

MINUTES
Cheshire County Commissioners Meeting
Wednesday November 09, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH

PRESENT: Commissioners Stillman Rogers, Charles Weed, and Peter Graves

STAFF: Administrator Coates, Finance Director Trombly, Maplewood Facilities Manager Harrison, DOC Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard.

Guests: A member of the public

At 9:36AM Chairman Rogers opened the meeting and recognized Facilities Manager Harrison who provided the following information to the Commissioners and asked for their approval to sign a lease with Ricoh for the additional copiers that have reached end-of-lease status in some County departments.

Photo Copiers

	Ricoh	Canon Option A B/W	Canon Option B Color	Current Cost	
Monthly Payment 42 Month lease	\$327.99	\$467.39	\$520.25	\$301.45	
Monthly Maintenance	\$0.00	\$37.80	\$37.80	\$40.17	
(42) Combined Monthly	\$327.99	\$505.19	\$558.05	\$341.62	
(42) Annual Cost	\$3,935.88	\$6,062.28	\$6,696.60	\$4,099.44	

(42) B&W Overage per	\$0.0042	\$0.0042		\$0.0040	
(42) Color Overage per			\$0.0410	N/A	

Ricoh **-\$2,126.40** **-\$163.56**

Area	Regional Prosecutor	HOC IPO	Assisted Living	MNH Facilities	Total
Average Copies per month	5,000	3,000	500	500	9,000

Harrison said that the lease is for forty-two (42) months which will bring this request into line for a renewal date that is the same as the currently leased machines. He then said that the final few machines on the old lease are due around February of next year and that the lease term will be adjusted to bring all of the copiers in the County into a common termination date. This will allow the County more bargaining and purchase power when the lease come due as all copier units will be bid out at once.

Following questions from the Commissioners concerning the manufacturer and the currently installed units, Commissioner Weed moved to approved the lease of the additional copiers from Ricoh for an annual cost of \$3,935.88 which is \$2,126,40 less per year than the previous lease. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

Superintendent Van Wickler was then recognized and discussed the failure of a chiller compressor on one of the Trane rooftop (RTU) HVAC units. He said that the technician that diagnosed the problem said that the likely cause of premature failure was due to the added stress of an improperly configured HVAC system that placed a heavy load on the RTU's instead of using the geothermal cooling as was originally

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intended. He said that the other RTU's will be closely monitored to identify any potential issues that may arise.

The replacement of the unit was quoted at \$14,876. An extended discussion of the proper procedures needed to be able to replacement the unit began and it was determined that an RFP would be crafted for release with the next seven (7) days with a seven (7) reply period. Coates and Bouchard will oversee the draft and publishing of the RFP and will coordinate the bid responses.

Bouchard was then recognized and discussed the 2017 County Holiday schedule, the Commissioners Weekly Meeting schedule, and the department reporting schedule. **The Holiday schedule was reviewed and Commissioners Weed moved to accept the schedule as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

The Commissioners Weekly Meeting schedule was then reviewed and accepted with the caveat that the schedule could and would be modified if required to meet the needs of the business of the County.

The departmental reporting schedule was then reviewed and it was recommended by Bouchard that the frequency of the reports for all departments be semi-annual. This will bring the schedule into alignment with some departments reporting semi-annually and some reporting quarterly. Bouchard will rework the schedule and present the final draft for review next week.

10:22AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to go into non-public session to discuss the hiring of a public employee and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

As a result of deliberations in non-public session a decision was made and vote taken to hire E. N. as an LPN for the Maplewood Nursing Home at a rate of \$19.07 per hour based on experience, training and education. Commissioner Weed moved the motion and was seconded by Commissioner Graves and upon vote the motion passed unanimously.

At 10:38AM AM Commissioner Weed moved to exit non-public session and was seconded by Commissioner Graves. Upon vote the motion passed unanimously and the Commissioners returned to Public Session.

10:39AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to go into non-public session to discuss the hiring of a public employee and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

As a result of deliberations in non-public session Commissioner Weed moved to hire C. B. as the County Human Resources Director at a salary of \$77,000 based on the depth and bread of their experience, years of training, education, and HR Certifications. It was the opinion of the Staff and Commissioners that the candidate chosen stood out strongly from the overall field of twenty-nine applicants. The motion was seconded by Commissioner Rogers and upon vote the motion passed unanimously.

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At 10:52AM Commissioner Graves moved to exit non-public session and was seconded by Commissioner Weed. Upon vote the motion passed unanimously and the Commissioners returned to Public Session.

Administrator Coates was then recognized and provided the following Weekly Operations report to the Commissioners:

Coates said that tomorrow the Commissioners would meet again at 9:30AM to discuss the 2017 budget. He also reminded the Commissioners that on December 12, 2016 there will be a Delegation meeting at 7:00PM at 12 Court Street in Delegation Meeting room.

Coates then said that he has been elected to the New Hampshire Association of County's (NHAC) finance committee and looks forward to serving in this important role.

He reported that the recent NHAC conference in Portsmouth earned approximately \$40,000.00. He said that Strafford County would be hosting the conference next year at the same location.

Coates then discussed NH Senate Bill SB553 which covers Managed Care in the State. He covered the \$20M allocation that was taken from the 1115 Waiver funds received from the Federal government and allocated to the County's to use as innovation funds to help lessen the over cost of Medicaid funding in the state. He said that all health reform measures are looked at by asking the question "does the proposal bend the cost curve"? Which is a way of saying does it lower costs over time?

Coates then discussed how the "Continuum of Care" model being implemented in the county covered a number of programs from the recently implemented "Handyman" program that is targeted at keeping people in their homes for as long as possible, up to and including hospice care at end of life.

He said that each County will receive between \$100,000.00 and \$150,000.00 a year for five (5) years under the plan.

The discussion then turned to the failure of one of the RTU units on the Administration Building at 33 West Street. Bouchard said that the unit compressor failed and that because the unit was manufactured in the 1970's by a company that has been out of business for a number of years, no parts for repairing the unit are available. Following an extended discussion, **Commissioner Weed moved "to allow the unit to be replaced under an emergency "no bid" determination by the Commissioners if the unit can be replaced within the next few weeks. This would potentially allow the new roof that is slated to be installed on the building this year to potentially be in place before Winter. If it is not feasible to replace the RTU by the end of this year, and the roof replacement is placed on hold, then the standard RFP process will be followed to replace the unit in the Spring of 2017". Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

Director Trombly was then recognized and discussed a draft report from Moody's Rating Services on the financial condition of the County. She said that overall the Moody's rating is very strong (Aa2) and that they rate the County as being in very good financial condition even taking into account any pending debt

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obligations for the rehabilitation of the Maplewood Nursing Home. She asked the Commissioners to review the draft and said that if they wished to add any comments she would incorporate them in her reply to Moody's.

The minutes of November 2, 2016 were then reviewed and Commissioner Weed moved to accept the minutes as presented and was seconded by Commissioner Graves. Upon vote the motion passed with unanimously.

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

The weekly census was then reviewed.

At 12:48PM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting and the motion seconded by Commissioner Weed. Upon vote the motion passed unanimously.

Respectfully Submitted,
P. Graves, Clerk