

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Tuesday, December 9, 2015 09:30AM**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

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

**STAFF:** Finance Director Trombly, HR Manager Hurley, Superintendent Van Wickler, Sheriff Rivera, County Administrator Coates, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectman J. Hammond, and members of the public.

Chairman Rogers opened the meeting at 09:30AM and recognized Administrator Coates who provided the Weekly County Operations report.

Administrator Coates deferred his report and asked Superintendent Van Wickler to proceed with Master Agenda Item #319 and #320, presentation of a lifesaving award and the swearing-in of six (6) Correctional Officers (CO's) at the conclusion of their certification training.

Van Wickler then presented CO Joshua Gustafson a Cheshire County Living Saving Award for preventing an inmate from choking on food by clearing his airway during a meal period at the facility. The Commissioners commended Gustafson on his award and for his prompt reaction that saved a person's life.

Van Wickler then swore-in six (6) new Correctional Officers (CO's) as they had all successfully completed the CO certification training program. Following the swearing-in, the Commissioners congratulated the CO's and the facility senior staff gave the newly certified CO's award certificates and new rank insignia's.

The County Administrator was then called on to provide his Weekly Operations Report.

Coates said that he has been in contact with Attorney Matthew Upton of Manchester, NH regarding possibly retaining his services on an as needed basis for his expertise in employee labor relations law. Coates outlined Upton credentials and his experience in labor relations. **Following discussion, Commissioner Graves moved to authorize the County Administrator to engage the legal services of Attorney Matthew Upton on an as needed basis to advise the County in labor relations law. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

Coates then reported on his discussion with the new Correctional Officer Academy Director and the President of the NH Association of Counties. He said that a meeting to explore altering and improving the CO certification process will be discussed at a meeting to be scheduled for some time in January of 2016.

A wide ranging discussion of the CO certification process began and discussion concerning the requirements for certification to participate in the State Group II retirement plan were reviewed and alternatives were covered.

Coates then reviewed the planned "Justice Center" that is being discussed by the Windham Vermont Sheriff that would be built in Rockingham / Bellows Falls. He said that his information is that the facility would be a 150 bed holding center for both state and federal inmates and would be opened most

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likely in 2017. Coates said that although there is not an immediate impact forecast for the federal inmate holds at the jail, the eventual downturn caused by the opening of the Vermont facility should be factored into upcoming budgets. Van Wickler also said that based on his information the pending federal sentencing reform could impact fed holds for drug changes by as much as 65% - 75% and agreed that these changes need to be considered going forward.

Coates then addressed an upcoming meeting with the Salary and Classification company recently retained with the County Department heads next week.

He also reminded the Commissioners of the Delegation meeting scheduled for next Monday night 12/14/15 at 7:00pm. He said that the Farm Committee has also decided to meet at 6:15pm just prior to review and discuss the requested allocation amounts to various County Reserve funds.

Coates then said that a meeting for the towns affected by the proposed Kinder Morgan pipeline has been scheduled for Friday, December 18<sup>th</sup>, at 4:00pm in the Commissioners Conference room.

He then said that the County Attorney's office was hosting a regional Domestic Violence conference at 12 Court Street all day Thursday.

Coates cited a Workers Compensation report for the County and it shows that year-to-date the workers compensation claims have fallen from \$156,000 in 2014 to \$46,000 in 2015. He said that he attributed the change in the quality of the County Safety program, and the lack of severe weather thus far this year.

He then discussed a meeting with IT Director Hummel concerning the wireless system scheduled to be installed at Maplewood and will follow-up with Hummel and Maplewood Administrator Kindopp to determine if the three (3) day waiver for Medicaid patients has been issued which was a primary purpose for installing the system.

Sheriff Rivera was then recognized to discuss Master Agenda Item #314: Dispatch Center update and Letter of Intent with Motorola. Rivera said that Motorola has offered a discount of \$50,000.00 against the purchase of the dispatch console equipment originally quoted at \$355,000. He also said that they have further offered to supply a sixth (6<sup>th</sup>) radio repeater at the price of the five (5) quoted (\$82,000) if the County will sign two (2) letters of intent to purchase (one (1) for the console equipment and one (1) for the radio repeaters) before the end of the calendar year. Rivera said that the \$50,000 dollars that will be freed up can be put to good use replacing other antiquated equipment within the dispatch center and that it would fully meet the funding guidelines of the grant received from the State.

Rivera then discussed the new State Court Bailiff per-diem rate that has been increased from \$65 per day to \$92 per day beginning on July 1, 2016. He also discussed a change in the bill that is being considered that will move the date to January 1, 2016. He stated that he and the Director of Finance have calculated that the impact to the budget will be approximately \$1,200 if implemented on July 1<sup>st</sup> or about \$2,200 if implemented on January 1<sup>st</sup> but the actual cost for the January 1<sup>st</sup> start date would be about \$3,900.

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He said that by changing the bailiff's schedules around a bit he believes that he can hit the \$2,200 target. The Sheriff then explained the difference between the Custody and Control Bailiffs and the Court Security Bailiffs and how they work within the Court system.

The Sheriff then said that he is concerned about the overall building security at 12 Court Street given the recent events in San Bernardino, California. A discussion concerning building security at both the 12 Court Street and 33 West Street building ensued.

**Following review and discussion of the Sheriff's request for the signing of the letters of intent to purchase the Motorola equipment, Commissioner Weed moved to support the issuance of both letters of intent to purchase for the consoles and radio repeaters and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

IT Director Hummel was then recognized to present Master Agenda Item #315 -Information Technologies - On Call Pay. Hummel discussed the on-call pay program for the IT personnel and said that based on current policy any mandated time outside of normal hours is paid at time and half but if a vacation day or holiday falls within a week that someone is called in it is at straight time. He is requesting that all call-ins be at the time and half rate regardless if the on-call person has taken a vacation day or that the week contains a holiday. Following discussion it was decided that a written policy needed to be reviewed and this will take place a subsequent meeting in the near term once the policy is complete.

Master Agenda Item #316: Treasurer Letter - Delegation Meeting - 12/14 was then discussed. Director Trombly requested that the Commissioners formally authorize her to send a letter to the County Treasurer requesting his presence at the Delegation meeting scheduled for the 14<sup>th</sup>. **Following a short discussion the Commissioner Weed moved to authorize Director Trombly to also send a letter to the County Treasurer and second letter to the Deputy Treasurer for the same meeting. Commissioner Graves seconded the motion on upon vote the motion passed unanimously.**

Master Agenda Item #317: Presentation of a healthy meeting policy request. Assistant Finance Director Hall presented a written policy for the Commissioners consideration that outlines a meeting food policy to support the County's healthy work environment initiative. The policy would provide guidance only and would not be prescriptive. **Following discussion Commissioner Graves moved to accept the policy and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

Master Agenda Item #318: 3rd Quarter Budget Review was then discussed by Director Trombly. She provided a budget recap handout and spoke to the overall status of the budget saying that at the end of the third (3<sup>rd</sup>) Quarter overall revenue stood at seventy-six (76%) of budget and expense stood at seventy-three (73%) of budget. She said that the 3<sup>rd</sup> Quarter budget would be reviewed with the delegation at the meeting on the 14<sup>th</sup>.

New Business was then reviewed and Commissioner Weed spoke of his intention to attend a Drug Court meeting in North Haverhill NH on January 11, 2016 to see how there Drug Court operations are run and be able to bring back ideas and recommendations for Cheshire County to consider.

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The Weekly Census was then reviewed and the Maplewood and DOC census numbers were discussed with the downturn in Maplewood census attributable to an employee shortage up to this week.

The Commissioners also commended CA Coates for helping to set-up the Keene High School clinical training program with Maplewood and thought that the entire medical community in the area would benefit from the program.

**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 minutes of November 25, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as presented. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

The Commissioners Calendar was then reviewed and no changes noted.

**At 11:425AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers 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 and upon vote the motion passed unanimously.**

**As a result of discussions in non-public session not decisions were made and no vote taken.**

**At 11:57AM the Commissioners voted unanimously to return to public session.**

**At 12:01PM the meeting was recessed to discuss the pending Collective Bargaining Agreement for Maplewood Nursing Home employees.**

**At 12:32PM the Commissioners voted unanimously to return to public session.**

**At 12:33pm 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