

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 1, 2015 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Chuck Weed, and Peter Graves.

STAFF: Finance Director Trombly, HR Director Hurley, Grants Manager Bansley, Sheriff Rivera, and Assistant County Administrator (ACA) Bouchard

Chairman Rogers opened the meeting at 02:06PM and recognized Sheriff Rivera who invited three members of the Cheshire County Dispatchers staff to receive a Proclamation from the Commissioners on behalf of all County Dispatch staff. Chairman Rogers read the following document into the minutes and presented a framed copy to the dispatch staff.

Proclamation
National Public Safety Telecommunicators Week
April 12-18, 2015

Whereas, emergencies can occur at anytime that require police services;

And Whereas, when an emergency occurs the prompt response of police officers is critical to the protection of life and preservation of property;

And Whereas, the safety of our police officers is dependent upon the quality and accuracy of information obtained from citizens who telephone the Cheshire County Sheriff's Office police communications center;

And Whereas, Police Communication Specialists are the first and most critical contact our citizens have with emergency services;

And Whereas, Police Communication Specialists are the single vital link for our police officers by monitoring their activities by radio, providing them information and insuring their safety;

And Whereas, Police Communication Specialists of the Cheshire County Sheriff's Office have contributed substantially to the apprehension of criminals;

And Whereas, each Police Communication Specialist has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore, Be It Resolved that the Cheshire County Commissioners declare the week of April 12 through 18, 2015 to be National Public Safety Telecommunicators Week in Cheshire County, New Hampshire in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Signed this 8th day of April, 2015

Commissioner Stillman Rogers, Commissioner Chuck Weed, Commissioner Peter Graves

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Chairman Rogers went on to say that the Dispatchers are the unsung heroes of the County without which the Sheriff and other Police departments could not be as effective and efficient in their jobs. He said that he and the other Commissioners truly appreciate their hard work and dedication to their jobs.

ACA Bouchard was recognized for the purpose of providing the Weekly Administrators operational update.

Bouchard reported that he had a phone conversation with the farm leasee and learned that the dairy cattle had been moved to other farms but that the beef cattle and sheep are still at the farm. He said that he was told that all of the fields will be planted by mid-May this year unlike last year where partial planting occurred late in the season. Bouchard distributed copies of the current lease and asked the Commissioners to review the document and to consider meeting in a separate session to review the lease and discuss options to recommend to the delegation for the future use of the farm.

Bouchard then said that he has had contact with a local building company to get repair / renovation prices for the "Day Care" house at Maplewood. He said that he is concerned that the cost of repairs will exceed the economic viability of the structure.

Bouchard then reminded the Commissioners of the upcoming IT internal summit scheduled for April 16th at 9:00AM and for the Department Head IT summit scheduled for April 30th.

He then asked the Commissioners for input for a dedication of the 2014 Annual report that is being prepared and asked that a decision be made within the next few weeks. The Commissioners will discuss and make a decision.

The Sheriff was then recognized for the purpose of providing the Sheriff's department Quarterly review and presented the following information:

Rivera said that all cars are currently in service and that the department has just received their two (2) new vehicles from a local dealer. One of the vehicles is a standard cruiser and the second is outfitted as an administrative vehicle and is being used by the Sheriff in lieu of outfitting a second vehicle with all of the equipment needed for a normal cruiser.

He then said that the department is now fully staffed in all areas. In response to a question from the Commissioners the Sheriff outlined the internal reorganization that was just implemented eliminating some supervisory positions and thus flattening the organizational structure.

He said that he was working with the Grants Manager to be able to install new AED's in all of the Cruisers and to stock drug overdose medicines in the cruisers as well.

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He then said that the previously approved grant for two additional in-car cameras is being processed and that he expected to receive the equipment shortly.

The Commissioners thanked the Sheriff for his report and recognized Grants Manager Bansley who discussed Master Agenda Item #203: Limited English Proficiency (LEP) Policy and Procedure.

Bansley outlined the work that was done to address the requirements of meeting the federal guidelines and discussed the investigation of the options for the County policy. Following an extended discussion it was decided to re-visit the issue next week for approval when further cost metrics had been gathered.

Master Agenda Item #211: Greater Monadnock Medical Reserve Corps Modification of Agreement with the National Association of County and City Health Officials was then presented by Bansley. She said that a new signature is required on the previously approved grant documentation due to language changes in funding of the grant. **Following a short discussion Commissioner Weed moved to authorize the Chairman to resign the document and was seconded by Commissioner Graves. Upon vote the motion passed unanimously and the Chairman signed the document.**

Master Agenda Item(s) #212 & 213: Equal Employment Opportunity Policy Statement and Equal Employment Opportunity Plan. Bansley discussed the two (2) documents and outlined the changes in the documents from the current policies put in place in 2004. She said that the proposed language changes are needed to be able to meet the new federal guidelines for applying for and accepting grants. **Following discussion Commissioner Graves moved to accept the proposed Equal Employment Opportunity Policy Statement document and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

Bansley then outlined the additional requirements for reporting that the new rules require and discussed the impact on HR to gather and report data for the reporting requirements.

Commissioner Weed then moved to accept the proposed change in the County Equal Employment Opportunity Plan and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

At 3:16PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed 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. Commissioner Graves seconded the motion. Upon vote the motion to enter non-public session was approved unanimously.

As a result of the deliberations in nonpublic session a vote to increase the hourly rate for D.

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C. by \$2.00 per hour to be taken from existing Grant funding sources, was approved unanimously based on D. C.'s significantly increased responsibilities, training, education, and experience.

At 3:526PM The Commissioners unanimously voted to return to public session.

Master Agenda Item #214: Court / Center Street Mall - Parking Lot Expansion.

Bouchard provided a printout of a proposed expansion of the Court Street / Center Street parking lot and discussed the extreme shortage of parking for employees since the construction of the new Courthouse at 33 Winter Street. He also covered the contact he has had with the city of Keene seeking additional parking and the lack of any nearby available spaces. The proposed plan will add approximately ten (10) spaces to the existing lot.

Bouchard asked for authorization to pursue obtaining costing estimates for the project and to begin preliminary planning for the work this spring. Following discussion the Commissioners authorized Bouchard to continue work on the project and he will report back with details at a future meeting.

The Commissioners then discussed old business and reviewed the Master Agenda Item list, and a letter from a County taxpayer inquiring about the possible purchase of county land. Bouchard also discussed an issue with credit that is held by a vendor and the use of that credit for project for Keene facilities.

At 3:57PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves 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. Commissioner Weed seconded the motion. Upon vote the motion to enter non-public session was approve unanimously.

As a result of the deliberations in nonpublic session the following votes were taken; to hire N. L. as an LPN at \$16.30 per hour on a per diem basis based on experience, training and education, to hire C. W. as an LPN at \$26.41 per hour as a per diem based on experience, training, and education, and to hire D. W. as an RN at \$24.47 per hour for the weekend Baylor shifts based on experience, training, and education.

At 4:07PM The Commissioners unanimously voted to return to public session.

The Weekly census was then reviewed.

The Commissioners then took-up Other Business and Director Trombly discussed the upcoming Tax Anticipated Note (TAN) sale that will take place next Tuesday and covered the inquiry into

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the impact on employees who are currently in the Group II retirement plan if the County were to move all new hires to the Group I retirement plan.

Bouchard then discussed the planned Open House for Old Courthouse renovation on April 22nd and sought consensus from the Commissioners for the event. The Commissioners agreed to move forward with the event and a public ad will be placed next week in the Sentinel and posted on the website informing the public of the date and time for the event.

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

The minutes of April 1, 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 Commissioners then reviewed the Commissioners Calendar.

At 4:30PM there being no further business to discuss, **Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,
P. Graves, Clerk