

MINUTES
Cheshire County Commissioners Meeting
Wednesday November 16, 2016 09:30AM
County Hall Building
Commissioners Conference Room
Keene, NH

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

STAFF: Administrator Coates, Finance Director Trombly, Cooperative Extension Manager Roberge, and Assistant County Administrator (ACA) Bouchard.

Guests: Steve Horton

At 9:30AM Chairman Rogers opened the meeting and took-up Master Agenda Item# 433 recognizing Cooperative Extension Manager Roberge who provided the following report:

Roberge said that their new staff hire has incorporated the public school STEM curriculum into the 4H program and it has been very successful. The position is currently a half-time position but the work to accomplished could support a full-time staff member. Discussion of the After School programs in Walpole and other towns and how the 4H program fits into the after school programs began.

Roberge then said that the timber harvest is wrapping-up for the season and will resume in the winter once the ground refreezes. There is currently an overrun on the projections for amount of pine cut and this will result in increased revenue for the County. The budgeted goal of \$36,000.00 from the harvest will be realized with an estimated \$7,000.00 still remaining in hardwood that will be sent to the mill during the upcoming winter season.

A discussion of other timber cuts on County property including the Chesterfield lot and the creation of hiking trails on the Westmoreland land was had, and Roberge said in response to a question about the hiking trails on the property said that a website called Trail Finder helps NH residents find hiking trails. <https://www.trailfinder.info/>.

The Commissioners thanked Roberge for his report and then took-up Master Agenda Item# 434: DOC HVAC Control System Upgrades. Administrator Coates spoke to the responses to the Air Balancing RFP that was posted in the last few weeks. Only one response at \$42,800.00 was received despite a concerted effort to obtain multiple bids. **The Commissioners discussed the situation at length and Commissioner Weed moved to authorize the award of the bid to Air Solutions for \$42,800.00 and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item# 435: Steve Horton – Owners Representative – Maplewood Reconstruction Project.

Horton introduced himself and covered his background and skills as an owner's representative. He recapped the previous meetings and discussions with staff and talked about his role in moving the project forward. He reviewed his expertise in the process of getting the project ready for bond submission and authorization in the Spring of 2017. The Commissioners asked a number of questions concerning the elements in the process of moving the project forward and his role in helping to engaging architectural and construction management firms. Also discussed were the old boring reports from the construction of the Assisted Living wing and Horton said that although he has a few issues that will need to looked into, overall he not overly worried about the use of the site.

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Coates asks Horton to discuss his background working with the local United States Department of Agriculture (USDA) office, as one of the financing options for the Maplewood project is to use USDA funding in place of creating a new bond and Horton provide a detailed knowledge of the process and of the staff at the regional USDA offices.

Coates then said that he has asked Horton to attend the delegation meeting on December 12th to introduce himself to the Delegation at the meeting.

In response to a question Horton discusses the procedures that will include the stakeholders being involved in designing the space to meet the needs of the work processes.

Trombly then discussed the financing reviews and processes that need to take place and that she will be involved with as the project moves forward.

Administrator Coates was then recognized for the Weekly Operations Report.

Coates asked Bouchard to recap the replacement of the Department of Corrections HVAC RTU Multistack System Assembly compressor. Bouchard said that an RFP has been posted to the County website and that despite an intense effort to obtain the full equipment specifications from the manufacturer, regional distributor, and the close examination of the failed unit, a full specification sheet was not able to be obtained. He said that the RFP was posted with the major assembly details and the callout of the failed compressor that is a component of the assembly. Responses to the RFP are due on February 25th.

Bouchard then recapped the work that is being done to replace one of the old HVAC Roof Top Units (RTU's) on the Administration building at 33 West Street. He said that there have been two (2) compressor failures this fall on two (2) different units on the building. The first failure was a single compressor on a unit that is still being manufactured, and the replacement cost of the compressor unit will be \$2,995.00. The second failure was on a RTU unit that is approximately forty (40) years old and the manufacturer is no longer in business, and therefore no parts are available. He said that the RTU will be replaced next week by Control Technologies Inc, the vendor who provides HVAC maintenance for the building at a cost of \$20,100.00. Bouchard said that the replacement of both failed units will take place at the same time as a crane is required to remove the old units to place the new units into service. Once the units are in place and made ready, the scheduled replacement of the old roof on the building can planned.

Coates then discussed the annual Chamber of Commerce conference on January 5th and he said that a table for County staff has been reserved as was done last year. He said that the reaction to having the County attending the annual event has been very positive from the business community and the Chamber members.

Coates then discussed that a new HR Director will be meeting with staff on Monday to discuss an on-boarding process. He said that the person chosen was a unanimous decision by the review committee.

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Coates then said that the drone he hoped to be able to use to examine the condition of the copula has been shelved as he has learned that it is illegal to fly drones within five (5) miles of the airport. A manual inspection will be undertaken in the spring in order to make a full assessment of the situation and the need for completing restoration.

Coates then discussed the possible installation of solar panels for use by the nursing home. More information will be sought to determine the cost feasibility of installing panels in the field area near the water plant on River Road.

A discussion of other possible energy savings in the new building and rehab of the old structure was had, and it was discussed that a multitude of energy options will be reviewed including bio-mass options that have been successfully implemented by the Keene school district.

Trombly then discussed the upcoming open enrollment process and covered the purpose of the meeting for all employees. She covered the reasons for making the meeting mandatory and the program options that are available for the employees.

Commissioner Weed asks for an update on the local community development process that Coates is a part of and Coates stated that the group is waiting to hear on the grant that was applied for to develop programs to attract more high quality businesses into the County. A discussion of how to move the local economy forward began including the creation of Pease economic development authority in eastern New Hampshire.

Commissioner Weed asked the Administrator to consider convening a meeting in the future to help advocate for the development of the local County economy. Coates said that this is already underway but the efforts are on hold awaiting word from the Federal government on the outcome of a major job development grant that was recently applied for by the working group through the efforts of the County Grant Writer.

The weekly census was then reviewed.

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

The minutes of November 9, 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 Commissioners calendar was reviewed.

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Trombly then discussed the status of the 2017 budget and covered the elements in the small budget increase that is being forwarded to the delegation for consideration.

A conversation around the upcoming Collective Bargaining Agreements (CBA's) for the Sheriff's office and the Department of Corrections was had and the judicious use of legal services to reach contract agreement was discussed.

Bouchard then presented and discussed the updated 2017 semi-annual department reporting schedule. The Commissioners reviewed and accepted the schedule and Bouchard will distribute the reporting, County Holidays, and Commissioners Meeting schedules to the staff this week.

At 11:35AM 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