	\$ 17,000.00	\$ 6,227.82	\$ 850.00	\$ -	\$ -	not allowed	Closed
EUDL SFY2014	Sheriff	NH-Dept of Justice	Pass Thru	07/02/14	3/31/2015 (6.30.15 extension)	Moderate	\$ 7,500.00	\$ -	\$ 3,980.65	\$ 3,519.35	\$ -	not allowed	Active
Farmers Market	Conservation District	USDA	Federal	09/30/12	09/30/14	Moderate	\$ 62,422.00	\$ 24,522.63	\$ 34,379.01	\$ 74.70	\$ 5,675.00	\$ 3,445.66	Closed
GMMRC 08-11	Cheshire Medical	DHHS / NACCHO	Pass Thru	01/01/10	07/31/11	Minimal	\$ 23,006.53	\$ 14,373.56	\$ 840.40	\$ 7,554.57	\$ 1,409.00	\$ 238.00	Active
GMMRC 11-12	Cheshire Medical	DHHS / NACCHO	Pass Thru	01/01/11	07/31/12	Minimal	\$ 5,000.00	\$ 4,697.43	\$ 302.57	\$ -	\$ -	not allowed	Closed
GMMRC 12-13 4k	Cheshire Medical	DHHS / NACCHO	Pass Thru	01/05/13	07/31/13	Minimal	\$ 4,000.00	\$ 2,992.00	\$ 1,008.00	\$ -	\$ 400.00 *	\$ -	Closed
GMMRC 12-13 7k	Cheshire Medical	DHHS / NACCHO	Pass Thru	02/15/13	07/31/13	Minimal	\$ 7,000.00	\$ -	\$ 2,500.00	\$ 4,500.00	\$ 700.00*	\$ -	Active
GMMRC 13-14	Cheshire Medical	DHHS / NACCHO	Pass Thru	12/20/13	07/31/14	Minimal	\$ 3,500.00	\$ -	\$ 833.00	\$ 2,594.66	\$ 350.00	\$ 72.34	Active
GMMRC/JSI 13-14	Cheshire Medical	JSI/CHI (by way of NH-DHHS subcontract)	Pass Thru	02/12/14	06/30/14	Minimal	\$ 10,000.00	\$ -	\$ 9,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	Closed
GMMRC/JSI 14-15	Cheshire Medical	JSI/CHI (by way of NH-DHHS subcontract)	Pass Thru	07/01/14	06/30/15	Minimal	\$ 10,000.00	\$ -	\$ 4,173.64	\$ 5,270.94	\$ 1,000.00	\$ 555.42	Active
Higher Ed (a.k.a. BDAS or PFS)	KFPU-KSU-MVP	DHHS, BDAS	Pass Thru	11/01/13	06/30/15	High	\$ 571,617.00	\$ 2,173.59	\$ 360,454.95	\$ 184,569.99	\$ 35,724.10	\$ 24,418.47	Active
JAG11 (Grantor: Keene)	Sheriff & Keene	U.S. Department of Justice, Bureau of Justice Assistance	Federal	10/01/10	12/31/14	Minimal	\$ 10,204.50	\$ 6,123.65	\$ 4,080.85	\$ -	\$ -	not allowed	Closed
JAG13	Sheriff	U.S. Department of Justice, Bureau of Justice Assistance	Federal	10/01/14	09/30/14	Minimal	\$ 13,148.00	\$ -	\$ 11,853.00	\$ -	\$ 1,295.00	\$ 1,295.00	Closed
JAG14 (Grantor: Keene)	Sheriff & Keene	U.S. Department of Justice, Bureau of Justice Assistance	Federal	10/01/13	09/30/15	Minimal	\$ 7,328.50	\$ -	\$ 62.97	\$ 7,265.53	\$ -	not allowed	New
LCHIP (Land & Community Heritage)	Cheshire County	Land and Community Heritage Investment Program	State	11/19/14	11/19/16	TBD	\$ 43,414.00	\$ -	\$ -	\$ 43,414.00	\$ -	\$ -	New

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MCP Upgrade - Homeland	Sheriff	NH Dept of Safety, Homeland Security	Pass Thru	03/31/14	08/31/15	Minimal	\$ 6,065.00	\$ -	\$ -	\$ 6,065.00	\$ -	not allowed	Active
NH Charity '14	Public Health	New Hampshire Charitable Foundation	Private	07/01/13	06/30/14	Moderate	\$ 21,944.84	\$ 13,420.61	\$ 6,804.47	\$ (0.00)	\$ 2,193.00	\$ 983.00	Closed
NH Charity '15	Public Health	New Hampshire Charitable Foundation	Private	07/01/14	06/30/15	Moderate	\$ 20,736.76	\$ -	\$ 6,128.62	\$ 13,995.28	\$ 2,000.00	\$ 612.86	Active
Public Health SFY14	GMPHN, MVP, SMP, REP	NH-DHHS, Division of Public Health Services	Pass Thru	07/01/13	06/30/14	High	\$ 160,117.98	\$ 64,872.46	\$ 83,931.99	\$ (0.00)	\$ 14,557.00	\$ 4,069.20	Closed
Public Health SFY15	GMPHN, MVP, SMP, REP	NH-DHHS, Division of Public Health Services	Pass Thru	07/01/14	06/30/15	High	\$ 160,118.00	\$ -	\$ 68,158.12	\$ 88,511.09	\$ 14,557.00	\$ 3,448.79	Active
PH SEOW & CoFC Additional Funding	MVP	JSI/CHI (by way of NH-DHHS subcontract)	Private	09/01/14	12/31/14	Moderate	\$ 4,000.00	\$ -	\$ 3,600.00	\$ -	\$ 400.00	\$ 400.00	Closed
PH CHIP & SUD Add'l Funds	GMPHN, MVP	NH-DHHS, Division of Public Health Services	Pass Thru	TBD	06/30/15	TBD	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 2,500.00	\$ -	Active
Repeater - Homeland	Sheriff	NH Dept of Safety, LETPA Allocation	Pass Thru	01/02/13	02/28/15	Minimal	\$ 384,813.00	\$ 64,135.58	\$ 316,057.42	\$ 4,620.00	\$ -	not allowed	Active
RSAT-11	Corrections	NH-DOJ	Pass Thru	11/14/12	09/30/14	Moderate	\$ 20,000.00	\$ 10,520.21	\$ 9,479.79	\$ -	\$ -	not allowed	Closed
RSAT-13	Corrections	NH-DOJ	Pass Thru	01/29/14	9/30/2014*	Moderate	\$ 20,000.00	\$ -	\$ 15,022.27	\$ 4,977.73	\$ -	not allowed	Active
Safe Commute FFY14	Sheriff	NH Highway Safety Agency	Pass Thru	10/01/13	09/30/14	Moderate	\$ 4,212.00	\$ 244.98	\$ 550.01	\$ -	\$ -	not allowed	Closed
Safe Commute FFY15	Sheriff	NH Highway Safety Agency	Pass Thru	10/01/14	09/30/15	Moderate	\$ 4,212.00	\$ -	\$ 237.68	\$ 3,974.32	\$ -	not allowed	Active
System of Care	Cheshire County	SAMHSA / CSAT / DHHS	Federal	09/30/14	09/29/15	High	\$ 317,671.00	\$ -	\$ -	\$ 317,671.00	\$ 30,000.00	\$ -	Active
Victim Witness - SFY14	County Attorney	NH-DOJ, Victim Witness Advocate	State	07/01/13	06/30/14	Moderate	\$ 26,500.00	\$ 15,000.00	\$ 11,494.68	\$ (0.00)	\$ -	not allowed	Closed
Victim Witness - SFY15	County Attorney	NH-DOJ, Victim Witness Advocate	State	07/01/14	06/30/15	Moderate	\$ 25,000.00	\$ -	\$ 12,500.00	\$ 12,500.00	\$ -	not allowed	Active
<b>TOTALS</b>							<b>\$ 4,111,028.96</b>	<b>\$ 793,591.59</b>	<b>\$ 1,634,608.34</b>	<b>\$ 1,577,479.82</b>	<b>\$ 222,397.10</b>	<b>\$ 84,023.61</b>	
							Total Grants:	\$ 4,111,028.96	39	100%			
							Grants with Allowable Admin:	\$ 84,023.61	22	56.4%			
							County Grants:	\$ 2,287,795.85	21	53.8%			
							Non-county Grants (fiscal agent):	\$ 1,823,233.11	18	46.2%			
							Federal Grants:	\$ 1,738,237.85	9	42.3%			
							Federal Pass Thru NH:	\$ 2,231,195.51	24	54.3%			
							State of NH:	\$ 94,914.00	3	2.3%			
							Private:	\$ 46,681.60	3	1.1%			
							Active:	\$ 3,101,437.66	22	75.4%			
							Closed in 2014:	\$ 1,009,591.30	17	24.6%			
							New in 2014:	\$ 811,394.63	17	19.7%			
							<i>As of 12/31/14</i>						

The Commissioners asked questions concerning the upcoming grants and Commissioner Weed suggested that an additional column be added that shows the amount of matching funds from the County (if any) that are required for each grant. The Commissioners thanked Bansley for her report.

Director Trombly then discussed a request from the Keene Housing Authority (KHA) for support for a grant that has been submitted for a project being planned for Keene. KHA is looking to be able to move forward with an RFP as soon it clears the Governor's office and Executive Council review. The Commissioners discussed the request and will support the grant and will respond appropriately following the grant receiving approval from the Governor's office and Executive Council.

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Action Item #177 was then taken up. Superintendent Van Wickler was recognized for the purpose of discussing the review of the DOC heating systems and the geo-thermal installation that is underway. Van Wickler discussed the background of the installation and reviewed the problems encountered with the original installation and on-going problems with the HVAC Commissioning Agent that provisioned the HVAC system control units. He introduced John Major and Marc LaFlamme from Granite State Automation who have been brought in to help sort out the problems in the system in an effort to be able to achieve the heating and cooling savings that were targeted when the system was installed.

An extended discussion began around the current problems and issues that need to be addressed and it was learned that the company that acted as the HVAC Commissioning Agent for the project was incapable of making the system operate as designed. Majors and LaFlamme both said that the control systems were completely unworkable as they were configured and that it would take a great deal of on-site work to reconfigure and tune the systems to their designed / intended performance levels. They said that the system as currently configured was short-cycling and causing the geo-thermal system to be constantly shutting-down which in turn is causing the system to draw large amounts of propane to heat the building.

A tour of one of the large air handlers that heats and cools the building was completed and it was learned during the tour that the heat recovery drums that serve to assist in the heating of the building were largely inoperable due to the control systems being improperly configured.

A plan of work to include scope of the problem, equipment and labor costs, and implementation timelines, will be constructed by John Majors of Granite State Automation and will be sent to the Commissioners for review and authorization to proceed.

Action Item #180 - Copier / Printer for Commissioners Conference room and Grants was then discussed by Bouchard. Bouchard said that during the movement of the offices into the Old Courthouse it was discovered that a copier / network printer had not been assigned to the second floor of the old building that was to be used by the Commissioners and Delegation rooms and the Grants department personnel. Bouchard said that he had investigated the options to install the equipment and was able to identify a unit that would meet the needs of all the proposed users for approximately \$100.20 a month based on a 60 month lease. A discussion ensued concerning the use of the equipment and Bouchard said that the cost for the unit could be taken from Facilities outside services line as the savings anticipated for the new building maintenance lease would cover the cost of installing and using the unit.

Following discussion, **Commissioner Graves moved to authorize the lease of a Canon Imagerunner copier / network printer for \$100.20 per month. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

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ACA Bouchard then provided the weekly operations report and discussed a meeting with MacMillin the previous week had shown that the remaining funds for the rehabilitation of the Old Courthouse are sufficient to complete the external work on the Court / Middle Street entrance in the spring.

Bouchard then discussed interviewing two (2) minute takers for the Maplewood Delegation Subcommittee and said that one of the candidates was an exact fit and would move ahead with securing the services of the candidate through the temp agency.

Bouchard then discussed the signing of the new Honeywell agreement for Maplewood Nursing Home and said that a new agreement for 33 West Street is under negotiation. He went on to say that the Old Courthouse building maintenance agreement would be placed with Control Technologies (CTI) in Chesterfield rather than Honeywell based on a number of poor service issues in the recent past and on the fact that CTI's quote for services is significantly lower than the current Honeywell's charges.

Bouchard said that although Honeywell has recently added technician staff to improve service levels, moving to a different, lower cost vendor for the Old Courthouse building maintenance seems prudent at this point. Both vendors will be evaluated over the next twelve (12) months for adherence to promised Service Level Agreements (SLA's) and for cost of services.

Bouchard then reported that the credit from FairPoint for overbilling on phone services has been worked out and a credit of \$14,846.00 was due to the County.

Director Trombly then reviewed the request from Maplewood Administrator Kindopp concerning the hiring of an LPN for nursing home. Trombly said that a non-public session originally scheduled for discussion today was cancelled when the candidate withdrew because the salary being offered was not competitive with another area employer for a job with the same duties and responsibilities. Discussion around the market competitiveness of County positions was covered and salary and hourly wages scales were reviewed.

**Commissioner Graves moved to accept the Weekly Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The minutes of February 4, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

The weekly Census was then reviewed.

The pending certification of two (2) Correctional Officers was then discussed and it was decided

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that Commissioner Rogers would send a letter to the New Hampshire Association of County's Commissioners Council President asking for immediate action on the certification review of the C. O.'s. A copy of the letter will be sent to the President of the NHAC.

Director Trombly then presented suggested 2015 budget items that could be presented to the Executive Delegation budget review committee with the goal of decreasing the taxes to be raised for the 2015 budget year. A lengthy discussion started about the items proposed to be decreased and it was agreed that a letter outlining the reductions and proposed cuts would be sent to the Delegation Chair for review and consideration.

At 1:14PM there being no further business to discuss, **Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,  
P. Graves, Clerk