

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 2, 2002 8:00 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin and Lynott; Administrator Wozmak; Pam Fortner Safety Officer; MNH Administrator Beeler; DNS Kemp; Brenda Howard LNA; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of Dec. 12 and 19 be approved as corrected, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Commissioner Lynott moved that we support to advance the proposal from Southwestern Community Services for the CDBG project to assist low to moderate income home owners make needed repairs, Commissioner Martin seconded, voted unanimously.

Safety Officer Fortner reviewed the Waste Water Treatment Plant walk around. One of the items needed is an emergency shower that should be installed because of the use of corrosive materials in that area. Pam will contact Barry King and come back to the Commissioners with a plan to address the installation of the shower. The Commissioners reviewed the report.

Pam and Elaine Farnsworth did two inservices on mail and package safety.

A program working with PSNH to change to more efficient lighting at MNH was presented by Barry King. PSNH would buy all the materials and hire a contractor to install more efficient lighting. The expected savings will be approximately \$2000 a month. PSNH will keep the savings for whatever length of time it would take to pay back the costs to PSNH. A letter requesting to start the program is needed. The Commissioners encouraged Mr. King to proceed with the application.

MNH

Brenda Howard LNA advised the Commissioners that the federal government will no longer cover the \$20 (for two years) LNA licensing fee, she is requesting that the County cover this fee as it does for the RN's and LPN's. The license renewal will go into effect in July. Commissioner Martin requested that Administrator Beeler calculate the costs for presentation at the January 14 budget meeting.

Brenda Howard stated that some staff had questions about the budget and she asked the Commissioners if they were going to go out to talk to employees. The Commissioners stated that they would be walking around the nursing home after the meeting, making themselves available to employees for any questions they may have. Census report was distributed and reviewed.

A RN for the QI position has been hired.

There being no further business, the meeting ended at 8:35 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 9, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Andrea Johnstone, Attorney; Jim Beeler, MNH Administrator; Andru Volinsky, Attorney; Lisa Kemp, DNS; Terry Warren, Executive Assistant to the Commissioners; members of the delegation and the public.

Commissioner Martin opened the meeting at 5:00 PM. Commissioner Martin introduced himself and the other members of the Board. He stated that he is speaking on behalf of the entire board and because of the interest in this matter, the Commissioners thought it important to submit a written statement made by the Cheshire County Board of Commissioners. (This document is attached to the end of these minutes for the record.) Commissioner Martin asked Mr. Beeler if there was anything more, new or additional he wanted to add to the record. Andru Volinsky asked the Commissioners if they have already made their decision and if the answer to this is going to make a difference. Commissioner Martin stated that they have not already made a decision. The Commissioners would like to hear if Mr. Beeler had new or additional information to add to the record. Commissioner Martin stated that the Commissioners have expressed in their statement their concern over what has occurred over the past four years, and want to be sure that Mr. Beeler understands.

Commissioner Martin clarified that the meeting is not a public hearing, but that Mr. Beeler had asked for the meeting to be held public and the Commissioners accommodated his request. Commissioner Martin asked Mr. Volinsky if he had anything to add. Attorney Volinsky said no, and he stated that this is the first time he has seen this six page statement, if the Commissioners expect a response, he needs time to consider it and to make a response. Commissioner Martin stated that there is nothing in the statement that Mr. Beeler did not already know. All the information in the statement was obtained from Mr. Beeler's personnel file and that the Commissioners have only repeated what they have stated over the past four years. Commissioner Martin does not believe that additional time is needed. Mr. Beeler has had ten days, under the notice given him, to prepare for the meeting. The Commissioners would expect that he would have reviewed his personnel file and prepare for discussion about information contained in the statement.

Mr. Volinsky asked if Commissioner Martin agrees with him that it is the first time the statement has been seen by him. Commissioner Martin stated that is true. Mr. Volinsky stated that it behooves the Commissioners to give them an opportunity to review it quietly and to make a response, or a decision to respond. Commissioner Martin conferred with the other Commissioners regarding the possibility of a short recess. After conferring with the other Commissioners, he suggested that the Board was willing to give Mr. Volinsky until 5:30 PM to confer with his client. Mr. Volinsky stated if the Commissioners are truly open to consider this and decide on the merit, that thirteen minutes is not enough time to respond. Commissioner Martin stated again that there is

nothing new in the statement that Mr. Beeler does not already know. If he cannot respond, or add additional information, he does not understand why he could not. Mr. Volinsky stated that if there would not be more than a 12 or 13 minutes break, there isn't any reason to take a break.

Mr. Volinsky stated that he would have to say that some of the comments read by the Commissioners to be laughable. He stated that at the same time the Commissioners fault Mr. Beeler for failing to meet the Commissioners half way, they make it clear that they have spent years documenting a file on him, for the purpose of expressly setting up his removal. He does not think that the Commissioners acted in good faith. In addition, he does not think that the Commissioners understand their proper role with respect to the running of a County Department. Between the Commissioners and the licensed administrator, they have overstepped their bounds. The Commissioners have infringed on Mr. Beeler's rights as a county employee and have breached the memorandum of understanding that was signed when Mr. Beeler was invited to become the nursing home administrator. In this memorandum, he states, it indicates a promise to utilize the organizational chain of command to convey policy and direction to the employees of the department.

Mr. Volinsky stated that the Commissioners characterization of Mr. Beeler's work at the nursing home, and his success as an administrator is at odds with his award as County Nursing Home Administrator of the year, and this led to squelching the application the year before. Mr. Volinsky stated with that said, go ahead and make your decision. Commissioner Martin asked if there was anything more to add, or if Mr. Beeler had anything more to say. Mr. Volinsky stated that he is speaking for Mr. Beeler. The other Commissioners were asked if there are any other questions. They stated that they do not have any questions.

Commissioner Lynott moved to recess in order to speak to the Commissioners' attorney, Commissioner Davis seconded, voted unanimously. The Commissioners left the room for approximately five (5) minutes to confer with the Board's attorney. At approximately 5:20 PM, the Board reconvened.

Commissioner Martin stated that before they started again, the Commissioners want to be sure Mr. Beeler and his attorney do not have anything more to say and have been given every opportunity to say what they want to say and add any new or additional information. Mr. Volinsky stated that given the short break, there is really no purpose in an exchange because he believes the Commissioners have made up their mind and any evidence would not be considered.

Mr. Volinsky stated that there are many people wishing to speak about Mr. Beeler's accomplishments. Commissioner Martin indicated that the Board had already made the decision that procedurally they did not want to treat Mr. Beeler differently than any other employee that has come before them. Commissioner Martin stated that this is a public session, as Mr. Beeler requested, but there would not be any public testimony. This is a discussion between Mr. Beeler and the Commissioners. Commissioner Martin stated that he just wanted to confirm that the discussion is over, Mr. Volinsky stated that he defers his time to others.

Commissioner Martin stated that he understands Mr. Volinsky's position about the short break, but the statement made is no different than what is in Mr. Beeler's personnel file, which Mr. Volinsky has received. Mr. Beeler has had ten days notice to prepare for this hearing, all correspondence between the Commissioners and Mr. Beeler were supplied to Mr. Volinsky, and the Commissioners do not believe that additional time is needed to respond to what is already known. The Commissioners take note of the objection, but they will proceed forward. Commissioner Martin asked the Board if there are any other questions or comments, the other Commissioners stated they do not have anything to say.

Commissioner Davis made a motion to terminate, effective thirty (30) days from today's date, the memorandum of understanding with and the employment of James Beeler. Commissioner Davis read the following statement in conjunction with the motion: During these past four years, the Commissioners have given you multiple opportunities to address our concerns about your relationship with the Board and your management of the nursing home. Over and over again the Commissioners have tried to work with you. You continue to resist our efforts and to conduct yourself in a manner that is unacceptable. The Board of Commissioners has lost faith in your judgment and your ability to manage the nursing home.

The Commissioners consider your actions as evidencing a lack of cooperation and in many instances amount to willful insubordination warranting your termination.

The Commissioners believe that your termination is in the best interests of Maplewood. Please refer to the "Cheshire County Board of Commissioners' Comments for January 9, 2002, Meeting with James Beeler" attached hereto for a more detailed explanation of the reasons for termination.

In addition, the Commissioners are providing you with notice of intent to terminate your Memorandum of Understanding with the Commissioners effective thirty (30) days from the date of today's meeting, on the grounds that the Commissioners hereby determine that the services as provided by you or your performance are not consistent with the needs of the County as defined by the Commissioners.

In accordance with paragraph four of the Memorandum of Understanding between you and the Commissioners, you are relieved of all responsibility and authority as Administrator of Maplewood Nursing Home effective immediately. You will receive thirty (30) days pay.

Commissioner Lynott seconded, voted unanimously.

Commissioner Martin stated that Mr. Beeler has a right to appeal the decision to the delegation Personnel Committee and that will be noted as part of the written notice provided.

There being no further business, the meeting ended at 5:30 PM.

Minutes approved at the January 23, 2002 meeting Margaret E. Lynott, Clerk

**CHESHIRE COUNTY BOARD OF COMMISSIONERS'
COMMENTS FOR JANUARY 9, 2002 MEETING WITH JAMES BEELER**

Addressed to the Audience:

My name is Gregory Martin. I am the chairperson of the Board of Commissioners. With me tonight are the other two members of the Board: Margaret Lynott and Peter Davis. I am speaking this evening on behalf of the entire Board. Because of the great interest in this matter, the Board of Commissioners thought it important to submit a written statement for the record. Please bear with me as I read the entire statement into the record.

The Commissioners are meeting tonight for the purpose of discussing the employment of James Beeler, Administrator of the Cheshire County Maplewood Nursing Home in Westmoreland. The meeting is a discussion between the Commissioners and Mr. Beeler on the subject of his continued employment with Cheshire County.

Mr. Beeler has requested that this meeting be held in public session. You are welcome to listen, but the Commissioners will not be taking comments from the public. Also, the Commissioners have reserved the right to go into non-public session for any of the exceptions as outlined in the New Hampshire Right to Know Law, including, for example, if there is discussion of confidential personnel information of another employee or if the Commissioners need to confer privately with our attorney.

Addressed to Mr. Beeler:

In preparation for this meeting, each of the Commissioners has reviewed your personnel file. It is significant to note that since the Board of Commissioners employed you in 1996, the Commissioners have had significant concerns with your performance as administrator each year of your employment, and these concerns were noted in your annual performance evaluations. In the years between 1997 and 2001, only in 1997 did you receive a merit increase in pay at the same time as your annual evaluation. The Commissioners delayed the merit increase in 1999 by 180 probationary days. In the years, 1998, 2000 and 2001, you received no merit increase in pay, signifying the seriousness of Commissioners' concern about your lack of adequate attention to the deficiencies highlighted in those evaluations.

During your tenure as Administrator of Maplewood, the Board of Commissioners has been comprised of different members. In the past, all decisions dealing with your performance evaluations and the delay or withholding of a merit increase in pay were unanimous. Now a third Board of Commissioners finds itself struggling with you over the same issues as well as others. Every decision by this Board concerning your employment has also been unanimous.

In addition to the negative comments in your annual performance evaluations and the withholding of your annual merit increases, the Board of Commissioners began to take more extraordinary measures to address deficiencies with your performance approximately two years ago. In January 2000, the Commissioners provided you with a two-page memorandum in which, among other things, the Commissioners strongly encouraged you to work with the Board as a management team member or to seek alternative employment. During 2000, the Commissioners expressed their displeasure about various incidents concerning your performance, including your lack of candor in responding to Commissioner inquiries and your abrasiveness in dealing with individuals at the nursing home.

In March 2001, after a discussion with you of our concerns regarding your performance and conduct during the previous year, the Commissioners provided you with a memorandum identifying specific action items. Those actions items gave you broad directives such as improving communication at the nursing home and increasing employee accessibility to the Board of Commissioners. On March 21, 2001, you were also suspended for three days as a result of retaliatory behavior related to staff complaints received by the Commissioners and for failing to comply with our instructions in addressing the complaints.

On June 13, 2001, the Commissioners met with you in non-public session to discuss your handling of a personnel matter in which you were criticized for making what the Commissioners regarded as retaliatory comments in a performance evaluation. You were later reprimanded in writing for failing to comply with the Commissioners' directives in connection with this matter on July 31, 2001.

On June 20, 2001, the Commissioners informed you in writing that the Commissioners had significant areas of concern regarding your employment, including, that you did not support the goals that had been outlined for you, that you trivialized the authority of the Board of Commissioners to your department heads, and that you were unwilling to even revisit your retaliatory actions regarding employees who raised concerns to the Commissioners or to those whom you believe encouraged others to do so.

On August 8, 2001, you received another written notice of willful insubordination and lack of cooperation, and in this instance you conceded that you made a conscious decision to disregard the Commissioners' directive to you. On August 8th, the Commissioners, also, once again, cautioned you about engaging in retaliatory behavior. On December 12, 2001, you provided the Commissioners with various memoranda that essentially indicated to the Commissioners that you continue to be unwilling to change any of the behavior and conduct of which the Commissioners have been very critical for more than two years. In the Commissioners' response dated December 28, 2001, the Commissioners explained our perspective that you have done everything in your power to frustrate our efforts to improve the relationship between you and the Commissioners and to improve the management of the nursing home.

The above chronology demonstrates that the Commissioners' concerns regarding your performance cover an extended period of time – since at least 1998. The Commissioners have documented over that four-year period our concerns and have provided you with guidance for corrective behavior. You have not improved your performance, rather, matters have gotten progressively worse over that period.

In summary, the Commissioners' concerns fall generally into two categories. First, the Commissioners believe that you remain seriously deficient in meeting the Board of Commissioners' mandate in our January 11, 2000, memorandum regarding your relationship with the Board of Commissioners. You remain unwilling to accept the fact that you are directly responsible to the Board of Commissioners. Rather than accepting this fact, you treat the Commissioners as a hindrance and have taken courses of action that either ignore or undermine our decisions.

This is evidenced partially by the fact that you have responded to the action items outlined in our March 21, 2001, memorandum, by doing only what was minimally

necessary. Your responses do not demonstrate any acceptance of the spirit or rationale behind the requests, nor any initiative in addressing the underlying circumstances that led to them. By repeatedly characterizing your actions to department heads as being "required by the Commissioners," you demonstrate that you do not support the goals that have been outlined for you, and that you are trivializing the authority of the Commissioners.

The Commissioners do not expect you to agree with all decisions of the Commissioners, but the Commissioners expect you to assume a leadership role in implementing decisions that have been made. This is the expectation the Commissioners have of every county department manager – and the Commissioners have had no issues with others in this regard.

Secondly, and of paramount importance, the Commissioners have serious concerns about your management style and judgment. Rather than demonstrating leadership, you seek camaraderie among selective subordinates which is clearly inappropriate. Your show of favoritism and selective tolerance of unprofessional behavior among Maplewood staff has had a serious demoralizing effect. Your lack of leadership has resulted in dysfunctional management that erodes teamwork and leaves non-favored employees discouraged, powerless, and intimidated. It also creates conflict and tension between different departments and shifts at the nursing home. You have not demonstrated to us a good faith effort to address these matters. Instead, you continue to deny the existence of any problem and to abdicate your responsibility to address the issues the Commissioners have raised with you.

The Commissioners remain concerned that you are unwilling to acknowledge and cease your retaliatory responses to employees who raise concerns to the Commissioners or to those whom you otherwise perceive as encouraging others to do so. In the course of the past year, the Commissioners have spoken to many nursing home employees. Our interviews involved individuals who have voluntarily left Maplewood, who felt forced out of Maplewood, and who work there now. The Commissioners have heard from many of those individuals a reoccurring complaint of fear of retaliation and intimidation by you. Much of what the Commissioners have heard was confirmed in the results of the study performed by an independent consultant in July this year. In addition, the Commissioners have also actually had the opportunity to observe your retaliatory and intimidating behavior in instituting disciplinary procedures in at least three specific instances over the last six months. This behavior can no longer be tolerated.

I have taken this time on behalf of the Board to explain in detail the basis for the meeting here tonight. The Commissioners acknowledge that you have submitted written responses to the concerns raised in both your performance evaluations since 1997 and in the documentation from the Commissioners that has been identified tonight. These responses are part of your personnel file and have been taken into account. If, at this time, you have any relevant new or additional information that you wish to add to the record regarding your relationship with the Board, you may do so now.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 16, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; DOC Superintendent Van Wickler; Brian McMaster SWRP; Darren Duffy SCS; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of December 28 be approved as amended, seconded by Commissioner Martin, (Commissioner Davis recused himself as he was not at the meeting) voted unanimously. Commissioner Lynott moved that the minutes of January 2 be approved as amended, seconded by Commissioner Martin, (Commissioner Davis recused himself as he was not at the meeting) voted unanimously.

MANIFEST: Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:00 AM with the public hearing on the Cheshire County Housing Rehabilitation Project.

Commissioners

Brian McMaster reviewed the CDBG application for the housing rehabilitation project , the CDBG program in general, and the amount of funds available statewide. He distributed information on the eligible activities, income chart, the antidisplacement and relocation assistance plan and a summary of the County's Housing and Community Development Plan. Commissioner Martin asked if there are any questions.

Commissioner Lynott asked if there are allowances for relocation and Brian McMaster stated that there was. Commissioner Lynott asked how the information on the availability of the grant is distributed. Brian stated that it is put in the newspapers and information sent to the selectmen. Commissioner Lynott asked if the grant covers mobile homes. Brian stated that they do help in some instances. Commissioner Martin asked if there is a long-term plan for continuation of this program. Darren Duffy stated that it is very hard to tell where the program is going in future years, since the amount of matching funds changes from year to year . There are always new clients coming into the program. The public hearing closed at 8:10 AM.

Commissioner Davis moved that the displacement and relocation plan be approved, seconded by Commissioner Lynott, voted unanimously.

Commissioner Davis moved that the Housing and Community Development Plan update be approved, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis moved to authorize Chairman Martin to sign the documents required to apply for and expend the grant, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King reviewed the PAYS (Pay as you save) program. Lighting will be changed at MNH and at the farm. A contractor bills PSNH directly, PSNH will take 2/3 of the

savings to pay for the contractor, and we keep 1/3 of the savings. This procedure is for approximately two years, or until the costs for lighting replacement is paid.

Tuition reimbursement request for Heather Dixon was presented for Acct. I.

Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Sgt. Phil Tacy was commended for the work he has done in overseeing the painting crews for the work completed at the jail.

Manager King discussed the Primex evaluation at the jail, which suggests that the tanks to be moved outside the jail. He stated that in the spring the diesel tank will be moved. He is looking into the gas tank being tied in with the state.

Finance

Tuition reimbursement request for Misty Patnode was presented for a science class.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Director Trombly advised the Commissioners that the IRS guidelines for travel reimbursement is now \$0.365 a mile. Commissioner Lynott moved to approve the travel reimbursement increase retroactive to January 1, 2002, Commissioner Davis seconded, voted unanimously.

Director Trombly discussed the healthcare account supervisor position vacancy. She would like to reclassify the position which would include a grade change and reduce the budget by about \$15,000. Commissioner Davis moved to approve the reclassification, Commissioner Lynott seconded, voted unanimously. The Commissioners will bring the adjustment to the attention of the Executive Committee. Director Trombly asked if she can proceed with filling the position, the Commissioners agreed.

Commissioner Martin stated that he appreciated the support and assistance that Director Trombly gives to the Commissioners at the budget meetings.

Department of Corrections

Jail population is 83, with 12 females.

The population issue is affecting the use of inmates on the farm, housekeeping, maintenance and dietary. Housekeeping and maintenance have agreed to have the inmates used for dietary and the farm, where the need is greater.

Superintendent Van Wickler advised the Commissioners that there is an ongoing issue about the jail taking bail money. The Superintendent stated that if the corrections officers are going to take bail money, they should be appointed bail commissioners by the courts, but the courts have not agreed. Superintendent Van Wickler will follow up.

Maplewood

Tuition reimbursement request for Sy Creamer and Lisa Patnode was presented for an IV class, and Lisa Kemp for a gerontology course. Commissioner Lynott moved to approve the tuition reimbursements, Commissioner Davis seconded, voted unanimously.

Nonpublic Session - At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has

been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:10 AM. There being no further business, the meeting ended at 10:10.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, January 23, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Sheryl Trombly; DOC Superintendent Rick Van Wickler; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of January 9 be approved as amended, seconded by Commissioner Lynott, voted unanimously. Commissioner Lynott moved that the minutes of January 16 be approved as amended, seconded by Commissioner Davis, voted unanimously.

MANIFEST: Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Administrator Wozmak reviewed the request by UNH Cooperative Extension to establish a limited mobility trail on county property. Superintendent Van Wickler will contact Marshall Patmos and discuss the plan and his security concerns. The Commissioners discussed the plan and that they support it subject to any security concerns of the Superintendent.

DOC

Superintendent Van Wickler discussed the \$5800 over billing by Brattleboro Retreat. He will be meeting with them on Thursday to discuss the refund.

Manager King was reviewing the billing for the propane at the HOC, which was higher than normal. The tank was checked and a leak found. In order to repair the tank, a temporary tank has to be set up. Superintendent Van Wickler wanted this repaired as soon as possible, and they are starting this afternoon.

Population is at 73-72 inmates, with 9-10 females.

Finance

Director Trombly reviewed the aging accounts receivable.

Fire Mutual Aid budget was discussed.

Commissioners

Administrator Wozmak discussed the Fire Department visit and their issues with parking at the West Street site. In order to comply with their requirements, several parking spaces may be lost. If necessary, Administrator Wozmak will contact the city about the possibility of needing some of our parking spaces back from the Winter Street lot.

MNH

Administrator Wozmak reviewed his attendance at several meetings at the nursing home. The meetings with the employees indicated their interest in budget issues. They asked about Jim Beeler and the structure of the personnel committee.

We are waiting for the emergency nursing home administrator license. All the paperwork is in order.

Letter in response to Bob Beauregard letter to the editor was reviewed and signed.

Nonpublic Session - At 9:17 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to pay Lisa Kemp the hourly wage that the nursing home administrator was making at the time of his separation for the period January 10, 2002, to the date of the emergency permit, anticipated to be January 25, 2002; and to change the grade and step of the county administrator to grade 25, step 18, based on the 2001 wage scale still in effect as of this meeting, effective on the date of the emergency permit, until such time as the position of nursing home administrator is filled. The Commissioners unanimously voted to return to public session at 10:25 AM.

There being no further business, the meeting ended at 10:30 AM.

Minutes approved at meeting of February 6, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, February 6, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Lisa Kemp DNS; Barry King Facilities Manager; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of January 23 be approved as amended, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Administrator Wozmak advised the Commissioners that the license has been received from the state with him as administrator until July.

The space needs assessment study proposal letter has been received from Weller & Michal. They will be reviewing with all departments how much space is presently being used and determine how much square footage they will need over the next 5 – 10 years. Additionally, they will determine if we use the Latchis, how it would be allocated. This will help us make a decision about the Latchis. They will perform the analysis over the next four to six weeks. Commissioner Davis moved that we engage Weller & Michal to perform the analysis as noted in their letter of January 22, 2002, at a rate not to exceed \$5,000, seconded by Commissioner Lynott, voted unanimously.

Facilities

Manager King brought costs for the chiller for the nursing home before the Commissioners. Three options were discussed, at a cost of \$408,400; \$627,200; and \$316,400. Manager King recommended Option 3 at a cost of \$316,400. The Commissioners suggested that a portion of proshare funds be set aside for the chiller unit, and that the proposal be brought before the Executive Committee.

An analysis of the phone system and the number of calls that come in at MNH was performed and it was found that it was not a critical need.

Lighting Project – PAYS program – Contractor was coming in to make a presentation to Manager King.

Gasoline Log – since the farm has not kept a log on their use of gas, an accounting on use could not be determined. Administrator Wozmak will contact the farm.

Propane tank at the jail – Manager King stated that he would prefer waiting until the spring to start digging for the line. The tank is safe, and has been shut down. The Commissioners agreed with him.

MNH

Administrator Wozmak presented a tuition reimbursement for Maria Lariviere Miffler. Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

The activities department introduced themselves to the Commissioners, and gave a short overview of how the department functions and the programs which are formulated for each floor, according to the needs of the residents, in addition to nursing home wide programs. Photograph boards of some of the activities was shown to the Commissioners.

Commissioner presented and read the award to the department, as follows:

Whereas, January 20th through January 26th is National Activity Professionals Week, and

Whereas, the Activities Department at Maplewood Nursing Home has endeavored to improve the quality of life for the residents of Maplewood through activities such as hundreds of scenic bus rides, train tours, boat trips the Annual County Fair, trips to Fenway Park and over 65 other specific outings as well as individual visits with residents, and

Whereas, the Activities Department at Maplewood Nursing Home has over 120 active volunteers who donate over 2,500 hours of service to the residents throughout the year, due to the efforts of Steve Wilson, Lyanne Blodgett, Kristin Mitchell, George Wesche, Dionna McLean, Donna Hall, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Activities Department and their employees:

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to the Activities Department of Maplewood Nursing Home For their hard work and dedication for Maplewood Nursing Home.

A press release will be sent to the Sentinel regarding the commendation.

Nonpublic Session - At 9:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to deny the request for an extended leave of absence submitted by Pauline Howell. The Commissioners unanimously voted to return to public session at 10:00 AM.

Nonpublic Session - At 10:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facility by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 10:35 AM.

There being no further business, the meeting ended at 10:40 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, February 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, and Davis; Administrator Wozmak; Pat Bauries Trustee Chair Carpenter Home; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of February 6 be approved as amended, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the **MANIFEST**, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners

Commissioner Martin welcomed Pat Bauries, who stated that she is here in response to the letter to the editor regarding the Carpenter Home. Commissioner Martin stated that he wanted to be sure that she understood that the Commissioners were not against the Carpenter Home, but the way in which the nursing home administrator's involvement was brought before them. Pat read to the Commissioners a letter of response to the letter to the editor and that letter is attached and incorporated in these minutes by reference.

Administrator Wozmak presented a tuition reimbursement for Lynanne Blodgett for a home study course. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Martin seconded, voted unanimously.

Administrator Wozmak advised the Commissioners that a new contract has been received from Cheshire Medical Associates, who cover for Virginia Daschbach and Barry Stern at MNH. Their new contract includes a raise from \$840 to \$1700 per quarter. The Commissioners asked Administrator Wozmak to get more information regarding the extent to which the on-call physicians are utilized, and comparable rates at other institutions.

The change in Medicaid rate has been reviewed by the Commissioners.

The Commissioners discussed the police dispatch issue.

There was discussion about some of the issues discussed with the City for the meeting with the Commissioners and the City Council. Administrator Wozmak will contact John MacLean.

The summary of changes and motions to be made on the 2002 budget currently before the Executive Committee was prepared by Finance for the Commissioners review.

Nonpublic Session - At 6:11 PM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. As a result of the deliberations in nonpublic

session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 8:15 PM.

There being no further business, the meeting ended at 8:20 PM.

Minutes approved as corrected at the Feb. 27, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, February 27, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Lynott and Davis; Administrator Wozmak; Finance Director Trombly

MINUTES: Commissioner Davis moved that the minutes of February 13 be approved as amended, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Latchis Theater – Administrator Wozmak reported on the space needs analysis. Two forms have gone out to Department Managers to determine future space needs. This information will be submitted to Weller and Michal for their study.

Liebert & Associates jail study report – The report that will be presented by David Bennett is scheduled for sometime in May. This is a revised date as the first date of April was changed due to the difficulty of acquiring all of the jail-related data from the courts. Mr. Wozmak stated that both the district court and the superior court have been extremely cooperative and are committed to completing the task, but it is very labor intensive and is simply taking longer than anticipated to complete.

A certificate of commendation for the Social Services Department has been prepared and will be given to them at the next Commissioners Meeting, held at MNH.

The Commissioners' draft annual report was discussed briefly. The annual report may be delayed, as the auditors are not able to give a final opinion without the report from the Mutual Aid auditors, which will be ready in about a month.

Nonpublic Session - At 9:20AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. As a result of the deliberations in nonpublic session, no decision was made and no votes taken. The Commissioners unanimously voted to return to public session at 9:45AM.

The Commissioners discussed the 4-hour rule. This has been a pending question for some time. The 4-hour rule is a policy whereby an employee is paid a shift differential depending upon how long they work into another shift. After much discussion, the Commissioners voted to table the discussion until an HR Director is hired.

The proposed sick leave payback was discussed. Director Trombly stated that the IRS does not have any options for payback, the income cannot be deferred and it becomes a W-2 issue. Because this could have a consequence to many employees that is not intended and because the Commissioners want to make sure that the entire benefit

package is looked at completely, the proposed policy change was tabled until the HR Director is hired.

Administrator Wozmak will contact the 1st Pioneer Farm Credit Bureau regarding the farm study status at the delegation level.

Maplewood

Mr. Wozmak reported to the Commissioners that through the efforts of Margo Banks, Staff Development Coordinator, two nursing programs are being reviewed for interested professionals who want to get a nursing degree. The two programs are through Mt. Wachusett Community College and New Hampshire Technical College System.

The Assisted Living annual licensure survey was performed and no deficiencies were found.

Finance

Director Trombly reviewed the preliminary audit that was just performed by the auditors.

Director Trombly reviewed the borrowing process for the TAN and that she will need the Commissioners available for signing the TANS paperwork on March 20th.

Tuition reimbursement for Misty Patnode was presented to the Commissioners.

Commissioner Davis moved to approve the reimbursement, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King advised the Commissioners that an energy savings check in the amount of \$2500 was received from PSNH.

There being no further business, the meeting ended at 10:45AM.

Minutes approved at meeting of March 27, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, March 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, and Lynott; Administrator Wozmak; Finance Director Trombly; DOC Superintendent Van Wickler; Safety Officer Fortner; Facilities Manager King; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners

Pam Fortner presented a suggestion from the Safety Committee regarding mandatory inservices. The Safety Committee would like to draft a policy establishing guidelines when employees do not complete mandatory inservices. The Commissioners agreed that there should be consequences when mandatory inservices are not completed, and have requested that the policy be formulated and brought before them for approval. Commissioner Martin asked Pam how both committees are working, and Pam stated that both Joint Loss and Safety committees are going well.

Facilities

Manager King stated that there are five handicapped parking spaces near the Assisted Living area that he would like to move. The autos, when warming up, create gas fumes that go into the assisted living area. The Commissioners agreed that he proceed with moving the parking spaces.

The electrical work is starting on March 25, and is expected to take about a month to complete.

Manager King is looking in to other elevator companies for maintenance.

Manager King has talked to the railroad regarding the derailment and they are releasing the funds for the damage resulting from the derailment.

Finance

Director Trombly distributed the paperwork from bond counsel which required the Commissioner's signatures before the county could proceed with TANS borrowing. There was discussion on the \$6.2 million TANS that will require the commissioner's signatures next week.

HOC

Superintendent Van Wickler advised the Commissioners that he has spoken to the Keene Rotary.

Rep. Zerba has asked the Superintendent if he would get together with someone about HB 1365, which requires that the county departments of correction be charged 110 percent of the Medicare rate for inmates who need medical services within the community. The Superintendent will be meeting with Cheshire Medical officials to discuss rates for services.

Superintendent Van Wickler stated that he is expecting his paperwork to leave for the reserves. He stated this his operation and staff was prepared for his reserve duty and no problems should result.

A questionnaire was prepared by the superintendent and distributed to the DOC personnel. The results of the questionnaire were given to the Commissioners. The questionnaire pertained to employee satisfaction with the HOC operation and management. The Superintendent invited the Commissioners to meet with any employees or inmates that they wished during the performance of their twice-yearly inspection of the facility.

The Superintendent stated that he will not be at the DOC for the Commissioners biannual meeting there, but all personnel are prepared and will be available for the meeting.

MNH

The census report was reviewed.

Administrator Wozmak updated the Commissioners on the nursing home.

Nonpublic Session - At 5:50 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 6:15 PM.

There being no further business, the meeting ended at 6:20 PM.

Minutes approved as corrected at meeting of March 27, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, March 27, 2002
Maplewood Nursing Home, Westmoreland, NH
8:30 AM House of Corrections, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; David Putnam, Farm Manager; Capt. Scott Hagar, Lt. Hank Colby, and Lt. Stewart; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of February 27, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of March 13 as corrected, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:00 AM at **MNH**. The Social Services department introduced themselves to the Commissioners. Commissioner Martin commended the Social Services Department for the many hours they spend completing their work at Maplewood, and as March is Social Services Month, presented them with the Commissioner's Commendation. Commissioner Martin presented and read the award to the department, as follows:

Whereas, March is National Professional Social Worker's Month, and

Whereas, The Social Services Department is provided for our residents to offer help and support for residents and their families in dealing with the social and emotional issues arising from their need for nursing home care, and

Whereas, Social Services offers assistance to staff members enabling them to recognize and understand the social and emotional needs of residents and to jointly arrive at appropriate ways of meeting those needs, or the issues that may arise concerning the residents, in order to improve their quality of life.

Whereas, the Social Services Department at Maplewood Nursing Home has served the residents throughout the year, due to the efforts of Carol Austin, Louise Slayton, and Lisa Hall, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Social Services Department:

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to Social Services Department of Maplewood Nursing Home for their hard work and dedication for Maplewood Nursing Home Be It Acknowledged this 27th day of March 2002 by the Cheshire County Board of Commissioners.

8:30 AM – The Commissioners recessed the meeting and reconvened at the HOC. Farm

Farm Manager Putnam presented several quotes he has received for the baler on a lease purchase agreement. Telemark was the least expensive quote, and the financing would be for \$22,100, at 4.5% interest, costing \$451 per month for a five year lease. He needs a letter from the Commissioners, or a copy of the minutes where the

purchase is approved. To purchase it outright next year would cost \$17,000. At the end of the five year lease, it would cost \$1000 to purchase it outright. The Commissioners requested that he obtain quotes on the equipment, and bring them back to the Commissioners for further review.

Manager Putnam asked whether he can start the process for requesting bids for the tractor. John Deere, Case IH and Massey Ferguson have the types of tractor he is looking in to. David will proceed with the bidding process and bring the quotes back to the Commissioners.

Manager Putnam discussed milk production and how we get paid for our milk. He proposes that we sell ten Holstein and replace them with 10 Brown Swiss. The Brown Swiss have a longer life span and they would increase our revenue by the greater volume of solids, without changing the herd. The Commissioners agreed with the basics of the plan, but request further consideration of the advantages and disadvantages. Commissioner Davis suggested that it also be brought before the Farm Committee for those member's input.

HOC

Lt. Colby gave the Commissioners an overview on the work release program and that weekend inmates worked at the flower show this past weekend, and will be working at future events at Cheshire Fair. The work crew breakdown presently consist of four inmates for the kitchen at **MNH**, two in the morning and two in the afternoon; three inmates for the kitchen at the HOC; one cleaner at the HOC; three inmates at the barn and two at the farm.

Sgt. Colby advised the commissioners of an incident in which contraband had been brought into the HOC by the spouse of one of the inmates. The contraband was tobacco and rolling paper, which had been put in sneakers brought for the inmate. The spouse was arrested by the Sheriff on Tuesday afternoon, and she will be charged with a misdemeanor.

Staffing is at 100%, except for the two new positions which had just been approved in the new budget.

There was a discussion regarding the candidates for the ASP program and it was decided that Administrator Wozmak will be requested to speak to Tom Kenney on check the names of the offenders with the HOC.

The Commissioners discussed how they would proceed for the rest of the day. They chose two inmates to interview and Capt. Hagar will set up the interviews for the end of the Commissioners tour of the jail.

Finance

Director Trombly advised the Commissioners that Marshall Patmos of UNH Cooperative Extension that the invasive species grant funds in the amount of \$1340 was received. Marshall has asked that the county consider putting some or all the money back into the project. The county did not incur any costs for this project. The Commissioners agreed that the money can be put into further study and is not to be used for any other purposes. Director Trombly will confirm this with UNH.

Commissioner Martin discussed the meeting with the Governor and Commissioner Shumway regarding Proportional Share Funds. There may be additional funds that will

be distributed to the counties, which will be held in escrow account in case the state asks for the money back. There are restrictions on how it can be spent, limited to either at the nursing home, or for Medicaid. The money will come in through General Funds and be set up as a liability.

Jaffrey Courthouse – The State has not given any indication that they will make the first payment on the bond. Commissioner Martin stated that he had spoken to Administrator Wozmak who recommended that George Freund be consulted regarding the insurance issues with the courthouse. Administrator Wozmak had met with Attorney Freund. Director Trombly will contact Attorney Freund with up to date information on the courthouse.

Commissioner Martin expressed the Commissioners appreciation for all Sheryl Trombly's hard work during the budget process.

Commissioners

The Commissioners discussed the letter from Washington County, Pennsylvania and their request for the Commissioners support of House Joint Resolution 81, which proposes an amendment to the Constitution of the United states, restoring the freedom to pray. Their request was for the Commissioners to pass a similar resolution. The Commissioners felt that they could not speak for the entire county on religious issues, but would support it as individuals.

The FMA letter dated March 18, which refers to the transfer of \$15,000 of capital reserves was reviewed. The Commissioners were appreciative of the information and requested that Terry Warren contact Paul Szoc and request they advise us of the balance in capital reserves after the funds are deducted.

The **MNH** census report was reviewed.

Capt. Scott Hagar advised the Commissioners that all personnel vacancies were filled except for the two new positions which had just been approved by the Delegation in the new budget.

Inmate population is 73, which includes 68 males and 5 females. Of the 73, 9 are federal inmates (8 male, 1 female).

The statutory tour of the facility began with a discussion with Capt. Scott Hagar, who reviewed the general procedures.

The Commissioners proceeded with the inspection, which included the following areas: Administrative Operations and staff area was inspected.

The Inmate locker area – The Commissioners inspected this area. Capt. Hagar stated that additional space for the inmates lockers was needed.

The volunteer and inmate program administrative area was inspected.

The inmate visiting area was inspected. Capt. Hagar explained that the inmate visiting area only allows five visits at a time. On Tuesdays the visitors are allowed one half hour, on Saturdays, they are allowed one hour.

The visitor room, where the visitors sit was discussed. This room is used for programs, classrooms, and the video arraignment machine is in the same room. Capt. Hagar explained that when an inmate has a meeting with an attorney in the visitor room, the room cannot be used for any other purposes.

The isolation cell was inspected.

The kitchen was inspected. A new floor pad for safety has been installed. New stainless steel lower cabinets have been installed. The Commissioners were advised that there are approximately five to six sittings for each meal.

Commissioner Martin asked some of the inmates working in the kitchen how the food was and they stated that it was good, and there was plenty of it.

The inmate dining room was inspected. It has been newly painted. The programs open to the inmates are posted on the wall of the dining room, to enable them to sign up for whatever programs they choose.

Resource Room – The books are all stored in the gym. Commissioner Martin asked about the internet, and Capt. Hagar stated that they do not have access to the internet, and computer use is supervised.

Storeroom – New mattresses have been purchased.

Gym – All the books have been reorganized. The gym is used for recreation during the day and the overflow bunks are kept in this room. This room is also one of the evacuation rooms.

In the Booking/Classification area, Capt. Hagar explained the use of the restraining chair, and the policy on its use. The AFIS fingerprint machine was explained. The observation rooms were inspected.

The Commissioners visited the women's area, although the women were on their way to lunch.

The lower control room was inspected, CO David Morey was introduced to the Commissioners. He reviewed his duties and the use of the monitors and the log he maintains. Commissioner Lynott spoke to CO Morey and asked him about his job. He states that he likes the job, is happy working at the facilities and that this is the best job he has had.

On the way to the upper control room, Capt. Hagar noted that the stairwell has been newly painted. In the upper control room, CO Barbour explained to the Commissioners the security level and the difference between the two areas.

The segregation area was inspected by the Commissioners. The area has been newly painted. The lighting in the cells was discussed. Disciplinary actions were discussed. Two inmates, one male one female, were randomly selected and interviewed in a Non-Public Session by the Commissioners.

There being no further business, the meeting ended at 11:50 AM.

Minutes signed at meeting of April 17, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 3, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; David Putnam Farm Manager; Barry King Facilities Manager; Lisa Kemp DNS; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Facilities

Manager King advised the Commissioners that there are no inmates to do the raking at the complex so he is going to hire his budgeted seasonal help earlier than expected.

Manager King advised the Commissioners that his vehicle repair line is 72% expended.

Manager King and Director Trombly presented the sick leave policy (Section V M. 2.) which presently does not include "parent" illness as a reason for using sick time and employees have had to use vacation time when needing time to care for a parent. An amended policy was presented to the Commissioners. Commissioner Lynott moved to include changes policy change include "parent" and that "only" and "incapacitating" be deleted, to bring the policy in conformance with our FMLA policy, effective with pay period ending April 6, Commissioner Davis seconded, voted unanimously. New policy now states "2. Sick leave with pay will be granted for the illness of an employee, his/her children, parent, spouse and/or significant other"1.

Manager King advised the Commissioners that the sprinkler system is now being installed at 33 West Street.

1. Commissioners discussed sick leave issue after the meeting and unanimously amended the effective date for this policy to January 1, 2002

MNH

DNS Kemp advised the Commissioners that the CNA class has just finished and we now have ten full time CNA's from that class.

The census is slowly going up.

Farm

Farm Manager Putnam brought in the lease contract for the Claas baler from Telemark and Director Trombly reviewed the contract and stated that it doesn't seem that we can break the lease without paying the full lease amount. Commissioner Davis asked about repairs, and Manager Putnam stated that he believed that they would be the county's responsibility and the manufacturer would have to be contacted. The Commissioners requested that Administrator Wozmak review the contract before signing.

Tractor – Manager Putnam gave the Commissioners copies of the specifications for the tractor. The Commissioners requested that it be put out to bid. There was discussion on the specifications of the tractor.

Commissioners

Administrator Wozmak was at a Jaffrey courthouse meeting and there still has not been any confirmation on how payment will be made. We are waiting the final bill from Hutter Construction, which will indicate what we have available from unused bond proceeds. Commissioner Martin stated that we should ensure that in the future, we ensure that we are covered in this type of situation.

Commissioner Davis advised the Commissioners about some of the discussion that went on at the Farm Study meeting Monday. They are scheduled to meet again on April 22.

The Dispatch Study Committee – Commissioner Davis showed the Commissioners a letter from FMA. The committee is meeting on April 15 and 29 at 33 West Street.

There being no further business, the meeting ended at 9:15 AM

Minutes signed at April 17, 2002 meeting

Margaret E. Lynott, Clerk

Amended to the Minutes: After the meeting Commissioner Martin was contacted by Madeline Ulrich from All-R-Kids, who provide supervised visitation for children with their parents. She asked the County to support their grant application. The application does not require matching funds or administrative work by the County. Commissioner Martin contacted Commissioner Davis and Lynott, and all voted that the County support this application, and that Commissioner Martin sign the paperwork.

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 17, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; Pam Fortner, Safety Officer; David Putnam Farm Manager; Ex. Asst. Terry Warren.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of March 27, 2002, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of April 3, as corrected, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:05 AM.

Safety

Pam Fortner stated that the intern is working out very well for her and she is happy with the assistance he has given her, in inspections, MSDS and special research on incident reports.

Commissioner Lynott asked about the mandatory inservice issue. Pam stated that they are waiting for an HR person to enact a policy. Administrator Wozmak stated that they are considering holding up merit increases when inservices are not completed as required. Pam stated that employees not attending required inservices can affect our insurance premiums.

Farm

Farm Manager Putnam stated that he received nine bids for the tractor. The following bids, prices based on trade in of old tractor, were received:

Bid	Company	Notes	Alternate bid
\$54,000	Hendy Bros, Vt	135 HP J/D	\$49,000
\$53,200	Sirum Equipment, Ma.	Free loaner pending arrival	\$47,600
\$60,291	Blackmount Equip. NH		
\$52,500	RN Johnson, Walpole NH		
\$50,454	Keats Inc., Keene NH		
\$39,900	Townline, Plainfield NH	Used 1997 (1700 hrs)	
\$52,545	Townline, Plainfield NH	125 HP	
\$57,800	Townline, Plainfield NH	145 PTO	
\$62,530.38	Massey Furgeson – Steves Equipment, Walpole		

Manager Putnam reviewed all the bids and recommends the bid from Townline Equipment for \$52,545, for the John Deere, as it most meets the needs of the farm. Of the two bids that were slightly lower than the one recommended, one did not meet the specifications in that no alternative delivery arrangement was presented and the other did not specify a delivery date, each of which were specified conditions of the bid. Commissioner Lynott moved to accept the bid from Townline Equipment for \$52,545, Commissioner Davis seconded, voted unanimously.

Commissioners

There was some discussion on the Jaffrey Courthouse. Administrator Wozmak stated that the building is being demolished. Finance Director Trombly stated that the first payment on the bond has been made. We have put everyone on notice that we will be putting in a claim for the funds we are laying out. The Attorney General's office is now involved in the courthouse issue.

An advertisement will be drafted for the HR position. The job description will be prepared and given to the Commissioners for their review.

The space needs surveys have been received from the many departments of the county and will be sent to Weller & Michal for completion of their report.

The first quarter budget review is planned for some time in May. The date is still to be determined.

Commissioner Martin stated that Rep. Emerson should be complemented on the work she has done on the nursing report. A response will be prepared to her recommendations.

There was discussion on the trip to Colorado for the NIC jail study. One of the things suggested was that a project manager position be established for the jail project.

Commissioner Martin asked what the next step would be. Administrator Wozmak stated that a site committee should be formed after the initial suggested sites are established.

This committee would include a selectman from each town that is part of the initial sites selected.

The Public Safety Communications Committee meets again on April 29, from 10 – 12. Administrator Wozmak will be available for the meeting. Commissioners Martin and Lynott will check their schedules. Commissioner Davis gave an overview of the meeting held on Monday, April 15. He stated that the issue seems to be the SPOTs Terminal because anyone using the terminal must be under the police control. Commissioner Davis stated that Chief Wante approves of FMA moving in to the Marlborough Street location, and sharing the space.

Maplewood

A tuition reimbursement request was presented for Joann Gragan for Franklin Pierce. Commissioner Lynott moved to approved the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Census report was distributed and reviewed.

Nonpublic Session - At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof

because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:45 AM.

There being no further business, the meeting ended at 9:15 AM.

Signed at meeting of May 1, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 24, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin and Lynott; Rick Van Wickler DOC Superintendent; Barry King Facilities Manager; Evelyn Hubal Register of Deeds; Jack Wozmak County Administrator; David Putnam Farm Manager; Ex. Asst. Terry Warren.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 8:00 AM. (Tape machine not working so audio tape was not made of this meeting)

Facilities

Manager King reviewed the two bids received for the replacement boiler for 33 West Street.

Bid	Company	Notes
\$14,869	Economy Plumbing	(Did not include removal or permits)
\$13,750	Lawrence Brothers	

Manager King recommends the Lawrence Brothers bid. Commissioner Lynott moved to approve the Lawrence Brothers bid, Commissioner Martin seconded, voted unanimously.

Manager King reviewed the two bids received for the roll in cooler for **MNH**.

Bid	Company	Notes
\$5657	Northeast Food Service	
\$5495	Kittredge Equipment	(Bid was for a heater not a cooler)

Manager King recommended the bid from Northeast Food Service. Commissioner Lynott moved to approve the Northeast Food Service Bid, Commissioner Martin seconded, voted unanimously.

Manager King did a walk around of the Latchis Theater and he will have someone work on the building to clean it up. Administrator Wozmak advised the Commissioners of the telephone call from the City of Keene about the building.

Plans and time frame for the chiller unit at MNH was received.

Water restrictions, which had been placed on the complex because the river was high and dirty, were removed.

The propane line was buried and the tanks removed.

Deeds

Register Hubal advised the Commissioners that the deeds web site is up and letters and press releases have been sent out. Subscriptions for use will be at \$50 per month.

Staff is being hired to copy old records.

The new shelving is in the process of being completed, but there is no more space for growth.

Farm

Commissioner Lynott moved to authorize David Putnam to enter into a lease purchase agreement with Telemark LLC to lease the Claas round baler at a cost of \$22,100, at \$451 per month for a five year lease with 4.5% interest, Commissioner Martin seconded, voted unanimously. (Note: Commissioner Davis was absent, but he had previously indicated his support of this action). The equipment information needs to be provided to Primex for insurance purposes.

The new tractor has been ordered and may be delivered in August. The loaner tractor was delivered on Monday.

DOC

Nonpublic Session - At 8:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the consideration security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 9:05 AM.

Superintendent Van Wickler advised the Commissioners that there is a 9 month pregnant female inmate who is at the hospital at this time.

A meeting was scheduled for April 29 at noon at 33 West Street for the Longmont Group.

Commissioners

There was a discussion on the need for water conservation that is necessary every spring and Administrator Wozmak is looking into other ways of dealing with the issue because of the need to continue services in a standard manner.

Administrator Wozmak gave the Commissioners an overview on the status of the new Jaffrey District courthouse amendment to the existing lease agreement. He expects a final draft to be ready for signing very soon. Our attorney has been negotiating the repayment terms with the Attorney General's office.

Human Services Director Barber reviewed the CYP funds letter that she has prepared for mailing. She requested Commissioner participation on the CYP committee and the Incentive Funds Committee. After discussion it was decided that Commissioners Lynott and Davis will work on the Incentive Funds Committee and Commissioner Martin will work on the CYP Committee.

Nonpublic Session - At 9:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 10:02 AM.

There being no further business, the meeting ended at 9:15 AM.
Minutes approved at May 1, 2002 meeting
Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 1, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; DNS Lisa Kemp; Sheryl Trombly, Finance Director; Representatives Emerson, Meader and Fairbanks; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of April 17, Commissioner Martin seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of April 24 as amended, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:05 AM.

DOC

Superintendent Van Wickler advised the Commissioners that John Guyette, the Jail Classification Supervisor, has submitted his resignation, he is moving back to Virginia. Hank Colby is cross trained for the Jail Classification System.

There are 11 inmates on electronic monitoring.

Nonpublic Session - At 8:13 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:25 AM.

Maplewood

The census report was distributed and discussed.

Preparation for the upcoming survey at MNH was discussed.

Commissioner Martin asked about the capital improvement projects for MNH. DNS Kemp stated that the new lighting is almost completed

Commissioners

Administrator Wozmak gave the Commissioners an overview of the Housing Focus Group, which is looking into the housing needs of the county.

Commissioner Martin asked about the CDBG housing renovation grant and if we should appeal. Administrator Wozmak suggested that we not appeal, and that we have placed an ad in the Sentinel for the next round of grants.

The Nursing Staffing Committee of the Executive Committee participated in this meeting with the Commissioners to have a joint discussion about the nurse staffing topic. There was some discussion about nursing FTE's and whether a shift relief factor is adequately accounted for in the budget. Administrator Wozmak, Finance Director Trombly and DNS Kemp will be working on the numbers to determine FTE numbers without using the

present numbers, but by looking at what is needed for the census at the home, and expect to have some information available by the beginning of June.

Mr. Wozmak gave the Commissioners an update of the Long Term Care Assessment and Counseling Process (the LTC Coordinator), whose contract amount will increase by \$27,000 to a total of \$76,500. Missy Banks is the LTC Coordinator. The Commissioners voted to authorize County Administrator, John G. Wozmak, to accept grants and awards and enter into contracts and contract amendments from time to time with the Division of Elderly and Adult Services to sign and otherwise fully execute such acceptances and contracts and any related documents requested by the Division of Elderly and Adult Services.

Nonpublic Session - At 10:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:30 AM.

There being no further business, the meeting ended at 10:35 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 15, 2002
Farm, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; Farm Manager Dave Putnam; DNS Lisa Kemp; Sheryl Trombly, Finance Director; Donna Cunningham, Darren Duffy, Larry Troeller SCS; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of May 1, Commissioner Martin seconded, voted unanimously. (Commissioner Davis was absent from May meeting).

Meeting opened with a public hearing at 8:00 AM.

Commissioners

Darren Duffy reviewed the grant application for \$50,000 from Rural Development, U.S. Department of Agriculture, to assist low and moderate income families to make repairs to their homes. Applicants must fit within the guidelines set. The grant would help make various types of repairs for applicants homes. The grant would cover approximately 15 homes. Residents of the City of Keene cannot apply as the grant requires the population be less than 10,000. The funds would be combined with other grants. Approximately 50% of the applicants are elderly families. A statement of activity and a waiting list was distributed to those present. The loan puts a lien on the home for three years and is completely forgiven after three years. Commissioner Davis moved to approve the county's support of this grant application, Commissioner Lynott seconded, voted unanimously.

DOC

Superintendent Van Wickler confirmed with the Commissioners that the HOC Employee Recognition Day was scheduled for June 11.

Maplewood

In recognition of Nursing Week, Commissioner Martin present an award to Lisa Kemp stating:

"Whereas, May 6 – 12, 2002 is National Nurses Week, and

Whereas, The Nursing Department, under the careful and attentive watch of Director Lisa Kemp, and with their hope, determination, and pride to provide to the residents of Maplewood Nursing Home the long term care needed to make a difference in their lives, and

Whereas, This recognition is due to the efforts of all nurses facing the challenges at the nursing home,

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to The Nursing Department of Cheshire County's Maplewood Nursing Home For their passion and commitment to nursing at the Cheshire County Maplewood Nursing Home"

DNS Kemp presented a tuition reimbursement for Angie Centra and Jill Anderson. Commissioner Davis moved to approve the 2 tuition reimbursements, Commissioner Lynott seconded, voted unanimously.

A personal leave was requested for Manthana Voravittayathorn by DNS Kemp.

Commissioner Lynott moved to approve the personal leave for three months, Commissioner Davis seconded, voted unanimously.

Administrator Wozmak update the Commissioners on the work being done on the shift relief factor and the upcoming survey.

Farm

Farm Manager Putnam advised the Commissioners that the County Farm has received the Cooperator of the year from the Conservation District, and he will be receiving the award this evening at East Hill Farm. Commissioners Lynott and Davis will attend along with Dave.

The new farm bill that supports the milk prices has passed and is expected sometime in July or August, and will be retroactive to December 1, 2001.

The information requested by the farm study consultant is being prepared.

Commissioner Martin welcomed Bob Simons and presented a commendation to him that stated:

"Congratulations, Bob Simons, upon completing 30 years of service;

By now we're sure the cows aren't even nervous.

Your work with the inmates, at times, has been quite dramatic

They are mostly reluctant, but you keep them working at it.

Milk prices rise and fall

But you are always there givin' it your all.

We are truly grateful for you're really at the top

We're giving you this citation indoors, so we don't step in any . . .

Flop down and spend a few minutes with us

As we remember the past, without any fuss."

Bob thanked the Commissioners for the commendation and he spent some time with the Commissioners reminiscing about the changes at the farm, and the county, over the past 30 years.

Manager Putnam discussed the suggested change over, which would add Brown Swiss cows to the herd, in place of some of the Holsteins. The Commissioners stated that they support the change, and that the change be brought before the Farm Committee.

Administrator Wozmak suggested that Manager Putnam wait for the farm study report, and that a preliminary report be requested for the delegation meeting on June 24.

Manager Putnam stated that the baler has been received.

Commissioners

Meeting was suspended at 9:20 so the Commissioners could move to the Assisted Living Conference Room. They readjourned at 9:30.

Commissioner Martin presented a commendation to the Occupational Therapy Department that stated: "Whereas, April is National Occupational Therapy Month, and

Whereas, The Occupational Therapy Department assists our residents in safety issues, working with their infirmities, including arthritis, strokes, Alzheimer's, energy conservation, and low vision.

Whereas, Occupational Therapy Department assesses and evaluates residents to enable them to recognize their needs and to arrive at ways of meeting those needs, in order to preserve the highest level of independence.

Whereas, the Occupational Therapy Department at Maplewood Nursing Home has served the residents throughout the year, due to the efforts of Lisa Malshuk, Gina Cutler, Monime Stanclift, Nealia Martinez, and Deborah Robarge.

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to the Occupational Therapy Dept. of Maplewood Nursing Home For their hard work and dedication for Maplewood Nursing Home."

The Commissioners discussed with the OT Department some of the work they do, some issues they face, and how things are with their work at the nursing home.

Administrator Wozmak will present a plan, prepared by Facilities Manager King, to the City of Keene on what we will be doing to maintain the Latchis Building.

Commissioner Davis gave a short report on his visit to Charlotte County Jail, how they are set up and their policies. The jail was built for 525 inmates, built at a cost of \$25,000,000. The jail uses a direct supervision concept. There are plans to schedule other field trips to jails in Massachusetts.

Nonpublic Session - At 10:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:34 AM.

There being no further business, the meeting ended at 10:40 AM.

Minutes approved as amended on May 22, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, May 22, 2002
Alstead Town Hall, Alstead, NH

PRESENT : Commissioners Martin, Davis and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; Sarah Hoskins, Victim Witness Asst.; Selectmen and public from the Town of Alstead; Ex. Asst. Terry Warren

MINUTES: Commissioner Lynott moved to accept the minutes of May 15, as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 6:30 in the Alstead Town Hall. Commissioner Martin introduced himself and thanked the employees of the town who helped to arrange the meeting, and thanked those who were in attendance at the meeting. Commissioners Davis, Lynott and county employees introduced themselves.

Commissioners

A tuition reimbursement for Melissa Stacy was presented to the Commissioners for approval. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

DOC

Superintendent Van Wickler advised the Commissioners that at the HOC Employee Recognition Day, scheduled for June 11 at noon, he will have several meritorious awards for four of his CO's. Two awards were for the officers who responded to the incident in which an inmate passed away; the other awards were for quick response by officers in which an inmate had food lodged in his throat. In the second incident, the officers performed the Heimlich maneuver. The inmate was taken to the hospital. Commissioner Martin asked about the report on the deceased inmate. Superintendent Van Wickler stated that the report has been received and he will make a copy and send it to the Commissioners.

The Census is at 88, with 9 women inmates.

Commissioners

There was some discussion with the public about the county jail, its purpose, the electronic monitoring system and how it is used, and the Alternative Sentencing Program. The public was invited to the jail for a tour.

The public presented some questions about the budget and the various departments within the county. There were some questions about the design capacity of the jail and that the numbers have been well over the design amount. Commissioner Martin stated that the Commissioners are presently in the process of a study being conducted to address overcrowding.

The public asked if there were any additional capital projects that the county is looking into. Commissioner Martin stated that we are looking at county space needs and the use of the Latchis Building for that purpose.

The public asked if there are any grants available from the county. Commissioner Martin stated that there is start up youth projects for towns; there are also CDBG programs for housing rehab.

Commissioner Martin spoke about the FMA and that the delegation has formed a study committee to look into dispatch issues.

Commissioner Martin thanked the group for their participation and attendance at the meeting and for all their questions. There being no further business, the meeting ended at 8:15 PM.

Minutes approved at meeting of June 6, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 29, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:00 AM.

Facilities

Manager King presented the bids for the chiller unit for MNH. He recommends the bid from Encompass.

	Economy Base	Alt. 1	Alt. 2	Encompass Base	Alt. 1	Alt. 2
Chiller	\$113,040	\$123,649	\$22,893	\$113,556	\$107,999	\$19,915

Commissioner Davis moved to approve the bid from Encompass for the chiller unit base bid and Alt. 2, Commissioner Lynott seconded, voted unanimously.

There was discussion about the duct work at the nursing home, and its care.

The 250,000 gallon water tank had developed a leak. It has been drained and repaired.

The RFP for the work to be completed at the attorney's office resulted in only one bid.

This bid was rejected and no action was taken.

Finance

The 2001 Medicaid/Medicare reports are complete. The County owes \$7342 to Medicare for Med B expenses, which will be booked against the prior years retained earnings.

The Finance Department has been using ACS (finance Medicare Billing Contractor) for Medicare billing, but now will be taking over the billing themselves. Director Trombly recommended that we not renew their contract and that we complete all the billing from our office. The Commissioners supported her recommendation.

Med B billing requires the use of Healthcare Common Procedural Coding System for medical supplies as of Jan 1, 2002. In an effort to get a handle on the medical supply expenses, Director Trombly, Lisa Kemp and Elaine Farnsworth checked out the Pyxis system. This system would allow us to have a better handle on inventory and should also allow us to provide billing information to a durable medical equipment supplier in order that they can get directly reimbursed for the supply, thereby eliminating the expense to the County.

Commissioners

The MNH census report was distributed.

The Commissioner's meeting scheduled for June 5 was changed to June 6 at 9:30 AM in Keene.

Commissioner Davis reviewed the trip taken to Belknap and the mutual aid system and the police dispatch program, which has coverage for 24/7 at a cost of about \$274,000. Next weeks trip is to Rockingham.

Nonpublic Session - At 9:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:55 AM. There being no further business, the meeting ended at 11:00 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
9:30 AM Thursday, June 6, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Mimi Barber Human Services Director; Rep. McKim Mitchell; Dick Ober, Monadnock Conservancy; Tom Kenney Director of ASP; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of May 22 as amended, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of May 29 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 9:45 AM.

HOC

Dennis Liebert, the Jail consultant will be in town next week. He will be reviewing time frames and the facilities.

Next week is Motorcycle Week in Belknap County. Superintendent Van Wickler stated that he was asked by the Superintendent there if Cheshire County would take 24 inmates for the week, thereby giving them room for any new inmates. We will not have any transportation or medical responsibility. We will double up our inmates and Belknap County inmates will be in one wing of our jail. Commissioner Lynott moved to support Superintendent Van Wickler's decision and lend assistance to Belknap County, Commissioner Davis seconded, voted unanimously.

The State's report on the inmate's death was given to the Commissioners. The toxicology report has not been received and will be given to the Commissioners when received.

Safety

The Joint Loss Management Committee minutes of May 9 were distributed. These minutes included the walk around of the Westmoreland Buildings. Photographs were reviewed. The Blood Farm review required a letter to be sent to Chesco requesting work to be completed. It will be followed up. The Commissioners thanked Pam for her and the committee's work.

The Joint Loss Management Committee requested that Pam ask the Commissioners what authority the committee has regarding follow up on work noted by the Committee. The Commissioners stated that they wish to be informed of the status of timelines set by the committee. A dated list with descriptions should be maintained, including work to be done, and removed from this list when complete. Commissioner Martin stated that she should first go to Administrator Wozmak and then to the Commissioners with work not completed in a timely manner. Commissioner Martin asked that Pam draft a policy and bring it back to the Commissioners.

Commissioners

Conservation Easement – Rep. Mitchell and Dick Ober from Monadnock Conservancy spoke to the County putting County land in a conservation easement for future needs. A conservation easement is a legally binding agreement between a landowner and another entity, that restricts the land to certain purposes. We retain the right to sell the land, for farming use, or other purposes, protecting the land from undesirable development. The agreement also allows the County to withdraw land for expansion for future purposes or roles. A new survey is required for the excluded areas, which are the already developed properties such as the nursing home or jail. It has been estimated that the costs may run about \$1500 to \$15000, and that there may be grants available to cover the cost of the easement.

For the Chesterfield Tract, Rep. Mitchell stated that the Chesterfield Conservancy is interested in the property. Commissioner Davis moved that the Conservancy make a presentation about the easement to the delegation for their approval on June 24, Commissioner Lynott seconded, voted unanimously. The Commissioners expressed their appreciation for all the work that Marshall Patmos has done on this project.

Tom Kenney met with the Commissioners to update them on the ASP program status. Tom gave a summary about the clients he has served in the program. A case summary was distributed. To date, 25 clients have been served on this program. The Commissioners thanked Tom Kenney for his report and he was requested to regularly update the Commissioners on the program and that he meet with the Executive Committee and update them.

There was discussion on the expected dispersal of the Proshare funds of \$494,713.00 . Director Trombly distributed a list of the proposed use of the funds, which included the chiller unit at \$108,000; Human Services at \$210,000; \$47,000 for the Latchis Building; \$45,000 for Courthouse exterior painting and \$125,000 towards nursing staff dollars. Director Barber gave an overview on the status of her budget. It was decided the Commissioners recommend to the Delegation that the proshare funds be distributed as follows: chiller unit \$108,000; Human Services \$149,000; \$37,713 for the Latchis Building, and the balance of \$200,000 be put into capital reserves. Mimi Barber agreed with the recommendation.

Nonpublic Session - At 12:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Davis (Commissioner Lynott left early but was contacted by phone). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 12:20 PM.

There being no further business, the meeting ended at 12:30 PM.

Minutes approved as amended at 6/19/02 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, June 19, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Mimi Barber Human Services Director; Jack Dugan, Monadnock Economic Development Corp.; John Vance, Monadnock Business Ventures; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of June 6 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

The Nursing Home Administrator position was discussed and it was decided that Administrator Wozmak will contact Pat McQueen from Municipal Resources to set up a meeting with the Commissioners in order to start the process.

Administrator Wozmak updated the Commissioners on the status of the HR Director process. Commissioner Davis will work on this committee with the elected officials/department heads. Representative Avery will be contacted about representation from the delegation.

Director Trombly distributed the suggested schedule for capital reserves for the Proshare funds. There were minor changes made and the schedule will be presented to the delegation on June 24.

There was some discussion on the June 24 meeting and what will be presented, and who will be making the presentations.

HOC

Superintendent Van Wickler presented a draft of the emergency services protocol to the Commissioners. He has talked to Paul Szoc about the protocol, and Paul suggested that the procedures be officially signed and approved by the Commissioners, and a copy transmitted to FMA. Commissioner Martin asked if the situation has been discussed with Mr. Draper, one of the selectmen. Superintendent Van Wickler stated that it has been, and that he feels that the responsibility should be with facilities. Changing to DiLuzio for emergency service will result in a savings for the County. The Commissioners agreed to sign the document.

Commissioners

Jack Dugan of Monadnock Economic Development and John Vance of Monadnock Business Ventures gave a presentation on the CDBG Business Incubator, which would help create new businesses for this area, and to connect existing companies if there are any opportunities to start up new businesses from their organizations. They would like to set up a network of business incubators. They are looking to house this incubator in a building in Black Brook Park. They are asking for County support to apply for a CDBG grant for this building, which will consist of approximately 7000 square feet, with about

2500 square feet for the headquarters, at a cost of \$850,000 (\$500,000 the first year and \$350,000 the second year). Headquarters would administer health insurance, financial advise and other business services to members. Commissioner Lynott moved that MEDC bring the presentation to the Delegation on June 24, Commissioner Davis seconded, voted unanimously.

Facilities Manager King reviewed some of the upcoming capital projects with the Commissioners. There was discussion on the capital project funds available. There were two responses to the RFP for the DA tank in the MNH boiler room, and both bids received were about \$75,000. The Commissioners instructed Manager King to speak to the bidders about their bids and get back to them with results of the discussion.

Facilities Manager King stated that the inservices held are poorly attended. The Commissioners agree that a policy should be developed by the new HR director. Barry King will speak to the elected officials about department participation in inservices.

There was discussion about the therapy pool, which requires a pump to be replaced. Manager King requested that the funds be taken from the Wellington Fund.

Commissioner Lynott moved that the funds are taken from the Wellington Fund, Commissioner Davis seconded, voted unanimously. Manager King will look into the pool situation.

Human Services Director Barber advised the Commissioners that there will be a one time payment made to all nursing homes of \$68,978. This amount will be added to MNH miscellaneous income line. In addition, the County's liability for payments to nursing homes will increase, so the funds will be added to Human Services Intermediate Nursing Care line, thus utilizing the \$68,978 received.

Director Trombly advised the Commissioners that the County is paying fees for the auditors to perform an audit on the CDBG programs we are involved in. The Commissioners agreed that the auditor's fees should be separate costs and we should be reimbursed for the CDBG portion of the audit. These funds can come from the administrative fees.

The farm survey site visit is scheduled for Monday, June 24.

There being no further business, the meeting ended at 11:15 AM.

Minutes approved at the 6/26/02 meeting.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, June 26, 2002
Marlborough Town Hall, Marlborough, NH

PRESENT : Commissioners Martin, Davis and Lynott; Barry King, Facilities Manager; Marlborough Selectmen John Northcott and Larry Robinson; Sheriff Foote, Barry King; Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of June 19 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 6:30 PM. Commissioner Martin thanked the selectmen for welcoming the Commissioners to the Marlborough Town for their weekly commissioner's meeting.

Commissioners

There was some discussion on the delegation meeting and that the meeting went well, and the presentations that were made were good. Rep. Mitchell was commended for keeping the meeting moving.

Sheriff Foote stated that he appreciated all the work that was done by all those involved in the dispatch process and that Monday's meeting went well. The Sheriff has started the process for the dispatch program, job descriptions are completed, discussion is ongoing with facilities. He would like to have it running by about September.

Manager King gave the Commissioners an update on the chiller unit. He expects it will be about 1 ½ months before it is complete. Commissioner Davis asked what the operational costs of the chiller will be. Manager King will bring the information to the Commissioners.

The air conditioning unit in TLC needs repairs and will cost about \$2000 to repair. It was decided that he would not repair the unit since the chiller will be completed soon. Manager King stated that he will make arrangements to have some of the inmates assigned to facilities available to help open the farm for open barn day.

It was decided to invite Kathryn Kindopp and Lisa Malshuk to the Commissioners meeting next week at MNH.

Manager King met with the bidders for the DA tank for the boiler room at MNH and they discussed the bids received. The Commissioners stated that a new RFP should be prepared, allowing opportunities to bid for the adjusted specification.

It is in the budget to add 15 cameras for the courthouse, at a cost of \$23,500. It has been determined that two more cameras and a multiplexer are needed. The AOC agreed to pay \$11,400 for the extra cameras and multiplexer. This will be brought before the executive committee at the next quarterly meeting.

The Commissioners asked John Northcott if he had any questions, or any special items he wished to discuss. There was some discussion on zoning and affordable housing. Selectman Northcott asked if there was going to be a policeman at the dispatch center.

Sheriff Foote stated that the dispatcher will be well trained in all areas and that the towns will be apprised of the procedures and protocols that will be established. The Commissioners again expressed their appreciation for the use of the town hall for their meeting.

There being no further business, the meeting ended at 7:55 PM.

Minutes approved as amended at meeting of July 3, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 3, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Barry King, Facilities Manager; Sheryl Trombly Finance Director; Lisa Kemp, DNS; Jack Wozmak County Administrator, HOC Superintendent Van Wickler; Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES : Commissioner Davis moved to accept the minutes of June 26 as amended, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:05 AM.

Commissioners

There was discussion on the conference about public records and open meetings that was attended by Terry Warren and Sheryl Trombly.

Director Trombly presented the investment policy for Commissioners review. The Commissioners suggested several minor changes to be made, such as deleting references to the assistant finance director, and to make the document gender neutral. Commissioner Davis moved to accept the policy as revised, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session - At 8:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:40 AM.

Nonpublic Session - At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the nursing home administrator and the Director of Nursing to terminate the employment of Stephanie Saba in accordance with 28:10a, effective July 3, 2002. The Commissioners unanimously voted to return to public session at 8:50 AM. Commissioner Martin asked about Lisa Malchuk and Kathryn Kindopp, who were on the agenda and have been taken off the agenda. Administrator Wozmak stated that they were not ready yet with the information about use of the pool.

A new Central Supply person has been hired.

Administrator Wozmak stated that Manager King has been requested to prepare a press release regarding the chiller unit to be installed, in response to a discussion heard that morning on the radio.

The meeting was turned over to Commissioner Davis, as Commissioner Martin had to leave for an appointment.

DNS Kemp requested a bid waiver for 19 electrical beds to be purchased from Hillron Beds who has previously supplied our beds. We have purchased from another vendor, but find that the repair costs are higher, service is better and the quality is not as good as Hillron. Commissioner Lynott moved to waive the bid process for the electric beds, Commissioner Davis seconded, motion passed.

The Commissioners asked about the electrical work at the Blood Farm. Administrator Wozmak will try contacting Chesco again.

The HOC jail study group is going on a tour next week to view facilities to educate them on the various types of facilities. The Superintendent invited the Commissioners on the tour next week.

The State Fire Marshall will be inspecting the jail next week and the Commissioners will be updated on the results of the walk through.

The Westmoreland Selectmen have requested that the Superintendent answer some questions which have been presented by one of the Westmoreland residents.

The Superintendent will be doing a radio ad for the open LPN position. He will make any information he receives available to the DNS for her use at the nursing home.

The census at the HOC is 91 inmates, 10 females and 8 electronic monitoring.

The Commissioners started a tour of the laundry at 9:20, in order to observe the ventilation and heating problems. Administrator Wozmak will speak to a HVAC engineer to determine how to alleviate some of the heat. They returned at 9:50.

Administrator Wozmak stated that he had a proposal from Weller and Michal for the next step for the Latchis, to do a conceptual design and cost projection at a cost of \$40,000.

Commissioner Martin returned at 9:55 AM. Commissioner Lynott moved to waive the bidding process and use Weller and Michal's to continue to the next step, because of their previous experience with our space needs, the renovation with the deeds renovation, their experience with the Latchis and the knowledge base they have, seconded by Commissioner Davis, voted unanimously. Weller and Michal suggested that nothing be done with the roof until their recommendations are presented regarding building use.

Commissioner Martin stated that last year the Commissioners approved a grant for the Senior Volunteers, and as it was an annual requirement, he signed the papers since there was no changes, no liability to the county, and he asked if the Commissioners agreed, and they did.

There was some discussion on the present line of command for the county organization and putting the nursing home administrator under the county manager. Commissioner Davis suggested that Administrator Wozmak be in the position to make decisions. It was suggested that a meeting be held with all elected officials/department managers to discuss any changes that would be made in the day to day decisions and not to the

relationship of the Commissioners to them. It was decided that no changes would be made to the administrators title. The relationship of the nursing home administrator with the county administrator will be discussed with Pat McQueen. Administrator Wozmak will advise Pat McQueen

The Commissioners noted that Carol Austin's resignation is in the reading file.

There being no further business, the meeting ended at 10:55 AM.

Minutes approved at meeting of July 24, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, July 10, 2002
33 West Street, Keene NH

PRESENT : Commissioners Martin, Davis and Lynott; Brian McMaster SWRP; Linda Mangones, Keene Housing Authority; Donna Cunningham, Southwestern Community Services; Ken Jue MFS; Darren Duffy Southwestern Community Services; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 5:05 PM.

Commissioners

Brian McMaster opened the public hearing for the CDBG applications.

An agenda and handouts on the public hearing was distributed. Brian McMaster introduced the CDBG program and noted that approximately \$2 million was available in this funding round. He called the Commissioners attention to page three, the Residential, Antidisplacement and Relocation Assistance Plan and the summary of the Housing and Community Development Plan . Commissioner Martin asked for any public comment on the plans. There were no questions from the public.

Linda Mangones from Keene Housing Authority gave the Commissioners an update on the Mill Buildings. Phase II bids were \$150,000 over the estimated budget, and they will be going out to bid again. Commissioner Martin asked for any public comment on the report. There were no questions from the public.

Ken Jue from MFS and Linda Mangones presented the new CDBG application for affordable housing. The building is to be independent living for the residents and will be a one story building with three apartments. NH Housing Finance Authority will make the final decision on management of the building. Keene Housing helped MFS develop the criteria for determining the residents for the apartments. They are ready to apply for a building permit. Commissioner Martin asked for any public comment on the application. There was no comment from the public.

Darren Duffy described the Housing Rehabilitation proposal and presented a letter to the Commissioners of SCS commitment of funds to the proposed County Rehabilitation Project for low to moderate housing rehabilitation. The funds committed by SCS is as follows:

HOME Program	\$250,000
Housing Preservation Grant (HPG)	50,000
Weatherization Assistance Program (WAP)	185,000
CORE (Residential Conservation Program)	115,000
	\$600,000

A list of the number of homes assisted in Cheshire County in the past two years, and of the number of individuals on the waiting list was distributed to the Commissioners.

Commissioner Martin asked for any public comment on the application. There was no comment from the public. Public hearing was closed.

Commissioner Lynott moved to approve reaffirmation of the Displacement and Relocation Plan, Commissioner Davis seconded, voted unanimously.

Commissioner Davis moved to approve reaffirmation of the Housing and Community Development Plan, Commissioner Lynott seconded, voted unanimously.

Commissioner Lynott moved to authorize the Chairman to sign any documents required to apply for and expend the grants for the Monadnock Family Services Affordable Housing and the Cheshire County Housing Rehabilitation Project, Commissioner Davis seconded, voted unanimously.

Nonpublic Session - At 5:35 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:50 PM.

There being no further business, the meeting ended at 6:55 PM.

Minutes approved as amended at meeting of 7/17/02

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 17, 2002
House of Corrections, Westmoreland, NH

PRESENT : Commissioners Martin, and Lynott; Jack Wozmak, Administrator; Rick Van Wickler, Superintendent of HOC; Sheryl Trombly Finance Director: Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of July 10, as amended, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:10 AM.

Commissioners

The Commissioners discussed the jail site selection committee process and that letters have gone out to potential committee members. The RFP requesting potential sites was reviewed and approved for publication.

Superintendent Van Wickler stated that the inmate population is in the 90's.

There was some discussion on the tours made to the various jails by the jail committee. Administrator Wozmak advised the Commissioners that 120 invitations were sent out for the jail symposium to be held August 16. A notice of it will be sent to the newspaper and has been put on the web site.

The Superintendent advised and invited the Commissioners of the Volunteer Appreciation Day to be held on August 11 from 1 – 4 PM.

The Administrator advised the Commissioners that a settlement offer has been received from the insurance company for our costs expended because of the Jaffrey Courthouse fire. The offer was accepted by the Commissioners.

The Superintendent spoke to John MacLean about the change in the protocol for fire emergencies. The Superintendent explained the reason for the changes and he will be meeting with John MacLean, the fire chief and the assistant fire chief on July 25.

The Commissioners discussed the Open Barn Day. They thought there were less people that in previous years, which may be due to the cancellation of last years barn day.

Commissioner Lynott stated that she spoke to many visitors and they were very positive about the county farm and the opportunity to visit the farm.

Director Trombly received four banking proposals and a decision is to be made by next Friday.

The audit RFP has been prepared. It will be for a three year period.

The Finance Department is in the process of sending out personnel requests for the 2003 budget.

The Commissioners stated their appreciation for the Finance Department and the work they have done on receivables.

Nonpublic Session - At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Sheryl Trombly's employment be continued in her current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 9:20 AM.

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Terry Warren 's employment be continued in her current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 9:35 AM.

Nonpublic Session - At 9:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Rick Van Wickler's employment be continued in his current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 10:55 AM.

There being no further business, the meeting ended at 11:00 AM

Minutes approved at the July 24, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 24, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak, Administrator; Rick Van Wickler, Superintendent of HOC; Sheryl Trombly Finance Director; Barry King Facilities Manager; Wendy Putnam Computer Coordinator; Misty Hall Acct. Asst.; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Davis moved to accept the minutes of July 3, Commissioner Martin seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of July 17, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:05 AM.

Commissioners

Wendy Putnam stated that she is upgrading the server at the nursing home and would like to waiver the bid process. She has three quotes, including one from Ini.net, a local company. They are our network people, know our system, and they would also be in contact with the supplier, reducing the involvement of our computer personnel. As a local company, they would be available for service.

	Ini.net	CDW-G	Insight
Total Amount	\$9272	\$8284	\$8270

Commissioner Lynott moved that the bid process be waived in order to maintain continuity and consistency in our system, Commissioner Davis seconded, voted unanimously.

The Commissioner's discussed the budget books set up with Director Trombly. It was decided that the pages will be condensed, and printing will be double sided. The capital outlay will be listed under each department, in addition to the back of the book. The personnel requests will also be added to the budget books, with Commissioner's response to department requests.

Manager King requested permission to bypass the bid process for the security work to be completed in the TLC at the nursing home. A portion of the system is already a Honeywell copyrighted system and the addition must be Honeywell compatible.

Honeywell had to write the specs for this system because it is their system. There are no other suppliers of the same system. Commissioner Davis moved to waive the bid process for the procurement of the security system because of compatibility with Honeywell for the TLC unit, Commissioner Lynott seconded, voted unanimously.

Manager King advised the Commissioners that he received a request from the County Attorney for a cell phone and a pager at a cost of about \$30 for the pager, and \$200 for the phone, at a cost of \$230 for the balance of the year. At present, the individuals needing the phone and pager are using their personal phones and pagers.

Commissioner Lynott moved to approve the expenditure, Commissioner Davis seconded, voted unanimously.

Manager King advised the Commissioners that he wants to bring well 6 back on line, for use as a back up system. The replacement costs will be approximately \$2500. This was not included in the budget. The quality of the water is good, and it would have to be hand chlorinated. The funds would be charged to the contingency fund. Commissioner Lynott moved to approve the expenditure, Commissioner Davis seconded, voted unanimously.

Commissioner Davis asked about the problem of parking for county visitors and that some employees should be assigned parking spaces at the courthouse lot. Manager King will look into it. Administrator Wozmak has a letter that he has drafted to the city about additional parking for the county in the courthouse lot.

Commissioner Martin asked that the sign on the sheriff's side of the building be repaired/repainted.

Tuition reimbursement for Kelly Lake was brought before the Commissioners.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Superintendent Van Wickler discussed the jail visits which have been made by the jail employees.

Administrator Wozmak reminded the Commissioners that the jail site committee meeting is tonight at 5:30.

There was some discussion on a change in the LNA class policy.

Patrick MacQueen and Don Jutton of Municipal Resources spoke regarding the nursing home administrator position. A job description is being prepared.

The Commissioners discussed the organization chart and the change to having the department managers reporting to the county administrator. Superintendent Van Wickler stated that the county administrator is the person who is there on a day to day basis and that it is the practice but not the policy to report to him. The Commissioners stated that a policy will be developed. Pat MacQueen and Don Jutton will prepare a management statement for the Commissioners review.

Commissioner Martin thanked them for their presentation and the Commissioners will discuss the proposal.

The Commissioners took a break at 10:45 and returned at 10:55.

Commissioner Davis moved that Municipal Resources be hired to begin the process for hiring a nursing home administrator, including the Cleaver Program, Commissioner Lynott seconded, voted unanimously.

There being no further business, the meeting ended at 11:00 AM.

Minutes approved as corrected at July 31, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 31, 2002
33 West St., Keene, NH

PRESENT : Commissioners Davis and Lynott; Sheryl Trombly Finance Director; Barry King Facilities Manager; David Rossall Finance Intern; Ex. Asst. Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of July 24, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:07 AM.

Commissioners

A tuition reimbursement for Heather Dixon was presented to the Commissioners for a course on the Principles of Management at New Hampshire Technical Institute.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Director Trombly introduced David Rossall to the Commissioners. David is a Keene State student who is working for Finance and is presently working on an inventory of county assets. He will be here until the end of next week.

Director Trombly presented the banking bids she has received.

	Bank of NH	Citizens	Granite	Fleet
Rates for overnight investment	90 day T bill +10	Tiered based on current rate but not lower than 90 day T bill +15	90 day T bill	Tied to the overnight repurchase agreement
Compensating balance	\$89,000	\$75,000	No amount given - No assistance with TANS	\$350,000

Commissioner Lynott moved to accept the bid from Citizens Bank, Commissioner Davis seconded, voted unanimously.

There was some discussion about whether employee personal information has been provided to anyone for political mailings. There are several lists that are available to department heads and it has been decided that a confidentiality statement will be added to these lists. The statement will be reviewed with Peter Heed.

The MNH census was distributed.

Manager King stated that the installation of the chiller unit is ahead of schedule and could be completed by September 15.

Previous responses to RFP for dearation tank for MNH were over budget and a new RFP resulted in one bid, from G.A. Philbrick Sons, for \$50,110. This quote does not include

new pumps. Commissioner Davis moved to accept the bid from G. A. Philbrick, Commissioner Lynott seconded, voted unanimously.

Director Trombly will locate the Commissioner's previous letter to the departments regarding the budget process. The Commissioners will draft a letter, which will go out with the e-mail regarding the budget.

There was discussion on how the county can increase its revenue, and ways of decreasing expenses.

Nonpublic Session - At 9:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis and Lynott (Martin was absent). As a result of the deliberations in nonpublic session, no decision was reached or a vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.

There being no further business, the meeting ended at 9:20 AM.

Minutes approved as corrected at August 7, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, August 7, 2002
33 West St., Keene, NH

PRESENT : Commissioners Davis and Lynott; Jack Wozmak County Administrator; Kathryn Kindopp Director PT; Lisa Malshuk Director OT; Joe Perron Recreation Therapist; Margo Banks; Pam Fortner Safety Officer; Ann Ray Administrative Asst.; Mark Downing Dietary Director; Dr. Barry Stern; Barry King Facilities Manager; Ex. Asst. Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of July 31, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Joe Perron, Recreation Therapist at MNH made a presentation to the Commissioners on the work that he does with the residents at the Nursing Home. Lisa Malshuk and Dr. Stern spoke to the value of the program and its value to the residents.

Pam Fortner distributed the first aid log, the worker's compensation statistics, and the notes from the July 9 walk around. There was some discussion about a new policy concerning department managers/elected officials follow up to safety issues found during the walk around. The new policy will be presented next week to the Commissioners for their approval.

There was discussion regarding the fact that the vault was left unlocked and the light in the vault was left on overnight, resulting in the melt down of the ballast, and the possibility of a fire that could have resulted from this.

Manager King advised the Commissioners that the efficiency of the chiller unit will reduce our electric bills, resulting in savings.

Ann Ray advised the Commissioners that she has taken over as treasurer for the auxiliary. She has received approval from the auxiliary to have the donations account taken over by Finance, and they have agreed. Commissioner Lynott moved to approve the change to the auxiliary by laws that the banking for the donations be taken care of by the Finance Department, Commissioner Davis seconded, voted unanimously.

Terry Warren advised the Commissioners about a grant by New Hampshire The Beautiful. They grant matching funds to municipalities for recycling programs, and she would like to purchase some items which will facilitate recycling for the county. The Commissioners indicated their support for the program and approved that she go ahead and determine what some of the needs are and prepare the grant paperwork, determining the amount of money needed for the County's funding. The report will be presented to the Commissioners before submittal for the grant.

Mark Downing asked the Commissioners for permission to offer an increase of two steps for a new hire, who had previously worked at MNH. The cost will have little impact on his budget. Commissioner Lynott moved to authorize an increase of two

steps for the new hire because of their previous experience at MNH, Commissioner Davis seconded.

Commissioner Davis asked about the status of the HR position. Administrator Wozmak advised them that there are three additional applicants being interviewed on Thursday. There was discussion about the new conservation easement plan. Commissioner Davis moved to recommend the new conservation easement presented to the Executive Committee, Commissioner Lynott seconded.

Nonpublic Session - At 9:57 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis and Lynott (Martin was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept and approve the recommendation of the Facilities Manager to change the grade of Howard Grace from Grade 6 to Grade 8 in recognition of his certification as a waste water treatment operator with the attendant new responsibilities, effective August 5, 2002. The Commissioners unanimously voted to return to public session at 10:05 AM.

There being no further business, the meeting ended at 10:10 AM.

Minutes approved at meeting of August 14, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, August 14, 2002
County Farm, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Sheryl Trombly Finance Director; Barry King Facilities Manager; Dave Putnam, Farm Manager; Terry Flood and Bob Simons Farm Hands; Lt. Steve Stewart HOC; Rick Hermonot, First Pioneer Farm Credit; Ex. Asst. Terry Warren to the Commissioners

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of Aug. 7, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:09 AM.

Commissioners

A copy of the Safety Inspection Policy was distributed to the Commissioners for review. They will take the policy under advisement and it will be brought before them for approval.

Commissioner Martin thanked the farm personnel for hosting the Commissioner's meeting today. Farm personnel were introduced.

Lt. Steve Stewart from the HOC advised the Commissioners that the jail is ready for the site tour to be held today at 4 PM. He advised the Commissioners that the toxicology report on the inmate still has not been received.

The census as of Monday was a population of 107, 91 male, 16 females, seven on electronic monitoring, two externally housed.

There was discussion on the parking spaces available at 33 West Street. Administrator Wozmak will follow up with City Manager John MacLean.

Director Trombly received two bids on the audit RFP. Mason and Rich bid \$19,080 for 2003, and Robin Grill bid \$21,000 for 2003. Director Trombly recommended that we stay with Mason & Rich, and the Commissioners agreed. She will do a survey of municipalities and bring it before the Commissioners next week.

Director Trombly advised the Commissioners that the accounts receivables has been reduced by another \$75,000.

Rick Hermonot from First Pioneer Farm Credit distributed copies of the preliminary analysis and reviewed this report with the Commissioners. He had the following observations:

Herd production and performance is excellent, being 29% higher than average, indicating excellent dairy and crop production practices by our manager.

Although cost of milk production is high compared to the industry, the rehabilitation support to a rotating group of inmates may contribute to that cost, but this inmate assistance contributes to the excellent facility we have.

The County Farm Manager's salary was categorized as a family living expense in order to properly compare costs.

There is an opportunity to reduce expenses in the area of purchased feed expenses, which could result in a total annual savings of \$18,000.

The possible savings to closing the farm is minimal when compared to the educational experience of the inmates working on the farm, and the benefits of the farm to the public. Turning the facility into a public park area or other type of public facility would cost more than the present facility.

He also observed that our facility is in very good condition; that the quality of staff is motivated and dedicated to the farm; and that although we are running at a deficit, it is minimal compared to the benefit of the farm to the community.

The Commissioners stated that selling the farm and dairy herd is not the way they see the future. Mr. Hermonot stated that he believes that we should continue to do what we are doing, and sharpen some areas such as purchased feed, vet meds and breeding in order to obtain some savings.

The Commissioners thanked Mr. Hermonot for the preliminary report, which has given them a great deal of information for future thought. Mr. Hermonot will prepare his final report and will present it to the delegation.

There being no further business, the meeting ended at 10:20 AM.

Minutes approved as corrected on Aug. 28, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
3:00 PM Wednesday, August 21, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Sheryl Trombly Finance Director; Jim Monahan, Dupont Group; Ex. Asst. to the Commissioners Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

Meeting opened at 3:00 PM.

Commissioners

Commissioner Martin introduced Jim Monahan from the Dupont Group to those present. Mr. Monahan then discussed and explained the SB 409 Committee Preliminary Final Report. SB 409 relates to state law and county policies relative to long term care and the Medicaid system.

Nonpublic session - At 3:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the hiring of any person as a public employee. The action was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to check the references on HR Director applicant Judith Von Feldt and to make her a conditional offer of employment and to enter into negotiations as to salary. The Commissioners unanimously voted to return to public session at 5:50 PM.

There being no further business, the meeting ended at 5:55 PM.

Minutes approved at meeting of Sept. 4, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, August 28, 2002
Chesterfield Town Hall, Chesterfield NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly Finance Director; Evelyn Hubal, Register of Deeds; Rep. McKim Mitchell; Rick Carrier Town Administrator; Public from the Town of Chesterfield; Ex. Asst. to the Commissioners Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Davis moved to approve the minutes of August 14, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 6:30 PM at the Chesterfield Town Hall.

Commissioners

Commissioner Martin thanked the residents and Town administrator for hosting our meeting at the Chesterfield Town Hall. The Commissioners and county employees and residents introduced themselves.

The 2003 Budget Meeting Schedule was reviewed and approved for distribution.

Confidentiality statement – Director Trombly stated that the statement previously prepared was reviewed by Attorney Heed and he confirmed that it is a standard confidentiality statement. Commissioner Davis moved that in order to maintain employee and resident confidentiality, the statement be used for any correspondence that contains confidential employee or resident information, seconded by Commissioner Lynott, voted unanimously.

Director Trombly brought the contract from the auditors before the Commissioners and requested their approval to sign the contract. Commissioner Lynott moved to approve signing the contract with the auditors Mason & Rich, Commissioner Davis seconded, voted unanimously.

A request for extension of a FMLA leave was presented to the Commissioners. The Commissioners asked if Superintendent Van Wickler has reviewed the request, and were advised that the Payroll Coordinator stated he had. The Commissioners asked that the request be reviewed and presented by the Superintendent. Commissioner Davis moved to conditionally approve the request, depending on the recommendation of Superintendent Van Wickler, Commissioner Lynott seconded, voted unanimously.

A tuition reimbursement for Sheryl Trombly was presented. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Administrator Wozmak review the suggested changes to the present tuition reimbursement policy. It is hoped that the changes, which include an increase in the reimbursement amount to \$2700, and reducing the eligibility time to the end of probation, will urge employees to pursue further education. Commissioner Davis suggested that the policy be reviewed by elected officials/department managers for their feedback on the policy.

Commissioner Davis suggested that the policy state that the reimbursement be reviewed by the Human Resources Director to determine eligibility with the intent of the policy, and that the paragraph stating the Commissioners review the reimbursement be deleted.

One bid for \$5500 was received for the RFP for motor starters for the elevators at MNH from Stanley Elevators. Manager King recommended we accept the bid. Commissioner Lynott moved to accept the bid, Commissioner Davis seconded, voted unanimously. There was some discussion on the NHAC awards process. Administrator Wozmak will be Cheshire County's representative on the award committee.

The Commissioners asked Administrator Wozmak about the status of the HR director position. Administrator Wozmak stated that he has made some reference calls, but is waiting for some calls back.

The Jail Site Selection Committee meets September 4 at the gravel pit across from Rocky Brook Motel. Administrator Wozmak stated that there have not been any conclusions made as to site selection. There was some discussion with the public on the county jail and its use.

There was some discussion about the farm with the public, and Commissioner Martin thanked Rep. McKim Mitchell for his work on the farm study.

Register Hubal spoke to the public and asked if there are any issues that she can help with. She spoke about the restoration project of records that go back to 1771. This project started three years ago.

Commissioner Martin stated that he and Commissioner Davis went to a meeting about regionalism and county government taking a lead. He asked the attendees if they see county government becoming involved in aspects of their town government. There was a lively discussion about various aspects of town government.

Commissioner Martin thanked the people of Chesterfield for their attendance and for the use of the town hall for the meeting.

There being no further business, the meeting ended at 8:30 PM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, Sept. 4, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, and Lynott; Jack Wozmak County Administrator; Lisa Kemp DNS; Rick VanWickler, DOC Superintendent; Barry King Facilities Manager; David Putnam Farm Manager; Terry Warren Ex. Asst. to the Commissioners

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to approve the minutes of August 21, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Superintendent Van Wickler discussed the FMLA request for a CO and its effect on the DOC. He advised the Commissioners that in granting the extension, it will result in overtime at the DOC and he would rather hire someone for the position and rehire the CO when he is able to return to work. A letter will be sent from the Commissioners.

Commissioner Martin moved to accept Superintendent Van Wickler's recommendation, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King stated that only one RFP was received for the cameras, monitors and equipment for the Courthouse, which was from HEW for \$46,415. Commissioner Lynott moved to accept the bid, Commissioner Martin seconded, voted unanimously.

MNH

DNS Kemp presented tuition reimbursements for Angelina Centra, Jill Anderson, Lesha Chase, Syiane Creamer, Monime Stanclift, Peggy Hays, Karen Gagnon and Lisa Kemp. Commissioner Lynott moved to approve the tuition reimbursements as stated, Commissioner Martin seconded, voted unanimously.

Farm

Farm Manager Putnam reviewed his 2003 budget. Although the farm subsidies do not include government agencies, he has pursued the issue with the government and as a result, we will be receiving some funds, but it would be limited to about \$20,000. He is negotiating a timber sale contract.

Terry Flood, a herdsman, has requested that he would like to maintain two draft horses at the county farm. Costs would only include keeping them in the barn, and some hay.

The horses could be used for harvesting timber, be used to give rides on open barn day and for rides for the residents. The Commissioners agreed to allow the horses at the farm.

Commissioners

Administrator Wozmak advised the Commissioners that he has a meeting with DiLuzio this afternoon. The City of Keene has volunteered to mediate the situation.

The City has indicated that they are interested in forming a team of City and County employees on the use of city owned Marlborough Street property.

John Sistare contacted Administrator Wozmak regarding a going away party for Pete Davis.

Nonpublic session - At 9:16 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:45 AM.

There being no further business, the meeting ended at 10:00 AM.

Minutes approved as amended on Sept. 18, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, Sept. 11, 2002
33 West Street, Keene, NH

PRESENT: Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Rick VanWickler, DOC Superintendent; Terry Warren Ex. Asst. to the Commissioners

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Davis moved to approve the minutes of August 28, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 5:10 PM.

Commissioners

The administrator's job description and organization chart was distributed to the Commissioners for their review. They will discuss this at the next meeting.

Commissioner Davis submitted his resignation as of October 18. An advertisement will be placed in the Keene Sentinel and one in the Union Leader on Sunday, Monday and Tuesday, Sept. 15, 16, and 17. The Commissioners requested that copies of the ad be sent to several individuals who were interested in the position and requested a copy.

HOC

Dennis Liebert will be in town next week and he will have an architect with him. One of the things he will do is to evaluate the present building.

Superintendent Van Wickler stated that Unicare has a specialist who looks at the pharmacy bills and evaluates them to see if they can be reduced. The bills have been sent to the pharmacist and he will advise us. Dr. Stern agreed that the process will be helpful.

The Superintendent stated that the DOC van is in poor shape because of the small amount of use it gets, only picking up and dropping off laundry and meals to MNH. He asked the Commissioners guidance as to whether he should look for a used van now, or does he have to wait until the new budget cycle. Since the van in its present state represents a safety hazard, the Commissioners recommended he look for a used van and advise Administrator Wozmak the results.

The petition presented by inmates was reviewed with the Commissioners. One of the issues is the law library. Superintendent Van Wickler stated that part of the problem is that there are pages missing from some of the books in the library because when inmates use the books, they just remove the page they need. The Superintendent has requested Jan Peterson from the public defenders office will review what is there and let him know what is needed. One of the other items is that the inmates was to "peaceably assemble", which cannot be done in a jail.

MNH

Administrator Wozmak presented three tuition reimbursements, for Dennis McRae, Susan Kohler, Joann Sauoil. Commissioner Lynott moved to approve the tuition reimbursements, Commissioner Davis seconded, voted unanimously.

Administrator Wozmak stated that he has met with Lisa Kemp and Sheryl Trombly to discuss and establish a wage chart for per diems.

Sandra Axelrod, who was originally brought to MNH to help set up the QC Department, is working with nursing job descriptions.

The Census was distributed.

Administrator Wozmak advised the Commissioners that the Mental Health Court Grant application has been completed. There is a commitment on the part of the county for matching funds. Commissioner Lynott moved to approve the application and to go ahead with the program, Commissioner Davis seconded, unanimous.

Nonpublic session - At 6:27 PM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Martin moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:50 PM.

There being no further business, the meeting ended at 6:55 PM.

Minutes approved at the Sept. 25, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, Sept. 18, 2002
Maplewood Nursing Home, HOC, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Lisa Kemp DNS; Sheryl Trombly Finance Director; Facilities Manager King; Jeanne Donohoe, Lorraine Merrow, Sherry Mark, Assisted Living; Terry Warren Ex. Asst. to the Commissioners

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to approve the minutes of Sept. 4 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

A letter from Register of Deeds Evelyn Hubal was given to the Commissioners regarding the dumpsters in the parking lot that are preventing employees from coming in and parking in their parking spaces. Administrator Wozmak stated that he has been in contact with Jack Dugan of Monadnock Economic Development Corp. and he has spoken to Evelyn Hubal.

Administrator Wozmak presented a tuition reimbursement for Patricia Matson.

Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Manager King advised the Commissioners that the chiller unit has been hooked up to the roof of the nursing home.

There has been discussion on the new proposed tuition policy and if there has been any negative feed back on the policy. DNS Kemp suggested that it be changed to date of hire for CNA's, in order to use it as a recruitment tool. Administrator Wozmak stated that it would be an interim policy effective until December, with date of hire as the effective date. Commissioner Lynott moved to implement the tuition reimbursement policy retroactive to September 1, Commissioner Davis seconded, voted unanimously. Commissioner Martin welcomed the Assisted Living Staff to the meeting. He presented them with the following commendation:

Whereas, Sept. 8, 2002 through Sept. 14, 2002 is National Assisted Living Week and Whereas, Maplewood Assisted Living has provided for our residents a level of care that provides assistance and support so that they can remain as independent as possible and to improve their quality of life. It also provides the families peace of mind that their loved ones are in supportive and caring environment.

Whereas, the Maplewood Assisted Living staff has served the residents throughout the year, due to the efforts of Jeanne Donohoe, Lorraine Merrow, Sherry Mark, Linda Jeffrey, Eleanor French, June MacArthur, Cindy Morris, Carolyn Royce, and Cathy Hall. Be It Hereby Acknowledged, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Assisted Living Staff

For their hard work and dedication

There was some discussion with the Commissioners about the Assisted Living Department and the residents and services.

Director Trombly distributed the 2003 budget books to the Commissioners and gave an overview of the budget. Commissioner Davis asked for a report on the distribution to the towns of the increase in the budget. Director Trombly reviewed some of the areas that have been increased, such as the retirement account. She will e-mail an increase/decrease report to the Commissioners.

The meeting was recessed at 9:10 for the statutory tour of the jail.

HOC

The Commissioners proceeded with the inspection of the **HOC**, with the assistance of Corrections Officer Morey, which included the following areas:

The sallyport, the area where the vehicles that transport inmates are brought in to the building.

The female inmate area was inspected. There are presently 11 female inmates. The cells were inspected by the Commissioners.

The Commissioners inspected the booking area and the condition of the rooms for the inmates.

The kitchen was inspected. The Commissioners noted the cleanliness of the area and the store room.

The Commissioners noted that the ceiling in the administrative office area was replaced.

The Commissioners spent some time speaking with the Nurse about issues related to the health of the inmates. Commissioner Martin thanked the nurses for their work with the inmates.

The inmate dining room was inspected and found to be clean.

The ADA bathroom off the dining room was inspected and found to be clean.

The isolation cell was inspected.

The Commissioners viewed the Resource Center which was being used by an inmate and a tutor for his GED tutoring.

The gym was visited and the Commissioners asked about the gym equipment. CO Morey stated that the inmates have developed their own exercise plan.

The dayrooms and cells for the segregated sentenced was inspected by the Commissioners. The inmates in that area are minimum custody inmates.

The Commissioners met with two randomly selected inmates to question them about their care at the facility. Nonpublic session - At 10:17 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:40 AM.

Commissioners

The Commissioners discussed the County Administrator's job description include hiring, firing and evaluation of Department Managers. The Commissioners noted that the delegation number on the org chart is now 24 not 25. A job description for the Commissioners will be prepared, which will include manifest, budget, and the schedule of meetings required.

There being no further business, the meeting ended at 10:55 PM.

Minutes approved as amended at the Sept. 25, 2002 meeting.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 25, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Lisa Kemp DNS; Rick Van Wickler DOC Superintendent; Sheryl Trombly Finance Director; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of Sept. 11 and 18 be approved as amended, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

DOC

Commissioner Martin reviewed a couple of the issues that were brought up by the inmates in nonpublic session during the semiannual tour. To resolve one of the issues, Superintendent Van Wickler advised the Commissioners that the Facilities Manager King had offered a residential washer and dryer that was at MNH and it could be hooked up for the jail to enable the female inmates to wash personal items. Commissioner Martin asked the superintendent to follow up with the Facilities Manager.

The Superintendent updated the Commissioners on last week's meeting with Dennis Liebert. He expressed some dissatisfaction with what has been proposed, as it does not meet with what was expected in design.

There was discussion on the sites that have been visited and those that will be visited this afternoon with the site committee.

Commissioners

FMA – Director Trombly met with Paul Szoc because of the deficit in the repair shop revenues. She asked Paul if the County could work with the FMA with their record keeping and to do an analysis of their financial records. The Commissioners agreed something should be done but thought that the request should come in writing from FMA, asking for our assistance. If the request is not received by October 16, the Commissioners will discuss the issue with him at the budget meeting.

Administrator Wozmak advised the Commissioners that we would be going slightly over budget on the Latchis design contract, but there will be other funds to offset the cost.

There was discussion on the space use of the Latchis Building.

The Commissioners agreed to change the meeting from Saturday, Oct. 19 to Friday, Oct. 18.

The Commissioners signed the finalized tuition policy.

Nonpublic Session - At 9:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Martin moved to go into nonpublic session to discuss a matter the hiring of any person as a public employee. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:10 AM.

Nonpublic Session - At 9:12 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:20 AM.

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:20 AM.

There being no further business, the meeting ended at 9:28 AM.

Minutes approved as amended on Oct. 2, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, October 2, 2002
Commissioners Budget Meeting
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Lynott, and Davis; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Rick Van Wickler, HOC Superintendent; Misty Hall, Accounting Assistant

MINUTES: Commissioner Davis moved to approve the minutes of September 25 as amended, Commissioner Lynott seconded, voted unanimously.

FACILITIES

Chiller Unit Update – Project delayed due to the components not showing up on time.
DA Tank – New tank installed and temporary tank scheduled to be removed. They will tap into the well in the woods as backup.

Auger Monster has been installed and it is anticipated that all projects will be completed by year-end.

Commissioner Martin asked Manager King how the fuel budget looks this year. Manager King advised the Commissioners that the County was given 7800 gallons of #4 fuel from State of NH from the HHS building in Concord. Due to state construction on the building, they had a full tank of fuel to give away. Manager King feels that the budget for fuel looks good.

Commissioner Davis asked about the washers and dryers for the DOC. Manager King stated that they are in place but are not in working order yet.

HOC

Administrator Wozmak mentioned that the Jail was requesting a new photocopier in their 2003 budget and suggested replacing the copier in Keene and give the jail Keene's copier. Commissioner Martin noted that finance, facilities and Penny Vitale should get together to see if the Keene copier is adequate for the jails needs and space availability. Superintendent Van Wickler gave an update on the HOC van. He stated that he sent requests to all of the local dealerships looking for a van with 100,000 miles or more and received only one response from Fairfield's for \$12,400. He also checked Merchants in Hooksett and they said that it would be more than \$11,000. Manager King suggested he check the surplus farm and Commissioner Davis suggested checking with Ed Huston. Administrator Wozmak questioned why we would buy something with such high mileage. Commissioner Martin questioned whether we could hold off on the purchase until the next budget cycle. Due to the urgency, he felt we could speak with the Executive Committee and inform them that the purchase would need to be made at the beginning of the year. Commissioner Lynott felt that because the current vehicle is not safe, we should buy something now. Administrator Wozmak will have Terry contact Ed Huston regarding the van he has. Manager King and Superintendent VanWickler will continue looking into other possible leads.

Commissioner Martin asked if the Superintendent had made contact with Dennis Liebert regarding the outcome of their recent meeting. Superintendent Van Wickler stated he wants to meet with Administrator Wozmak before proceeding.

Commissioner Martin informed Superintendent Van Wickler that they would discuss his 2003 personnel requests when they meet to go over his 2003 budget.

Superintendent Van Wickler noted that the toxicology reports on the inmate that died at the Jail have still not come back. He also mentioned in another matter that an inmate has filed a claim. However, he does not know at this time if a hearing has been granted.

Superintendent Van Wickler is waiting to hear back from Jan Peterson about the law library CD-ROM's.

COMMISSIONERS

Commissioner Davis asked if the new H.R. director, Judy Von Feldt, had been brought up to date as to the Commissioners request to have her input on the 2003 personnel requests relating to grade changes and step increases. Administrator Wozmak stated that he provided her Pat McQueen's 97 report, and noted that Judy will report back at a later date.

MNH

The census sheet was reviewed.

Commissioner Davis asked why ALF had a census of only 19, as the waiting list was high. Administrator Wozmak confirmed with ALF Administrator Jean Donahoe that there is one resident in the hospital and although only 19 people are currently in the apartments, 20 apartments are paid for and occupied. Commissioner Davis would like to see this added as a footnote to future census reports.

Administrator Wozmak noted that the new H.R. Director will have an office at MNH on the first floor administration wing and will be located in a space that was created for family meetings but is rarely used.

Commissioner's meeting ended at 8:30 AM and the budget meeting began.

NURSING 4416

Presented by: Jack Wozmak MNH Administrator and Lisa Kemp, Director of Nursing.

The Commissioners asked if the increase of \$200,000 is mostly personnel, Administrator Wozmak stated that it was. Finance Director Trombly explained that the per diem lines are now the registry lines, the per diem is now in the payroll lines. The registry line is down but shifted to another line. Administrator Wozmak went on to explain the difference between registry and per diem. Finance Director Trombly noted that we have to track them with our other employees. Commissioner Lynott asked if these were an OSS and could be tracked there, but Commissioner Martin stated that the registry should be tracked separately so it is easy to identify.

There was a discussion about how the registry was entered in the general ledger and whether or not some registry hit the payroll lines, and the cost to the County. Finance Director Trombly went on to explain that all registries hit the registry line and that it is not split. Finance Director Trombly explained the new coverage factors for nursing and its effect on the budget.

Finance Director Trombly stated that for the executive committee she could do a journal entry to move per diem to payroll lines because for 2002 they are combined.

Commissioner Davis asked if we are going to have a hard time finding LNA's. Registry is flat funded for next year. Commissioner Martin wanted to know if we are at the point that we have enough staffing, after adding some last year. Administrator Wozmak stated that we have budgeted the same amount that we used this year. Commissioner Martin brought up that it is no longer acceptable to be over budget, because we have now budgeted what is needed. Finance Director Trombly brought up that when someone is on vacation or sick leave, we are paying two people for one position. Commissioner Davis said that we were always budgeting for above and beyond what is needed. We did discount the salary coverage. Staffing is adequate now that they are streamlining the duties for the nursing staff, with the hope that in the end they will not need as much staff. Commissioner Davis stated that executive committee may be confused with the change in the personnel for nursing and Finance Director Trombly stated that she can change the wording on the per diem lines to reflect the actual change to registry and footnote the page with what has changed from previous years. Finance Director Trombly can move the dollar figures for the per diem with a journal entry and at the bottom that we have three types of employees regular, per diem and registry. The Commissioners asked why the increase to ADNS. This is due to the fact that the person in this position is a long-term employee.

The CNA instructor needs to be changed to Staff development. No notation is needed that the CNA class dollars were moved to tuition reimbursement.

The Commissioners asked if equipment is up, Lisa stated that it is a more accurate figure. The bed pads only last one month. Administrator Wozmak stated that the bed pads were not budgeted for the life expectancy of one month.

The advertising line was moved to Human Resources. Commissioner Martin asked if advertising was level funded. Finance Director Trombly stated that it was.

REVENUE FOR MNH

Commissioner Davis wanted to know whether the rate should go up. Finance Director Trombly said that a rate increase was built in and that when the approval is given they need to give 30-day notice to the residents.

Meals is a more accurate figure, a decrease in the revenue is also a decrease in expense for the jail.

Commissioner Martin said that the Room and Board revenue could be bumped up by one person. Finance Director Trombly stated that if it is bumped up by one it should be with the Medicaid room and board to be on the safe side. Commissioner Davis asked about the amount of private pay increase per day was going to be, and it is set at 3%, plus or minus. Administrator Wozmak spoke with Lisa about visits, and that she need to be more sensitive to what it truly billable. Commissioner Davis asked if revenue for the Nurse P was up. Administrator Wozmak stated that it was.

Commissioner Davis moved, Commissioner Lynott seconded that the private pay room and board rates increase to \$165 per day.

TLC - 4417

Presented by Lisa Kemp and Administrator Wozmak. Commissioner Davis wanted to know what the rate increase was for retirement. Commissioner Davis thought that the employee was the one to contribute. Administrator Wozmak stated that we have to contribute as well.

MNH ADMINISTRATION

Presented by Administrator Wozmak, who stated that continuing education is level funded, and doesn't want to cut too much because a new administrator will be starting. Commissioner Davis asked if the administrator's salary has always been that high. Finance Director Trombly made note that the salary has always been high due to holiday payback. Administrator Wozmak would like to add \$1500 to the Commissioner's budget for the nursing training facility that is to be opened. CMC is going to give \$100,000 to the nursing facility. The Commissioners OSS line will be reduced by \$10,000 and added to MNH OSS for the search of the administrator position. Commissioner Davis asked about health insurance rates and Finance Director Trombly stated that it should not increase.

OT

Presented by Lisa Malshuk. Staffing line is decreased due to accommodating a staff member who dropped to 4 days a week, which works for her dept. Lisa feels that keeping the Continuing education line helps her stay competitive. Advertising line has been moved to HR. Lisa stated that her dept helps nursing when they are short.

PT

Presented by Kathryn Kindopp. Equipment has increased because in some areas nursing doesn't purchase what is needed for the resident. The equipment is for one time use but they get a longer life out of some of them when they can. Advertising still has money in it for promotional items. Commissioner Martin wanted to know if there was money left in this year's budget to purchase some of the expenses that are being requested for next year. Kathryn stated that there may not need they new chair for next year but she would rather have the money available. She uses the 97 account to offset her overages on the 36 acct.

DIETARY

Presented by Administrator Wozmak. Dietician salary has been shifted to OSS because the position is now contracted. The cost is down by roughly \$1000. Commissioner Davis stated that the purchase of meat from the farm is down. Finance Director Trombly stated that it matches what David presented as revenue for the farm. Commissioner Martin asked if there would be any money left over in the equip line to purchase requests for 2003. Commissioner Martin wanted to know why they need a paper shredder. Is it necessary for them to purchase one or could they use the one in admin. Administrator Wozmak said that he would talk to Mark.

ACTIVITIES

Presented by Steve Wilson. There was a discussion about personnel requests. Steve offered that if the Commissioners felt that they needed further information to let him know and he would gladly meet with them. Commissioner Martin stated that Administrator Wozmak would meet with him and tell him the outcome. The Commissioner are looking at whether or not the wage scale needs to be adjusted

because there were a lot of grade change requests. The HR Director would help with the changes.

For the operating budget, Steve cut where he felt he could. He stated that his supply line equates to \$1 per resident per week. Commissioner Martin noted that if things come up that were not budgeted, such as video camera repair, he should go to Administrator Wozmak or MNH administrator who will bring the request to the commissioners for the proper approval of a non budgeted expenditure. Steve was asked how costs for Joe Peron are budgeted. It was noted that the money is budgeted in the TLC OSS and the other part in Misc. services for Residents. Commissioner Davis asked whether Joe Peron should be budgeted in Activities instead of the other departments. Finance Director Trombly stated that he works in TLC and is its own cost center for the cost report tracked for TLC. Finance Director Trombly stated that she would prefer to see that Joe is tracked where he is spending his time so that it can be allocated to the proper dept.

SOCIAL SERVICES

Presented by Teresa Speaker, who stated that the budget overall stayed the same. The only thing that she increased is continuing education, because she want to ensure everyone receives the education they need.

LAUNDRY AND LINEN

Presented by Joanne Gragen. The attends line increased she took the average of what being used now. They have also changed to pull-ups. Joann stated that we have some residents that are large and she needs to purchase large attends which costs more. Commissioner Davis asked how she disposes of them. Joann went on to explain that she purchases special bags for them.

HOUSEKEEPING

Presented by Joann Gragen. Commissioner Martin asked if there were some purchases for equipment that could be made with left over money from this year's budget. Joanne stated no. Finance Director Trombly stated that the burnisher should be shifted to the capital reserve line, because it is a purchase over \$500.

ALF

Presented by Jeanne Donohoe. There were a few changes equipment purchase was removed because she doesn't feel they will need to purchase equipment. As for the advertising what is left is for promotional stuff. Commissioner Lynott questioned the printing, bindings and books line. Jeanne explained that she used it for medical books. Office supplies and postage need to kept track of separately and not from MNH administration. Jeanne feels that the cont. ed. should be increased to accommodate some of the workshops that she would like to attend as well classes for her staff. Commissioner Davis asked about the insurance line. Finance Director Trombly stated that Jeanne has no control over that cost and that the cost may increase but we will not hear anything until the beginning of the year. Due to the revaluation, the rates may increase. LNA increase is due to the shift relief factor. Commissioner Martin asked whether the transportation issue was still a problem. Jeanne stated that yes there is. Administrator Wozmak is checking on the possibility of transportation department help

during down time. Jeanne went on to discuss that the level of care for new residents is lower to address the needs of staff and for safety issues for both the resident and staff.

REVENUE

Finance Director Trombly brought up that last year the figures were budgeted with some at the higher rate and for 2003 figures were calculated with all at the lower rate because most of the people are at the lower rate (to be more accurate). Commissioner Lynott brought up raising the rent to \$1600. Finance Director Trombly asked if there should be a further analysis. Further discussion went on about that this year would fall short of the budget. Commissioner Lynott moved to raise fees by \$100 and from \$1450 to \$1550, Commissioner Davis seconded, vote passed 2 –1. Finance Director Trombly noted that the subsidy would have to be increased.

QI

Presented by Administrator Wozmak. Vaccinations are up; next year will less because we missed a chance to buy flu vaccine at a lower rate earlier because we did not have a QI person. Commissioner Davis asked if the budget vaccines would be used before year-end. Administrator Wozmak stated yes.

NP

Presented by Administrator Wozmak. No changes or questions.

MISC. SERVICES FOR RESIDENTS

Presented by Administrator Wozmak. Drug purchases are up due to being responsible for SNF patient's drugs. Commissioner Davis asked about the reimbursement for the SNF drugs. Finance Director Trombly explained the Medicare Drug reimbursement policy. Commissioner Davis asked if the amount budgeted for the SNF drugs are based on our spending pattern for this year. Administrator Wozmak stated that it is where he feels we will be next year. Physician fees are up because of a new contract.

LTC

Presented by Administrator Wozmak. Commissioner Martin questioned the staff line. Finance Director Trombly noted that it is for coverage and has not been used this year. Finance Director Trombly wondered if it is being used and not tracked. Administrator Wozmak will check into it. Administrator Wozmak stated that \$3000 seems high. There was a discussion about the cell phones and that they do not get used much, and about using ones just for emergencies.

PILOT PROJECT.

Presented by Administrator Wozmak. Level funded. Commissioner Martin asked if anything is going on. Administrator Wozmak explained that it is to help the start up of area things that will be self sufficient, such as the dental clinic and other grants.

DIETARY CAPITAL EXP.

Presented by Administrator Wozmak. No questions and no changes.

NURSING CAP EXP.

Presented by Administrator Wozmak. No questions and no changes.

Meeting ended at 12:30 PM.

Minutes approved at meeting of November 6, 2002 Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 11, 2002
33 West Street, Keene, NH

Present: Commissioners: Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant; Rick Van Wickler, DOC Superintendent; Steve Stewart, DOC Operation Officer; Penny Vitale, DOC Executive Assistant; Peter Heed, County Attorney; Bill Cleary, Assistant County Attorney
MANIFEST: Motion made by Commissioner Davis to approve manifests, seconded by Commissioner Martin, voted unanimously.

MNH

Administrator Wozmak discussed the State survey. There were four preliminary clinical deficiencies and four life safety code. Commissioner Martin asked if repairs could be made before the surveyors leave. Administrator Wozmak said he asked them and it is not possible to do. A hole was found in the ceiling and a deficiency will be given. Commissioner Davis asked how many surveyors there are; Administrator Wozmak stated that there were eight. The Commissioners asked when the formal report was expected, and Administrator Wozmak stated that they should have it within one month. Department: County Attorney, Prosecutor Grant, Victim and District Court Victim Witness.

Attorney Peter Heed introduced the Medical Examiner, Cheryl Pinney. Attorney Heed noted that he level funded or decreased all operating expenses, and he needs more staffing. There has been an increase in the caseload over the years, and how everyone in his office is working hard but it is not enough to complete the work. David Bennett's report suggested that they hire additional prosecutors. Attorney Heed explained how cases go through the court system. Often the police do their own investigation. After that the case comes to the attorney's office. Sometimes the cases are not felonies, and they could have been charged with a misdemeanor instead. This is vertical prosecution and they would like to see more horizontal prosecution instead. Attorney Cleary reviewed his jobs, how he is doing OT and being available to the police 24 hours a day. Commissioner Martin asked if the County is doing state police work because of their shortages. Attorney Cleary stated that he feels that we are picking up some of what should be done by the state police. Attorney Heed reviewed the need for another prosecutor for drug cases. Commissioner Martin suggested a meeting of the justice system to streamline the prosecution process. Attorney Heed agreed. Commissioner Martin expressed his concern over the additional position, wanting it to not increase work but to relieve staff pressure. Attorney Heed understands his concern and feels that it would relieve the pressure. Attorney Cleary feels that in some ways it will increase the workload. Commissioner Martin asked why the personnel request was put through as Administrative Assistant instead of Legal Secretary. Attorney Heed stated that it must have been an oversight on his part and that the position is the same as the other two and it could be changed. Commissioner Martin discussed the grade level and not bringing someone in over grade without receiving approval from the

Commissioners. Commissioner Davis wanted to know why the caseload has jumped so much. Is it more arrests? Attorney Heed stated that is not the case. It is felt that they are now prosecuting cases that were ignored before. Attorney Heed feels that it will decrease due to the fact that pretrial will decrease. Commissioner Martin thinks that if you are prosecuting more people then you are going to add to the amount of people going to the CCDOC. Commissioner Davis wants to know where we would put people if they were approved. Commissioner Martin brought up about the Latchis Theatre and the space here at 33 West Street if something is done with Latchis then space will be opened up here. Attorney Heed feels that space shouldn't hinder the approval for this position because he feels that he can't keep asking the same people to increase their workload. . Commissioner Lynott brought up increasing grand jury. Attorney Heed doesn't feel that it would make that much of a difference. Attorney Heed noted that he is seeking grant money for the prosecutor's position but it does not look positive.

Medical Examiner

Attorney Heed stated how the medical examiners are called at all hours, and that they work well together. Commissioner Martin asked if this has been an unusual year or overall increase. Administrator Wozmak asked if we pay for autopsies for people that we do not need to. Attorney Heed feels that we need to rule out foul play.

Administrator Wozmak wanted to know if is it our responsibility to pay if it is not criminal. Attorney Heed feels that it is our job to pay at least partly.

Department of Corrections

Steve Stewart gave an explanation and handouts of the Corrections Officer position and the shift relief factor. He also detailed how the shift relief fact calculation indicates that they need one more position. Superintendent Van Wickler stated that an adequate shift relief factor should reduce overtime. Superintendent Van Wickler stated that in previous years he asked for other things other than personnel, because they were needed more for the purpose of their mission. Commissioner Davis asked how many CO's did they ask for last year. He also doesn't feel that he can keep asking his staff to work OT.

Commissioner Martin asked if they approve the FTE, will they decrease OT.

Superintendent Van Wickler stated that the OT also relates to coverage when inmates are in the hospital. Superintendent Van Wickler isn't sure how the increase in FTE's would effect the OT. Commissioner Martin asked if Superintendent Van Wickler wanted more time to take a further look at OT. Superintendent Van Wickler is going get back to them. The Commissioners asked if we are educating the CO's losing them to other law enforcement agencies. Steve stated that he doesn't feel they send CO's to the academy too soon. The Superintendent stated that they are probably going to try to use the academy correspondence course instead of attendance at the academy. He feels that he would rather educate them in the HOC but that RSA 100 states that they have to attend the academy in order to contribute to Group II retirement.

Commissioner Lynott asked when the decision was made to house only 10 federal inmates. It was a long time ago; it is stated in minutes not in a policy. Commissioner Martin asked about the status of the van. Administrator Wozmak mentioned a used van with 0% financing. Superintendent Van Wickler will bring back specifics. They need chairs for the inmates for the day room and cells. Commissioner Martin asked if they

could come from the Canteen Account. Superintendent Van Wickler would recommend that the cost of the law library come from the Canteen account as well.

DOC Revenue

Superintendent Van Wickler feels that he doesn't budget as much revenue as the Commissioners would like. Commissioner Martin feels that he should budget for more if they are always exceeding their budgeted figures. Revenues are increased to phone - \$55,000; Electronic Monitoring - \$3000; Federal Inmates – \$225,000. Total Revenue increase of \$81,800

Commissioner Lynott moved to accept the FTE addition for HOC, seconded by Davis voted unanimously.

Administrator Wozmak asked if they are going to write a letter in support of the candidates that have signed up to replace Commissioner Davis. Commissioner Martin feels that it should be a general letter with specific criteria, and not in support of one candidate. Commissioner Davis felt that the judges don't know what is involved the Commissioners job. Administrator will draft a letter with a job description.

Sheryl mentioned that the finance department would like to break out general ledger in more detail so that they are not spending a lot of man hours breaking out the information for the report that could be tracked all year long, for the federal cost report for the jail and sought approval from the Commissioners. They will review this request at a later date.

Commissioner Davis asked about the Proportional share fund. If we send the money back, it would send us into the hole. We would need to borrow to get through the end of the year. Sheryl will get together with Ellen to set up a line of credit in case they ask for the money back. Finance Director Trombly will gather information for the next commissioners meeting.

Meeting ended at 11:30 AM.

Minutes approved as amended on October 23, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8 AM Wednesday, October 16, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis, and Lynott; Barry King; Facilities Manager; Rick Van Wickler, HOC Superintendent; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant

Commissioner Martin mentioned the lack of public parking at the administration building because of new employees and asked Administrator Wozmak the status of the discussion with John McLean. John is working on the problem. Administrator Wozmak asked if we are required to have two handicapped slots. Barry King will check into this. Jail

Superintendent Van Wickler and Manager King have information on the jail van. Barry went into detail about the purchase of the van 12 quarterly payments at the end of that we would buy the van for \$1. Budget impact of \$8,000 per year for three years or increase it and make nine quarterly payments. Commissioner Martin asked if this was the same van that they were looking for a used van instead of new. Manager King brought up that he spends a lot on the repairs of the county vehicles. Commissioner Martin asked if we had enough money in the budget to start the process now.

Superintendent Van Wickler and Manager King stated that they would have to look at their budgets for this year. Commissioner Martin suggested that we pay \$1,252 this year and pay the balance in 2003. Superintendent Van Wickler brought up that his bottom line could take the hit of the \$1,252 for this year's payment. Commissioner Martin wanted to know if this could wait for the Executive Committee for approval. Commissioner Lynott moved to add the van purchase into the budget as a capital expense for next year, and make one payment this year, seconded by Commissioner Davis, voted unanimously.

Manager King will verify whether or not we would receive penalty for early payment. Commissioner Martin wanted to note that the bid process did not take place, but Administrator Wozmak brought up that the place we are buying from does the bids and that Superintendent Van Wickler and Manager King both tried to get bids from area car dealerships.

Superintendent Van Wickler has looked at his OT line and he feels that we should reduce it to \$20,000 from \$23,419. Commissioner Martin stated that adding one officer would bring them up to the recommended amount of staff for their size jail.

Commissioner Martin wanted to know what the OT was used for. The Superintendent stated that it would be for CO coverage at the hospital and nursing staff coverage. Commissioner Martin wanted to know if the OT had exceeded \$20,000 for this year and they have exceeded it because they have one person out on FMLA leave and could not replace that position for 12 wks due to regulations. Commissioner Martin feels that we should be able to reduce the OT line. Commissioner Davis asked if there are times when we do not have to have someone there to over see at the hospital. If the inmate has been sentenced, they can get a furlow. If they are federal inmates, they need two

people to oversee them at the hospital, one of ours and the other federal. In the case of a federal inmate, our time spent is reimbursed by the US Marshal's office.

Commissioner Martin wanted to know how Superintendent Van Wickler came to cut \$4000 from OT. Superintendent Van Wickler stated that the cut is being and conservative he does not know how to calculate how many inmates will go to the hospital. Commissioner Martin wanted to know if \$15,000 would be enough.

Superintendent Van Wickler stated that he would try hard to stick to it. Commissioner Martin moved to make the HOC overtime line \$15,000, Commissioner Davis seconded voted unanimously.

Superintendent Van Wickler advised the Commissioners of a situation that happened on October 16. He received a call from the Chesterfield Police. They had 7 people in protective custody and wanted to send them to COD, but the superintendent turned them down because he did not have the space. They hung up before he was able to give them a recommendation to send them to Keene Police Department. He only turned them down for the safety issues. Commissioner Martin wanted to know if

Superintendent Van Wickler was going to contact the Chesterfield Police Chief to talk things out with them. Commissioner Martin brought up that they would have to consider putting a cap on how many inmates the jail could hold, whether it is possible to put on a cap. Superintendent Van Wickler stated that he is unsure, and he has approached others to see if they know what is the statutory authority. Superintendent Van Wickler explained the statutes on where protective custody inmates go, that they should go to someone responsible first, next option detox and then the jail.

Commissioner Lynott mentioned educating local law enforcement. Superintendent Van Wickler will call the Chief of Police and Administrator Wozmak will call the Board of Selectman.

Sheryl was unable to speak with Paul Szoc about the letter. Sheryl stated that if we do not fund the radio repair shop but they need to make sure they do not mix funds.

Human Resources

Commissioner Martin asked what Judy is doing. She gave a brief description of what she is working on: the handbook updates, a job description for HR assistant, and how to coincide with Dante's job; working on setting up a phone line for a job posting info line, and the wage scale.

Sheryl is setting up appointments for Judy with her department and she will also be meeting with the sheriff's department. She will also be meeting with Rick and Wendy for interviews. Commissioner Davis asked about the wage scale and if Judy had a chance to look into it because there have been a lot of requests for increases.

Administrator Wozmak stated that they discussed it on Judy's second day. Judy asked what is the time frame that they would like it done. Judy stated that she would have to get together with Administrator Wozmak and talk to other counties. Commissioner Martin stated that it is high priority to look at the wage scale, because of the amount of personnel requests in the 2003 budget. Commissioner Martin wants to have an overall look at the wage scale before they make any decision. Judy wanted to know if they are looking for guidance on the wages to know if the county is at a competitive rate for the area. Commissioner Martin said yes and then went on to explain that the budget

process and when the info was needed by. Commissioner Davis brought up that Pat MacQueen's report is now 5 years old and it is time to update. Judy stated that you would need a compensation package, using percentages on the tasks and that in some cases this would not work. Commissioner Davis thinks that department managers want to recognize outstanding employees. Judy stated that in some companies they give out gift certificates for an outstanding job above and beyond. Larger gifts for bigger projects and also thank you cards are received well.

Human Resources budget review

Judy Von Feldt stated that she has only two issues with her budget; she would like an increase in line .19 (cont. Ed), and she wanted to increase telephone for the job line. Advertising for all departments was put into the HR line for hiring expenses. Equipment (.97) increase for a shredder \$200 and any other equip that may be needed. Increase printing, binding, and books by \$450 for the handbook reprinting.

Commissioner Davis asked if there are any major changes to the employee manual, because there was nothing was brought to the commissioners. Judy mentioned putting the handbook on the web for employees to access.

Commissioner Martin stated that the sick leave payback has to be reviewed.

Administrator Wozmak brought up looking at the cafeteria plan.

Sheriff's Dept

Sheriff Foote stated that the increase in continuing education is for the staff dispatch center. The dispatch supervisor has been trained and is now certified to train in basic communication. Commissioner Lynott asked what the capital outlay expenses are. Sheriff Foote stated that it is for two vehicles and repairs. Commissioner Lynott asked why they had leased in the past and want to buy now. Sheriff Foote responded that it was for the budget impact and it looked good at the time. Commissioner Lynott wants to see the impact of leasing. Administrator Wozmak asked if we are looking to replace two cars a year. Sheriff Foote stated yes that they need to because they are doing things differently than before. Commissioner Martin shouldn't we see the auto repair decrease. Sheriff Foote stated no because they will not get the car until Aug and there are other cars to be fixed. The money that is left in the advertising line is for any promotional things or other notices that need to be advertised. Commissioner Martin asked shouldn't the cost of gas go down since they are on target. Commissioner Davis asked what the gallon usage is for the current year. Sheriff Foote will check the gallon usage and get back to the Commissioners. Commissioner Lynott asked if he had budgeted a clothing allowance for the dispatch center. He stated that they are not uniformed employees. Commissioner Martin asked about photocopy supplies. Sheriff Foote will check into why it is low. Commissioner Martin let Sheriff Foote know that personnel requests are on hold until further review by Judy. The commissioners will get back to him on this.

Revenue

Sheriff Foote noted that revenue has increased because rates have increased for next year. They also receive payments for the sheriff department deputies doing details for other police departments.

Other Business

Sheriff Foote requested waiving the bid process for the recorder and radios for the phone system. Execom is the company used by everyone in the area. The cost is about \$19,000. Commissioner Davis asked if there are other companies with the same product. Sheriff Foote noted that there was not a company that has this same equipment but there are others who have similar equipment.

Commissioner Davis moved to approve waiver of the bid process for the recorder and radios for the Sheriff's phone system, seconded by Commissioner Lynott, voted unanimously.

Fire Mutual Aide

This year FMA had to negotiate salaries with employees. They did a survey with communication centers in NH and Northern MA; the overall increase is 3%. State retirement system increased, as of July; therefore Paul wants to increase retirement to \$25,000. Commissioner Lynott asked why training is low. Paul noted that they received some free training from NH Municipal Association and 911. Spare coverage can be brought down to \$90,000. Commissioner Martin wants Paul to check into getting free training for next year. Auditing services used to be under legal expenses and with the recommendation of the finance department, they are now breaking it out. The increase in the radio repair shop is due to the City of Keene phone rate increasing. The three lines for phone has been lumped into one line.

Sheryl had contacted Paul about the radio repair shop and their financial books. Paul had stated that the radio repair shop was having problems when Paul started and he has built a customer base. He is willing to accept the assistance from Sheryl and any recommendations she may have. Sheryl brought up that the \$175,000 came from the amount needed to run the radio repair shop, and that they are supposed to break even and the county will see the funds come back. Commissioner Martin wants to be sure that the county is not subsidizing the radio repair shop, and that the county does not want to cover deficits and pay capital equipment. Sheryl wants to do a further analysis of their books to see where revenue is being generated and to check inventory.

Commissioner Davis was concerned about the amount of time it would take and whether it would fit into Sheryl's schedule. Sheryl noted she has one employee that will help. Commissioner Martin wants to make sure that he is going to be ready for the Executive Committee because they will be looking for FMA cuts. Paul stated that he is ready to handle it. Paul noted that the 75 towns they are dealing with for fire and EMS is growing and that EMS is the fastest growing. Paul stated that he couldn't tell whether or not he can make cuts until the Sheriff's dispatch center is up and running.

Commissioner Davis asked if anything has taken place about combining the dispatch centers. Administrator Wozmak asked about the campaign for the new building for FMA. Paul feels they will be staying where they are or move to Marlborough Street with the City of Keene, which would be more effective. Paul then went into the need to look at capital expenses in the future and possibly adding a capital expense account and wanted to know if they should wait until the study is complete. Administrator Wozmak mentioned that if we have to bond for it we want to make sure that the county is only picking up the cost of what they use. Administrator Wozmak feels that others and not just the county should fund the operations. Paul will check the balance of the capital

reserve account and get back to the commissioners. They will revisit the radio repair shop for FMA once Sheryl looks at their books. Commissioner Lynott moved that if FMA is receiving free training, it should not increase, seconded by Commissioner Davis voted unanimously.

Paul stated that the health line could be reduced to \$95,500. Equipment purchase of \$10,000 is for the move to Marlborough Street for radio repair shop and shelving and other items. It is also for going to portable coverage from mobile coverage. In doing so, he is trying to get rid of the dead spots (3 new sites) \$5000 per site. Commissioner Davis moved to cut \$5,000 from the equipment line seconded by Commissioner Lynott voted unanimously.

Revenue

Commissioner Davis asked how FMA come up with their rates. Paul gets the equalized valuation from the state.

Alternative Sentencing Program

ASP has served 56 clients and has stayed under budget even though the original budget estimate was for 30 clients. The Alternative Sentencing program has saved the county \$180,000. Only 12% of the clients have not completed the program. Tom noted that determining an individual's progress after the program is hard because he doesn't know when they are re-arrested. Commissioner Lynott asked if he could work out something with the courts to receive notification when they are re-arrested instead of reading the newspaper. Tom said he is going to work with the court. Commissioner Davis asked if this is a pilot project. Administrator Wozmak stated that it is to be reviewed year to year. There was an increase in the budget is due to the addition of the mental health court and the addition of a social worker. Commissioner Martin asked if we should track the mental health and the grant money received separately.

Commissioner Martin wanted to see one way or another that ASP and mental health are tracked separately. Sheryl stated that the revenue will be tracked separately and that they could add a line for the OSS like we do with the jail. Commissioner Davis asked what is the grant amount, which is \$75,000. Melinda Mahar completed the grant application.

Delegation

Commissioner Martin noted that we have adjusted for meetings and travel due to an increase in committee meetings for jail and Keene space needs, etc. Commissioner Martin asked what the advertising line is for. Administrator Wozmak advised him for meeting notices.

Commissioners

Commissioner Martin asked what is being budgeted for OSS. Administrator Wozmak responded that we budgeted for the space needs study and also a contribution for the nurse training program. \$10,000 was moved from Commissioners OSS line to the MNH Administration line for OSS for NHA recruiting. Commissioner Davis asked about the increase in Commissioner salary line. Sheryl stated that all elected officials received a 2.5% increase. Commissioner Martin wanted to know if the commissioner's budget stay under, excluding the legal line. Sheryl responded that they are projected to stay under in all other lines.

Further discussion on the photocopier will take place during the finance budget review. Commissioner Davis wants to look at leasing and buying, what the cost or benefits would be.

Sheryl noted that she has the human service analysis and it shows a large surplus. There was discussion about the human service budget. The Commissioners asked Sheryl to get back to Mimi and inform her of their preliminary changes to her budget. Next year we will receive the last payment for the Senate Bill 409.

Nonpublic session - At 11:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:20 PM.

Minutes approved as amended at the Oct. 30, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Friday, October 18, 2002
33 West Street Keene, NH

PRESENT : Commissioners Davis, Martin, and Lynott; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director, Barry King, Facilities Manger; Misty Hall, Accounting Assistant; David Putnam, Farm Manager; Mimi Barber, Human Services Director

Facilities MNH

Commissioner Martin asked about electric costs. Manager King stated that we should start to see savings. Commissioner Davis asked why fuel is going down. Manager King stated they are trying to save in areas that they can. Commissioner Davis noted that there is a new line item - HIPAA. Manager King stated that he budgeted on the lean side. Administrator Wozmak stated that some of the cost will be absorbed in computer operations, but facilities will have to make changes. Commissioner Davis noted that Manager King is requesting a new car this year. Manager King stated that we need a new one because of the cost of repairing handed down cars. Commissioner Lynott wanted to know why money is budgeted for vehicle repairs. Manager King stated that we still have other vehicles that will need repairs.

Commissioner Davis asked if there are some costs associated with changes needed due to the survey. Manager King stated there are. Commissioner Lynott asked about the fire doors between the nursing home and assisted living. Manager King stated that they looked at the code and everything is fine. Commissioner Davis asked if the capital improvements are priorities. Manager King stated that they are and the addition of sprinklers in the facilities building and is the last building to add sprinklers.

Commissioner Martin noted that an elevator alarm system was requested by nursing, and wanted to know if the price is firm. Manager King stated it is. Manger King explained that the request for a tub is the last one to be replaced. Commissioner Davis could you talk to the dietary department about composting at the farm as an option to cut down on the amount of trash. Manager King stated that it could be done, and he will look into. Manager King is going to try to get a recycling program going at MNH.

Facilities HOC

Administrator Wozmak asked if a compactor would help in the amount of the money that is spent on trash. Manager King does not think that it would save us that much money. They are looking into getting a new trash company. Commissioner Martin asked how did Manager King arrive at the building repair and maintenance figure. Manager King noted that it is a historical figure.

Facilities WWTP

Manager King stated that equipment calibration seems expensive but it is necessary due to the inspection done by the State of NH. The sludge project is going well.

Commissioner Lynott asked how many employees are licensed. Manager King stated that there are three and one is newly licensed. Commissioner Lynott asked if Manager King is licensed and he is not.

Facilities WTP

Manager King noted that the new testing would bring OSS up.

Facilities Farm

Telephone was under budgeted last year. David Putnam thinks that he will be able to cut electricity for 2003 as well as the phone. Sheryl asked if it would be possible to use one phone line for the farm and share the line. Dave said that would work fine. There is an old well pump in a field at the farm that is leaking oil and Commissioner Martin directed Manager King to look into removing the pump. Commissioner Martin stated that we could probably get it done this year.

Facilities Courthouse

Request from Sheriff Foote to replace the holding cells. Commissioner Davis stated that the request from Manager King to paint the courthouse seems high. Manager King noted that it includes the cupola. Commissioner Martin brought up that we are not seeing the decrease that was expected in electricity. Manager King that is due to the air conditioning. Commissioner Martin stated that their number one concern is that the courthouse needs to look professional. Manager King stated that the carpets probably need to be replaced. Commissioner Martin agreed that that is probably time for them to be done since the last time they were done was when he had started as Commissioner.

Facilities Administration Building

Commissioner Martin asked if there is talk to change the sign. Administrator Wozmak stated that he doesn't know why we would want to spend money on something we already did. Commissioner Martin told Manager King to go back and look at the courthouse and admin building for savings on electricity. Commissioner Davis noted that the cost for the administration building copier is \$2100. Manager King stated that we are going to make a switch admin Keene to HOC. Sheryl stated that Terry was going to look at what we need. Commissioner Davis asked what is included in that price. Sheryl stated toner, repair, etc. Commissioner Davis asked if we have any expenses into Latchis Theatre. Commissioner Martin brought up that the City of Keene stated that the building is not looking good. Manager King stated that we have done some minor repairs.

Safety, General County

Manager King stated that there are only minor increases for this department. Commissioner Davis asked what the insurance increase is for. Sheryl stated that Pam has no control over this and that it is due to the revaluation on property and liability. We probably have been under insured for a long time and the amount budgeted is a total guess. Primex will not give us a rate as of yet.

Farm

Commissioner Martin stated that he noticed that there are a lot of cuts and he hopes that it is realistic. Manager Putnam stated that it will have to be, the reason for the cuts is because we are taking an \$80,000 cut in revenue for milk. For 2000-2001 the federal government will pick up some the loss in revenue, but we won't see that until December. Dave noted that we might see revenue for corn, if the grain prices drop we can apply for some money. Commissioner Davis noted that Manger Putnam still has budgeted for a Brown Swiss Cow even though the person who did the study did not

approve. Manger Putnam stated that it is the way the farm industry is going. Commissioner Martin asked what is the down side of buying the Brown Swiss Cow. Manager Putnam feels that there is no down side. Manger Putnam noted that we need to look at other revenue sources. Ever since he has been at the county they have been cutting sources of revenue. Manger Putnam stated that the problem with the firewood sales is that Marshall from Coop Extension takes a personal mission to fight against the County cutting the timber. Administrator Wozmak brought up that we should thin the Chesterfield lot. Manager Putnam brought up the problem with the land lock law. Commissioner Lynott feels that we need to address the issue with Marshall. Commissioner Martin feels that if we have \$20,000 worth of timber to be sold then we should sell it. Commissioner Martin asked if we purchase new equip will it help the rental line. Manager Putnam stated that the rental line is the leased baler. Manager Putnam stated there will be a lot of hay to sell. He feels that we can make it through the spring with that. Commissioner Martin asked where do the purchases put us in the equipment purchase plan. Manger Putnam stated that it would put us right on track. Commissioner Martin asked what is the deficit. Manger Putnam stated that it will be \$40,000 deficit. The grain should be down this year, but in order to save we will need to change grain companies. We could potentially save \$10,000. Commissioner Davis asked if Manager Putnam was in touch with other counties and he said yes. Each county seems to do things a little different. Manger Putnam stated that there is an irrigation pipe from the old garden and Stonewall Farms is interested in it. Manager Putnam asked if he could give it to them. Administrator Wozmak asked if facilities had any use for it. Manager Putnam doesn't feel that they would. Commissioner Martin asked if it is worth less than \$300, because there is a limit to what we can give away. Dave states that it is over \$300. Commissioner Martin said that he could offer it to them at a reasonable price, but he couldn't give it away.

Finance

Commissioner Martin noted that the finance budget has increased \$80,000. Sheryl stated that it is for auditing services and that the salary would be normal merit. Commissioner Lynott asked if finance has any additions for HIPAA. Sheryl stated no and the only thing that may come up for the finance budget is continuing Ed. Nonpublic session - At – 10:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:45 AM.

Personnel Administration

Administrator Wozmak stated that Hampshire Assoc. was taken over by someone else and is more expensive for the EAP. Commissioner Davis asked if this is paid for on as needed basis. Administrator Wozmak stated that not, it is paid on a per FTE basis, but

he noted that the utilization is up. Commissioner Martin asked if we have gone over budget for tuition reimbursement. Administrator Wozmak stated that it is a budget neutral item by shifting of lines. Commissioner Martin said that we need to look at the utilization versus just keeping budget neutral. Administrator Wozmak stated that he is against cutting the budget; he doesn't want to see people being excluded because we went over budget. Commissioner Martin stated that they need to take an educated guess that would be more accurate. Commissioner Davis asked what would we do if we do max out. Commissioner Martin wanted to know what we did before. Administrator Wozmak stated that it was so small before that it didn't much matter. Commissioner Davis suggested that Administrator Wozmak meet with Judy and maybe she will have some ideas. Commissioner Martin stated that maybe we need to reserve a certain amount for each quarter. Administrator Wozmak stated that we will examine this area further, but if we do reserve some each quarter, it needs to be divided. Administrator Wozmak hopes that this will be a good recruiting tool.

Commissioner Davis moved to decrease the tuition reimbursement to \$40,000 and for it to be monitored, seconded by Commissioner Lynott, voted unanimously.

Human Services

Mimi Barber hopes that the figures that she will come back with will be looked at seriously. Mimi went into explain of the Medicaid system. Mimi brought up that the state hasn't lived up to what they were supposed to, but there needs to be a continuum of care. Commissioner Martin brought up that next year will be a key year with SB 409. Commissioner Lynott asked about having an educational program for the County Delegation. Mimi and Commissioner Lynott agree that they need to educate the County Delegation.

Minutes approved at meeting of November 6, 2002

Margaret Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 23, 2002
33 West Street Keene, NH

PRESENT : Commissioners Martin, Lynott; Sheriff Richard Foote; Arlene Brewer, Dispatch Supervisor; Carl Jacobs, Electrician; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant; Pam Fortner, Safety Officer; Dave Putnam, Farm Manager; Barry King, Facilities Manger; HCS Pat Osmo, Richard Steels, Richard Olmstead; Liz Sayre Women's Crisis Services; Debbie Hinman Conservation District; Lauren Bressett UNH Cooperative Extension; Bob Barrows, Carol Burns, Chris Coates, Allen Green MDS; Mindy Cambiar Community Kitchen; Chris Callahan, Senior Center; Mario Cosa, Sharon Mangan Monadnock Substance Abuse; Penny Vaine, Executive Director Winchester Learning Center. Ken Jew CEO, Doug Iouse MFS

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 11, seconded by Commissioner Martin, voted unanimously.

Sheriff's Department

Sheriff Foote is here to discuss telephone bids for the dispatch center telephones. Commissioner Martin asked if there is enough money in the budget for this telephone system.. Sheryl discussed how the Executive Committee advised Sheriff Foote that he had money in the budget to use. Sheriff Foote stated that he is seeking approval to go with the company they have chosen. Commissioner Lynott moved to approve the purchase because of the compatibility with other system, seconded by Commissioner Martin, voted unanimously.

Joint Loss Safety Committee

Commissioner Martin commented on the job well done by the safety committee. Pam Fortner brought up that there are still some departments not represented at the meetings. Pam asked the status of the responsibility policy. Commissioner Martin stated that they approved it and they will check with Jack and get back to her. Commissioner Lynott suggested Pam list the departments that are absent.

Commissioner Martin asked if there is anything the Commissioners could do to help the farm be in compliance. Manger Putnam stated that a lot of this is not done due to lack of money. Commissioner Martin asked what items are on hold due to the Jail Study.

Pam and Manger Putnam stated the barn, garage and the carpenter shop are on hold. Commissioner Martin feels that we need to add money to the facilities budget for the items to be addressed. Manager Putnam will get together with Manger King to come up with figures. Commissioner Martin wants to know if the safety committee could list the issues in order of need. Pam stated that she would need help from the departments to establish priorities. Commissioner Martin asked Dave to check the cost of replacing the doors in the barn. Manger King stated that he feels the issue with silage is not a Joint Loss Issue. Commissioner Martin would like Manger King to get together with Manager Putnam to come up with what needs to be done.

Commissioner Martin told Manager King to get together with Pam Fortner on what should not be on the list. Commissioner Martin stated that it may be necessary have

Pam talk to outside contractors to reassure her what does not need to be done. Commissioner Martin noted they have to reiterate that the department managers need to send someone to the Joint Loss/ Safety Committee meetings.

Farm Study

Commissioner Martin brought up that the preliminary findings were basically the conclusions to the report. The findings are issues that Manger Putnam is doing in his 2003 budget. Commissioner Martin gave Manager Putnam a copy of the farm study and they will add Dave to the agenda for the next meeting at MNH to go over the report. Timber sales were excluded from the initial figures. Dave will need to be here for the Executive Committee third quarter budget meeting and the Rick Hermonott from First Pioneer Farm credit will available to present the report. Manger Putnam feels it is necessary to show the study to the Executive Committee for the purpose of having them understand the budget.

Registry of Deeds

Commissioner Martin asked Director Trombly, who was presenting for Register Hubal, if the packet contained a personnel request because this is the first they had heard of it. Sheryl stated that yes it was not with the 2003 personnel requests. Commissioner Martin asked if this is something that Judy should be reviewing. Administrator Wozmak stated it was and he will give Judy a copy. Sheryl stated that she is not sure why copy supply line is up, because they are not going over this year's budget. OSS is up a lot most of the increases are up 15%, Sheryl stated that finance does not get involved in deeds contracts. Commissioner Martin stated it is difficult to review the budget without Evelyn. Next week the Commissioners want to go over the surcharge account, address the OSS line, the photocopy line, and also discuss the personnel request.

Registry of Deeds Revenue

Commissioner Martin asked about the revenue to date. Sheryl stated that they average \$58,000 monthly. Commissioner Martin feels that they need to budget at least \$625,000.

Treasurer

Treasurer DeYoung noted that she has requested the budget level funded. Commissioner Martin asked if they are sure that the bond council amount is enough. Sheryl stated she feels that it is more than enough. Commissioner Martin asked about interest income. Sheryl stated that we would probably not meet this year's budget.

UNH Coop Extension

Commissioner Martin brought up that the personnel requests are on hold. Lauren Bressett provided information for the personnel requests. The OSS line is up due to the copier contract. Printing, binding and books is up because the Sentinel rates for printing has increased. Commissioner Martin noted that as of 9/30/02 the balance was \$8,000. Lauren noted that Bruce's position used travel, and his position was vacant for a while. Commissioner Martin would like to see travel reduced. Lauren doesn't feel that is appropriate. She will get more current figures and then calculate what it would be with the increase in the rate. Commissioner Martin asked if Lauren has gotten together with our computer tech. She said the last time she did it was not effective, and she receives a discount on the computers when she purchases computer through UNH 's contract.

Conservation District

Debbie Hinman went reviewed what was accomplished this year. Commissioner Martin stated the budget is \$3,700 more than this year with \$1,400 more coming from the County. Commissioner Martin asked how they calculate their revenue. Debbie stated that she has only been in the position for two years and she has seen the revenue decrease since she has taken this position. Commissioner Martin asked what is miscellaneous income. Debbie stated that it is in anticipation of other revenues but they are unsure under what account to put it. Commissioner Martin asked what is the increase in payroll. Debbie stated it is for her salary. Commissioner Martin asked if they are on target for this year's budget. Debbie stated that she is not happy with the tree and shrub sale. Commissioner Lynott stated that they could put it on the County's web site and also she feels that they need to advertise more. Commissioner Martin asked if they have a surplus, where does it go. Jeff stated that they do not feel that they will have a surplus.

Woman's Crisis Service

Elizabeth Sayre highlighted things from this year such as the building purchase. They have access to victims of crime funds to make the building handicap accessible. Commissioner Martin asked how this year's figures compare to last year. Liz stated that they are up about 80 cases. Commissioner Martin stated that she should keep in mind that county space needs are an issue. We hope to continue our relationship but not to be surprised if we have to take the space back. Liz asked if the County has a time frame in which this will be done. Commissioner Martin noted that we are hoping very soon. The county could possibly need their space back as soon as March. Commissioner Martin asked about their office space at this time. Liz stated that they have 5 offices and 3 of them have two people in them.

Computer Operations

Wendy stated there is a new line for HIPAA, and the figure that she budgeted is a guess because she is not sure how much is required. She reviewed the lines where there were increases or level funded. She can take out \$1500 from equipment repair; \$100 can be removed for equipment purchase. This is the last year of cycling out purchased computers for leased. Wendy reviewed capital requests. The HR director has requested a new computer for the assistant position for MNH, which is an increase in the capital requests for \$480. Wendy went into reviewed the Spillman upgrade requested by the HOC, because Spillman is no longer upgrading the software. Commissioner Martin asked if we have to upgrade any hardware. Wendy stated the upgrade would increase memory and would cost around \$400. Commissioner Martin asked about the expected shelf life of this software. Wendy and Scott noted that we are jumping on board in the beginning rather than the end, but with technology changes they can't make any promises. Commissioner Martin asked what the difference is in the cost between color and black and white printers. Wendy stated that the cost is not that significant. Commissioner Lynott asked if that would increase supplies. Wendy stated that because she is replacing old printers, everything balances out. Commissioner Martin asked if Wendy is behind schedule for training. Wendy stated that the pre-payment schedule for Config Systems looks like we are behind but another payment is

scheduled to go out. Commissioner Martin mentioned that Microwave maintenance is down. Wendy noted that some bills have not hit the account. Commissioner Martin asked if computer privacy screens are required. Wendy stated 30 are needed. Commissioner Martin asked how many working areas were changed to comply with HIPAA. Wendy stated that there were not many.

HCS

Pat Osmo reviewed how the County allocation is used and what it means to the community. Richard Olmstead explained the effect of the Homemaking and Outreach programs and what they provide. Commissioner Martin noted that he saw that the amount of Cheshire County residents has decreased. Pat stated that there are a number of reasons, recruitment being one. They tried a number of things to get and retain help. The client needs have increased, resulting in the number of clients remaining the same but the number of hours are increased. Commissioner Martin asked if they took advantage of the HCBC funds. Pat stated that they do and they are under a different program. They are not taken into account in the reported sources of income for these programs.

MDS

Bob Barrows stated what MDS does in the community. Carol reviewed what the program has done with the money that the County allocated. Their caseload has increased without increased funding. This year's request would allow them to serve an additional 84 people, totaling 105. Commissioner Martin asked how they arrived at that figure. They looked at what they had done in the past and calculated the amount. Commissioner Martin asked if they will hire more people to do this, and they will. All county of the county's money go toward respite cost, not administrative costs. Commissioner Martin asked if they look for funding in towns or other counties, they stated that they have been unsuccessful. They do keep the county money within the county.

Community Kitchen

Mindy Cambiar noted that there is a 50% increase overall. There is an increase in help needed in the kitchen and food pantry. She noted that C&S is contributing on a regular basis. Commissioner Martin asked Mindy how she uses the County funds. Mindy stated that she uses them for general operations.

Keene Senior Center

There was a review what has been done this year including raising membership rate to increase revenue and then did repairs bringing them up to code. Commissioner Martin asked what the increase for. This is due to the increase in health insurance for employees. They would like to supplement their part time help. They bought a computer to train seniors, and by charging for the class they were able to pay for the computer.

Monadnock Substance Abuse

There was discussion that their budget has increased but they have not increased the amount they requested since the 1980's. Commissioner Martin asked where they attribute the increase. They have increased hours and therapies. Commissioner Martin

asked if they work with Tom Kenney of our Alternative Sentencing Program. They stated that they do.

Acting Out

Mario explained how the county's funding has helped their program. Commissioner Martin asked Mario if he could tell if the program had an effect on the juveniles in the community. Mario stated that he is not aware if his program has had a negative impact in the community, but the juveniles that participate in the program have lower rates of teen pregnancy and drug problems.

Winchester Learning Center

Penny Vaine reviewed the program and what they do. They are a daycare and a family resource center. They were open for a year, in May, and have a waiting list.

Commissioner Martin asked if they were going to request funds on an annual basis or is this a one-time request. Penny stated that she would like to do this on an annual basis, but they are always seeking new funding. Commissioner Martin asked what towns are served. They are Richmond, Winchester, Swanzey and Keene. Commissioner Martin told her that the County has incentive funds, Penny stated that she applied. Commissioner Martin asked Penny if this request was in addition to the incentive funds or was she hoping for one or the other. She stated that she needs all the funding she can get.

MFS

Doug Iosue reviewed their request for funding to cover individuals who receive services but have no health insurance. He explained insurance company funding would not allow them to have an adult out-patient program in Keene. MFS has other funding sources, such as United Way. Ken Jue reviewed problems with the insurance companies and in the last 10 years funding for mental health has reduced. In order for MFS to save money, they have reduced their contribution to employee's retirement plans.

Commissioner Martin asked what other revenue sources MFS is seeking. Ken stated they are seeking funding from towns, and in some cases they will get roughly \$1.25 per client from that town. This year they may be facing a 25-30% increase in their health insurance costs. Ken noted that their auditors stated they have the lowest administrative cost of similar agencies. Sheryl asked if they challenge denied claims. Ken stated that they question the ones they can, but they just do not have the personnel to do all of it.

Commissioner Martin moved to approve the safety committee policy, seconded by Commissioner Lynott, voted unanimously.

Meeting adjourned at 12:46 PM.

Minutes approved as amended at Nov. 13, 2002 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 30, 2002
33 West Street Keene, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Lisa Kemp DNS; Rick Van Wickler HOC Superintendent; Roger Vachon, Office of the Ombudsman; Mr. Billings, Resident of Cheshire County.

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 16, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

The Commissioners and county employees introduced themselves to the public. Mr. Billings is here because he has a health care proxy for his mother. He gave an overview of his mother's health status. She is not at MNH at this time because of this, but he would prefer that she be there. He has an issue with Dr. Stern as the physician for MNH, and does not feel that she would be receiving the highest level of care. His other issue is whether residents of the home can have their own physician. He does not know how to remedy to these issues. Administrator Wozmak explained that whenever a resident leaves the nursing home, they usually are under the care of their former physician, but when at the nursing home, Dr. Stern is the physician in charge. Administrator Wozmak distributed a letter from Dr. Stern in reference to this issue. A moment was taken to read the letter. Administrator Wozmak stated that they would look into the situation. Mr. Vachon stated that a report would be forthcoming. Commissioner Martin thanked Mr. Billings for his input.

HOC

Nonpublic session - At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:50 AM.

Director Trombly gave an overview of the purpose of the **MANIFEST** and the payable process.

Commissioners

Administrator Wozmak will review the 2003 budget with Commissioner Sistare.

Director Trombly presented the CPI index in order for the Commissioners to determine the COLA for 2003. She will do an 2003 budget impact report with a 1 ½% and a 2% increase and bring it back to the Commissioners.

HR

Director Von Feldt was introduced to Commissioner Sistare.

She has been in contact with other counties and how they have dealt with personnel requests. She suggested that a survey be completed which would begin with a job description and this would create a clearer view of personnel. Because of late hiring, there are funds in the HR budget, and it was suggested that a consultant be contacted to assist the county with determining these issues. Commissioner Martin stated that at the end of the last survey there was a great monetary impact to the budget, and we need to be prepared for that again. Director Von Feldt suggested that just the 2003 personnel requests be reviewed at this time. Commissioner Sistare suggested that an RFP, which includes the information we require is prepared for the survey and it is brought to the meeting.

Delegation meeting will be on December 16 at 7 PM.

There was a discussion on the farm study report. Commissioner Lynott moved to accept the farm study report and incorporate it into the annual report, Commissioner Martin seconded, voted unanimously.

There was billing on the books for \$68.80 for copying personnel files for James Beeler, and after discussion, Commissioner Martin moved to write off the \$69.80 for copying the personnel file, Commissioner Lynott seconded, voted unanimously.

Terry Warren invited the Commissioners to the Downtown Breakfast, to be held on November 25.

The Commissioner's end of year party will be scheduled for December 27. Longevity awards will be handed out at that time.

The electric usage report was distributed to the Commissioners. There will be a savings of \$9000. Commissioner Lynott moved to incorporate the costs into the 2003 budget.

Register Hubal was introduced to Commissioner Sistare. She was present for any questions the Commissioners may have about the budget. There were two lines that were questioned by the Commissioners, but Director Trombly reviewed the budget and made some adjustments to the account. The Revenue/expense report from 1998- 2002 was distributed to the Commissioners. Register Hubal presented a reduction in outside services by \$490. Commissioner Martin advised Register Hubal that all personnel requests have been put on hold at this time. She stated that she is scheduled to meet with Director Von Feldt on Friday.

The Census report was distributed. The report was discussed among the commissioners.

Capital reserve balances report was distributed. Commissioner Martin asked Director Trombly to have Manager King's advice regarding the fuel tank replacement.

Meeting adjourned at 11:00 AM.

Minutes approved as amended by e-mail on 11/20/02

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 6, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Lisa Kemp DNS; Barry King, Facilities Manager; Farm Manager Dave Putnam; Judy Von Feldt, Human Resources Director; Misty Hall Accounting Assistant; Terry Warren Ex. Asst. to the Commissioners

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 2, seconded by Commissioner Martin, voted unanimously. Commissioner Martin moved to approve the amended minutes of October 18, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

The meeting opened at 8:40. Commissioner Martin expressed the commission's condolences for the passing of Rep. Steve Avery.

The Facilities response to the JLMC minutes was reviewed. Manager King felt that there were things reviewed that were not under the review of the committee and should not be on the list. Commissioner Lynott asked about the silo issue and whether it was a safety issue. Manager King felt that it was a capital improvement and not part of what the JLMC should be reviewing. Commissioner Sistare suggested that Primex be contacted and asked to review what issues the committee should be reviewing. The Commissioners agreed that this should be set up. Administrator Wozmak will contact Primex.

Human Resources

Director Von Feldt suggested that she and Director Trombly review the salaries of the employees. She was not able to obtain information from other counties. Director Trombly stated that time is short and the proposed budget must be completed soon. Commissioner Martin asked whether the salary adjustments are included in the budget or should we wait to add them to the executive committee budget. Director Von Feldt recommends that the changes not be added to the budget and when the final survey is completed, the personnel requests will be addressed at the time of the executive committee review. In the following year wage adjustments can be made in the 2004 budget. Commissioner Sistare moved that the financial impact will be removed from the Commissioner's Proposed Budget and will be presented to the executive committee, based on the results of the salary survey, limiting it to those that have been proposed, Commissioner Lynott seconded, voted unanimously.

MNH

Administrator Wozmak presented for the reading file a response to the survey, addressing the plan of correction as a result of the survey.

The census report was distributed.

Finance

A travel reimbursement request from the nurse practitioner was received. She used her personal frequent flyer miles for a business trip and is requesting reimbursement. The reimbursement request is less than the back up paperwork she submitted because she received a special price on the flight. Commissioner Sistare moved that we reimburse her for \$230, Commissioner Lynott seconded, voted unanimously.

Farm

Commissioner Martin stated that Farm Manager Putnam confirmed with him that he is following the recommendations of the farm report.

Budget

Director Trombly reviewed the 2003 health insurance increase. Commissioner Martin asked if it is less than having an outside agency take care of the health insurance.

Director Trombly stated that Walter Rohr is checking into rates of other companies and she will get back to the Commissioners. There was discussion about the dental rates for 2003, which will increase about 6% for the employee. Commissioner Martin stated that he agrees with distributing the increase to both the county and the employee.

Commissioners Sistare and Lynott agree with the figures presented for the health and dental insurance.

Director Trombly presented the 2003 COLA figures in addition to the COLA survey she conducted with local companies. Most companies do not give a COLA adjustment.

Instead they ensure their wage scale is in line with the area. Director Trombly adjusted the COLA analysis given to the Commissioners because it was calculated for 9 months instead of 10. Commissioner Martin feels that we need to go with the 10 month COLA to stay consistent.

Commissioner Lynott moved to accept the 1.5% COLA for 10 months, seconded by Commissioner Sistare, voted unanimously.

Manager Dave Putnam stopped in and addressed his capital expenses. He told Director Trombly that he would get back to her as soon as he could with the figures for the silo. Director Trombly stated that the MNH telephone lines are expected to come in under budget and she talked to Manager King and he feels that he can cut it \$5,000. The TLC snoozalin equipment for \$1,000 should be moved to the MNH capital expenses and use capital reserves to purchase. For PT, the wheelchair should be moved to use capital reserves because it may not be needed.

In the Conservation District budget, the employee funded by the County requests a salary increase of 10%. Director Trombly feels that this needs to be looked into.

Commissioner Martin asked if there are any objections with what Director Trombly stated. Commissioner Sistare feels that the Conservation District needs to explain why there is a 10% increase.

Commissioner Martin asked if Director Trombly had looked at the status of the undesignated surplus. The surplus line in the 2003 budget should be increased by \$50,000 to \$753,000.

Director Trombly suggested the proportional share funds be put in cap reserves. Commissioner Martin agreed. Director Trombly recommends using more capital reserves to offset the capital expenses for 2003.

Director Trombly stated that Manager King was asked to prioritize his capital requests and he stated that the requests are in the order needed. The holding cells are top priority. Commissioner Martin stated that the roof over the Sheriff walkway be put on hold that would decrease the Courthouse cap request by \$16,000.

Commissioner Martin feels that as the Winchester Learning Center applied for incentive funds he feels that they should cut the \$5,000 for the Winchester Learning Center and have Margaret support the approval of the incentive funds.

Level fund all outside agencies.

There was a discussion about the increase in the shift differential. Administrator Wozmak feels that we need to keep pace with the area. The Commissioners agreed to add \$.20 to the shift differentials.

Director Trombly will e-mail the Commissioners with the silo costs when she receives the information.

Meeting adjourned at 10:35 AM.

Minutes approved as amended at 11/20/02 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Rick Van Wickler, DOC Superintendent; Bob Moore and Roger Zerba, Commissioners-elect; Terry Warren Ex. Asst. to the Commissioners

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 23, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:35 AM.

DOC

Superintendent Van Wickler stated that there are two correction officers in the academy, and they will be graduating on December 5. All the Commissioners were invited to the graduation. The Superintendent explained the academy to the Commissioners.

David Segal has been activated to duty for six months.

The Objective classification officer has resigned because he was not able to pass the fitness test. Superintendent Van Wickler will be looking to fill the position.

Finance

Director Trombly advised the Commissioners that the Sheriff would be bringing a purchase for a CAD system for the dispatch center, at a cost of \$20,000.

A summary of expenditures and budget for 2003 was distributed to the Commissioners and Commissioners elect. The expenditures show a 1.1% increase. There was some discussion on the expenses. The HOC had added \$13,500 to their budget for female inmates, Commissioner Martin suggested that it be set at \$5,000.

Revenue is down at MNH.

Director Trombly has an adjustment for the repaving of the floor of the silo from Manager Putnam. The quote received was \$7500.

Commissioner Sistare stated that the Jaffrey planning board complained that there are too many lights on the Jaffrey Peterborough Courthouse. Administrator Wozmak will contact Hutter Construction and get back to Commissioner Sistare.

Commissioner Martin requested a breakdown of expenses and revenue.

Commissioner Lynott moved to approve the change to the budget for the DOC, changing the \$13,500 for inmates to \$5000, and adding \$7500 for the silo floor, Commissioner Sistare seconded, voted unanimously.

The date of December 11, at 7 PM, was confirmed as the date for the delegation to meet for their organizational meeting, and at 7:30 for the public hearing on the commissioner's proposed budget and the presentation on the Latchis Theater.

December 16 at 7 PM is for the jail presentation from the consultants for the

delegation. Administrator Wozmak hopes to have some decision, narrowing down the proposed sites.

There was some discussion on the NHA search.

The County Administrator's job description should reflect that the department managers/elected officials would meet with the County Administrator when necessary, and it would be brought before the Commissioners when necessary. A revised organization chart will be prepared.

The Commissioner's 2003 schedule was distributed to all commissioners. The dates and times will be confirmed next week.

Administrator Wozmak invited the commissioners to meet with the planner for the HOC.

The Commissioners elect were invited to the downtown breakfast on November 25.

The meeting was adjourned at 9:45 AM.

Minutes approved as amended at 11/20/02 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 20, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Rick Van Wickler, DOC Superintendent; Bob Moore and Roger Zerba, Commissioners-elect; Terry Warren Ex. Asst. to the Commissioners; John Cameron.

MINUTES: Commissioner Sistare moved to approve the minutes of November 6, seconded by Commissioner Lynott, voted unanimously. Commissioner Sistare moved to approve the minutes of November 13, seconded by Commissioner Lynott, voted unanimously

MANIFEST: Commissioner Sistare moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:33 AM.

Commissioners

The Holiday schedule was distributed and reviewed. Commissioner Sistare moved to accept the holiday schedule as amended, Commissioner Lynott seconded, voted unanimously.

Commissioner Lynott signed the lease for the van for the HOC. Administrator Wozmak explained the reason for the purchase of the van, which is because the need was unanticipated.

The census report was distributed and reviewed. Administrator Wozmak suggested that the report could be reduced to contain only the information the Commissioners feel necessary. The Commissioners decided to leave the report as it is for now.

Jack Dugan of Monadnock Economic Development presented the CDBG Business Incubator, which would help create new businesses for this area, and to connect existing companies if there are any opportunities to start up new businesses from their organizations. The new site for this incubator would be housed in the Blaisdell Building, which has been donated for use as the business incubator. The amount requested is being reduced to \$280,000 from the original amount. Because the scope of the project was changed from what was presented in June, it had to be brought before the Commissioners again. Commissioner Sistare moved to authorize the Chairman to sign any documents required to apply for and expend the grant, Commissioner Lynott seconded, voted unanimously. Commissioner Lynott moved that it is brought before the delegation on December 11 for ratification, Commissioner Sistare seconded, voted unanimously. Jack Dugan explained the process of the CDBG to the public present at the meeting.

The Latchis building drawings were distributed. It will have about 35,000 – 37,000 square feet. The drawings were reviewed. The cost is about \$5 million. The cost to renovate 33 West Street building is \$625,000. There was discussion about the drawings.

The Commissioners budget letter will be prepared and e-mailed to the commissioners for review.

The Nov. 27 meeting will be cancelled.

The 2003 meeting schedule was amended so that the second and fourth Wednesdays of the month were made 5 PM meetings and the fifth meeting of the month was scheduled for 8:30 AM.

The meeting was adjourned at 10:20 AM.

Minutes approved at Dec. 4, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, December 4, 2002
Cheshire County Maplewood Nursing Home Westmoreland, NH

PRESENT : Commissioners Sistare, Martin and Lynott; Sheryl Trombly, Finance Director; Lisa Kemp, DNS; David Putnam, Farm Manager; Wendy Putnam, Computer Operations Manager; Richard Van Wickler, HOC Superintendent; Judy Von Feldt, HR Director; Robert Moore, Misty Hall, Accounting Assistant.

MANIFEST : Commissioner Lynott moved to approve manifests, seconded by Commissioner Sistare; voted unanimously.

MINUTES : Commissioner Lynott moved to approve November 20, 2002 minutes, seconded by Commissioner Sistare, voted unanimously.

Finance

Director Trombly stated that the IRS mileage reimbursement rate would be reduced for 2003 to \$0.36.

Commissioner Sistare moved to reduce the 2003 mileage reimbursement rate to \$0.36 seconded by Commissioner Lynott voted unanimously.

COMPUTER OPERATIONS

Wendy Putnam requested that the unused capital funds from 2002 budget be rolled over for 2003. The Keene server migration and the Kronos integration with Manatron have not been completed because her assistant has been out ill for several months. Commissioner Lynott moved to approve the rollover of the unused capital funds for computer operations for the Kronos Migration and the Keene server upgrade, seconded by Commissioner Sistare, voted unanimously.

FARM

David Putnam advised the Commissioners that the truck scheduled to be replaced in the 2003 budget year is not working. The farm is in the process of trying to get another truck running in order to replace this one, but he is not sure that this will be able to be done. David Putnam stated that he might need to purchase a new truck before the 2003 budget is passed and wanted to keep the Commissioners informed on the situation. David has contacted the State of NH to see if they had a used one for sale, but the cost of buying one through them would be at least \$4,000. Commissioners stated that they do want to be kept up to date on the issue.

The tractor purchased should be delivered in a few days.

HOC

A new ophthalmoscope, used for intake exams, is needed at the HOC because the one they were using was Dave Segal's and he has been activated. Superintendent Van Wickler suggested canteen funds be used. Commissioner Sistare asked what the guidelines are for canteen funds. The superintendent stated that the funds are used to purchase items needed for the inmates. Commissioner Lynott moved to approve the purchase of the ophthalmoscope with available funds, not using canteen funds, Commissioner Sistare seconded, voted unanimously.

Superintendent Van Wickler stated that two CO's are graduating from the academy. He was to be the master of ceremonies, but has to be in court.

The Superintendent said that with Judy Von Feldt's assistance, he has hired from within for the classification officer. R. Hummel has applied for and been accepted for the position.

Nonpublic session - At 9:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a roll call vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:14 am.

COMMISSIONERS

Commissioner Martin stated that he understands that the COLA increase needs to be reviewed with department heads before something goes out to the employees, and then something should be sent with paychecks advising employees. In addition, he suggests advising employees about the job classification that will be conducted; the increase in shift differentials; and to advise them that the county has picked up a large amount of the health insurance increase.

HR Director Von Feldt stated that she has been busy meeting with department heads. Employees have been stopping by. Only 20 of the surveys sent out have been returned, and they are working on redesigning the application.

There was a discussion on the presentation of the Commissioner's Proposed Budget next week. Commissioner Martin suggested that Sheryl present how the tax rates are determined. He would like her to prepare the increase/decrease report also.

DNS Kemp stated that the census has dipped but there were three admits this week. An ad for nurses was done, but with no response. We are also linked to the City of Keene's web site as one of the top ten employers in the area.

Wendy Putnam reported that the microwave is down again, and it is being worked on. Two companies are going to come in to discuss other options for communications between Keene and Westmoreland.

Nonpublic session - At 9:38 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:47 AM. Meeting ended at 9:50 AM.

Minutes approved as corrected at the Dec. 11, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Meeting
5 PM, Wednesday, Dec. 11, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Sistare and Lynott; Commissioners-elect Moore and Zerba; Administrator Wozmak; Farm Manager Putnam; Computer Coordinator Putnam; Superintendent Van Wickler; DNS Kemp; Bill Roberts; Terry Warren, Executive Asst to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of Dec. 5 be approved, seconded by Commissioner Sistare, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 5:10 PM.

Commissioners

Administrator Wozmak advised the Commissioners of a gift of a bottle of maple syrup, which will be used by the county at the next breakfast.

Bill Roberts made a presentation on the behalf of the Friends of Pisgah, who is requesting the County to donate the Blood Farm Barn and that it be moved to their requested location. Because they are a nonprofit organization, they do not have the income for the costs to dismantle and erect the building, and they are requesting that the Commissioners add \$30,000 to the 2003 budget. There was some discussion about the barn. The Commissioners suggested that they have a fund raiser in order to raise the funds to move the building. The Commissioners stated that they would be willing to retain the building until the funds are available.

Farm

Farm Manager Putnam advised the Commissioners that the farm truck broke down and cannot be repaired. It was scheduled to be replaced next year but it is needed now. Because there are funds left from the capital budget for the farm, he would like to purchase it now. Commissioner Lynott moved that we recommend to the Delegation that the funds be approved and taken from the capital funds, seconded by Commissioner Sistare, voted unanimously.

Manager Putnam noted that the expected loss on the farm was going to be about \$50,000 and that amount is down to about \$34,000. There was discussion on the timber sales and the funds were going to be used to subsidize the revenue line.

Finance

Commissioner Sistare moved to authorize Treasurer DeYoung to borrow for the TANS an amount not to exceed \$9.5 million dollars, Commissioner Lynott seconded, voted unanimously. The letter authorizing the treasurer to borrow was signed by the Commissioners.

A roll over of \$8,000 for resident replacement furniture funds was requested as there are no funds for this in the 2003 budget. The amount budgeted covers an existing need, but the purchase was not completed in 2002. Commissioner Lynott moved to

tentatively approve the roll over of \$8000 from the 2002 funds for resident furniture replacement, as long as it is confirmed that this can be done, Commissioner Sistare seconded, voted unanimously. Director Trombly will check into the rollover.

DOC

Superintendent VonWickler distributed a report indicating the number of CO's, military reserve status and longevity. He gave the commissioners an overview of the requirements for certification.

Nonpublic Session - At 6:06 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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; the motion was approved upon a voice vote of Commissioners Lynott, Martin and Sistare. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to extend the leave of absence for an additional six weeks for Doug Scribner, conditional upon his ability to return to full work capacity in accordance with the job description for his position. The Commissioners unanimously voted to return to public session at 6:15 PM. Commissioner Martin reviewed the procedure of who will be speaking and handling different aspects of the meeting with the delegation tonight. The Commissioners suggested that the jail decision be set for 30 days from next weeks meeting. A meeting will be scheduled with the delegation for discussion and at that time there will be a decision from the jail site committee.

There being no further business, the meeting ended at 6:48 PM.

Minutes approved by e-mail on Dec. 30, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:30 AM, Wednesday, Dec. 18, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Sistare and Lynott; Commissioners-elect Moore and Zerba; Administrator Wozmak; Farm Manager Putnam; Superintendent Van Wickler; DNS Kemp; Sarah Hoskins Victim Witness; Terry Warren, Executive Asst to the Commissioners.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 8 35 AM.

Commissioners

Nonpublic Session - At 8:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof; or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled; the motion was approved upon a voice vote of Commissioners Martin and Sistare. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to reject the acceptance of the Case IH MXM 155 as nonconforming and to instruct the farm manager to complete negotiations with the next lowest bidder whose bid meets the advertised specifications for the farm tractor. The Commissioners unanimously voted to return to public session at 9:05 AM. Commissioner Lynott moved to roll over the funds for the tractor to enable Farm Manager Putnam to purchase the tractor in 2003, if necessary, seconded by Commissioner Sistare, voted unanimously.

Sarah Hoskins from the Victim Witness District Court distributed a report on the work she has done for the past year, which includes over 2200 contacts with victims and secondary victims of domestic violence and sexual assault, and presently has over 40 active cases. She gave an overview of the work that she has done and the time she has worked on this program.

Commissioner Martin stated that in order to keep the issue of the HOC in the forefront to the delegation, he suggested a letter be sent to the delegation clarifying some of the issues and encourage them to meet within the next 30 – 40 days so the issue may be resolved. The Commissioners felt that the presentation on Dec. 16 was good, but that it should be followed up. Commissioner Martin suggested that the consultants be present at the next meeting in case of any additional questions that may arise. Administrator Wozmak will draft a letter.

Southwest Regional Planning has developed a regional transportation committee and would like a commissioner on the committee. They will discuss improving, expanding and increasing local transportation into a regional transportation system. Director Trombly or Administrator Wozmak will be assigned to the committee.

The NHAC has requested Commissioner volunteer for the state Tax equity committee, Commissioner Sistare volunteered to be part of the committee.

SCS would like to submit another CDBG grant for January 2003 for housing rehab.

Commissioner Lynott moved to support the program, Commissioner Sistare seconded, voted unanimously.

Human Services Director Barber distributed the 2003 incentive funds awards, to become part of the minutes of the meeting.

There being no further business, the meeting ended at 9:40 PM.

Minutes approved by e-mail 12/26 and 12/29

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Friday, Dec. 27, 2002 2:15 PM
33 West Street, Keene, NH

PRESENT : Commissioner Martin; Commissioners- elect Moore and Zerba; Finance Dir. Trombly; Farm Mgr Putnam; Sheriff Foote; Computer Coordinator Putnam; Terry Warren, Executive Asst to the Commissioners.

Meeting opened at 2:15 PM.

Commissioners

There were three issues that needed to be brought before the Commissioners before the end of the year.

Commissioners Martin and Moore received calls from RN Johnson because they believed that they were the next in line in the bid process for the tractor. Manager Putnam stated that some things had been omitted from their response to the original bid, and had made an offer to add those items after they found that they had not been awarded the bid. In addition, they had omitted the delivery date, as requested on the RFP. When the choice was made for the Case tractor, it was found that it was very similar to the New Holland, and it required weights added to bring it to the weight we requested. Townline has our trade in tractor and at this time we are not able to purchase the Sirum and were able to break the contract because we do not have the trade in tractor. The tractor we received from Townline was not in accordance with our specifications and the shipping weight was not to spec. The hydraulics were also an issue with the Case tractor.

Commissioner Martin stated that what he sees is that we just need to get our used tractor back. Administrator Wozmak will proceed with getting the old tractor back and then we can decide what to do.

Commissioner Martin will call Mr. Johnson and a decision will be made when the used tractor is received.

Manager Putnam stated that Administrator Wozmak wants to wait on the truck purchase because the funds were left over from the tractor purchase. Commissioner Martin moved to roll over \$70,000 from the capital reserves; and contingent on the funds saved from the tractor purchase, the Commissioners approved a roll over of \$12,500 from the capital reserves for the truck purchase; Commissioner Sistare agreed to the motion and it passed unanimously.

There was discussion on the Sheriff's needs for the dispatch center, and his request to waive the bid process in order to maintain consistency in the equipment. Director Trombly asked the Sheriff if the waived amount included the \$20,000 previously discussed and the Sheriff stated that it does not. Commissioner Martin moved to waive the bid process because we presently have Ininet service, they know and are compatible with our system and it would be economical and beneficial for the county to hire the same service provider for the set up for the sheriff's dispatch center, Commissioner Sistare agreed to the motion and it passed unanimously. Wendy

mentioned that they will be meeting with ININET and IMC Monday to review the list of equipment needed. Some items may be removed from the package.

The back door of the deeds has a water problem and funds allocated in 2002 were insufficient to complete the project, there is a request for the funds to be rolled over for 2003. Commissioner Martin stated that he would rather the total amount for the repair be put in the 2003 budget and not roll over the 2002 amount, the other Commissioners agreed. At the 2003 facilities budget review, an explanation for the extensive costs should be given.

There being no further business, the meeting ended at 2:45 PM.

Minutes approved as amended on Jan. 8, 2003

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 2, 2002 8:00 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin and Lynott; Administrator Wozmak; Pam Fortner Safety Officer; MNH Administrator Beeler; DNS Kemp; Brenda Howard LNA; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of Dec. 12 and 19 be approved as corrected, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Commissioner Lynott moved that we support to advance the proposal from Southwestern Community Services for the CDBG project to assist low to moderate income home owners make needed repairs, Commissioner Martin seconded, voted unanimously.

Safety Officer Fortner reviewed the Waste Water Treatment Plant walk around. One of the items needed is an emergency shower that should be installed because of the use of corrosive materials in that area. Pam will contact Barry King and come back to the Commissioners with a plan to address the installation of the shower. The Commissioners reviewed the report.

Pam and Elaine Farnsworth did two inservices on mail and package safety.

A program working with PSNH to change to more efficient lighting at MNH was presented by Barry King. PSNH would buy all the materials and hire a contractor to install more efficient lighting. The expected savings will be approximately \$2000 a month. PSNH will keep the savings for whatever length of time it would take to pay back the costs to PSNH. A letter requesting to start the program is needed. The Commissioners encouraged Mr. King to proceed with the application.

MNH

Brenda Howard LNA advised the Commissioners that the federal government will no longer cover the \$20 (for two years) LNA licensing fee, she is requesting that the County cover this fee as it does for the RN's and LPN's. The license renewal will go into effect in July. Commissioner Martin requested that Administrator Beeler calculate the costs for presentation at the January 14 budget meeting.

Brenda Howard stated that some staff had questions about the budget and she asked the Commissioners if they were going to go out to talk to employees. The Commissioners stated that they would be walking around the nursing home after the meeting, making themselves available to employees for any questions they may have. Census report was distributed and reviewed.

A RN for the QI position has been hired.

There being no further business, the meeting ended at 8:35 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 9, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Andrea Johnstone, Attorney; Jim Beeler, MNH Administrator; Andru Volinsky, Attorney; Lisa Kemp, DNS; Terry Warren, Executive Assistant to the Commissioners; members of the delegation and the public.

Commissioner Martin opened the meeting at 5:00 PM. Commissioner Martin introduced himself and the other members of the Board. He stated that he is speaking on behalf of the entire board and because of the interest in this matter, the Commissioners thought it important to submit a written statement made by the Cheshire County Board of Commissioners. (This document is attached to the end of these minutes for the record.) Commissioner Martin asked Mr. Beeler if there was anything more, new or additional he wanted to add to the record. Andru Volinsky asked the Commissioners if they have already made their decision and if the answer to this is going to make a difference. Commissioner Martin stated that they have not already made a decision. The Commissioners would like to hear if Mr. Beeler had new or additional information to add to the record. Commissioner Martin stated that the Commissioners have expressed in their statement their concern over what has occurred over the past four years, and want to be sure that Mr. Beeler understands.

Commissioner Martin clarified that the meeting is not a public hearing, but that Mr. Beeler had asked for the meeting to be held public and the Commissioners accommodated his request. Commissioner Martin asked Mr. Volinsky if he had anything to add. Attorney Volinsky said no, and he stated that this is the first time he has seen this six page statement, if the Commissioners expect a response, he needs time to consider it and to make a response. Commissioner Martin stated that there is nothing in the statement that Mr. Beeler did not already know. All the information in the statement was obtained from Mr. Beeler's personnel file and that the Commissioners have only repeated what they have stated over the past four years. Commissioner Martin does not believe that additional time is needed. Mr. Beeler has had ten days, under the notice given him, to prepare for the meeting. The Commissioners would expect that he would have reviewed his personnel file and prepare for discussion about information contained in the statement.

Mr. Volinsky asked if Commissioner Martin agrees with him that it is the first time the statement has been seen by him. Commissioner Martin stated that is true. Mr. Volinsky stated that it behooves the Commissioners to give them an opportunity to review it quietly and to make a response, or a decision to respond. Commissioner Martin conferred with the other Commissioners regarding the possibility of a short recess. After conferring with the other Commissioners, he suggested that the Board was willing to give Mr. Volinsky until 5:30 PM to confer with his client. Mr. Volinsky stated if the Commissioners are truly open to consider this and decide on the merit, that thirteen minutes is not enough time to respond. Commissioner Martin stated again that there is

nothing new in the statement that Mr. Beeler does not already know. If he cannot respond, or add additional information, he does not understand why he could not. Mr. Volinsky stated that if there would not be more than a 12 or 13 minutes break, there isn't any reason to take a break.

Mr. Volinsky stated that he would have to say that some of the comments read by the Commissioners to be laughable. He stated that at the same time the Commissioners fault Mr. Beeler for failing to meet the Commissioners half way, they make it clear that they have spent years documenting a file on him, for the purpose of expressly setting up his removal. He does not think that the Commissioners acted in good faith. In addition, he does not think that the Commissioners understand their proper role with respect to the running of a County Department. Between the Commissioners and the licensed administrator, they have overstepped their bounds. The Commissioners have infringed on Mr. Beeler's rights as a county employee and have breached the memorandum of understanding that was signed when Mr. Beeler was invited to become the nursing home administrator. In this memorandum, he states, it indicates a promise to utilize the organizational chain of command to convey policy and direction to the employees of the department.

Mr. Volinsky stated that the Commissioners characterization of Mr. Beeler's work at the nursing home, and his success as an administrator is at odds with his award as County Nursing Home Administrator of the year, and this led to squelching the application the year before. Mr. Volinsky stated with that said, go ahead and make your decision. Commissioner Martin asked if there was anything more to add, or if Mr. Beeler had anything more to say. Mr. Volinsky stated that he is speaking for Mr. Beeler. The other Commissioners were asked if there are any other questions. They stated that they do not have any questions.

Commissioner Lynott moved to recess in order to speak to the Commissioners' attorney, Commissioner Davis seconded, voted unanimously. The Commissioners left the room for approximately five (5) minutes to confer with the Board's attorney. At approximately 5:20 PM, the Board reconvened.

Commissioner Martin stated that before they started again, the Commissioners want to be sure Mr. Beeler and his attorney do not have anything more to say and have been given every opportunity to say what they want to say and add any new or additional information. Mr. Volinsky stated that given the short break, there is really no purpose in an exchange because he believes the Commissioners have made up their mind and any evidence would not be considered.

Mr. Volinsky stated that there are many people wishing to speak about Mr. Beeler's accomplishments. Commissioner Martin indicated that the Board had already made the decision that procedurally they did not want to treat Mr. Beeler differently than any other employee that has come before them. Commissioner Martin stated that this is a public session, as Mr. Beeler requested, but there would not be any public testimony. This is a discussion between Mr. Beeler and the Commissioners. Commissioner Martin stated that he just wanted to confirm that the discussion is over, Mr. Volinsky stated that he defers his time to others.

Commissioner Martin stated that he understands Mr. Volinsky's position about the short break, but the statement made is no different than what is in Mr. Beeler's personnel file, which Mr. Volinsky has received. Mr. Beeler has had ten days notice to prepare for this hearing, all correspondence between the Commissioners and Mr. Beeler were supplied to Mr. Volinsky, and the Commissioners do not believe that additional time is needed to respond to what is already known. The Commissioners take note of the objection, but they will proceed forward. Commissioner Martin asked the Board if there are any other questions or comments, the other Commissioners stated they do not have anything to say.

Commissioner Davis made a motion to terminate, effective thirty (30) days from today's date, the memorandum of understanding with and the employment of James Beeler. Commissioner Davis read the following statement in conjunction with the motion: During these past four years, the Commissioners have given you multiple opportunities to address our concerns about your relationship with the Board and your management of the nursing home. Over and over again the Commissioners have tried to work with you. You continue to resist our efforts and to conduct yourself in a manner that is unacceptable. The Board of Commissioners has lost faith in your judgment and your ability to manage the nursing home.

The Commissioners consider your actions as evidencing a lack of cooperation and in many instances amount to willful insubordination warranting your termination.

The Commissioners believe that your termination is in the best interests of Maplewood. Please refer to the "Cheshire County Board of Commissioners' Comments for January 9, 2002, Meeting with James Beeler" attached hereto for a more detailed explanation of the reasons for termination.

In addition, the Commissioners are providing you with notice of intent to terminate your Memorandum of Understanding with the Commissioners effective thirty (30) days from the date of today's meeting, on the grounds that the Commissioners hereby determine that the services as provided by you or your performance are not consistent with the needs of the County as defined by the Commissioners.

In accordance with paragraph four of the Memorandum of Understanding between you and the Commissioners, you are relieved of all responsibility and authority as Administrator of Maplewood Nursing Home effective immediately. You will receive thirty (30) days pay.

Commissioner Lynott seconded, voted unanimously.

Commissioner Martin stated that Mr. Beeler has a right to appeal the decision to the delegation Personnel Committee and that will be noted as part of the written notice provided.

There being no further business, the meeting ended at 5:30 PM.

Minutes approved at the January 23, 2002 meeting Margaret E. Lynott, Clerk

**CHESHIRE COUNTY BOARD OF COMMISSIONERS'
COMMENTS FOR JANUARY 9, 2002 MEETING WITH JAMES BEELER**

Addressed to the Audience:

My name is Gregory Martin. I am the chairperson of the Board of Commissioners. With me tonight are the other two members of the Board: Margaret Lynott and Peter Davis. I am speaking this evening on behalf of the entire Board. Because of the great interest in this matter, the Board of Commissioners thought it important to submit a written statement for the record. Please bear with me as I read the entire statement into the record.

The Commissioners are meeting tonight for the purpose of discussing the employment of James Beeler, Administrator of the Cheshire County Maplewood Nursing Home in Westmoreland. The meeting is a discussion between the Commissioners and Mr. Beeler on the subject of his continued employment with Cheshire County.

Mr. Beeler has requested that this meeting be held in public session. You are welcome to listen, but the Commissioners will not be taking comments from the public. Also, the Commissioners have reserved the right to go into non-public session for any of the exceptions as outlined in the New Hampshire Right to Know Law, including, for example, if there is discussion of confidential personnel information of another employee or if the Commissioners need to confer privately with our attorney.

Addressed to Mr. Beeler:

In preparation for this meeting, each of the Commissioners has reviewed your personnel file. It is significant to note that since the Board of Commissioners employed you in 1996, the Commissioners have had significant concerns with your performance as administrator each year of your employment, and these concerns were noted in your annual performance evaluations. In the years between 1997 and 2001, only in 1997 did you receive a merit increase in pay at the same time as your annual evaluation. The Commissioners delayed the merit increase in 1999 by 180 probationary days. In the years, 1998, 2000 and 2001, you received no merit increase in pay, signifying the seriousness of Commissioners' concern about your lack of adequate attention to the deficiencies highlighted in those evaluations.

During your tenure as Administrator of Maplewood, the Board of Commissioners has been comprised of different members. In the past, all decisions dealing with your performance evaluations and the delay or withholding of a merit increase in pay were unanimous. Now a third Board of Commissioners finds itself struggling with you over the same issues as well as others. Every decision by this Board concerning your employment has also been unanimous.

In addition to the negative comments in your annual performance evaluations and the withholding of your annual merit increases, the Board of Commissioners began to take more extraordinary measures to address deficiencies with your performance approximately two years ago. In January 2000, the Commissioners provided you with a two-page memorandum in which, among other things, the Commissioners strongly encouraged you to work with the Board as a management team member or to seek alternative employment. During 2000, the Commissioners expressed their displeasure about various incidents concerning your performance, including your lack of candor in responding to Commissioner inquiries and your abrasiveness in dealing with individuals at the nursing home.

In March 2001, after a discussion with you of our concerns regarding your performance and conduct during the previous year, the Commissioners provided you with a memorandum identifying specific action items. Those actions items gave you broad directives such as improving communication at the nursing home and increasing employee accessibility to the Board of Commissioners. On March 21, 2001, you were also suspended for three days as a result of retaliatory behavior related to staff complaints received by the Commissioners and for failing to comply with our instructions in addressing the complaints.

On June 13, 2001, the Commissioners met with you in non-public session to discuss your handling of a personnel matter in which you were criticized for making what the Commissioners regarded as retaliatory comments in a performance evaluation. You were later reprimanded in writing for failing to comply with the Commissioners' directives in connection with this matter on July 31, 2001.

On June 20, 2001, the Commissioners informed you in writing that the Commissioners had significant areas of concern regarding your employment, including, that you did not support the goals that had been outlined for you, that you trivialized the authority of the Board of Commissioners to your department heads, and that you were unwilling to even revisit your retaliatory actions regarding employees who raised concerns to the Commissioners or to those whom you believe encouraged others to do so.

On August 8, 2001, you received another written notice of willful insubordination and lack of cooperation, and in this instance you conceded that you made a conscious decision to disregard the Commissioners' directive to you. On August 8th, the Commissioners, also, once again, cautioned you about engaging in retaliatory behavior. On December 12, 2001, you provided the Commissioners with various memoranda that essentially indicated to the Commissioners that you continue to be unwilling to change any of the behavior and conduct of which the Commissioners have been very critical for more than two years. In the Commissioners' response dated December 28, 2001, the Commissioners explained our perspective that you have done everything in your power to frustrate our efforts to improve the relationship between you and the Commissioners and to improve the management of the nursing home.

The above chronology demonstrates that the Commissioners' concerns regarding your performance cover an extended period of time – since at least 1998. The Commissioners have documented over that four-year period our concerns and have provided you with guidance for corrective behavior. You have not improved your performance, rather, matters have gotten progressively worse over that period.

In summary, the Commissioners' concerns fall generally into two categories. First, the Commissioners believe that you remain seriously deficient in meeting the Board of Commissioners' mandate in our January 11, 2000, memorandum regarding your relationship with the Board of Commissioners. You remain unwilling to accept the fact that you are directly responsible to the Board of Commissioners. Rather than accepting this fact, you treat the Commissioners as a hindrance and have taken courses of action that either ignore or undermine our decisions.

This is evidenced partially by the fact that you have responded to the action items outlined in our March 21, 2001, memorandum, by doing only what was minimally

necessary. Your responses do not demonstrate any acceptance of the spirit or rationale behind the requests, nor any initiative in addressing the underlying circumstances that led to them. By repeatedly characterizing your actions to department heads as being "required by the Commissioners," you demonstrate that you do not support the goals that have been outlined for you, and that you are trivializing the authority of the Commissioners.

The Commissioners do not expect you to agree with all decisions of the Commissioners, but the Commissioners expect you to assume a leadership role in implementing decisions that have been made. This is the expectation the Commissioners have of every county department manager – and the Commissioners have had no issues with others in this regard.

Secondly, and of paramount importance, the Commissioners have serious concerns about your management style and judgment. Rather than demonstrating leadership, you seek camaraderie among selective subordinates which is clearly inappropriate. Your show of favoritism and selective tolerance of unprofessional behavior among Maplewood staff has had a serious demoralizing effect. Your lack of leadership has resulted in dysfunctional management that erodes teamwork and leaves non-favored employees discouraged, powerless, and intimidated. It also creates conflict and tension between different departments and shifts at the nursing home. You have not demonstrated to us a good faith effort to address these matters. Instead, you continue to deny the existence of any problem and to abdicate your responsibility to address the issues the Commissioners have raised with you.

The Commissioners remain concerned that you are unwilling to acknowledge and cease your retaliatory responses to employees who raise concerns to the Commissioners or to those whom you otherwise perceive as encouraging others to do so. In the course of the past year, the Commissioners have spoken to many nursing home employees. Our interviews involved individuals who have voluntarily left Maplewood, who felt forced out of Maplewood, and who work there now. The Commissioners have heard from many of those individuals a reoccurring complaint of fear of retaliation and intimidation by you. Much of what the Commissioners have heard was confirmed in the results of the study performed by an independent consultant in July this year. In addition, the Commissioners have also actually had the opportunity to observe your retaliatory and intimidating behavior in instituting disciplinary procedures in at least three specific instances over the last six months. This behavior can no longer be tolerated.

I have taken this time on behalf of the Board to explain in detail the basis for the meeting here tonight. The Commissioners acknowledge that you have submitted written responses to the concerns raised in both your performance evaluations since 1997 and in the documentation from the Commissioners that has been identified tonight. These responses are part of your personnel file and have been taken into account. If, at this time, you have any relevant new or additional information that you wish to add to the record regarding your relationship with the Board, you may do so now.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 16, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; DOC Superintendent Van Wickler; Brian McMaster SWRP; Darren Duffy SCS; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of December 28 be approved as amended, seconded by Commissioner Martin, (Commissioner Davis recused himself as he was not at the meeting) voted unanimously. Commissioner Lynott moved that the minutes of January 2 be approved as amended, seconded by Commissioner Martin, (Commissioner Davis recused himself as he was not at the meeting) voted unanimously.

MANIFEST: Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:00 AM with the public hearing on the Cheshire County Housing Rehabilitation Project.

Commissioners

Brian McMaster reviewed the CDBG application for the housing rehabilitation project , the CDBG program in general, and the amount of funds available statewide. He distributed information on the eligible activities, income chart, the antidisplacement and relocation assistance plan and a summary of the County's Housing and Community Development Plan. Commissioner Martin asked if there are any questions.

Commissioner Lynott asked if there are allowances for relocation and Brian McMaster stated that there was. Commissioner Lynott asked how the information on the availability of the grant is distributed. Brian stated that it is put in the newspapers and information sent to the selectmen. Commissioner Lynott asked if the grant covers mobile homes. Brian stated that they do help in some instances. Commissioner Martin asked if there is a long-term plan for continuation of this program. Darren Duffy stated that it is very hard to tell where the program is going in future years, since the amount of matching funds changes from year to year . There are always new clients coming into the program. The public hearing closed at 8:10 AM.

Commissioner Davis moved that the displacement and relocation plan be approved, seconded by Commissioner Lynott, voted unanimously.

Commissioner Davis moved that the Housing and Community Development Plan update be approved, Commissioner Lynott seconded, voted unanimously.

Commissioner Davis moved to authorize Chairman Martin to sign the documents required to apply for and expend the grant, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King reviewed the PAYS (Pay as you save) program. Lighting will be changed at MNH and at the farm. A contractor bills PSNH directly, PSNH will take 2/3 of the

savings to pay for the contractor, and we keep 1/3 of the savings. This procedure is for approximately two years, or until the costs for lighting replacement is paid.

Tuition reimbursement request for Heather Dixon was presented for Acct. I.

Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Sgt. Phil Tacy was commended for the work he has done in overseeing the painting crews for the work completed at the jail.

Manager King discussed the Primex evaluation at the jail, which suggests that the tanks to be moved outside the jail. He stated that in the spring the diesel tank will be moved. He is looking into the gas tank being tied in with the state.

Finance

Tuition reimbursement request for Misty Patnode was presented for a science class.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Director Trombly advised the Commissioners that the IRS guidelines for travel reimbursement is now \$0.365 a mile. Commissioner Lynott moved to approve the travel reimbursement increase retroactive to January 1, 2002, Commissioner Davis seconded, voted unanimously.

Director Trombly discussed the healthcare account supervisor position vacancy. She would like to reclassify the position which would include a grade change and reduce the budget by about \$15,000. Commissioner Davis moved to approve the reclassification, Commissioner Lynott seconded, voted unanimously. The Commissioners will bring the adjustment to the attention of the Executive Committee. Director Trombly asked if she can proceed with filling the position, the Commissioners agreed.

Commissioner Martin stated that he appreciated the support and assistance that Director Trombly gives to the Commissioners at the budget meetings.

Department of Corrections

Jail population is 83, with 12 females.

The population issue is affecting the use of inmates on the farm, housekeeping, maintenance and dietary. Housekeeping and maintenance have agreed to have the inmates used for dietary and the farm, where the need is greater.

Superintendent Van Wickler advised the Commissioners that there is an ongoing issue about the jail taking bail money. The Superintendent stated that if the corrections officers are going to take bail money, they should be appointed bail commissioners by the courts, but the courts have not agreed. Superintendent Van Wickler will follow up.

Maplewood

Tuition reimbursement request for Sy Creamer and Lisa Patnode was presented for an IV class, and Lisa Kemp for a gerontology course. Commissioner Lynott moved to approve the tuition reimbursements, Commissioner Davis seconded, voted unanimously.

Nonpublic Session - At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has

been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:10 AM. There being no further business, the meeting ended at 10:10.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, January 23, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Sheryl Trombly; DOC Superintendent Rick Van Wickler; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of January 9 be approved as amended, seconded by Commissioner Lynott, voted unanimously. Commissioner Lynott moved that the minutes of January 16 be approved as amended, seconded by Commissioner Davis, voted unanimously.

MANIFEST: Commissioner Davis moved to approve the manifest, seconded by Commissioner Lynott, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Administrator Wozmak reviewed the request by UNH Cooperative Extension to establish a limited mobility trail on county property. Superintendent Van Wickler will contact Marshall Patmos and discuss the plan and his security concerns. The Commissioners discussed the plan and that they support it subject to any security concerns of the Superintendent.

DOC

Superintendent Van Wickler discussed the \$5800 over billing by Brattleboro Retreat. He will be meeting with them on Thursday to discuss the refund.

Manager King was reviewing the billing for the propane at the HOC, which was higher than normal. The tank was checked and a leak found. In order to repair the tank, a temporary tank has to be set up. Superintendent Van Wickler wanted this repaired as soon as possible, and they are starting this afternoon.

Population is at 73-72 inmates, with 9-10 females.

Finance

Director Trombly reviewed the aging accounts receivable.

Fire Mutual Aid budget was discussed.

Commissioners

Administrator Wozmak discussed the Fire Department visit and their issues with parking at the West Street site. In order to comply with their requirements, several parking spaces may be lost. If necessary, Administrator Wozmak will contact the city about the possibility of needing some of our parking spaces back from the Winter Street lot.

MNH

Administrator Wozmak reviewed his attendance at several meetings at the nursing home. The meetings with the employees indicated their interest in budget issues. They asked about Jim Beeler and the structure of the personnel committee.

We are waiting for the emergency nursing home administrator license. All the paperwork is in order.

Letter in response to Bob Beauregard letter to the editor was reviewed and signed.

Nonpublic Session - At 9:17 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to pay Lisa Kemp the hourly wage that the nursing home administrator was making at the time of his separation for the period January 10, 2002, to the date of the emergency permit, anticipated to be January 25, 2002; and to change the grade and step of the county administrator to grade 25, step 18, based on the 2001 wage scale still in effect as of this meeting, effective on the date of the emergency permit, until such time as the position of nursing home administrator is filled. The Commissioners unanimously voted to return to public session at 10:25 AM.

There being no further business, the meeting ended at 10:30 AM.

Minutes approved at meeting of February 6, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, February 6, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Lisa Kemp DNS; Barry King Facilities Manager; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of January 23 be approved as amended, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Administrator Wozmak advised the Commissioners that the license has been received from the state with him as administrator until July.

The space needs assessment study proposal letter has been received from Weller & Michal. They will be reviewing with all departments how much space is presently being used and determine how much square footage they will need over the next 5 – 10 years. Additionally, they will determine if we use the Latchis, how it would be allocated. This will help us make a decision about the Latchis. They will perform the analysis over the next four to six weeks. Commissioner Davis moved that we engage Weller & Michal to perform the analysis as noted in their letter of January 22, 2002, at a rate not to exceed \$5,000, seconded by Commissioner Lynott, voted unanimously.

Facilities

Manager King brought costs for the chiller for the nursing home before the Commissioners. Three options were discussed, at a cost of \$408,400; \$627,200; and \$316,400. Manager King recommended Option 3 at a cost of \$316,400. The Commissioners suggested that a portion of proshare funds be set aside for the chiller unit, and that the proposal be brought before the Executive Committee.

An analysis of the phone system and the number of calls that come in at MNH was performed and it was found that it was not a critical need.

Lighting Project – PAYS program – Contractor was coming in to make a presentation to Manager King.

Gasoline Log – since the farm has not kept a log on their use of gas, an accounting on use could not be determined. Administrator Wozmak will contact the farm.

Propane tank at the jail – Manager King stated that he would prefer waiting until the spring to start digging for the line. The tank is safe, and has been shut down. The Commissioners agreed with him.

MNH

Administrator Wozmak presented a tuition reimbursement for Maria Lariviere Miffler. Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

The activities department introduced themselves to the Commissioners, and gave a short overview of how the department functions and the programs which are formulated for each floor, according to the needs of the residents, in addition to nursing home wide programs. Photograph boards of some of the activities was shown to the Commissioners.

Commissioner presented and read the award to the department, as follows:

Whereas, January 20th through January 26th is National Activity Professionals Week, and

Whereas, the Activities Department at Maplewood Nursing Home has endeavored to improve the quality of life for the residents of Maplewood through activities such as hundreds of scenic bus rides, train tours, boat trips the Annual County Fair, trips to Fenway Park and over 65 other specific outings as well as individual visits with residents, and

Whereas, the Activities Department at Maplewood Nursing Home has over 120 active volunteers who donate over 2,500 hours of service to the residents throughout the year, due to the efforts of Steve Wilson, Lyanne Blodgett, Kristin Mitchell, George Wesche, Dionna McLean, Donna Hall, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Activities Department and their employees:

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to the Activities Department of Maplewood Nursing Home For their hard work and dedication for Maplewood Nursing Home.

A press release will be sent to the Sentinel regarding the commendation.

Nonpublic Session - At 9:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to deny the request for an extended leave of absence submitted by Pauline Howell. The Commissioners unanimously voted to return to public session at 10:00 AM.

Nonpublic Session - At 10:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facility by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 10:35 AM.

There being no further business, the meeting ended at 10:40 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, February 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, and Davis; Administrator Wozmak; Pat Bauries Trustee Chair Carpenter Home; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of February 6 be approved as amended, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the **MANIFEST**, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners

Commissioner Martin welcomed Pat Bauries, who stated that she is here in response to the letter to the editor regarding the Carpenter Home. Commissioner Martin stated that he wanted to be sure that she understood that the Commissioners were not against the Carpenter Home, but the way in which the nursing home administrator's involvement was brought before them. Pat read to the Commissioners a letter of response to the letter to the editor and that letter is attached and incorporated in these minutes by reference.

Administrator Wozmak presented a tuition reimbursement for Lynanne Blodgett for a home study course. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Martin seconded, voted unanimously.

Administrator Wozmak advised the Commissioners that a new contract has been received from Cheshire Medical Associates, who cover for Virginia Daschbach and Barry Stern at MNH. Their new contract includes a raise from \$840 to \$1700 per quarter. The Commissioners asked Administrator Wozmak to get more information regarding the extent to which the on-call physicians are utilized, and comparable rates at other institutions.

The change in Medicaid rate has been reviewed by the Commissioners.

The Commissioners discussed the police dispatch issue.

There was discussion about some of the issues discussed with the City for the meeting with the Commissioners and the City Council. Administrator Wozmak will contact John MacLean.

The summary of changes and motions to be made on the 2002 budget currently before the Executive Committee was prepared by Finance for the Commissioners review.

Nonpublic Session - At 6:11 PM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. As a result of the deliberations in nonpublic

session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 8:15 PM.

There being no further business, the meeting ended at 8:20 PM.

Minutes approved as corrected at the Feb. 27, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, February 27, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Lynott and Davis; Administrator Wozmak; Finance Director Trombly

MINUTES: Commissioner Davis moved that the minutes of February 13 be approved as amended, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Latchis Theater – Administrator Wozmak reported on the space needs analysis. Two forms have gone out to Department Managers to determine future space needs. This information will be submitted to Weller and Michal for their study.

Liebert & Associates jail study report – The report that will be presented by David Bennett is scheduled for sometime in May. This is a revised date as the first date of April was changed due to the difficulty of acquiring all of the jail-related data from the courts. Mr. Wozmak stated that both the district court and the superior court have been extremely cooperative and are committed to completing the task, but it is very labor intensive and is simply taking longer than anticipated to complete.

A certificate of commendation for the Social Services Department has been prepared and will be given to them at the next Commissioners Meeting, held at MNH.

The Commissioners' draft annual report was discussed briefly. The annual report may be delayed, as the auditors are not able to give a final opinion without the report from the Mutual Aid auditors, which will be ready in about a month.

Nonpublic Session - At 9:20AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. As a result of the deliberations in nonpublic session, no decision was made and no votes taken. The Commissioners unanimously voted to return to public session at 9:45AM.

The Commissioners discussed the 4-hour rule. This has been a pending question for some time. The 4-hour rule is a policy whereby an employee is paid a shift differential depending upon how long they work into another shift. After much discussion, the Commissioners voted to table the discussion until an HR Director is hired.

The proposed sick leave payback was discussed. Director Trombly stated that the IRS does not have any options for payback, the income cannot be deferred and it becomes a W-2 issue. Because this could have a consequence to many employees that is not intended and because the Commissioners want to make sure that the entire benefit

package is looked at completely, the proposed policy change was tabled until the HR Director is hired.

Administrator Wozmak will contact the 1st Pioneer Farm Credit Bureau regarding the farm study status at the delegation level.

Maplewood

Mr. Wozmak reported to the Commissioners that through the efforts of Margo Banks, Staff Development Coordinator, two nursing programs are being reviewed for interested professionals who want to get a nursing degree. The two programs are through Mt. Wachusett Community College and New Hampshire Technical College System.

The Assisted Living annual licensure survey was performed and no deficiencies were found.

Finance

Director Trombly reviewed the preliminary audit that was just performed by the auditors.

Director Trombly reviewed the borrowing process for the TAN and that she will need the Commissioners available for signing the TANS paperwork on March 20th.

Tuition reimbursement for Misty Patnode was presented to the Commissioners.

Commissioner Davis moved to approve the reimbursement, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King advised the Commissioners that an energy savings check in the amount of \$2500 was received from PSNH.

There being no further business, the meeting ended at 10:45AM.

Minutes approved at meeting of March 27, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, March 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, and Lynott; Administrator Wozmak; Finance Director Trombly; DOC Superintendent Van Wickler; Safety Officer Fortner; Facilities Manager King; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners

Pam Fortner presented a suggestion from the Safety Committee regarding mandatory inservices. The Safety Committee would like to draft a policy establishing guidelines when employees do not complete mandatory inservices. The Commissioners agreed that there should be consequences when mandatory inservices are not completed, and have requested that the policy be formulated and brought before them for approval. Commissioner Martin asked Pam how both committees are working, and Pam stated that both Joint Loss and Safety committees are going well.

Facilities

Manager King stated that there are five handicapped parking spaces near the Assisted Living area that he would like to move. The autos, when warming up, create gas fumes that go into the assisted living area. The Commissioners agreed that he proceed with moving the parking spaces.

The electrical work is starting on March 25, and is expected to take about a month to complete.

Manager King is looking in to other elevator companies for maintenance.

Manager King has talked to the railroad regarding the derailment and they are releasing the funds for the damage resulting from the derailment.

Finance

Director Trombly distributed the paperwork from bond counsel which required the Commissioner's signatures before the county could proceed with TANS borrowing. There was discussion on the \$6.2 million TANS that will require the commissioner's signatures next week.

HOC

Superintendent Van Wickler advised the Commissioners that he has spoken to the Keene Rotary.

Rep. Zerba has asked the Superintendent if he would get together with someone about HB 1365, which requires that the county departments of correction be charged 110 percent of the Medicare rate for inmates who need medical services within the community. The Superintendent will be meeting with Cheshire Medical officials to discuss rates for services.

Superintendent Van Wickler stated that he is expecting his paperwork to leave for the reserves. He stated this his operation and staff was prepared for his reserve duty and no problems should result.

A questionnaire was prepared by the superintendent and distributed to the DOC personnel. The results of the questionnaire were given to the Commissioners. The questionnaire pertained to employee satisfaction with the HOC operation and management. The Superintendent invited the Commissioners to meet with any employees or inmates that they wished during the performance of their twice-yearly inspection of the facility.

The Superintendent stated that he will not be at the DOC for the Commissioners biannual meeting there, but all personnel are prepared and will be available for the meeting.

MNH

The census report was reviewed.

Administrator Wozmak updated the Commissioners on the nursing home.

Nonpublic Session - At 5:50 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. As a result of the deliberations in nonpublic session, no decision was made and no vote taken. The Commissioners unanimously voted to return to public session at 6:15 PM.

There being no further business, the meeting ended at 6:20 PM.

Minutes approved as corrected at meeting of March 27, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, March 27, 2002
Maplewood Nursing Home, Westmoreland, NH
8:30 AM House of Corrections, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; David Putnam, Farm Manager; Capt. Scott Hagar, Lt. Hank Colby, and Lt. Stewart; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of February 27, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of March 13 as corrected, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:00 AM at **MNH**. The Social Services department introduced themselves to the Commissioners. Commissioner Martin commended the Social Services Department for the many hours they spend completing their work at Maplewood, and as March is Social Services Month, presented them with the Commissioner's Commendation. Commissioner Martin presented and read the award to the department, as follows:

Whereas, March is National Professional Social Worker's Month, and

Whereas, The Social Services Department is provided for our residents to offer help and support for residents and their families in dealing with the social and emotional issues arising from their need for nursing home care, and

Whereas, Social Services offers assistance to staff members enabling them to recognize and understand the social and emotional needs of residents and to jointly arrive at appropriate ways of meeting those needs, or the issues that may arise concerning the residents, in order to improve their quality of life.

Whereas, the Social Services Department at Maplewood Nursing Home has served the residents throughout the year, due to the efforts of Carol Austin, Louise Slayton, and Lisa Hall, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Social Services Department:

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to Social Services Department of Maplewood Nursing Home for their hard work and dedication for Maplewood Nursing Home Be It Acknowledged this 27th day of March 2002 by the Cheshire County Board of Commissioners.

8:30 AM – The Commissioners recessed the meeting and reconvened at the HOC.
Farm

Farm Manager Putnam presented several quotes he has received for the baler on a lease purchase agreement. Telemark was the least expensive quote, and the financing would be for \$22,100, at 4.5% interest, costing \$451 per month for a five year lease. He needs a letter from the Commissioners, or a copy of the minutes where the

purchase is approved. To purchase it outright next year would cost \$17,000. At the end of the five year lease, it would cost \$1000 to purchase it outright. The Commissioners requested that he obtain quotes on the equipment, and bring them back to the Commissioners for further review.

Manager Putnam asked whether he can start the process for requesting bids for the tractor. John Deere, Case IH and Massey Ferguson have the types of tractor he is looking in to. David will proceed with the bidding process and bring the quotes back to the Commissioners.

Manager Putnam discussed milk production and how we get paid for our milk. He proposes that we sell ten Holstein and replace them with 10 Brown Swiss. The Brown Swiss have a longer life span and they would increase our revenue by the greater volume of solids, without changing the herd. The Commissioners agreed with the basics of the plan, but request further consideration of the advantages and disadvantages. Commissioner Davis suggested that it also be brought before the Farm Committee for those member's input.

HOC

Lt. Colby gave the Commissioners an overview on the work release program and that weekend inmates worked at the flower show this past weekend, and will be working at future events at Cheshire Fair. The work crew breakdown presently consist of four inmates for the kitchen at **MNH**, two in the morning and two in the afternoon; three inmates for the kitchen at the HOC; one cleaner at the HOC; three inmates at the barn and two at the farm.

Sgt. Colby advised the commissioners of an incident in which contraband had been brought into the HOC by the spouse of one of the inmates. The contraband was tobacco and rolling paper, which had been put in sneakers brought for the inmate. The spouse was arrested by the Sheriff on Tuesday afternoon, and she will be charged with a misdemeanor.

Staffing is at 100%, except for the two new positions which had just been approved in the new budget.

There was a discussion regarding the candidates for the ASP program and it was decided that Administrator Wozmak will be requested to speak to Tom Kenney on check the names of the offenders with the HOC.

The Commissioners discussed how they would proceed for the rest of the day. They chose two inmates to interview and Capt. Hagar will set up the interviews for the end of the Commissioners tour of the jail.

Finance

Director Trombly advised the Commissioners that Marshall Patmos of UNH Cooperative Extension that the invasive species grant funds in the amount of \$1340 was received. Marshall has asked that the county consider putting some or all the money back into the project. The county did not incur any costs for this project. The Commissioners agreed that the money can be put into further study and is not to be used for any other purposes. Director Trombly will confirm this with UNH.

Commissioner Martin discussed the meeting with the Governor and Commissioner Shumway regarding Proportional Share Funds. There may be additional funds that will

be distributed to the counties, which will be held in escrow account in case the state asks for the money back. There are restrictions on how it can be spent, limited to either at the nursing home, or for Medicaid. The money will come in through General Funds and be set up as a liability.

Jaffrey Courthouse – The State has not given any indication that they will make the first payment on the bond. Commissioner Martin stated that he had spoken to Administrator Wozmak who recommended that George Freund be consulted regarding the insurance issues with the courthouse. Administrator Wozmak had met with Attorney Freund. Director Trombly will contact Attorney Freund with up to date information on the courthouse.

Commissioner Martin expressed the Commissioners appreciation for all Sheryl Trombly's hard work during the budget process.

Commissioners

The Commissioners discussed the letter from Washington County, Pennsylvania and their request for the Commissioners support of House Joint Resolution 81, which proposes an amendment to the Constitution of the United states, restoring the freedom to pray. Their request was for the Commissioners to pass a similar resolution. The Commissioners felt that they could not speak for the entire county on religious issues, but would support it as individuals.

The FMA letter dated March 18, which refers to the transfer of \$15,000 of capital reserves was reviewed. The Commissioners were appreciative of the information and requested that Terry Warren contact Paul Szoc and request they advise us of the balance in capital reserves after the funds are deducted.

The **MNH** census report was reviewed.

Capt. Scott Hagar advised the Commissioners that all personnel vacancies were filled except for the two new positions which had just been approved by the Delegation in the new budget.

Inmate population is 73, which includes 68 males and 5 females. Of the 73, 9 are federal inmates (8 male, 1 female).

The statutory tour of the facility began with a discussion with Capt. Scott Hagar, who reviewed the general procedures.

The Commissioners proceeded with the inspection, which included the following areas: Administrative Operations and staff area was inspected.

The Inmate locker area – The Commissioners inspected this area. Capt. Hagar stated that additional space for the inmates lockers was needed.

The volunteer and inmate program administrative area was inspected.

The inmate visiting area was inspected. Capt. Hagar explained that the inmate visiting area only allows five visits at a time. On Tuesdays the visitors are allowed one half hour, on Saturdays, they are allowed one hour.

The visitor room, where the visitors sit was discussed. This room is used for programs, classrooms, and the video arraignment machine is in the same room. Capt. Hagar explained that when an inmate has a meeting with an attorney in the visitor room, the room cannot be used for any other purposes.

The isolation cell was inspected.

The kitchen was inspected. A new floor pad for safety has been installed. New stainless steel lower cabinets have been installed. The Commissioners were advised that there are approximately five to six sittings for each meal.

Commissioner Martin asked some of the inmates working in the kitchen how the food was and they stated that it was good, and there was plenty of it.

The inmate dining room was inspected. It has been newly painted. The programs open to the inmates are posted on the wall of the dining room, to enable them to sign up for whatever programs they choose.

Resource Room – The books are all stored in the gym. Commissioner Martin asked about the internet, and Capt. Hagar stated that they do not have access to the internet, and computer use is supervised.

Storeroom – New mattresses have been purchased.

Gym – All the books have been reorganized. The gym is used for recreation during the day and the overflow bunks are kept in this room. This room is also one of the evacuation rooms.

In the Booking/Classification area, Capt. Hagar explained the use of the restraining chair, and the policy on its use. The AFIS fingerprint machine was explained. The observation rooms were inspected.

The Commissioners visited the women's area, although the women were on their way to lunch.

The lower control room was inspected, CO David Morey was introduced to the Commissioners. He reviewed his duties and the use of the monitors and the log he maintains. Commissioner Lynott spoke to CO Morey and asked him about his job. He states that he likes the job, is happy working at the facilities and that this is the best job he has had.

On the way to the upper control room, Capt. Hagar noted that the stairwell has been newly painted. In the upper control room, CO Barbour explained to the Commissioners the security level and the difference between the two areas.

The segregation area was inspected by the Commissioners. The area has been newly painted. The lighting in the cells was discussed. Disciplinary actions were discussed. Two inmates, one male one female, were randomly selected and interviewed in a Non-Public Session by the Commissioners.

There being no further business, the meeting ended at 11:50 AM.

Minutes signed at meeting of April 17, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 3, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; David Putnam Farm Manager; Barry King Facilities Manager; Lisa Kemp DNS; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

Facilities

Manager King advised the Commissioners that there are no inmates to do the raking at the complex so he is going to hire his budgeted seasonal help earlier than expected.

Manager King advised the Commissioners that his vehicle repair line is 72% expended.

Manager King and Director Trombly presented the sick leave policy (Section V M. 2.) which presently does not include "parent" illness as a reason for using sick time and employees have had to use vacation time when needing time to care for a parent. An amended policy was presented to the Commissioners. Commissioner Lynott moved to include changes policy change include "parent" and that "only" and "incapacitating" be deleted, to bring the policy in conformance with our FMLA policy, effective with pay period ending April 6, Commissioner Davis seconded, voted unanimously. New policy now states "2. Sick leave with pay will be granted for the illness of an employee, his/her children, parent, spouse and/or significant other"1.

Manager King advised the Commissioners that the sprinkler system is now being installed at 33 West Street.

1. Commissioners discussed sick leave issue after the meeting and unanimously amended the effective date for this policy to January 1, 2002

MNH

DNS Kemp advised the Commissioners that the CNA class has just finished and we now have ten full time CNA's from that class.

The census is slowly going up.

Farm

Farm Manager Putnam brought in the lease contract for the Claas baler from Telemark and Director Trombly reviewed the contract and stated that it doesn't seem that we can break the lease without paying the full lease amount. Commissioner Davis asked about repairs, and Manager Putnam stated that he believed that they would be the county's responsibility and the manufacturer would have to be contacted. The Commissioners requested that Administrator Wozmak review the contract before signing.

Tractor – Manager Putnam gave the Commissioners copies of the specifications for the tractor. The Commissioners requested that it be put out to bid. There was discussion on the specifications of the tractor.

Commissioners

Administrator Wozmak was at a Jaffrey courthouse meeting and there still has not been any confirmation on how payment will be made. We are waiting the final bill from Hutter Construction, which will indicate what we have available from unused bond proceeds. Commissioner Martin stated that we should ensure that in the future, we ensure that we are covered in this type of situation.

Commissioner Davis advised the Commissioners about some of the discussion that went on at the Farm Study meeting Monday. They are scheduled to meet again on April 22.

The Dispatch Study Committee – Commissioner Davis showed the Commissioners a letter from FMA. The committee is meeting on April 15 and 29 at 33 West Street.

There being no further business, the meeting ended at 9:15 AM

Minutes signed at April 17, 2002 meeting

Margaret E. Lynott, Clerk

Amended to the Minutes: After the meeting Commissioner Martin was contacted by Madeline Ulrich from All-R-Kids, who provide supervised visitation for children with their parents. She asked the County to support their grant application. The application does not require matching funds or administrative work by the County. Commissioner Martin contacted Commissioner Davis and Lynott, and all voted that the County support this application, and that Commissioner Martin sign the paperwork.

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 17, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Finance Director Trombly; Pam Fortner, Safety Officer; David Putnam Farm Manager; Ex. Asst. Terry Warren.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of March 27, 2002, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of April 3, as corrected, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:05 AM.

Safety

Pam Fortner stated that the intern is working out very well for her and she is happy with the assistance he has given her, in inspections, MSDS and special research on incident reports.

Commissioner Lynott asked about the mandatory inservice issue. Pam stated that they are waiting for an HR person to enact a policy. Administrator Wozmak stated that they are considering holding up merit increases when inservices are not completed as required. Pam stated that employees not attending required inservices can affect our insurance premiums.

Farm

Farm Manager Putnam stated that he received nine bids for the tractor. The following bids, prices based on trade in of old tractor, were received:

Bid	Company	Notes	Alternate bid
\$54,000	Hendy Bros, Vt	135 HP J/D	\$49,000
\$53,200	Sirum Equipment, Ma.	Free loaner pending arrival	\$47,600
\$60,291	Blackmount Equip. NH		
\$52,500	RN Johnson, Walpole NH		
\$50,454	Keats Inc., Keene NH		
\$39,900	Townline, Plainfield NH	Used 1997 (1700 hrs)	
\$52,545	Townline, Plainfield NH	125 HP	
\$57,800	Townline, Plainfield NH	145 PTO	
\$62,530.38	Massey Furgeson – Steves Equipment, Walpole		

Manager Putnam reviewed all the bids and recommends the bid from Townline Equipment for \$52,545, for the John Deere, as it most meets the needs of the farm. Of the two bids that were slightly lower than the one recommended, one did not meet the specifications in that no alternative delivery arrangement was presented and the other did not specify a delivery date, each of which were specified conditions of the bid. Commissioner Lynott moved to accept the bid from Townline Equipment for \$52,545, Commissioner Davis seconded, voted unanimously.

Commissioners

There was some discussion on the Jaffrey Courthouse. Administrator Wozmak stated that the building is being demolished. Finance Director Trombly stated that the first payment on the bond has been made. We have put everyone on notice that we will be putting in a claim for the funds we are laying out. The Attorney General's office is now involved in the courthouse issue.

An advertisement will be drafted for the HR position. The job description will be prepared and given to the Commissioners for their review.

The space needs surveys have been received from the many departments of the county and will be sent to Weller & Michal for completion of their report.

The first quarter budget review is planned for some time in May. The date is still to be determined.

Commissioner Martin stated that Rep. Emerson should be complemented on the work she has done on the nursing report. A response will be prepared to her recommendations.

There was discussion on the trip to Colorado for the NIC jail study. One of the things suggested was that a project manager position be established for the jail project.

Commissioner Martin asked what the next step would be. Administrator Wozmak stated that a site committee should be formed after the initial suggested sites are established.

This committee would include a selectman from each town that is part of the initial sites selected.

The Public Safety Communications Committee meets again on April 29, from 10 – 12. Administrator Wozmak will be available for the meeting. Commissioners Martin and Lynott will check their schedules. Commissioner Davis gave an overview of the meeting held on Monday, April 15. He stated that the issue seems to be the SPOTs Terminal because anyone using the terminal must be under the police control. Commissioner Davis stated that Chief Wante approves of FMA moving in to the Marlborough Street location, and sharing the space.

Maplewood

A tuition reimbursement request was presented for Joann Gragan for Franklin Pierce. Commissioner Lynott moved to approved the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Census report was distributed and reviewed.

Nonpublic Session - At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof

because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:45 AM.

There being no further business, the meeting ended at 9:15 AM.

Signed at meeting of May 1, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, April 24, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin and Lynott; Rick Van Wickler DOC Superintendent; Barry King Facilities Manager; Evelyn Hubal Register of Deeds; Jack Wozmak County Administrator; David Putnam Farm Manager; Ex. Asst. Terry Warren.

MANIFEST: Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

Meeting opened at 8:00 AM. (Tape machine not working so audio tape was not made of this meeting)

Facilities

Manager King reviewed the two bids received for the replacement boiler for 33 West Street.

Bid	Company	Notes
\$14,869	Economy Plumbing	(Did not include removal or permits)
\$13,750	Lawrence Brothers	

Manager King recommends the Lawrence Brothers bid. Commissioner Lynott moved to approve the Lawrence Brothers bid, Commissioner Martin seconded, voted unanimously.

Manager King reviewed the two bids received for the roll in cooler for **MNH**.

Bid	Company	Notes
\$5657	Northeast Food Service	
\$5495	Kittredge Equipment	(Bid was for a heater not a cooler)

Manager King recommended the bid from Northeast Food Service. Commissioner Lynott moved to approve the Northeast Food Service Bid, Commissioner Martin seconded, voted unanimously.

Manager King did a walk around of the Latchis Theater and he will have someone work on the building to clean it up. Administrator Wozmak advised the Commissioners of the telephone call from the City of Keene about the building.

Plans and time frame for the chiller unit at MNH was received.

Water restrictions, which had been placed on the complex because the river was high and dirty, were removed.

The propane line was buried and the tanks removed.

Deeds

Register Hubal advised the Commissioners that the deeds web site is up and letters and press releases have been sent out. Subscriptions for use will be at \$50 per month.

Staff is being hired to copy old records.

The new shelving is in the process of being completed, but there is no more space for growth.

Farm

Commissioner Lynott moved to authorize David Putnam to enter into a lease purchase agreement with Telemark LLC to lease the Claas round baler at a cost of \$22,100, at \$451 per month for a five year lease with 4.5% interest, Commissioner Martin seconded, voted unanimously. (Note: Commissioner Davis was absent, but he had previously indicated his support of this action). The equipment information needs to be provided to Primex for insurance purposes.

The new tractor has been ordered and may be delivered in August. The loaner tractor was delivered on Monday.

DOC

Nonpublic Session - At 8:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the consideration security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 9:05 AM.

Superintendent Van Wickler advised the Commissioners that there is a 9 month pregnant female inmate who is at the hospital at this time.

A meeting was scheduled for April 29 at noon at 33 West Street for the Longmont Group.

Commissioners

There was a discussion on the need for water conservation that is necessary every spring and Administrator Wozmak is looking into other ways of dealing with the issue because of the need to continue services in a standard manner.

Administrator Wozmak gave the Commissioners an overview on the status of the new Jaffrey District courthouse amendment to the existing lease agreement. He expects a final draft to be ready for signing very soon. Our attorney has been negotiating the repayment terms with the Attorney General's office.

Human Services Director Barber reviewed the CYP funds letter that she has prepared for mailing. She requested Commissioner participation on the CYP committee and the Incentive Funds Committee. After discussion it was decided that Commissioners Lynott and Davis will work on the Incentive Funds Committee and Commissioner Martin will work on the CYP Committee.

Nonpublic Session - At 9:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 10:02 AM.

There being no further business, the meeting ended at 9:15 AM.
Minutes approved at May 1, 2002 meeting
Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 1, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; DNS Lisa Kemp; Sheryl Trombly, Finance Director; Representatives Emerson, Meader and Fairbanks; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott, moved to approve the manifest, seconded by Commissioner Martin, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of April 17, Commissioner Martin seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of April 24 as amended, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:05 AM.

DOC

Superintendent Van Wickler advised the Commissioners that John Guyette, the Jail Classification Supervisor, has submitted his resignation, he is moving back to Virginia. Hank Colby is cross trained for the Jail Classification System.

There are 11 inmates on electronic monitoring.

Nonpublic Session - At 8:13 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:25 AM.

Maplewood

The census report was distributed and discussed.

Preparation for the upcoming survey at MNH was discussed.

Commissioner Martin asked about the capital improvement projects for MNH. DNS Kemp stated that the new lighting is almost completed

Commissioners

Administrator Wozmak gave the Commissioners an overview of the Housing Focus Group, which is looking into the housing needs of the county.

Commissioner Martin asked about the CDBG housing renovation grant and if we should appeal. Administrator Wozmak suggested that we not appeal, and that we have placed an ad in the Sentinel for the next round of grants.

The Nursing Staffing Committee of the Executive Committee participated in this meeting with the Commissioners to have a joint discussion about the nurse staffing topic. There was some discussion about nursing FTE's and whether a shift relief factor is adequately accounted for in the budget. Administrator Wozmak, Finance Director Trombly and DNS Kemp will be working on the numbers to determine FTE numbers without using the

present numbers, but by looking at what is needed for the census at the home, and expect to have some information available by the beginning of June.

Mr. Wozmak gave the Commissioners an update of the Long Term Care Assessment and Counseling Process (the LTC Coordinator), whose contract amount will increase by \$27,000 to a total of \$76,500. Missy Banks is the LTC Coordinator. The Commissioners voted to authorize County Administrator, John G. Wozmak, to accept grants and awards and enter into contracts and contract amendments from time to time with the Division of Elderly and Adult Services to sign and otherwise fully execute such acceptances and contracts and any related documents requested by the Division of Elderly and Adult Services.

Nonpublic Session - At 10:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:30 AM.

There being no further business, the meeting ended at 10:35 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 15, 2002
Farm, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; Farm Manager Dave Putnam; DNS Lisa Kemp; Sheryl Trombly, Finance Director; Donna Cunningham, Darren Duffy, Larry Troeller SCS; Ex. Asst. Terry Warren.

MANIFEST : Commissioner Lynott moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of May 1, Commissioner Martin seconded, voted unanimously. (Commissioner Davis was absent from May meeting).

Meeting opened with a public hearing at 8:00 AM.

Commissioners

Darren Duffy reviewed the grant application for \$50,000 from Rural Development, U.S. Department of Agriculture, to assist low and moderate income families to make repairs to their homes. Applicants must fit within the guidelines set. The grant would help make various types of repairs for applicants homes. The grant would cover approximately 15 homes. Residents of the City of Keene cannot apply as the grant requires the population be less than 10,000. The funds would be combined with other grants. Approximately 50% of the applicants are elderly families. A statement of activity and a waiting list was distributed to those present. The loan puts a lien on the home for three years and is completely forgiven after three years. Commissioner Davis moved to approve the county's support of this grant application, Commissioner Lynott seconded, voted unanimously.

DOC

Superintendent Van Wickler confirmed with the Commissioners that the HOC Employee Recognition Day was scheduled for June 11.

Maplewood

In recognition of Nursing Week, Commissioner Martin present an award to Lisa Kemp stating:

"Whereas, May 6 – 12, 2002 is National Nurses Week, and

Whereas, The Nursing Department, under the careful and attentive watch of Director Lisa Kemp, and with their hope, determination, and pride to provide to the residents of Maplewood Nursing Home the long term care needed to make a difference in their lives, and

Whereas, This recognition is due to the efforts of all nurses facing the challenges at the nursing home,

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to The Nursing Department of Cheshire County's Maplewood Nursing Home For their passion and commitment to nursing at the Cheshire County Maplewood Nursing Home"

DNS Kemp presented a tuition reimbursement for Angie Centra and Jill Anderson. Commissioner Davis moved to approve the 2 tuition reimbursements, Commissioner Lynott seconded, voted unanimously.

A personal leave was requested for Manthana Voravittayathorn by DNS Kemp.

Commissioner Lynott moved to approve the personal leave for three months, Commissioner Davis seconded, voted unanimously.

Administrator Wozmak update the Commissioners on the work being done on the shift relief factor and the upcoming survey.

Farm

Farm Manager Putnam advised the Commissioners that the County Farm has received the Cooperator of the year from the Conservation District, and he will be receiving the award this evening at East Hill Farm. Commissioners Lynott and Davis will attend along with Dave.

The new farm bill that supports the milk prices has passed and is expected sometime in July or August, and will be retroactive to December 1, 2001.

The information requested by the farm study consultant is being prepared.

Commissioner Martin welcomed Bob Simons and presented a commendation to him that stated:

"Congratulations, Bob Simons, upon completing 30 years of service;

By now we're sure the cows aren't even nervous.

Your work with the inmates, at times, has been quite dramatic

They are mostly reluctant, but you keep them working at it.

Milk prices rise and fall

But you are always there givin' it your all.

We are truly grateful for you're really at the top

We're giving you this citation indoors, so we don't step in any . . .

Flop down and spend a few minutes with us

As we remember the past, without any fuss."

Bob thanked the Commissioners for the commendation and he spent some time with the Commissioners reminiscing about the changes at the farm, and the county, over the past 30 years.

Manager Putnam discussed the suggested change over, which would add Brown Swiss cows to the herd, in place of some of the Holsteins. The Commissioners stated that they support the change, and that the change be brought before the Farm Committee.

Administrator Wozmak suggested that Manager Putnam wait for the farm study report, and that a preliminary report be requested for the delegation meeting on June 24.

Manager Putnam stated that the baler has been received.

Commissioners

Meeting was suspended at 9:20 so the Commissioners could move to the Assisted Living Conference Room. They readjourned at 9:30.

Commissioner Martin presented a commendation to the Occupational Therapy Department that stated: "Whereas, April is National Occupational Therapy Month, and

Whereas, The Occupational Therapy Department assists our residents in safety issues, working with their infirmities, including arthritis, strokes, Alzheimer's, energy conservation, and low vision.

Whereas, Occupational Therapy Department assesses and evaluates residents to enable them to recognize their needs and to arrive at ways of meeting those needs, in order to preserve the highest level of independence.

Whereas, the Occupational Therapy Department at Maplewood Nursing Home has served the residents throughout the year, due to the efforts of Lisa Malshuk, Gina Cutler, Monime Stanclift, Nealia Martinez, and Deborah Robarge.

Be It Hereby Acknowledged, that the Cheshire County Commissioners present this Certificate of Commendation to the Occupational Therapy Dept. of Maplewood Nursing Home For their hard work and dedication for Maplewood Nursing Home."

The Commissioners discussed with the OT Department some of the work they do, some issues they face, and how things are with their work at the nursing home.

Administrator Wozmak will present a plan, prepared by Facilities Manager King, to the City of Keene on what we will be doing to maintain the Latchis Building.

Commissioner Davis gave a short report on his visit to Charlotte County Jail, how they are set up and their policies. The jail was built for 525 inmates, built at a cost of \$25,000,000. The jail uses a direct supervision concept. There are plans to schedule other field trips to jails in Massachusetts.

Nonpublic Session - At 10:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis, Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:34 AM.

There being no further business, the meeting ended at 10:40 AM.

Minutes approved as amended on May 22, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, May 22, 2002
Alstead Town Hall, Alstead, NH

PRESENT : Commissioners Martin, Davis and Lynott; Rick Van Wickler DOC Superintendent; Jack Wozmak County Administrator; Sarah Hoskins, Victim Witness Asst.; Selectmen and public from the Town of Alstead; Ex. Asst. Terry Warren

MINUTES: Commissioner Lynott moved to accept the minutes of May 15, as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 6:30 in the Alstead Town Hall. Commissioner Martin introduced himself and thanked the employees of the town who helped to arrange the meeting, and thanked those who were in attendance at the meeting. Commissioners Davis, Lynott and county employees introduced themselves.

Commissioners

A tuition reimbursement for Melissa Stacy was presented to the Commissioners for approval. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

DOC

Superintendent Van Wickler advised the Commissioners that at the HOC Employee Recognition Day, scheduled for June 11 at noon, he will have several meritorious awards for four of his CO's. Two awards were for the officers who responded to the incident in which an inmate passed away; the other awards were for quick response by officers in which an inmate had food lodged in his throat. In the second incident, the officers performed the Heimlich maneuver. The inmate was taken to the hospital. Commissioner Martin asked about the report on the deceased inmate. Superintendent Van Wickler stated that the report has been received and he will make a copy and send it to the Commissioners.

The Census is at 88, with 9 women inmates.

Commissioners

There was some discussion with the public about the county jail, its purpose, the electronic monitoring system and how it is used, and the Alternative Sentencing Program. The public was invited to the jail for a tour.

The public presented some questions about the budget and the various departments within the county. There were some questions about the design capacity of the jail and that the numbers have been well over the design amount. Commissioner Martin stated that the Commissioners are presently in the process of a study being conducted to address overcrowding.

The public asked if there were any additional capital projects that the county is looking into. Commissioner Martin stated that we are looking at county space needs and the use of the Latchis Building for that purpose.

The public asked if there are any grants available from the county. Commissioner Martin stated that there is start up youth projects for towns; there are also CDBG programs for housing rehab.

Commissioner Martin spoke about the FMA and that the delegation has formed a study committee to look into dispatch issues.

Commissioner Martin thanked the group for their participation and attendance at the meeting and for all their questions. There being no further business, the meeting ended at 8:15 PM.

Minutes approved at meeting of June 6, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, May 29, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:00 AM.

Facilities

Manager King presented the bids for the chiller unit for MNH. He recommends the bid from Encompass.

	Economy Base	Alt. 1	Alt. 2	Encompass Base	Alt. 1	Alt. 2
Chiller	\$113,040	\$123,649	\$22,893	\$113,556	\$107,999	\$19,915

Commissioner Davis moved to approve the bid from Encompass for the chiller unit base bid and Alt. 2, Commissioner Lynott seconded, voted unanimously.

There was discussion about the duct work at the nursing home, and its care.

The 250,000 gallon water tank had developed a leak. It has been drained and repaired.

The RFP for the work to be completed at the attorney's office resulted in only one bid.

This bid was rejected and no action was taken.

Finance

The 2001 Medicaid/Medicare reports are complete. The County owes \$7342 to Medicare for Med B expenses, which will be booked against the prior years retained earnings.

The Finance Department has been using ACS (finance Medicare Billing Contractor) for Medicare billing, but now will be taking over the billing themselves. Director Trombly recommended that we not renew their contract and that we complete all the billing from our office. The Commissioners supported her recommendation.

Med B billing requires the use of Healthcare Common Procedural Coding System for medical supplies as of Jan 1, 2002. In an effort to get a handle on the medical supply expenses, Director Trombly, Lisa Kemp and Elaine Farnsworth checked out the Pyxis system. This system would allow us to have a better handle on inventory and should also allow us to provide billing information to a durable medical equipment supplier in order that they can get directly reimbursed for the supply, thereby eliminating the expense to the County.

Commissioners

The MNH census report was distributed.

The Commissioner's meeting scheduled for June 5 was changed to June 6 at 9:30 AM in Keene.

Commissioner Davis reviewed the trip taken to Belknap and the mutual aid system and the police dispatch program, which has coverage for 24/7 at a cost of about \$274,000. Next weeks trip is to Rockingham.

Nonpublic Session - At 9:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:55 AM. There being no further business, the meeting ended at 11:00 AM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
9:30 AM Thursday, June 6, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Mimi Barber Human Services Director; Rep. McKim Mitchell; Dick Ober, Monadnock Conservancy; Tom Kenney Director of ASP; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of May 22 as amended, Commissioner Davis seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of May 29 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 9:45 AM.

HOC

Dennis Liebert, the Jail consultant will be in town next week. He will be reviewing time frames and the facilities.

Next week is Motorcycle Week in Belknap County. Superintendent Van Wickler stated that he was asked by the Superintendent there if Cheshire County would take 24 inmates for the week, thereby giving them room for any new inmates. We will not have any transportation or medical responsibility. We will double up our inmates and Belknap County inmates will be in one wing of our jail. Commissioner Lynott moved to support Superintendent Van Wickler's decision and lend assistance to Belknap County, Commissioner Davis seconded, voted unanimously.

The State's report on the inmate's death was given to the Commissioners. The toxicology report has not been received and will be given to the Commissioners when received.

Safety

The Joint Loss Management Committee minutes of May 9 were distributed. These minutes included the walk around of the Westmoreland Buildings. Photographs were reviewed. The Blood Farm review required a letter to be sent to Chesco requesting work to be completed. It will be followed up. The Commissioners thanked Pam for her and the committee's work.

The Joint Loss Management Committee requested that Pam ask the Commissioners what authority the committee has regarding follow up on work noted by the Committee. The Commissioners stated that they wish to be informed of the status of timelines set by the committee. A dated list with descriptions should be maintained, including work to be done, and removed from this list when complete. Commissioner Martin stated that she should first go to Administrator Wozmak and then to the Commissioners with work not completed in a timely manner. Commissioner Martin asked that Pam draft a policy and bring it back to the Commissioners.

Commissioners

Conservation Easement – Rep. Mitchell and Dick Ober from Monadnock Conservancy spoke to the County putting County land in a conservation easement for future needs. A conservation easement is a legally binding agreement between a landowner and another entity, that restricts the land to certain purposes. We retain the right to sell the land, for farming use, or other purposes, protecting the land from undesirable development. The agreement also allows the County to withdraw land for expansion for future purposes or roles. A new survey is required for the excluded areas, which are the already developed properties such as the nursing home or jail. It has been estimated that the costs may run about \$1500 to \$15000, and that there may be grants available to cover the cost of the easement.

For the Chesterfield Tract, Rep. Mitchell stated that the Chesterfield Conservancy is interested in the property. Commissioner Davis moved that the Conservancy make a presentation about the easement to the delegation for their approval on June 24, Commissioner Lynott seconded, voted unanimously. The Commissioners expressed their appreciation for all the work that Marshall Patmos has done on this project.

Tom Kenney met with the Commissioners to update them on the ASP program status. Tom gave a summary about the clients he has served in the program. A case summary was distributed. To date, 25 clients have been served on this program. The Commissioners thanked Tom Kenney for his report and he was requested to regularly update the Commissioners on the program and that he meet with the Executive Committee and update them.

There was discussion on the expected dispersal of the Proshare funds of \$494,713.00 . Director Trombly distributed a list of the proposed use of the funds, which included the chiller unit at \$108,000; Human Services at \$210,000; \$47,000 for the Latchis Building; \$45,000 for Courthouse exterior painting and \$125,000 towards nursing staff dollars. Director Barber gave an overview on the status of her budget. It was decided the Commissioners recommend to the Delegation that the proshare funds be distributed as follows: chiller unit \$108,000; Human Services \$149,000; \$37,713 for the Latchis Building, and the balance of \$200,000 be put into capital reserves. Mimi Barber agreed with the recommendation.

Nonpublic Session - At 12:10 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Davis (Commissioner Lynott left early but was contacted by phone). As a result of the deliberations in nonpublic session, no decisions were made and no vote taken The Commissioners unanimously voted to return to public session at 12:20 PM.

There being no further business, the meeting ended at 12:30 PM.

Minutes approved as amended at 6/19/02 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, June 19, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Mimi Barber Human Services Director; Jack Dugan, Monadnock Economic Development Corp.; John Vance, Monadnock Business Ventures; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of June 6 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

The Nursing Home Administrator position was discussed and it was decided that Administrator Wozmak will contact Pat McQueen from Municipal Resources to set up a meeting with the Commissioners in order to start the process.

Administrator Wozmak updated the Commissioners on the status of the HR Director process. Commissioner Davis will work on this committee with the elected officials/department heads. Representative Avery will be contacted about representation from the delegation.

Director Trombly distributed the suggested schedule for capital reserves for the Proshare funds. There were minor changes made and the schedule will be presented to the delegation on June 24.

There was some discussion on the June 24 meeting and what will be presented, and who will be making the presentations.

HOC

Superintendent Van Wickler presented a draft of the emergency services protocol to the Commissioners. He has talked to Paul Szoc about the protocol, and Paul suggested that the procedures be officially signed and approved by the Commissioners, and a copy transmitted to FMA. Commissioner Martin asked if the situation has been discussed with Mr. Draper, one of the selectmen. Superintendent Van Wickler stated that it has been, and that he feels that the responsibility should be with facilities. Changing to DiLuzio for emergency service will result in a savings for the County. The Commissioners agreed to sign the document.

Commissioners

Jack Dugan of Monadnock Economic Development and John Vance of Monadnock Business Ventures gave a presentation on the CDBG Business Incubator, which would help create new businesses for this area, and to connect existing companies if there are any opportunities to start up new businesses from their organizations. They would like to set up a network of business incubators. They are looking to house this incubator in a building in Black Brook Park. They are asking for County support to apply for a CDBG grant for this building, which will consist of approximately 7000 square feet, with about

2500 square feet for the headquarters, at a cost of \$850,000 (\$500,000 the first year and \$350,000 the second year). Headquarters would administer health insurance, financial advise and other business services to members. Commissioner Lynott moved that MEDC bring the presentation to the Delegation on June 24, Commissioner Davis seconded, voted unanimously.

Facilities Manager King reviewed some of the upcoming capital projects with the Commissioners. There was discussion on the capital project funds available. There were two responses to the RFP for the DA tank in the MNH boiler room, and both bids received were about \$75,000. The Commissioners instructed Manager King to speak to the bidders about their bids and get back to them with results of the discussion.

Facilities Manager King stated that the inservices held are poorly attended. The Commissioners agree that a policy should be developed by the new HR director. Barry King will speak to the elected officials about department participation in inservices.

There was discussion about the therapy pool, which requires a pump to be replaced. Manager King requested that the funds be taken from the Wellington Fund.

Commissioner Lynott moved that the funds are taken from the Wellington Fund, Commissioner Davis seconded, voted unanimously. Manager King will look into the pool situation.

Human Services Director Barber advised the Commissioners that there will be a one time payment made to all nursing homes of \$68,978. This amount will be added to MNH miscellaneous income line. In addition, the County's liability for payments to nursing homes will increase, so the funds will be added to Human Services Intermediate Nursing Care line, thus utilizing the \$68,978 received.

Director Trombly advised the Commissioners that the County is paying fees for the auditors to perform an audit on the CDBG programs we are involved in. The Commissioners agreed that the auditor's fees should be separate costs and we should be reimbursed for the CDBG portion of the audit. These funds can come from the administrative fees.

The farm survey site visit is scheduled for Monday, June 24.

There being no further business, the meeting ended at 11:15 AM.

Minutes approved at the 6/26/02 meeting.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, June 26, 2002
Marlborough Town Hall, Marlborough, NH

PRESENT : Commissioners Martin, Davis and Lynott; Barry King, Facilities Manager; Marlborough Selectmen John Northcott and Larry Robinson; Sheriff Foote, Barry King; Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of June 19 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 6:30 PM. Commissioner Martin thanked the selectmen for welcoming the Commissioners to the Marlborough Town for their weekly commissioner's meeting.

Commissioners

There was some discussion on the delegation meeting and that the meeting went well, and the presentations that were made were good. Rep. Mitchell was commended for keeping the meeting moving.

Sheriff Foote stated that he appreciated all the work that was done by all those involved in the dispatch process and that Monday's meeting went well. The Sheriff has started the process for the dispatch program, job descriptions are completed, discussion is ongoing with facilities. He would like to have it running by about September.

Manager King gave the Commissioners an update on the chiller unit. He expects it will be about 1 ½ months before it is complete. Commissioner Davis asked what the operational costs of the chiller will be. Manager King will bring the information to the Commissioners.

The air conditioning unit in TLC needs repairs and will cost about \$2000 to repair. It was decided that he would not repair the unit since the chiller will be completed soon. Manager King stated that he will make arrangements to have some of the inmates assigned to facilities available to help open the farm for open barn day.

It was decided to invite Kathryn Kindopp and Lisa Malshuk to the Commissioners meeting next week at MNH.

Manager King met with the bidders for the DA tank for the boiler room at MNH and they discussed the bids received. The Commissioners stated that a new RFP should be prepared, allowing opportunities to bid for the adjusted specification.

It is in the budget to add 15 cameras for the courthouse, at a cost of \$23,500. It has been determined that two more cameras and a multiplexer are needed. The AOC agreed to pay \$11,400 for the extra cameras and multiplexer. This will be brought before the executive committee at the next quarterly meeting.

The Commissioners asked John Northcott if he had any questions, or any special items he wished to discuss. There was some discussion on zoning and affordable housing. Selectman Northcott asked if there was going to be a policeman at the dispatch center.

Sheriff Foote stated that the dispatcher will be well trained in all areas and that the towns will be apprised of the procedures and protocols that will be established. The Commissioners again expressed their appreciation for the use of the town hall for their meeting.

There being no further business, the meeting ended at 7:55 PM.

Minutes approved as amended at meeting of July 3, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 3, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Barry King, Facilities Manager; Sheryl Trombly Finance Director; Lisa Kemp, DNS; Jack Wozmak County Administrator, HOC Superintendent Van Wickler; Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES : Commissioner Davis moved to accept the minutes of June 26 as amended, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:05 AM.

Commissioners

There was discussion on the conference about public records and open meetings that was attended by Terry Warren and Sheryl Trombly.

Director Trombly presented the investment policy for Commissioners review. The Commissioners suggested several minor changes to be made, such as deleting references to the assistant finance director, and to make the document gender neutral. Commissioner Davis moved to accept the policy as revised, Commissioner Lynott seconded, voted unanimously.

Nonpublic Session - At 8:20 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:40 AM.

Nonpublic Session - At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the nursing home administrator and the Director of Nursing to terminate the employment of Stephanie Saba in accordance with 28:10a, effective July 3, 2002. The Commissioners unanimously voted to return to public session at 8:50 AM. Commissioner Martin asked about Lisa Malchuk and Kathryn Kindopp, who were on the agenda and have been taken off the agenda. Administrator Wozmak stated that they were not ready yet with the information about use of the pool.

A new Central Supply person has been hired.

Administrator Wozmak stated that Manager King has been requested to prepare a press release regarding the chiller unit to be installed, in response to a discussion heard that morning on the radio.

The meeting was turned over to Commissioner Davis, as Commissioner Martin had to leave for an appointment.

DNS Kemp requested a bid waiver for 19 electrical beds to be purchased from Hillron Beds who has previously supplied our beds. We have purchased from another vendor, but find that the repair costs are higher, service is better and the quality is not as good as Hillron. Commissioner Lynott moved to waive the bid process for the electric beds, Commissioner Davis seconded, motion passed.

The Commissioners asked about the electrical work at the Blood Farm. Administrator Wozmak will try contacting Chesco again.

The HOC jail study group is going on a tour next week to view facilities to educate them on the various types of facilities. The Superintendent invited the Commissioners on the tour next week.

The State Fire Marshall will be inspecting the jail next week and the Commissioners will be updated on the results of the walk through.

The Westmoreland Selectmen have requested that the Superintendent answer some questions which have been presented by one of the Westmoreland residents.

The Superintendent will be doing a radio ad for the open LPN position. He will make any information he receives available to the DNS for her use at the nursing home.

The census at the HOC is 91 inmates, 10 females and 8 electronic monitoring.

The Commissioners started a tour of the laundry at 9:20, in order to observe the ventilation and heating problems. Administrator Wozmak will speak to a HVAC engineer to determine how to alleviate some of the heat. They returned at 9:50.

Administrator Wozmak stated that he had a proposal from Weller and Michal for the next step for the Latchis, to do a conceptual design and cost projection at a cost of \$40,000.

Commissioner Martin returned at 9:55 AM. Commissioner Lynott moved to waive the bidding process and use Weller and Michal's to continue to the next step, because of their previous experience with our space needs, the renovation with the deeds renovation, their experience with the Latchis and the knowledge base they have, seconded by Commissioner Davis, voted unanimously. Weller and Michal suggested that nothing be done with the roof until their recommendations are presented regarding building use.

Commissioner Martin stated that last year the Commissioners approved a grant for the Senior Volunteers, and as it was an annual requirement, he signed the papers since there was no changes, no liability to the county, and he asked if the Commissioners agreed, and they did.

There was some discussion on the present line of command for the county organization and putting the nursing home administrator under the county manager. Commissioner Davis suggested that Administrator Wozmak be in the position to make decisions. It was suggested that a meeting be held with all elected officials/department managers to discuss any changes that would be made in the day to day decisions and not to the

relationship of the Commissioners to them. It was decided that no changes would be made to the administrators title. The relationship of the nursing home administrator with the county administrator will be discussed with Pat McQueen. Administrator Wozmak will advise Pat McQueen

The Commissioners noted that Carol Austin's resignation is in the reading file.

There being no further business, the meeting ended at 10:55 AM.

Minutes approved at meeting of July 24, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, July 10, 2002
33 West Street, Keene NH

PRESENT : Commissioners Martin, Davis and Lynott; Brian McMaster SWRP; Linda Mangones, Keene Housing Authority; Donna Cunningham, Southwestern Community Services; Ken Jue MFS; Darren Duffy Southwestern Community Services; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 5:05 PM.

Commissioners

Brian McMaster opened the public hearing for the CDBG applications.

An agenda and handouts on the public hearing was distributed. Brian McMaster introduced the CDBG program and noted that approximately \$2 million was available in this funding round. He called the Commissioners attention to page three, the Residential, Antidisplacement and Relocation Assistance Plan and the summary of the Housing and Community Development Plan . Commissioner Martin asked for any public comment on the plans. There were no questions from the public.

Linda Mangones from Keene Housing Authority gave the Commissioners an update on the Mill Buildings. Phase II bids were \$150,000 over the estimated budget, and they will be going out to bid again. Commissioner Martin asked for any public comment on the report. There were no questions from the public.

Ken Jue from MFS and Linda Mangones presented the new CDBG application for affordable housing. The building is to be independent living for the residents and will be a one story building with three apartments. NH Housing Finance Authority will make the final decision on management of the building. Keene Housing helped MFS develop the criteria for determining the residents for the apartments. They are ready to apply for a building permit. Commissioner Martin asked for any public comment on the application. There was no comment from the public.

Darren Duffy described the Housing Rehabilitation proposal and presented a letter to the Commissioners of SCS commitment of funds to the proposed County Rehabilitation Project for low to moderate housing rehabilitation. The funds committed by SCS is as follows:

HOME Program	\$250,000
Housing Preservation Grant (HPG)	50,000
Weatherization Assistance Program (WAP)	185,000
CORE (Residential Conservation Program)	115,000
	\$600,000

A list of the number of homes assisted in Cheshire County in the past two years, and of the number of individuals on the waiting list was distributed to the Commissioners.

Commissioner Martin asked for any public comment on the application. There was no comment from the public. Public hearing was closed.

Commissioner Lynott moved to approve reaffirmation of the Displacement and Relocation Plan, Commissioner Davis seconded, voted unanimously.

Commissioner Davis moved to approve reaffirmation of the Housing and Community Development Plan, Commissioner Lynott seconded, voted unanimously.

Commissioner Lynott moved to authorize the Chairman to sign any documents required to apply for and expend the grants for the Monadnock Family Services Affordable Housing and the Cheshire County Housing Rehabilitation Project, Commissioner Davis seconded, voted unanimously.

Nonpublic Session - At 5:35 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:50 PM.

There being no further business, the meeting ended at 6:55 PM.

Minutes approved as amended at meeting of 7/17/02

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 17, 2002
House of Corrections, Westmoreland, NH

PRESENT : Commissioners Martin, and Lynott; Jack Wozmak, Administrator; Rick Van Wickler, Superintendent of HOC; Sheryl Trombly Finance Director: Ex. Asst. Terry Warren

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to accept the minutes of July 10, as amended, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:10 AM.

Commissioners

The Commissioners discussed the jail site selection committee process and that letters have gone out to potential committee members. The RFP requesting potential sites was reviewed and approved for publication.

Superintendent Van Wickler stated that the inmate population is in the 90's.

There was some discussion on the tours made to the various jails by the jail committee. Administrator Wozmak advised the Commissioners that 120 invitations were sent out for the jail symposium to be held August 16. A notice of it will be sent to the newspaper and has been put on the web site.

The Superintendent advised and invited the Commissioners of the Volunteer Appreciation Day to be held on August 11 from 1 – 4 PM.

The Administrator advised the Commissioners that a settlement offer has been received from the insurance company for our costs expended because of the Jaffrey Courthouse fire. The offer was accepted by the Commissioners.

The Superintendent spoke to John MacLean about the change in the protocol for fire emergencies. The Superintendent explained the reason for the changes and he will be meeting with John MacLean, the fire chief and the assistant fire chief on July 25.

The Commissioners discussed the Open Barn Day. They thought there were less people that in previous years, which may be due to the cancellation of last years barn day.

Commissioner Lynott stated that she spoke to many visitors and they were very positive about the county farm and the opportunity to visit the farm.

Director Trombly received four banking proposals and a decision is to be made by next Friday.

The audit RFP has been prepared. It will be for a three year period.

The Finance Department is in the process of sending out personnel requests for the 2003 budget.

The Commissioners stated their appreciation for the Finance Department and the work they have done on receivables.

Nonpublic Session - At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Sheryl Trombly's employment be continued in her current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 9:20 AM.

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Terry Warren 's employment be continued in her current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 9:35 AM.

Nonpublic Session - At 9:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, and Lynott (Davis was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to recommend that Rick Van Wickler's employment be continued in his current position with a one step increase in pay. The Commissioners unanimously voted to return to public session at 10:55 AM.

There being no further business, the meeting ended at 11:00 AM

Minutes approved at the July 24, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 24, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak, Administrator; Rick Van Wickler, Superintendent of HOC; Sheryl Trombly Finance Director; Barry King Facilities Manager; Wendy Putnam Computer Coordinator; Misty Hall Acct. Asst.; Ex. Asst. Terry Warren

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Davis moved to accept the minutes of July 3, Commissioner Martin seconded, voted unanimously. Commissioner Lynott moved to accept the minutes of July 17, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:05 AM.

Commissioners

Wendy Putnam stated that she is upgrading the server at the nursing home and would like to waiver the bid process. She has three quotes, including one from Ini.net, a local company. They are our network people, know our system, and they would also be in contact with the supplier, reducing the involvement of our computer personnel. As a local company, they would be available for service.

	Ini.net	CDW-G	Insight
Total Amount	\$9272	\$8284	\$8270

Commissioner Lynott moved that the bid process be waived in order to maintain continuity and consistency in our system, Commissioner Davis seconded, voted unanimously.

The Commissioner's discussed the budget books set up with Director Trombly. It was decided that the pages will be condensed, and printing will be double sided. The capital outlay will be listed under each department, in addition to the back of the book. The personnel requests will also be added to the budget books, with Commissioner's response to department requests.

Manager King requested permission to bypass the bid process for the security work to be completed in the TLC at the nursing home. A portion of the system is already a Honeywell copyrighted system and the addition must be Honeywell compatible.

Honeywell had to write the specs for this system because it is their system. There are no other suppliers of the same system. Commissioner Davis moved to waive the bid process for the procurement of the security system because of compatibility with Honeywell for the TLC unit, Commissioner Lynott seconded, voted unanimously.

Manager King advised the Commissioners that he received a request from the County Attorney for a cell phone and a pager at a cost of about \$30 for the pager, and \$200 for the phone, at a cost of \$230 for the balance of the year. At present, the individuals needing the phone and pager are using their personal phones and pagers.

Commissioner Lynott moved to approve the expenditure, Commissioner Davis seconded, voted unanimously.

Manager King advised the Commissioners that he wants to bring well 6 back on line, for use as a back up system. The replacement costs will be approximately \$2500. This was not included in the budget. The quality of the water is good, and it would have to be hand chlorinated. The funds would be charged to the contingency fund. Commissioner Lynott moved to approve the expenditure, Commissioner Davis seconded, voted unanimously.

Commissioner Davis asked about the problem of parking for county visitors and that some employees should be assigned parking spaces at the courthouse lot. Manager King will look into it. Administrator Wozmak has a letter that he has drafted to the city about additional parking for the county in the courthouse lot.

Commissioner Martin asked that the sign on the sheriff's side of the building be repaired/repainted.

Tuition reimbursement for Kelly Lake was brought before the Commissioners.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Superintendent Van Wickler discussed the jail visits which have been made by the jail employees.

Administrator Wozmak reminded the Commissioners that the jail site committee meeting is tonight at 5:30.

There was some discussion on a change in the LNA class policy.

Patrick MacQueen and Don Jutton of Municipal Resources spoke regarding the nursing home administrator position. A job description is being prepared.

The Commissioners discussed the organization chart and the change to having the department managers reporting to the county administrator. Superintendent Van Wickler stated that the county administrator is the person who is there on a day to day basis and that it is the practice but not the policy to report to him. The Commissioners stated that a policy will be developed. Pat MacQueen and Don Jutton will prepare a management statement for the Commissioners review.

Commissioner Martin thanked them for their presentation and the Commissioners will discuss the proposal.

The Commissioners took a break at 10:45 and returned at 10:55.

Commissioner Davis moved that Municipal Resources be hired to begin the process for hiring a nursing home administrator, including the Cleaver Program, Commissioner Lynott seconded, voted unanimously.

There being no further business, the meeting ended at 11:00 AM.

Minutes approved as corrected at July 31, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, July 31, 2002
33 West St., Keene, NH

PRESENT : Commissioners Davis and Lynott; Sheryl Trombly Finance Director; Barry King Facilities Manager; David Rossall Finance Intern; Ex. Asst. Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of July 24, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:07 AM.

Commissioners

A tuition reimbursement for Heather Dixon was presented to the Commissioners for a course on the Principles of Management at New Hampshire Technical Institute.

Commissioner Lynott moved to approve the tuition reimbursement, Commissioner Davis seconded, voted unanimously.

Director Trombly introduced David Rossall to the Commissioners. David is a Keene State student who is working for Finance and is presently working on an inventory of county assets. He will be here until the end of next week.

Director Trombly presented the banking bids she has received.

	Bank of NH	Citizens	Granite	Fleet
Rates for overnight investment	90 day T bill +10	Tiered based on current rate but not lower than 90 day T bill +15	90 day T bill	Tied to the overnight repurchase agreement
Compensating balance	\$89,000	\$75,000	No amount given - No assistance with TANS	\$350,000

Commissioner Lynott moved to accept the bid from Citizens Bank, Commissioner Davis seconded, voted unanimously.

There was some discussion about whether employee personal information has been provided to anyone for political mailings. There are several lists that are available to department heads and it has been decided that a confidentiality statement will be added to these lists. The statement will be reviewed with Peter Heed.

The MNH census was distributed.

Manager King stated that the installation of the chiller unit is ahead of schedule and could be completed by September 15.

Previous responses to RFP for dearation tank for MNH were over budget and a new RFP resulted in one bid, from G.A. Philbrick Sons, for \$50,110. This quote does not include

new pumps. Commissioner Davis moved to accept the bid from G. A. Philbrick, Commissioner Lynott seconded, voted unanimously.

Director Trombly will locate the Commissioner's previous letter to the departments regarding the budget process. The Commissioners will draft a letter, which will go out with the e-mail regarding the budget.

There was discussion on how the county can increase its revenue, and ways of decreasing expenses.

Nonpublic Session - At 9:05 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis and Lynott (Martin was absent). As a result of the deliberations in nonpublic session, no decision was reached or a vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.

There being no further business, the meeting ended at 9:20 AM.

Minutes approved as corrected at August 7, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, August 7, 2002
33 West St., Keene, NH

PRESENT : Commissioners Davis and Lynott; Jack Wozmak County Administrator; Kathryn Kindopp Director PT; Lisa Malshuk Director OT; Joe Perron Recreation Therapist; Margo Banks; Pam Fortner Safety Officer; Ann Ray Administrative Asst.; Mark Downing Dietary Director; Dr. Barry Stern; Barry King Facilities Manager; Ex. Asst. Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of July 31, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Joe Perron, Recreation Therapist at MNH made a presentation to the Commissioners on the work that he does with the residents at the Nursing Home. Lisa Malshuk and Dr. Stern spoke to the value of the program and its value to the residents.

Pam Fortner distributed the first aid log, the worker's compensation statistics, and the notes from the July 9 walk around. There was some discussion about a new policy concerning department managers/elected officials follow up to safety issues found during the walk around. The new policy will be presented next week to the Commissioners for their approval.

There was discussion regarding the fact that the vault was left unlocked and the light in the vault was left on overnight, resulting in the melt down of the ballast, and the possibility of a fire that could have resulted from this.

Manager King advised the Commissioners that the efficiency of the chiller unit will reduce our electric bills, resulting in savings.

Ann Ray advised the Commissioners that she has taken over as treasurer for the auxiliary. She has received approval from the auxiliary to have the donations account taken over by Finance, and they have agreed. Commissioner Lynott moved to approve the change to the auxiliary by laws that the banking for the donations be taken care of by the Finance Department, Commissioner Davis seconded, voted unanimously.

Terry Warren advised the Commissioners about a grant by New Hampshire The Beautiful. They grant matching funds to municipalities for recycling programs, and she would like to purchase some items which will facilitate recycling for the county. The Commissioners indicated their support for the program and approved that she go ahead and determine what some of the needs are and prepare the grant paperwork, determining the amount of money needed for the County's funding. The report will be presented to the Commissioners before submittal for the grant.

Mark Downing asked the Commissioners for permission to offer an increase of two steps for a new hire, who had previously worked at MNH. The cost will have little impact on his budget. Commissioner Lynott moved to authorize an increase of two

steps for the new hire because of their previous experience at MNH, Commissioner Davis seconded.

Commissioner Davis asked about the status of the HR position. Administrator Wozmak advised them that there are three additional applicants being interviewed on Thursday. There was discussion about the new conservation easement plan. Commissioner Davis moved to recommend the new conservation easement presented to the Executive Committee, Commissioner Lynott seconded.

Nonpublic Session - At 9:57 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Davis and Lynott (Martin was absent). As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept and approve the recommendation of the Facilities Manager to change the grade of Howard Grace from Grade 6 to Grade 8 in recognition of his certification as a waste water treatment operator with the attendant new responsibilities, effective August 5, 2002. The Commissioners unanimously voted to return to public session at 10:05 AM.

There being no further business, the meeting ended at 10:10 AM.

Minutes approved at meeting of August 14, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, August 14, 2002
County Farm, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Sheryl Trombly Finance Director; Barry King Facilities Manager; Dave Putnam, Farm Manager; Terry Flood and Bob Simons Farm Hands; Lt. Steve Stewart HOC; Rick Hermonot, First Pioneer Farm Credit; Ex. Asst. Terry Warren to the Commissioners

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to accept the minutes of Aug. 7, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:09 AM.

Commissioners

A copy of the Safety Inspection Policy was distributed to the Commissioners for review. They will take the policy under advisement and it will be brought before them for approval.

Commissioner Martin thanked the farm personnel for hosting the Commissioner's meeting today. Farm personnel were introduced.

Lt. Steve Stewart from the HOC advised the Commissioners that the jail is ready for the site tour to be held today at 4 PM. He advised the Commissioners that the toxicology report on the inmate still has not been received.

The census as of Monday was a population of 107, 91 male, 16 females, seven on electronic monitoring, two externally housed.

There was discussion on the parking spaces available at 33 West Street. Administrator Wozmak will follow up with City Manager John MacLean.

Director Trombly received two bids on the audit RFP. Mason and Rich bid \$19,080 for 2003, and Robin Grill bid \$21,000 for 2003. Director Trombly recommended that we stay with Mason & Rich, and the Commissioners agreed. She will do a survey of municipalities and bring it before the Commissioners next week.

Director Trombly advised the Commissioners that the accounts receivables has been reduced by another \$75,000.

Rick Hermonot from First Pioneer Farm Credit distributed copies of the preliminary analysis and reviewed this report with the Commissioners. He had the following observations:

Herd production and performance is excellent, being 29% higher than average, indicating excellent dairy and crop production practices by our manager.

Although cost of milk production is high compared to the industry, the rehabilitation support to a rotating group of inmates may contribute to that cost, but this inmate assistance contributes to the excellent facility we have.

The County Farm Manager's salary was categorized as a family living expense in order to properly compare costs.

There is an opportunity to reduce expenses in the area of purchased feed expenses, which could result in a total annual savings of \$18,000.

The possible savings to closing the farm is minimal when compared to the educational experience of the inmates working on the farm, and the benefits of the farm to the public. Turning the facility into a public park area or other type of public facility would cost more than the present facility.

He also observed that our facility is in very good condition; that the quality of staff is motivated and dedicated to the farm; and that although we are running at a deficit, it is minimal compared to the benefit of the farm to the community.

The Commissioners stated that selling the farm and dairy herd is not the way they see the future. Mr. Hermonot stated that he believes that we should continue to do what we are doing, and sharpen some areas such as purchased feed, vet meds and breeding in order to obtain some savings.

The Commissioners thanked Mr. Hermonot for the preliminary report, which has given them a great deal of information for future thought. Mr. Hermonot will prepare his final report and will present it to the delegation.

There being no further business, the meeting ended at 10:20 AM.

Minutes approved as corrected on Aug. 28, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
3:00 PM Wednesday, August 21, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Sheryl Trombly Finance Director; Jim Monahan, Dupont Group; Ex. Asst. to the Commissioners Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

Meeting opened at 3:00 PM.

Commissioners

Commissioner Martin introduced Jim Monahan from the Dupont Group to those present. Mr. Monahan then discussed and explained the SB 409 Committee Preliminary Final Report. SB 409 relates to state law and county policies relative to long term care and the Medicaid system.

Nonpublic session - At 3:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the hiring of any person as a public employee. The action was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to check the references on HR Director applicant Judith Von Feldt and to make her a conditional offer of employment and to enter into negotiations as to salary. The Commissioners unanimously voted to return to public session at 5:50 PM.

There being no further business, the meeting ended at 5:55 PM.

Minutes approved at meeting of Sept. 4, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
6:30 PM Wednesday, August 28, 2002
Chesterfield Town Hall, Chesterfield NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly Finance Director; Evelyn Hubal, Register of Deeds; Rep. McKim Mitchell; Rick Carrier Town Administrator; Public from the Town of Chesterfield; Ex. Asst. to the Commissioners Terry Warren

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Davis moved to approve the minutes of August 14, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 6:30 PM at the Chesterfield Town Hall.

Commissioners

Commissioner Martin thanked the residents and Town administrator for hosting our meeting at the Chesterfield Town Hall. The Commissioners and county employees and residents introduced themselves.

The 2003 Budget Meeting Schedule was reviewed and approved for distribution.

Confidentiality statement – Director Trombly stated that the statement previously prepared was reviewed by Attorney Heed and he confirmed that it is a standard confidentiality statement. Commissioner Davis moved that in order to maintain employee and resident confidentiality, the statement be used for any correspondence that contains confidential employee or resident information, seconded by Commissioner Lynott, voted unanimously.

Director Trombly brought the contract from the auditors before the Commissioners and requested their approval to sign the contract. Commissioner Lynott moved to approve signing the contract with the auditors Mason & Rich, Commissioner Davis seconded, voted unanimously.

A request for extension of a FMLA leave was presented to the Commissioners. The Commissioners asked if Superintendent Van Wickler has reviewed the request, and were advised that the Payroll Coordinator stated he had. The Commissioners asked that the request be reviewed and presented by the Superintendent. Commissioner Davis moved to conditionally approve the request, depending on the recommendation of Superintendent Van Wickler, Commissioner Lynott seconded, voted unanimously.

A tuition reimbursement for Sheryl Trombly was presented. Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Administrator Wozmak review the suggested changes to the present tuition reimbursement policy. It is hoped that the changes, which include an increase in the reimbursement amount to \$2700, and reducing the eligibility time to the end of probation, will urge employees to pursue further education. Commissioner Davis suggested that the policy be reviewed by elected officials/department managers for their feedback on the policy.

Commissioner Davis suggested that the policy state that the reimbursement be reviewed by the Human Resources Director to determine eligibility with the intent of the policy, and that the paragraph stating the Commissioners review the reimbursement be deleted.

One bid for \$5500 was received for the RFP for motor starters for the elevators at MNH from Stanley Elevators. Manager King recommended we accept the bid. Commissioner Lynott moved to accept the bid, Commissioner Davis seconded, voted unanimously. There was some discussion on the NHAC awards process. Administrator Wozmak will be Cheshire County's representative on the award committee.

The Commissioners asked Administrator Wozmak about the status of the HR director position. Administrator Wozmak stated that he has made some reference calls, but is waiting for some calls back.

The Jail Site Selection Committee meets September 4 at the gravel pit across from Rocky Brook Motel. Administrator Wozmak stated that there have not been any conclusions made as to site selection. There was some discussion with the public on the county jail and its use.

There was some discussion about the farm with the public, and Commissioner Martin thanked Rep. McKim Mitchell for his work on the farm study.

Register Hubal spoke to the public and asked if there are any issues that she can help with. She spoke about the restoration project of records that go back to 1771. This project started three years ago.

Commissioner Martin stated that he and Commissioner Davis went to a meeting about regionalism and county government taking a lead. He asked the attendees if they see county government becoming involved in aspects of their town government. There was a lively discussion about various aspects of town government.

Commissioner Martin thanked the people of Chesterfield for their attendance and for the use of the town hall for the meeting.

There being no further business, the meeting ended at 8:30 PM.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, Sept. 4, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, and Lynott; Jack Wozmak County Administrator; Lisa Kemp DNS; Rick VanWickler, DOC Superintendent; Barry King Facilities Manager; David Putnam Farm Manager; Terry Warren Ex. Asst. to the Commissioners

MANIFEST : Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

MINUTES : Commissioner Lynott moved to approve the minutes of August 21, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

Superintendent Van Wickler discussed the FMLA request for a CO and its effect on the DOC. He advised the Commissioners that in granting the extension, it will result in overtime at the DOC and he would rather hire someone for the position and rehire the CO when he is able to return to work. A letter will be sent from the Commissioners.

Commissioner Martin moved to accept Superintendent Van Wickler's recommendation, Commissioner Lynott seconded, voted unanimously.

Facilities

Manager King stated that only one RFP was received for the cameras, monitors and equipment for the Courthouse, which was from HEW for \$46,415. Commissioner Lynott moved to accept the bid, Commissioner Martin seconded, voted unanimously.

MNH

DNS Kemp presented tuition reimbursements for Angelina Centra, Jill Anderson, Lesha Chase, Syiane Creamer, Monime Stanclift, Peggy Hays, Karen Gagnon and Lisa Kemp. Commissioner Lynott moved to approve the tuition reimbursements as stated, Commissioner Martin seconded, voted unanimously.

Farm

Farm Manager Putnam reviewed his 2003 budget. Although the farm subsidies do not include government agencies, he has pursued the issue with the government and as a result, we will be receiving some funds, but it would be limited to about \$20,000. He is negotiating a timber sale contract.

Terry Flood, a herdsman, has requested that he would like to maintain two draft horses at the county farm. Costs would only include keeping them in the barn, and some hay.

The horses could be used for harvesting timber, be used to give rides on open barn day and for rides for the residents. The Commissioners agreed to allow the horses at the farm.

Commissioners

Administrator Wozmak advised the Commissioners that he has a meeting with DiLuzio this afternoon. The City of Keene has volunteered to mediate the situation.

The City has indicated that they are interested in forming a team of City and County employees on the use of city owned Marlborough Street property.

John Sistare contacted Administrator Wozmak regarding a going away party for Pete Davis.

Nonpublic session - At 9:16 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:45 AM.

There being no further business, the meeting ended at 10:00 AM.

Minutes approved as amended on Sept. 18, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
5:00 PM Wednesday, Sept. 11, 2002
33 West Street, Keene, NH

PRESENT: Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Rick VanWickler, DOC Superintendent; Terry Warren Ex. Asst. to the Commissioners

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Davis seconded, voted unanimously.

MINUTES: Commissioner Davis moved to approve the minutes of August 28, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 5:10 PM.

Commissioners

The administrator's job description and organization chart was distributed to the Commissioners for their review. They will discuss this at the next meeting.

Commissioner Davis submitted his resignation as of October 18. An advertisement will be placed in the Keene Sentinel and one in the Union Leader on Sunday, Monday and Tuesday, Sept. 15, 16, and 17. The Commissioners requested that copies of the ad be sent to several individuals who were interested in the position and requested a copy.

HOC

Dennis Liebert will be in town next week and he will have an architect with him. One of the things he will do is to evaluate the present building.

Superintendent Van Wickler stated that Unicare has a specialist who looks at the pharmacy bills and evaluates them to see if they can be reduced. The bills have been sent to the pharmacist and he will advise us. Dr. Stern agreed that the process will be helpful.

The Superintendent stated that the DOC van is in poor shape because of the small amount of use it gets, only picking up and dropping off laundry and meals to MNH. He asked the Commissioners guidance as to whether he should look for a used van now, or does he have to wait until the new budget cycle. Since the van in its present state represents a safety hazard, the Commissioners recommended he look for a used van and advise Administrator Wozmak the results.

The petition presented by inmates was reviewed with the Commissioners. One of the issues is the law library. Superintendent Van Wickler stated that part of the problem is that there are pages missing from some of the books in the library because when inmates use the books, they just remove the page they need. The Superintendent has requested Jan Peterson from the public defenders office will review what is there and let him know what is needed. One of the other items is that the inmates was to "peaceably assemble", which cannot be done in a jail.

MNH

Administrator Wozmak presented three tuition reimbursements, for Dennis McRae, Susan Kohler, Joann Sauoil. Commissioner Lynott moved to approve the tuition reimbursements, Commissioner Davis seconded, voted unanimously.

Administrator Wozmak stated that he has met with Lisa Kemp and Sheryl Trombly to discuss and establish a wage chart for per diems.

Sandra Axelrod, who was originally brought to MNH to help set up the QC Department, is working with nursing job descriptions.

The Census was distributed.

Administrator Wozmak advised the Commissioners that the Mental Health Court Grant application has been completed. There is a commitment on the part of the county for matching funds. Commissioner Lynott moved to approve the application and to go ahead with the program, Commissioner Davis seconded, unanimous.

Nonpublic session - At 6:27 PM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Martin moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 6:50 PM.

There being no further business, the meeting ended at 6:55 PM.

Minutes approved at the Sept. 25, 2002 meeting

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, Sept. 18, 2002
Maplewood Nursing Home, HOC, Westmoreland, NH

PRESENT : Commissioners Martin, Davis and Lynott; Jack Wozmak County Administrator; Lisa Kemp DNS; Sheryl Trombly Finance Director; Facilities Manager King; Jeanne Donohoe, Lorraine Merrow, Sherry Mark, Assisted Living; Terry Warren Ex. Asst. to the Commissioners

MANIFEST: Commissioner Davis moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

MINUTES: Commissioner Lynott moved to approve the minutes of Sept. 4 as amended, Commissioner Davis seconded, voted unanimously.

Meeting opened at 8:00 AM.

Commissioners

A letter from Register of Deeds Evelyn Hubal was given to the Commissioners regarding the dumpsters in the parking lot that are preventing employees from coming in and parking in their parking spaces. Administrator Wozmak stated that he has been in contact with Jack Dugan of Monadnock Economic Development Corp. and he has spoken to Evelyn Hubal.

Administrator Wozmak presented a tuition reimbursement for Patricia Matson.

Commissioner Davis moved to approve the tuition reimbursement, Commissioner Lynott seconded, voted unanimously.

Manager King advised the Commissioners that the chiller unit has been hooked up to the roof of the nursing home.

There has been discussion on the new proposed tuition policy and if there has been any negative feed back on the policy. DNS Kemp suggested that it be changed to date of hire for CNA's, in order to use it as a recruitment tool. Administrator Wozmak stated that it would be an interim policy effective until December, with date of hire as the effective date. Commissioner Lynott moved to implement the tuition reimbursement policy retroactive to September 1, Commissioner Davis seconded, voted unanimously. Commissioner Martin welcomed the Assisted Living Staff to the meeting. He presented them with the following commendation:

Whereas, Sept. 8, 2002 through Sept. 14, 2002 is National Assisted Living Week and Whereas, Maplewood Assisted Living has provided for our residents a level of care that provides assistance and support so that they can remain as independent as possible and to improve their quality of life. It also provides the families peace of mind that their loved ones are in supportive and caring environment.

Whereas, the Maplewood Assisted Living staff has served the residents throughout the year, due to the efforts of Jeanne Donohoe, Lorraine Merrow, Sherry Mark, Linda Jeffrey, Eleanor French, June MacArthur, Cindy Morris, Carolyn Royce, and Cathy Hall. Be It Hereby Acknowledged, The Cheshire County Commissioners hereby issue this Certificate of Commendation to the Maplewood Assisted Living Staff

For their hard work and dedication

There was some discussion with the Commissioners about the Assisted Living Department and the residents and services.

Director Trombly distributed the 2003 budget books to the Commissioners and gave an overview of the budget. Commissioner Davis asked for a report on the distribution to the towns of the increase in the budget. Director Trombly reviewed some of the areas that have been increased, such as the retirement account. She will e-mail an increase/decrease report to the Commissioners.

The meeting was recessed at 9:10 for the statutory tour of the jail.

HOC

The Commissioners proceeded with the inspection of the **HOC**, with the assistance of Corrections Officer Morey, which included the following areas:

The sallyport, the area where the vehicles that transport inmates are brought in to the building.

The female inmate area was inspected. There are presently 11 female inmates. The cells were inspected by the Commissioners.

The Commissioners inspected the booking area and the condition of the rooms for the inmates.

The kitchen was inspected. The Commissioners noted the cleanliness of the area and the store room.

The Commissioners noted that the ceiling in the administrative office area was replaced.

The Commissioners spent some time speaking with the Nurse about issues related to the health of the inmates. Commissioner Martin thanked the nurses for their work with the inmates.

The inmate dining room was inspected and found to be clean.

The ADA bathroom off the dining room was inspected and found to be clean.

The isolation cell was inspected.

The Commissioners viewed the Resource Center which was being used by an inmate and a tutor for his GED tutoring.

The gym was visited and the Commissioners asked about the gym equipment. CO Morey stated that the inmates have developed their own exercise plan.

The dayrooms and cells for the segregated sentenced was inspected by the Commissioners. The inmates in that area are minimum custody inmates.

The Commissioners met with two randomly selected inmates to question them about their care at the facility. Nonpublic session - At 10:17 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic session to discuss a matter which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:40 AM.

Commissioners

The Commissioners discussed the County Administrator's job description include hiring, firing and evaluation of Department Managers. The Commissioners noted that the delegation number on the org chart is now 24 not 25. A job description for the Commissioners will be prepared, which will include manifest, budget, and the schedule of meetings required.

There being no further business, the meeting ended at 10:55 PM.

Minutes approved as amended at the Sept. 25, 2002 meeting.

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 25, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis and Lynott; Administrator Wozmak; Lisa Kemp DNS; Rick Van Wickler DOC Superintendent; Sheryl Trombly Finance Director; Terry Warren, Executive Assistant to the Commissioners.

MINUTES: Commissioner Davis moved that the minutes of Sept. 11 and 18 be approved as amended, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Davis, voted unanimously.

Meeting opened at 8:00 AM.

DOC

Commissioner Martin reviewed a couple of the issues that were brought up by the inmates in nonpublic session during the semiannual tour. To resolve one of the issues, Superintendent Van Wickler advised the Commissioners that the Facilities Manager King had offered a residential washer and dryer that was at MNH and it could be hooked up for the jail to enable the female inmates to wash personal items. Commissioner Martin asked the superintendent to follow up with the Facilities Manager.

The Superintendent updated the Commissioners on last week's meeting with Dennis Liebert. He expressed some dissatisfaction with what has been proposed, as it does not meet with what was expected in design.

There was discussion on the sites that have been visited and those that will be visited this afternoon with the site committee.

Commissioners

FMA – Director Trombly met with Paul Szoc because of the deficit in the repair shop revenues. She asked Paul if the County could work with the FMA with their record keeping and to do an analysis of their financial records. The Commissioners agreed something should be done but thought that the request should come in writing from FMA, asking for our assistance. If the request is not received by October 16, the Commissioners will discuss the issue with him at the budget meeting.

Administrator Wozmak advised the Commissioners that we would be going slightly over budget on the Latchis design contract, but there will be other funds to offset the cost.

There was discussion on the space use of the Latchis Building.

The Commissioners agreed to change the meeting from Saturday, Oct. 19 to Friday, Oct. 18.

The Commissioners signed the finalized tuition policy.

Nonpublic Session - At 9:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Martin moved to go into nonpublic session to discuss a matter the hiring of any person as a public employee. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:10 AM.

Nonpublic Session - At 9:12 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:20 AM.

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Martin moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Lynott and Davis. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:20 AM.

There being no further business, the meeting ended at 9:28 AM.

Minutes approved as amended on Oct. 2, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:00 AM Wednesday, October 2, 2002
Commissioners Budget Meeting
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Lynott, and Davis; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Barry King, Facilities Manager; Rick Van Wickler, HOC Superintendent; Misty Hall, Accounting Assistant

MINUTES: Commissioner Davis moved to approve the minutes of September 25 as amended, Commissioner Lynott seconded, voted unanimously.

FACILITIES

Chiller Unit Update – Project delayed due to the components not showing up on time.
DA Tank – New tank installed and temporary tank scheduled to be removed. They will tap into the well in the woods as backup.

Auger Monster has been installed and it is anticipated that all projects will be completed by year-end.

Commissioner Martin asked Manager King how the fuel budget looks this year. Manager King advised the Commissioners that the County was given 7800 gallons of #4 fuel from State of NH from the HHS building in Concord. Due to state construction on the building, they had a full tank of fuel to give away. Manager King feels that the budget for fuel looks good.

Commissioner Davis asked about the washers and dryers for the DOC. Manager King stated that they are in place but are not in working order yet.

HOC

Administrator Wozmak mentioned that the Jail was requesting a new photocopier in their 2003 budget and suggested replacing the copier in Keene and give the jail Keene's copier. Commissioner Martin noted that finance, facilities and Penny Vitale should get together to see if the Keene copier is adequate for the jails needs and space availability. Superintendent Van Wickler gave an update on the HOC van. He stated that he sent requests to all of the local dealerships looking for a van with 100,000 miles or more and received only one response from Fairfield's for \$12,400. He also checked Merchants in Hooksett and they said that it would be more than \$11,000. Manager King suggested he check the surplus farm and Commissioner Davis suggested checking with Ed Huston. Administrator Wozmak questioned why we would buy something with such high mileage. Commissioner Martin questioned whether we could hold off on the purchase until the next budget cycle. Due to the urgency, he felt we could speak with the Executive Committee and inform them that the purchase would need to be made at the beginning of the year. Commissioner Lynott felt that because the current vehicle is not safe, we should buy something now. Administrator Wozmak will have Terry contact Ed Huston regarding the van he has. Manager King and Superintendent VanWickler will continue looking into other possible leads.

Commissioner Martin asked if the Superintendent had made contact with Dennis Liebert regarding the outcome of their recent meeting. Superintendent Van Wickler stated he wants to meet with Administrator Wozmak before proceeding.

Commissioner Martin informed Superintendent Van Wickler that they would discuss his 2003 personnel requests when they meet to go over his 2003 budget.

Superintendent Van Wickler noted that the toxicology reports on the inmate that died at the Jail have still not come back. He also mentioned in another matter that an inmate has filed a claim. However, he does not know at this time if a hearing has been granted.

Superintendent Van Wickler is waiting to hear back from Jan Peterson about the law library CD-ROM's.

COMMISSIONERS

Commissioner Davis asked if the new H.R. director, Judy Von Feldt, had been brought up to date as to the Commissioners request to have her input on the 2003 personnel requests relating to grade changes and step increases. Administrator Wozmak stated that he provided her Pat McQueen's 97 report, and noted that Judy will report back at a later date.

MNH

The census sheet was reviewed.

Commissioner Davis asked why ALF had a census of only 19, as the waiting list was high. Administrator Wozmak confirmed with ALF Administrator Jean Donahoe that there is one resident in the hospital and although only 19 people are currently in the apartments, 20 apartments are paid for and occupied. Commissioner Davis would like to see this added as a footnote to future census reports.

Administrator Wozmak noted that the new H.R. Director will have an office at MNH on the first floor administration wing and will be located in a space that was created for family meetings but is rarely used.

Commissioner's meeting ended at 8:30 AM and the budget meeting began.

NURSING 4416

Presented by: Jack Wozmak MNH Administrator and Lisa Kemp, Director of Nursing.

The Commissioners asked if the increase of \$200,000 is mostly personnel, Administrator Wozmak stated that it was. Finance Director Trombly explained that the per diem lines are now the registry lines, the per diem is now in the payroll lines. The registry line is down but shifted to another line. Administrator Wozmak went on to explain the difference between registry and per diem. Finance Director Trombly noted that we have to track them with our other employees. Commissioner Lynott asked if these were an OSS and could be tracked there, but Commissioner Martin stated that the registry should be tracked separately so it is easy to identify.

There was a discussion about how the registry was entered in the general ledger and whether or not some registry hit the payroll lines, and the cost to the County. Finance Director Trombly went on to explain that all registries hit the registry line and that it is not split. Finance Director Trombly explained the new coverage factors for nursing and its effect on the budget.

Finance Director Trombly stated that for the executive committee she could do a journal entry to move per diem to payroll lines because for 2002 they are combined.

Commissioner Davis asked if we are going to have a hard time finding LNA's. Registry is flat funded for next year. Commissioner Martin wanted to know if we are at the point that we have enough staffing, after adding some last year. Administrator Wozmak stated that we have budgeted the same amount that we used this year. Commissioner Martin brought up that it is no longer acceptable to be over budget, because we have now budgeted what is needed. Finance Director Trombly brought up that when someone is on vacation or sick leave, we are paying two people for one position. Commissioner Davis said that we were always budgeting for above and beyond what is needed. We did discount the salary coverage. Staffing is adequate now that they are streamlining the duties for the nursing staff, with the hope that in the end they will not need as much staff. Commissioner Davis stated that executive committee may be confused with the change in the personnel for nursing and Finance Director Trombly stated that she can change the wording on the per diem lines to reflect the actual change to registry and footnote the page with what has changed from previous years. Finance Director Trombly can move the dollar figures for the per diem with a journal entry and at the bottom that we have three types of employees regular, per diem and registry. The Commissioners asked why the increase to ADNS. This is due to the fact that the person in this position is a long-term employee.

The CNA instructor needs to be changed to Staff development. No notation is needed that the CNA class dollars were moved to tuition reimbursement.

The Commissioners asked if equipment is up, Lisa stated that it is a more accurate figure. The bed pads only last one month. Administrator Wozmak stated that the bed pads were not budgeted for the life expectancy of one month.

The advertising line was moved to Human Resources. Commissioner Martin asked if advertising was level funded. Finance Director Trombly stated that it was.

REVENUE FOR MNH

Commissioner Davis wanted to know whether the rate should go up. Finance Director Trombly said that a rate increase was built in and that when the approval is given they need to give 30-day notice to the residents.

Meals is a more accurate figure, a decrease in the revenue is also a decrease in expense for the jail.

Commissioner Martin said that the Room and Board revenue could be bumped up by one person. Finance Director Trombly stated that if it is bumped up by one it should be with the Medicaid room and board to be on the safe side. Commissioner Davis asked about the amount of private pay increase per day was going to be, and it is set at 3%, plus or minus. Administrator Wozmak spoke with Lisa about visits, and that she need to be more sensitive to what it truly billable. Commissioner Davis asked if revenue for the Nurse P was up. Administrator Wozmak stated that it was.

Commissioner Davis moved, Commissioner Lynott seconded that the private pay room and board rates increase to \$165 per day.

TLC - 4417

Presented by Lisa Kemp and Administrator Wozmak. Commissioner Davis wanted to know what the rate increase was for retirement. Commissioner Davis thought that the employee was the one to contribute. Administrator Wozmak stated that we have to contribute as well.

MNH ADMINISTRATION

Presented by Administrator Wozmak, who stated that continuing education is level funded, and doesn't want to cut too much because a new administrator will be starting. Commissioner Davis asked if the administrator's salary has always been that high. Finance Director Trombly made note that the salary has always been high due to holiday payback. Administrator Wozmak would like to add \$1500 to the Commissioner's budget for the nursing training facility that is to be opened. CMC is going to give \$100,000 to the nursing facility. The Commissioners OSS line will be reduced by \$10,000 and added to MNH OSS for the search of the administrator position. Commissioner Davis asked about health insurance rates and Finance Director Trombly stated that it should not increase.

OT

Presented by Lisa Malshuk. Staffing line is decreased due to accommodating a staff member who dropped to 4 days a week, which works for her dept. Lisa feels that keeping the Continuing education line helps her stay competitive. Advertising line has been moved to HR. Lisa stated that her dept helps nursing when they are short.

PT

Presented by Kathryn Kindopp. Equipment has increased because in some areas nursing doesn't purchase what is needed for the resident. The equipment is for one time use but they get a longer life out of some of them when they can. Advertising still has money in it for promotional items. Commissioner Martin wanted to know if there was money left in this year's budget to purchase some of the expenses that are being requested for next year. Kathryn stated that there may not need they new chair for next year but she would rather have the money available. She uses the 97 account to offset her overages on the 36 acct.

DIETARY

Presented by Administrator Wozmak. Dietician salary has been shifted to OSS because the position is now contracted. The cost is down by roughly \$1000. Commissioner Davis stated that the purchase of meat from the farm is down. Finance Director Trombly stated that it matches what David presented as revenue for the farm. Commissioner Martin asked if there would be any money left over in the equip line to purchase requests for 2003. Commissioner Martin wanted to know why they need a paper shredder. Is it necessary for them to purchase one or could they use the one in admin. Administrator Wozmak said that he would talk to Mark.

ACTIVITIES

Presented by Steve Wilson. There was a discussion about personnel requests. Steve offered that if the Commissioners felt that they needed further information to let him know and he would gladly meet with them. Commissioner Martin stated that Administrator Wozmak would meet with him and tell him the outcome. The Commissioner are looking at whether or not the wage scale needs to be adjusted

because there were a lot of grade change requests. The HR Director would help with the changes.

For the operating budget, Steve cut where he felt he could. He stated that his supply line equates to \$1 per resident per week. Commissioner Martin noted that if things come up that were not budgeted, such as video camera repair, he should go to Administrator Wozmak or MNH administrator who will bring the request to the commissioners for the proper approval of a non budgeted expenditure. Steve was asked how costs for Joe Peron are budgeted. It was noted that the money is budgeted in the TLC OSS and the other part in Misc. services for Residents. Commissioner Davis asked whether Joe Peron should be budgeted in Activities instead of the other departments. Finance Director Trombly stated that he works in TLC and is its own cost center for the cost report tracked for TLC. Finance Director Trombly stated that she would prefer to see that Joe is tracked where he is spending his time so that it can be allocated to the proper dept.

SOCIAL SERVICES

Presented by Teresa Speaker, who stated that the budget overall stayed the same. The only thing that she increased is continuing education, because she want to ensure everyone receives the education they need.

LAUNDRY AND LINEN

Presented by Joanne Gragen. The attends line increased she took the average of what being used now. They have also changed to pull-ups. Joann stated that we have some residents that are large and she needs to purchase large attends which costs more. Commissioner Davis asked how she disposes of them. Joann went on to explain that she purchases special bags for them.

HOUSEKEEPING

Presented by Joann Gragen. Commissioner Martin asked if there were some purchases for equipment that could be made with left over money from this year's budget. Joanne stated no. Finance Director Trombly stated that the burnisher should be shifted to the capital reserve line, because it is a purchase over \$500.

ALF

Presented by Jeanne Donohoe. There were a few changes equipment purchase was removed because she doesn't feel they will need to purchase equipment. As for the advertising what is left is for promotional stuff. Commissioner Lynott questioned the printing, bindings and books line. Jeanne explained that she used it for medical books. Office supplies and postage need to kept track of separately and not from MNH administration. Jeanne feels that the cont. ed. should be increased to accommodate some of the workshops that she would like to attend as well classes for her staff. Commissioner Davis asked about the insurance line. Finance Director Trombly stated that Jeanne has no control over that cost and that the cost may increase but we will not hear anything until the beginning of the year. Due to the revaluation, the rates may increase. LNA increase is due to the shift relief factor. Commissioner Martin asked whether the transportation issue was still a problem. Jeanne stated that yes there is. Administrator Wozmak is checking on the possibility of transportation department help

during down time. Jeanne went on to discuss that the level of care for new residents is lower to address the needs of staff and for safety issues for both the resident and staff.

REVENUE

Finance Director Trombly brought up that last year the figures were budgeted with some at the higher rate and for 2003 figures were calculated with all at the lower rate because most of the people are at the lower rate (to be more accurate). Commissioner Lynott brought up raising the rent to \$1600. Finance Director Trombly asked if there should be a further analysis. Further discussion went on about that this year would fall short of the budget. Commissioner Lynott moved to raise fees by \$100 and from \$1450 to \$1550, Commissioner Davis seconded, vote passed 2 –1. Finance Director Trombly noted that the subsidy would have to be increased.

QI

Presented by Administrator Wozmak. Vaccinations are up; next year will less because we missed a chance to buy flu vaccine at a lower rate earlier because we did not have a QI person. Commissioner Davis asked if the budget vaccines would be used before year-end. Administrator Wozmak stated yes.

NP

Presented by Administrator Wozmak. No changes or questions.

MISC. SERVICES FOR RESIDENTS

Presented by Administrator Wozmak. Drug purchases are up due to being responsible for SNF patient's drugs. Commissioner Davis asked about the reimbursement for the SNF drugs. Finance Director Trombly explained the Medicare Drug reimbursement policy. Commissioner Davis asked if the amount budgeted for the SNF drugs are based on our spending pattern for this year. Administrator Wozmak stated that it is where he feels we will be next year. Physician fees are up because of a new contract.

LTC

Presented by Administrator Wozmak. Commissioner Martin questioned the staff line. Finance Director Trombly noted that it is for coverage and has not been used this year. Finance Director Trombly wondered if it is being used and not tracked. Administrator Wozmak will check into it. Administrator Wozmak stated that \$3000 seems high. There was a discussion about the cell phones and that they do not get used much, and about using ones just for emergencies.

PILOT PROJECT.

Presented by Administrator Wozmak. Level funded. Commissioner Martin asked if anything is going on. Administrator Wozmak explained that it is to help the start up of area things that will be self sufficient, such as the dental clinic and other grants.

DIETARY CAPITAL EXP.

Presented by Administrator Wozmak. No questions and no changes.

NURSING CAP EXP.

Presented by Administrator Wozmak. No questions and no changes.

Meeting ended at 12:30 PM.

Minutes approved at meeting of November 6, 2002 Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 11, 2002
33 West Street, Keene, NH

Present: Commissioners: Martin, Davis and Lynott; Jack Wozmak County Administrator; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant; Rick Van Wickler, DOC Superintendent; Steve Stewart, DOC Operation Officer; Penny Vitale, DOC Executive Assistant; Peter Heed, County Attorney; Bill Cleary, Assistant County Attorney
MANIFEST: Motion made by Commissioner Davis to approve manifests, seconded by Commissioner Martin, voted unanimously.

MNH

Administrator Wozmak discussed the State survey. There were four preliminary clinical deficiencies and four life safety code. Commissioner Martin asked if repairs could be made before the surveyors leave. Administrator Wozmak said he asked them and it is not possible to do. A hole was found in the ceiling and a deficiency will be given. Commissioner Davis asked how many surveyors there are; Administrator Wozmak stated that there were eight. The Commissioners asked when the formal report was expected, and Administrator Wozmak stated that they should have it within one month. Department: County Attorney, Prosecutor Grant, Victim and District Court Victim Witness.

Attorney Peter Heed introduced the Medical Examiner, Cheryl Pinney. Attorney Heed noted that he level funded or decreased all operating expenses, and he needs more staffing. There has been an increase in the caseload over the years, and how everyone in his office is working hard but it is not enough to complete the work. David Bennett's report suggested that they hire additional prosecutors. Attorney Heed explained how cases go through the court system. Often the police do their own investigation. After that the case comes to the attorney's office. Sometimes the cases are not felonies, and they could have been charged with a misdemeanor instead. This is vertical prosecution and they would like to see more horizontal prosecution instead. Attorney Cleary reviewed his jobs, how he is doing OT and being available to the police 24 hours a day. Commissioner Martin asked if the County is doing state police work because of their shortages. Attorney Cleary stated that he feels that we are picking up some of what should be done by the state police. Attorney Heed reviewed the need for another prosecutor for drug cases. Commissioner Martin suggested a meeting of the justice system to streamline the prosecution process. Attorney Heed agreed. Commissioner Martin expressed his concern over the additional position, wanting it to not increase work but to relieve staff pressure. Attorney Heed understands his concern and feels that it would relieve the pressure. Attorney Cleary feels that in some ways it will increase the workload. Commissioner Martin asked why the personnel request was put through as Administrative Assistant instead of Legal Secretary. Attorney Heed stated that it must have been an oversight on his part and that the position is the same as the other two and it could be changed. Commissioner Martin discussed the grade level and not bringing someone in over grade without receiving approval from the

Commissioners. Commissioner Davis wanted to know why the caseload has jumped so much. Is it more arrests? Attorney Heed stated that is not the case. It is felt that they are now prosecuting cases that were ignored before. Attorney Heed feels that it will decrease due to the fact that pretrial will decrease. Commissioner Martin thinks that if you are prosecuting more people then you are going to add to the amount of people going to the CCDOC. Commissioner Davis wants to know where we would put people if they were approved. Commissioner Martin brought up about the Latchis Theatre and the space here at 33 West Street if something is done with Latchis then space will be opened up here. Attorney Heed feels that space shouldn't hinder the approval for this position because he feels that he can't keep asking the same people to increase their workload. . Commissioner Lynott brought up increasing grand jury. Attorney Heed doesn't feel that it would make that much of a difference. Attorney Heed noted that he is seeking grant money for the prosecutor's position but it does not look positive.

Medical Examiner

Attorney Heed stated how the medical examiners are called at all hours, and that they work well together. Commissioner Martin asked if this has been an unusual year or overall increase. Administrator Wozmak asked if we pay for autopsies for people that we do not need to. Attorney Heed feels that we need to rule out foul play.

Administrator Wozmak wanted to know if is it our responsibility to pay if it is not criminal. Attorney Heed feels that it is our job to pay at least partly.

Department of Corrections

Steve Stewart gave an explanation and handouts of the Corrections Officer position and the shift relief factor. He also detailed how the shift relief fact calculation indicates that they need one more position. Superintendent Van Wickler stated that an adequate shift relief factor should reduce overtime. Superintendent Van Wickler stated that in previous years he asked for other things other than personnel, because they were needed more for the purpose of their mission. Commissioner Davis asked how many CO's did they ask for last year. He also doesn't feel that he can keep asking his staff to work OT.

Commissioner Martin asked if they approve the FTE, will they decrease OT.

Superintendent Van Wickler stated that the OT also relates to coverage when inmates are in the hospital. Superintendent Van Wickler isn't sure how the increase in FTE's would effect the OT. Commissioner Martin asked if Superintendent Van Wickler wanted more time to take a further look at OT. Superintendent Van Wickler is going get back to them. The Commissioners asked if we are educating the CO's losing them to other law enforcement agencies. Steve stated that he doesn't feel they send CO's to the academy too soon. The Superintendent stated that they are probably going to try to use the academy correspondence course instead of attendance at the academy. He feels that he would rather educate them in the HOC but that RSA 100 states that they have to attend the academy in order to contribute to Group II retirement.

Commissioner Lynott asked when the decision was made to house only 10 federal inmates. It was a long time ago; it is stated in minutes not in a policy. Commissioner Martin asked about the status of the van. Administrator Wozmak mentioned a used van with 0% financing. Superintendent Van Wickler will bring back specifics. They need chairs for the inmates for the day room and cells. Commissioner Martin asked if they

could come from the Canteen Account. Superintendent Van Wickler would recommend that the cost of the law library come from the Canteen account as well.

DOC Revenue

Superintendent Van Wickler feels that he doesn't budget as much revenue as the Commissioners would like. Commissioner Martin feels that he should budget for more if they are always exceeding their budgeted figures. Revenues are increased to phone - \$55,000; Electronic Monitoring - \$3000; Federal Inmates – \$225,000. Total Revenue increase of \$81,800

Commissioner Lynott moved to accept the FTE addition for HOC, seconded by Davis voted unanimously.

Administrator Wozmak asked if they are going to write a letter in support of the candidates that have signed up to replace Commissioner Davis. Commissioner Martin feels that it should be a general letter with specific criteria, and not in support of one candidate. Commissioner Davis felt that the judges don't know what is involved the Commissioners job. Administrator will draft a letter with a job description.

Sheryl mentioned that the finance department would like to break out general ledger in more detail so that they are not spending a lot of man hours breaking out the information for the report that could be tracked all year long, for the federal cost report for the jail and sought approval from the Commissioners. They will review this request at a later date.

Commissioner Davis asked about the Proportional share fund. If we send the money back, it would send us into the hole. We would need to borrow to get through the end of the year. Sheryl will get together with Ellen to set up a line of credit in case they ask for the money back. Finance Director Trombly will gather information for the next commissioners meeting.

Meeting ended at 11:30 AM.

Minutes approved as amended on October 23, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8 AM Wednesday, October 16, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Davis, and Lynott; Barry King; Facilities Manager; Rick Van Wickler, HOC Superintendent; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant

Commissioner Martin mentioned the lack of public parking at the administration building because of new employees and asked Administrator Wozmak the status of the discussion with John McLean. John is working on the problem. Administrator Wozmak asked if we are required to have two handicapped slots. Barry King will check into this. Jail

Superintendent Van Wickler and Manager King have information on the jail van. Barry went into detail about the purchase of the van 12 quarterly payments at the end of that we would buy the van for \$1. Budget impact of \$8,000 per year for three years or increase it and make nine quarterly payments. Commissioner Martin asked if this was the same van that they were looking for a used van instead of new. Manager King brought up that he spends a lot on the repairs of the county vehicles. Commissioner Martin asked if we had enough money in the budget to start the process now.

Superintendent Van Wickler and Manager King stated that they would have to look at their budgets for this year. Commissioner Martin suggested that we pay \$1,252 this year and pay the balance in 2003. Superintendent Van Wickler brought up that his bottom line could take the hit of the \$1,252 for this year's payment. Commissioner Martin wanted to know if this could wait for the Executive Committee for approval. Commissioner Lynott moved to add the van purchase into the budget as a capital expense for next year, and make one payment this year, seconded by Commissioner Davis, voted unanimously.

Manager King will verify whether or not we would receive penalty for early payment. Commissioner Martin wanted to note that the bid process did not take place, but Administrator Wozmak brought up that the place we are buying from does the bids and that Superintendent Van Wickler and Manager King both tried to get bids from area car dealerships.

Superintendent Van Wickler has looked at his OT line and he feels that we should reduce it to \$20,000 from \$23,419. Commissioner Martin stated that adding one officer would bring them up to the recommended amount of staff for their size jail.

Commissioner Martin wanted to know what the OT was used for. The Superintendent stated that it would be for CO coverage at the hospital and nursing staff coverage. Commissioner Martin wanted to know if the OT had exceeded \$20,000 for this year and they have exceeded it because they have one person out on FMLA leave and could not replace that position for 12 wks due to regulations. Commissioner Martin feels that we should be able to reduce the OT line. Commissioner Davis asked if there are times when we do not have to have someone there to over see at the hospital. If the inmate has been sentenced, they can get a furlow. If they are federal inmates, they need two

people to oversee them at the hospital, one of ours and the other federal. In the case of a federal inmate, our time spent is reimbursed by the US Marshal's office.

Commissioner Martin wanted to know how Superintendent Van Wickler came to cut \$4000 from OT. Superintendent Van Wickler stated that the cut is being and conservative he does not know how to calculate how many inmates will go to the hospital. Commissioner Martin wanted to know if \$15,000 would be enough.

Superintendent Van Wickler stated that he would try hard to stick to it. Commissioner Martin moved to make the HOC overtime line \$15,000, Commissioner Davis seconded voted unanimously.

Superintendent Van Wickler advised the Commissioners of a situation that happened on October 16. He received a call from the Chesterfield Police. They had 7 people in protective custody and wanted to send them to COD, but the superintendent turned them down because he did not have the space. They hung up before he was able to give them a recommendation to send them to Keene Police Department. He only turned them down for the safety issues. Commissioner Martin wanted to know if

Superintendent Van Wickler was going to contact the Chesterfield Police Chief to talk things out with them. Commissioner Martin brought up that they would have to consider putting a cap on how many inmates the jail could hold, whether it is possible to put on a cap. Superintendent Van Wickler stated that he is unsure, and he has approached others to see if they know what is the statutory authority. Superintendent Van Wickler explained the statutes on where protective custody inmates go, that they should go to someone responsible first, next option detox and then the jail.

Commissioner Lynott mentioned educating local law enforcement. Superintendent Van Wickler will call the Chief of Police and Administrator Wozmak will call the Board of Selectman.

Sheryl was unable to speak with Paul Szoc about the letter. Sheryl stated that if we do not fund the radio repair shop but they need to make sure they do not mix funds.

Human Resources

Commissioner Martin asked what Judy is doing. She gave a brief description of what she is working on: the handbook updates, a job description for HR assistant, and how to coincide with Dante's job; working on setting up a phone line for a job posting info line, and the wage scale.

Sheryl is setting up appointments for Judy with her department and she will also be meeting with the sheriff's department. She will also be meeting with Rick and Wendy for interviews. Commissioner Davis asked about the wage scale and if Judy had a chance to look into it because there have been a lot of requests for increases.

Administrator Wozmak stated that they discussed it on Judy's second day. Judy asked what is the time frame that they would like it done. Judy stated that she would have to get together with Administrator Wozmak and talk to other counties. Commissioner Martin stated that it is high priority to look at the wage scale, because of the amount of personnel requests in the 2003 budget. Commissioner Martin wants to have an overall look at the wage scale before they make any decision. Judy wanted to know if they are looking for guidance on the wages to know if the county is at a competitive rate for the area. Commissioner Martin said yes and then went on to explain that the budget

process and when the info was needed by. Commissioner Davis brought up that Pat MacQueen's report is now 5 years old and it is time to update. Judy stated that you would need a compensation package, using percentages on the tasks and that in some cases this would not work. Commissioner Davis thinks that department managers want to recognize outstanding employees. Judy stated that in some companies they give out gift certificates for an outstanding job above and beyond. Larger gifts for bigger projects and also thank you cards are received well.

Human Resources budget review

Judy Von Feldt stated that she has only two issues with her budget; she would like an increase in line .19 (cont. Ed), and she wanted to increase telephone for the job line. Advertising for all departments was put into the HR line for hiring expenses. Equipment (.97) increase for a shredder \$200 and any other equip that may be needed. Increase printing, binding, and books by \$450 for the handbook reprinting.

Commissioner Davis asked if there are any major changes to the employee manual, because there was nothing was brought to the commissioners. Judy mentioned putting the handbook on the web for employees to access.

Commissioner Martin stated that the sick leave payback has to be reviewed.

Administrator Wozmak brought up looking at the cafeteria plan.

Sheriff's Dept

Sheriff Foote stated that the increase in continuing education is for the staff dispatch center. The dispatch supervisor has been trained and is now certified to train in basic communication. Commissioner Lynott asked what the capital outlay expenses are. Sheriff Foote stated that it is for two vehicles and repairs. Commissioner Lynott asked why they had leased in the past and want to buy now. Sheriff Foote responded that it was for the budget impact and it looked good at the time. Commissioner Lynott wants to see the impact of leasing. Administrator Wozmak asked if we are looking to replace two cars a year. Sheriff Foote stated yes that they need to because they are doing things differently than before. Commissioner Martin shouldn't we see the auto repair decrease. Sheriff Foote stated no because they will not get the car until Aug and there are other cars to be fixed. The money that is left in the advertising line is for any promotional things or other notices that need to be advertised. Commissioner Martin asked shouldn't the cost of gas go down since they are on target. Commissioner Davis asked what the gallon usage is for the current year. Sheriff Foote will check the gallon usage and get back to the Commissioners. Commissioner Lynott asked if he had budgeted a clothing allowance for the dispatch center. He stated that they are not uniformed employees. Commissioner Martin asked about photocopy supplies. Sheriff Foote will check into why it is low. Commissioner Martin let Sheriff Foote know that personnel requests are on hold until further review by Judy. The commissioners will get back to him on this.

Revenue

Sheriff Foote noted that revenue has increased because rates have increased for next year. They also receive payments for the sheriff department deputies doing details for other police departments.

Other Business

Sheriff Foote requested waiving the bid process for the recorder and radios for the phone system. Execom is the company used by everyone in the area. The cost is about \$19,000. Commissioner Davis asked if there are other companies with the same product. Sheriff Foote noted that there was not a company that has this same equipment but there are others who have similar equipment.

Commissioner Davis moved to approve waiver of the bid process for the recorder and radios for the Sheriff's phone system, seconded by Commissioner Lynott, voted unanimously.

Fire Mutual Aide

This year FMA had to negotiate salaries with employees. They did a survey with communication centers in NH and Northern MA; the overall increase is 3%. State retirement system increased, as of July; therefore Paul wants to increase retirement to \$25,000. Commissioner Lynott asked why training is low. Paul noted that they received some free training from NH Municipal Association and 911. Spare coverage can be brought down to \$90,000. Commissioner Martin wants Paul to check into getting free training for next year. Auditing services used to be under legal expenses and with the recommendation of the finance department, they are now breaking it out. The increase in the radio repair shop is due to the City of Keene phone rate increasing. The three lines for phone has been lumped into one line.

Sheryl had contacted Paul about the radio repair shop and their financial books. Paul had stated that the radio repair shop was having problems when Paul started and he has built a customer base. He is willing to accept the assistance from Sheryl and any recommendations she may have. Sheryl brought up that the \$175,000 came from the amount needed to run the radio repair shop, and that they are supposed to break even and the county will see the funds come back. Commissioner Martin wants to be sure that the county is not subsidizing the radio repair shop, and that the county does not want to cover deficits and pay capital equipment. Sheryl wants to do a further analysis of their books to see where revenue is being generated and to check inventory.

Commissioner Davis was concerned about the amount of time it would take and whether it would fit into Sheryl's schedule. Sheryl noted she has one employee that will help. Commissioner Martin wants to make sure that he is going to be ready for the Executive Committee because they will be looking for FMA cuts. Paul stated that he is ready to handle it. Paul noted that the 75 towns they are dealing with for fire and EMS is growing and that EMS is the fastest growing. Paul stated that he couldn't tell whether or not he can make cuts until the Sheriff's dispatch center is up and running.

Commissioner Davis asked if anything has taken place about combining the dispatch centers. Administrator Wozmak asked about the campaign for the new building for FMA. Paul feels they will be staying where they are or move to Marlborough Street with the City of Keene, which would be more effective. Paul then went into the need to look at capital expenses in the future and possibly adding a capital expense account and wanted to know if they should wait until the study is complete. Administrator Wozmak mentioned that if we have to bond for it we want to make sure that the county is only picking up the cost of what they use. Administrator Wozmak feels that others and not just the county should fund the operations. Paul will check the balance of the capital

reserve account and get back to the commissioners. They will revisit the radio repair shop for FMA once Sheryl looks at their books. Commissioner Lynott moved that if FMA is receiving free training, it should not increase, seconded by Commissioner Davis voted unanimously.

Paul stated that the health line could be reduced to \$95,500. Equipment purchase of \$10,000 is for the move to Marlborough Street for radio repair shop and shelving and other items. It is also for going to portable coverage from mobile coverage. In doing so, he is trying to get rid of the dead spots (3 new sites) \$5000 per site. Commissioner Davis moved to cut \$5,000 from the equipment line seconded by Commissioner Lynott voted unanimously.

Revenue

Commissioner Davis asked how FMA come up with their rates. Paul gets the equalized valuation from the state.

Alternative Sentencing Program

ASP has served 56 clients and has stayed under budget even though the original budget estimate was for 30 clients. The Alternative Sentencing program has saved the county \$180,000. Only 12% of the clients have not completed the program. Tom noted that determining an individual's progress after the program is hard because he doesn't know when they are re-arrested. Commissioner Lynott asked if he could work out something with the courts to receive notification when they are re-arrested instead of reading the newspaper. Tom said he is going to work with the court. Commissioner Davis asked if this is a pilot project. Administrator Wozmak stated that it is to be reviewed year to year. There was an increase in the budget is due to the addition of the mental health court and the addition of a social worker. Commissioner Martin asked if we should track the mental health and the grant money received separately.

Commissioner Martin wanted to see one way or another that ASP and mental health are tracked separately. Sheryl stated that the revenue will be tracked separately and that they could add a line for the OSS like we do with the jail. Commissioner Davis asked what is the grant amount, which is \$75,000. Melinda Mahar completed the grant application.

Delegation

Commissioner Martin noted that we have adjusted for meetings and travel due to an increase in committee meetings for jail and Keene space needs, etc. Commissioner Martin asked what the advertising line is for. Administrator Wozmak advised him for meeting notices.

Commissioners

Commissioner Martin asked what is being budgeted for OSS. Administrator Wozmak responded that we budgeted for the space needs study and also a contribution for the nurse training program. \$10,000 was moved from Commissioners OSS line to the MNH Administration line for OSS for NHA recruiting. Commissioner Davis asked about the increase in Commissioner salary line. Sheryl stated that all elected officials received a 2.5% increase. Commissioner Martin wanted to know if the commissioner's budget stay under, excluding the legal line. Sheryl responded that they are projected to stay under in all other lines.

Further discussion on the photocopier will take place during the finance budget review. Commissioner Davis wants to look at leasing and buying, what the cost or benefits would be.

Sheryl noted that she has the human service analysis and it shows a large surplus. There was discussion about the human service budget. The Commissioners asked Sheryl to get back to Mimi and inform her of their preliminary changes to her budget. Next year we will receive the last payment for the Senate Bill 409.

Nonpublic session - At 11:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:20 PM.

Minutes approved as amended at the Oct. 30, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Friday, October 18, 2002
33 West Street Keene, NH

PRESENT : Commissioners Davis, Martin, and Lynott; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director, Barry King, Facilities Manger; Misty Hall, Accounting Assistant; David Putnam, Farm Manager; Mimi Barber, Human Services Director

Facilities MNH

Commissioner Martin asked about electric costs. Manager King stated that we should start to see savings. Commissioner Davis asked why fuel is going down. Manager King stated they are trying to save in areas that they can. Commissioner Davis noted that there is a new line item - HIPAA. Manager King stated that he budgeted on the lean side. Administrator Wozmak stated that some of the cost will be absorbed in computer operations, but facilities will have to make changes. Commissioner Davis noted that Manager King is requesting a new car this year. Manager King stated that we need a new one because of the cost of repairing handed down cars. Commissioner Lynott wanted to know why money is budgeted for vehicle repairs. Manager King stated that we still have other vehicles that will need repairs.

Commissioner Davis asked if there are some costs associated with changes needed due to the survey. Manager King stated there are. Commissioner Lynott asked about the fire doors between the nursing home and assisted living. Manager King stated that they looked at the code and everything is fine. Commissioner Davis asked if the capital improvements are priorities. Manager King stated that they are and the addition of sprinklers in the facilities building and is the last building to add sprinklers.

Commissioner Martin noted that an elevator alarm system was requested by nursing, and wanted to know if the price is firm. Manager King stated it is. Manger King explained that the request for a tub is the last one to be replaced. Commissioner Davis could you talk to the dietary department about composting at the farm as an option to cut down on the amount of trash. Manager King stated that it could be done, and he will look into. Manager King is going to try to get a recycling program going at MNH.

Facilities HOC

Administrator Wozmak asked if a compactor would help in the amount of the money that is spent on trash. Manager King does not think that it would save us that much money. They are looking into getting a new trash company. Commissioner Martin asked how did Manager King arrive at the building repair and maintenance figure. Manager King noted that it is a historical figure.

Facilities WWTP

Manager King stated that equipment calibration seems expensive but it is necessary due to the inspection done by the State of NH. The sludge project is going well.

Commissioner Lynott asked how many employees are licensed. Manager King stated that there are three and one is newly licensed. Commissioner Lynott asked if Manager King is licensed and he is not.

Facilities WTP

Manager King noted that the new testing would bring OSS up.

Facilities Farm

Telephone was under budgeted last year. David Putnam thinks that he will be able to cut electricity for 2003 as well as the phone. Sheryl asked if it would be possible to use one phone line for the farm and share the line. Dave said that would work fine. There is an old well pump in a field at the farm that is leaking oil and Commissioner Martin directed Manager King to look into removing the pump. Commissioner Martin stated that we could probably get it done this year.

Facilities Courthouse

Request from Sheriff Foote to replace the holding cells. Commissioner Davis stated that the request from Manager King to paint the courthouse seems high. Manager King noted that it includes the cupola. Commissioner Martin brought up that we are not seeing the decrease that was expected in electricity. Manager King that is due to the air conditioning. Commissioner Martin stated that their number one concern is that the courthouse needs to look professional. Manager King stated that the carpets probably need to be replaced. Commissioner Martin agreed that that is probably time for them to be done since the last time they were done was when he had started as Commissioner.

Facilities Administration Building

Commissioner Martin asked if there is talk to change the sign. Administrator Wozmak stated that he doesn't know why we would want to spend money on something we already did. Commissioner Martin told Manager King to go back and look at the courthouse and admin building for savings on electricity. Commissioner Davis noted that the cost for the administration building copier is \$2100. Manager King stated that we are going to make a switch admin Keene to HOC. Sheryl stated that Terry was going to look at what we need. Commissioner Davis asked what is included in that price. Sheryl stated toner, repair, etc. Commissioner Davis asked if we have any expenses into Latchis Theatre. Commissioner Martin brought up that the City of Keene stated that the building is not looking good. Manager King stated that we have done some minor repairs.

Safety, General County

Manager King stated that there are only minor increases for this department. Commissioner Davis asked what the insurance increase is for. Sheryl stated that Pam has no control over this and that it is due to the revaluation on property and liability. We probably have been under insured for a long time and the amount budgeted is a total guess. Primex will not give us a rate as of yet.

Farm

Commissioner Martin stated that he noticed that there are a lot of cuts and he hopes that it is realistic. Manager Putnam stated that it will have to be, the reason for the cuts is because we are taking an \$80,000 cut in revenue for milk. For 2000-2001 the federal government will pick up some the loss in revenue, but we won't see that until December. Dave noted that we might see revenue for corn, if the grain prices drop we can apply for some money. Commissioner Davis noted that Manger Putnam still has budgeted for a Brown Swiss Cow even though the person who did the study did not

approve. Manger Putnam stated that it is the way the farm industry is going. Commissioner Martin asked what is the down side of buying the Brown Swiss Cow. Manager Putnam feels that there is no down side. Manger Putnam noted that we need to look at other revenue sources. Ever since he has been at the county they have been cutting sources of revenue. Manger Putnam stated that the problem with the firewood sales is that Marshall from Coop Extension takes a personal mission to fight against the County cutting the timber. Administrator Wozmak brought up that we should thin the Chesterfield lot. Manager Putnam brought up the problem with the land lock law. Commissioner Lynott feels that we need to address the issue with Marshall. Commissioner Martin feels that if we have \$20,000 worth of timber to be sold then we should sell it. Commissioner Martin asked if we purchase new equip will it help the rental line. Manager Putnam stated that the rental line is the leased baler. Manager Putnam stated there will be a lot of hay to sell. He feels that we can make it through the spring with that. Commissioner Martin asked where do the purchases put us in the equipment purchase plan. Manger Putnam stated that it would put us right on track. Commissioner Martin asked what is the deficit. Manger Putnam stated that it will be \$40,000 deficit. The grain should be down this year, but in order to save we will need to change grain companies. We could potentially save \$10,000. Commissioner Davis asked if Manager Putnam was in touch with other counties and he said yes. Each county seems to do things a little different. Manger Putnam stated that there is an irrigation pipe from the old garden and Stonewall Farms is interested in it. Manager Putnam asked if he could give it to them. Administrator Wozmak asked if facilities had any use for it. Manager Putnam doesn't feel that they would. Commissioner Martin asked if it is worth less than \$300, because there is a limit to what we can give away. Dave states that it is over \$300. Commissioner Martin said that he could offer it to them at a reasonable price, but he couldn't give it away.

Finance

Commissioner Martin noted that the finance budget has increased \$80,000. Sheryl stated that it is for auditing services and that the salary would be normal merit. Commissioner Lynott asked if finance has any additions for HIPAA. Sheryl stated no and the only thing that may come up for the finance budget is continuing Ed. Nonpublic session - At – 10:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Davis moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a voice vote of Commissioners Martin, Davis and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:45 AM.

Personnel Administration

Administrator Wozmak stated that Hampshire Assoc. was taken over by someone else and is more expensive for the EAP. Commissioner Davis asked if this is paid for on as needed basis. Administrator Wozmak stated that not, it is paid on a per FTE basis, but

he noted that the utilization is up. Commissioner Martin asked if we have gone over budget for tuition reimbursement. Administrator Wozmak stated that it is a budget neutral item by shifting of lines. Commissioner Martin said that we need to look at the utilization versus just keeping budget neutral. Administrator Wozmak stated that he is against cutting the budget; he doesn't want to see people being excluded because we went over budget. Commissioner Martin stated that they need to take an educated guess that would be more accurate. Commissioner Davis asked what would we do if we do max out. Commissioner Martin wanted to know what we did before. Administrator Wozmak stated that it was so small before that it didn't much matter. Commissioner Davis suggested that Administrator Wozmak meet with Judy and maybe she will have some ideas. Commissioner Martin stated that maybe we need to reserve a certain amount for each quarter. Administrator Wozmak stated that we will examine this area further, but if we do reserve some each quarter, it needs to be divided. Administrator Wozmak hopes that this will be a good recruiting tool.

Commissioner Davis moved to decrease the tuition reimbursement to \$40,000 and for it to be monitored, seconded by Commissioner Lynott, voted unanimously.

Human Services

Mimi Barber hopes that the figures that she will come back with will be looked at seriously. Mimi went into explain of the Medicaid system. Mimi brought up that the state hasn't lived up to what they were supposed to, but there needs to be a continuum of care. Commissioner Martin brought up that next year will be a key year with SB 409. Commissioner Lynott asked about having an educational program for the County Delegation. Mimi and Commissioner Lynott agree that they need to educate the County Delegation.

Minutes approved at meeting of November 6, 2002

Margaret Lynott, Clerk

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 23, 2002
33 West Street Keene, NH

PRESENT : Commissioners Martin, Lynott; Sheriff Richard Foote; Arlene Brewer, Dispatch Supervisor; Carl Jacobs, Electrician; Sheryl Trombly, Finance Director; Misty Hall, Accounting Assistant; Pam Fortner, Safety Officer; Dave Putnam, Farm Manager; Barry King, Facilities Manger; HCS Pat Osmo, Richard Steels, Richard Olmstead; Liz Sayre Women's Crisis Services; Debbie Hinman Conservation District; Lauren Bressett UNH Cooperative Extension; Bob Barrows, Carol Burns, Chris Coates, Allen Green MDS; Mindy Cambiar Community Kitchen; Chris Callahan, Senior Center; Mario Cosa, Sharon Mangan Monadnock Substance Abuse; Penny Vaine, Executive Director Winchester Learning Center. Ken Jew CEO, Doug Iouse MFS

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 11, seconded by Commissioner Martin, voted unanimously.

Sheriff's Department

Sheriff Foote is here to discuss telephone bids for the dispatch center telephones. Commissioner Martin asked if there is enough money in the budget for this telephone system.. Sheryl discussed how the Executive Committee advised Sheriff Foote that he had money in the budget to use. Sheriff Foote stated that he is seeking approval to go with the company they have chosen. Commissioner Lynott moved to approve the purchase because of the compatibility with other system, seconded by Commissioner Martin, voted unanimously.

Joint Loss Safety Committee

Commissioner Martin commented on the job well done by the safety committee. Pam Fortner brought up that there are still some departments not represented at the meetings. Pam asked the status of the responsibility policy. Commissioner Martin stated that they approved it and they will check with Jack and get back to her. Commissioner Lynott suggested Pam list the departments that are absent.

Commissioner Martin asked if there is anything the Commissioners could do to help the farm be in compliance. Manger Putnam stated that a lot of this is not done due to lack of money. Commissioner Martin asked what items are on hold due to the Jail Study.

Pam and Manger Putnam stated the barn, garage and the carpenter shop are on hold. Commissioner Martin feels that we need to add money to the facilities budget for the items to be addressed. Manager Putnam will get together with Manger King to come up with figures. Commissioner Martin wants to know if the safety committee could list the issues in order of need. Pam stated that she would need help from the departments to establish priorities. Commissioner Martin asked Dave to check the cost of replacing the doors in the barn. Manger King stated that he feels the issue with silage is not a Joint Loss Issue. Commissioner Martin would like Manger King to get together with Manager Putnam to come up with what needs to be done.

Commissioner Martin told Manager King to get together with Pam Fortner on what should not be on the list. Commissioner Martin stated that it may be necessary have

Pam talk to outside contractors to reassure her what does not need to be done. Commissioner Martin noted they have to reiterate that the department managers need to send someone to the Joint Loss/ Safety Committee meetings.

Farm Study

Commissioner Martin brought up that the preliminary findings were basically the conclusions to the report. The findings are issues that Manger Putnam is doing in his 2003 budget. Commissioner Martin gave Manager Putnam a copy of the farm study and they will add Dave to the agenda for the next meeting at MNH to go over the report. Timber sales were excluded from the initial figures. Dave will need to be here for the Executive Committee third quarter budget meeting and the Rick Hermonott from First Pioneer Farm credit will available to present the report. Manger Putnam feels it is necessary to show the study to the Executive Committee for the purpose of having them understand the budget.

Registry of Deeds

Commissioner Martin asked Director Trombly, who was presenting for Register Hubal, if the packet contained a personnel request because this is the first they had heard of it. Sheryl stated that yes it was not with the 2003 personnel requests. Commissioner Martin asked if this is something that Judy should be reviewing. Administrator Wozmak stated it was and he will give Judy a copy. Sheryl stated that she is not sure why copy supply line is up, because they are not going over this year's budget. OSS is up a lot most of the increases are up 15%, Sheryl stated that finance does not get involved in deeds contracts. Commissioner Martin stated it is difficult to review the budget without Evelyn. Next week the Commissioners want to go over the surcharge account, address the OSS line, the photocopy line, and also discuss the personnel request.

Registry of Deeds Revenue

Commissioner Martin asked about the revenue to date. Sheryl stated that they average \$58,000 monthly. Commissioner Martin feels that they need to budget at least \$625,000.

Treasurer

Treasurer DeYoung noted that she has requested the budget level funded. Commissioner Martin asked if they are sure that the bond council amount is enough. Sheryl stated she feels that it is more than enough. Commissioner Martin asked about interest income. Sheryl stated that we would probably not meet this year's budget.

UNH Coop Extension

Commissioner Martin brought up that the personnel requests are on hold. Lauren Bressett provided information for the personnel requests. The OSS line is up due to the copier contract. Printing, binding and books is up because the Sentinel rates for printing has increased. Commissioner Martin noted that as of 9/30/02 the balance was \$8,000. Lauren noted that Bruce's position used travel, and his position was vacant for a while. Commissioner Martin would like to see travel reduced. Lauren doesn't feel that is appropriate. She will get more current figures and then calculate what it would be with the increase in the rate. Commissioner Martin asked if Lauren has gotten together with our computer tech. She said the last time she did it was not effective, and she receives a discount on the computers when she purchases computer through UNH 's contract.

Conservation District

Debbie Hinman went reviewed what was accomplished this year. Commissioner Martin stated the budget is \$3,700 more than this year with \$1,400 more coming from the County. Commissioner Martin asked how they calculate their revenue. Debbie stated that she has only been in the position for two years and she has seen the revenue decrease since she has taken this position. Commissioner Martin asked what is miscellaneous income. Debbie stated that it is in anticipation of other revenues but they are unsure under what account to put it. Commissioner Martin asked what is the increase in payroll. Debbie stated it is for her salary. Commissioner Martin asked if they are on target for this year's budget. Debbie stated that she is not happy with the tree and shrub sale. Commissioner Lynott stated that they could put it on the County's web site and also she feels that they need to advertise more. Commissioner Martin asked if they have a surplus, where does it go. Jeff stated that they do not feel that they will have a surplus.

Woman's Crisis Service

Elizabeth Sayre highlighted things from this year such as the building purchase. They have access to victims of crime funds to make the building handicap accessible. Commissioner Martin asked how this year's figures compare to last year. Liz stated that they are up about 80 cases. Commissioner Martin stated that she should keep in mind that county space needs are an issue. We hope to continue our relationship but not to be surprised if we have to take the space back. Liz asked if the County has a time frame in which this will be done. Commissioner Martin noted that we are hoping very soon. The county could possibly need their space back as soon as March. Commissioner Martin asked about their office space at this time. Liz stated that they have 5 offices and 3 of them have two people in them.

Computer Operations

Wendy stated there is a new line for HIPAA, and the figure that she budgeted is a guess because she is not sure how much is required. She reviewed the lines where there were increases or level funded. She can take out \$1500 from equipment repair; \$100 can be removed for equipment purchase. This is the last year of cycling out purchased computers for leased. Wendy reviewed capital requests. The HR director has requested a new computer for the assistant position for MNH, which is an increase in the capital requests for \$480. Wendy went into reviewed the Spillman upgrade requested by the HOC, because Spillman is no longer upgrading the software. Commissioner Martin asked if we have to upgrade any hardware. Wendy stated the upgrade would increase memory and would cost around \$400. Commissioner Martin asked about the expected shelf life of this software. Wendy and Scott noted that we are jumping on board in the beginning rather than the end, but with technology changes they can't make any promises. Commissioner Martin asked what the difference is in the cost between color and black and white printers. Wendy stated that the cost is not that significant. Commissioner Lynott asked if that would increase supplies. Wendy stated that because she is replacing old printers, everything balances out. Commissioner Martin asked if Wendy is behind schedule for training. Wendy stated that the pre-payment schedule for Config Systems looks like we are behind but another payment is

scheduled to go out. Commissioner Martin mentioned that Microwave maintenance is down. Wendy noted that some bills have not hit the account. Commissioner Martin asked if computer privacy screens are required. Wendy stated 30 are needed. Commissioner Martin asked how many working areas were changed to comply with HIPAA. Wendy stated that there were not many.

HCS

Pat Osmo reviewed how the County allocation is used and what it means to the community. Richard Olmstead explained the effect of the Homemaking and Outreach programs and what they provide. Commissioner Martin noted that he saw that the amount of Cheshire County residents has decreased. Pat stated that there are a number of reasons, recruitment being one. They tried a number of things to get and retain help. The client needs have increased, resulting in the number of clients remaining the same but the number of hours are increased. Commissioner Martin asked if they took advantage of the HCBC funds. Pat stated that they do and they are under a different program. They are not taken into account in the reported sources of income for these programs.

MDS

Bob Barrows stated what MDS does in the community. Carol reviewed what the program has done with the money that the County allocated. Their caseload has increased without increased funding. This year's request would allow them to serve an additional 84 people, totaling 105. Commissioner Martin asked how they arrived at that figure. They looked at what they had done in the past and calculated the amount. Commissioner Martin asked if they will hire more people to do this, and they will. All county of the county's money go toward respite cost, not administrative costs. Commissioner Martin asked if they look for funding in towns or other counties, they stated that they have been unsuccessful. They do keep the county money within the county.

Community Kitchen

Mindy Cambiar noted that there is a 50% increase overall. There is an increase in help needed in the kitchen and food pantry. She noted that C&S is contributing on a regular basis. Commissioner Martin asked Mindy how she uses the County funds. Mindy stated that she uses them for general operations.

Keene Senior Center

There was a review what has been done this year including raising membership rate to increase revenue and then did repairs bringing them up to code. Commissioner Martin asked what the increase for. This is due to the increase in health insurance for employees. They would like to supplement their part time help. They bought a computer to train seniors, and by charging for the class they were able to pay for the computer.

Monadnock Substance Abuse

There was discussion that their budget has increased but they have not increased the amount they requested since the 1980's. Commissioner Martin asked where they attribute the increase. They have increased hours and therapies. Commissioner Martin

asked if they work with Tom Kenney of our Alternative Sentencing Program. They stated that they do.

Acting Out

Mario explained how the county's funding has helped their program. Commissioner Martin asked Mario if he could tell if the program had an effect on the juveniles in the community. Mario stated that he is not aware if his program has had a negative impact in the community, but the juveniles that participate in the program have lower rates of teen pregnancy and drug problems.

Winchester Learning Center

Penny Vaine reviewed the program and what they do. They are a daycare and a family resource center. They were open for a year, in May, and have a waiting list.

Commissioner Martin asked if they were going to request funds on an annual basis or is this a one-time request. Penny stated that she would like to do this on an annual basis, but they are always seeking new funding. Commissioner Martin asked what towns are served. They are Richmond, Winchester, Swanzey and Keene. Commissioner Martin told her that the County has incentive funds, Penny stated that she applied. Commissioner Martin asked Penny if this request was in addition to the incentive funds or was she hoping for one or the other. She stated that she needs all the funding she can get.

MFS

Doug Iosue reviewed their request for funding to cover individuals who receive services but have no health insurance. He explained insurance company funding would not allow them to have an adult out-patient program in Keene. MFS has other funding sources, such as United Way. Ken Jue reviewed problems with the insurance companies and in the last 10 years funding for mental health has reduced. In order for MFS to save money, they have reduced their contribution to employee's retirement plans.

Commissioner Martin asked what other revenue sources MFS is seeking. Ken stated they are seeking funding from towns, and in some cases they will get roughly \$1.25 per client from that town. This year they may be facing a 25-30% increase in their health insurance costs. Ken noted that their auditors stated they have the lowest administrative cost of similar agencies. Sheryl asked if they challenge denied claims. Ken stated that they question the ones they can, but they just do not have the personnel to do all of it.

Commissioner Martin moved to approve the safety committee policy, seconded by Commissioner Lynott, voted unanimously.

Meeting adjourned at 12:46 PM.

Minutes approved as amended at Nov. 13, 2002 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:00 AM Wednesday, October 30, 2002
33 West Street Keene, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Lisa Kemp DNS; Rick Van Wickler HOC Superintendent; Roger Vachon, Office of the Ombudsman; Mr. Billings, Resident of Cheshire County.

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 16, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

The Commissioners and county employees introduced themselves to the public. Mr. Billings is here because he has a health care proxy for his mother. He gave an overview of his mother's health status. She is not at MNH at this time because of this, but he would prefer that she be there. He has an issue with Dr. Stern as the physician for MNH, and does not feel that she would be receiving the highest level of care. His other issue is whether residents of the home can have their own physician. He does not know how to remedy to these issues. Administrator Wozmak explained that whenever a resident leaves the nursing home, they usually are under the care of their former physician, but when at the nursing home, Dr. Stern is the physician in charge. Administrator Wozmak distributed a letter from Dr. Stern in reference to this issue. A moment was taken to read the letter. Administrator Wozmak stated that they would look into the situation. Mr. Vachon stated that a report would be forthcoming. Commissioner Martin thanked Mr. Billings for his input.

HOC

Nonpublic session - At 8:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic session to discuss the consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a voice vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 8:50 AM.

Director Trombly gave an overview of the purpose of the **MANIFEST** and the payable process.

Commissioners

Administrator Wozmak will review the 2003 budget with Commissioner Sistare.

Director Trombly presented the CPI index in order for the Commissioners to determine the COLA for 2003. She will do an 2003 budget impact report with a 1 ½% and a 2% increase and bring it back to the Commissioners.

HR

Director Von Feldt was introduced to Commissioner Sistare.

She has been in contact with other counties and how they have dealt with personnel requests. She suggested that a survey be completed which would begin with a job description and this would create a clearer view of personnel. Because of late hiring, there are funds in the HR budget, and it was suggested that a consultant be contacted to assist the county with determining these issues. Commissioner Martin stated that at the end of the last survey there was a great monetary impact to the budget, and we need to be prepared for that again. Director Von Feldt suggested that just the 2003 personnel requests be reviewed at this time. Commissioner Sistare suggested that an RFP, which includes the information we require is prepared for the survey and it is brought to the meeting.

Delegation meeting will be on December 16 at 7 PM.

There was a discussion on the farm study report. Commissioner Lynott moved to accept the farm study report and incorporate it into the annual report, Commissioner Martin seconded, voted unanimously.

There was billing on the books for \$68.80 for copying personnel files for James Beeler, and after discussion, Commissioner Martin moved to write off the \$69.80 for copying the personnel file, Commissioner Lynott seconded, voted unanimously.

Terry Warren invited the Commissioners to the Downtown Breakfast, to be held on November 25.

The Commissioner's end of year party will be scheduled for December 27. Longevity awards will be handed out at that time.

The electric usage report was distributed to the Commissioners. There will be a savings of \$9000. Commissioner Lynott moved to incorporate the costs into the 2003 budget.

Register Hubal was introduced to Commissioner Sistare. She was present for any questions the Commissioners may have about the budget. There were two lines that were questioned by the Commissioners, but Director Trombly reviewed the budget and made some adjustments to the account. The Revenue/expense report from 1998- 2002 was distributed to the Commissioners. Register Hubal presented a reduction in outside services by \$490. Commissioner Martin advised Register Hubal that all personnel requests have been put on hold at this time. She stated that she is scheduled to meet with Director Von Feldt on Friday.

The Census report was distributed. The report was discussed among the commissioners.

Capital reserve balances report was distributed. Commissioner Martin asked Director Trombly to have Manager King's advice regarding the fuel tank replacement.

Meeting adjourned at 11:00 AM.

Minutes approved as amended by e-mail on 11/20/02

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 6, 2002
Maplewood Nursing Home, Westmoreland, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Lisa Kemp DNS; Barry King, Facilities Manager; Farm Manager Dave Putnam; Judy Von Feldt, Human Resources Director; Misty Hall Accounting Assistant; Terry Warren Ex. Asst. to the Commissioners

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 2, seconded by Commissioner Martin, voted unanimously. Commissioner Martin moved to approve the amended minutes of October 18, seconded by Commissioner Lynott, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

The meeting opened at 8:40. Commissioner Martin expressed the commission's condolences for the passing of Rep. Steve Avery.

The Facilities response to the JLMC minutes was reviewed. Manager King felt that there were things reviewed that were not under the review of the committee and should not be on the list. Commissioner Lynott asked about the silo issue and whether it was a safety issue. Manager King felt that it was a capital improvement and not part of what the JLMC should be reviewing. Commissioner Sistare suggested that Primex be contacted and asked to review what issues the committee should be reviewing. The Commissioners agreed that this should be set up. Administrator Wozmak will contact Primex.

Human Resources

Director Von Feldt suggested that she and Director Trombly review the salaries of the employees. She was not able to obtain information from other counties. Director Trombly stated that time is short and the proposed budget must be completed soon. Commissioner Martin asked whether the salary adjustments are included in the budget or should we wait to add them to the executive committee budget. Director Von Feldt recommends that the changes not be added to the budget and when the final survey is completed, the personnel requests will be addressed at the time of the executive committee review. In the following year wage adjustments can be made in the 2004 budget. Commissioner Sistare moved that the financial impact will be removed from the Commissioner's Proposed Budget and will be presented to the executive committee, based on the results of the salary survey, limiting it to those that have been proposed, Commissioner Lynott seconded, voted unanimously.

MNH

Administrator Wozmak presented for the reading file a response to the survey, addressing the plan of correction as a result of the survey.

The census report was distributed.

Finance

A travel reimbursement request from the nurse practitioner was received. She used her personal frequent flyer miles for a business trip and is requesting reimbursement. The reimbursement request is less than the back up paperwork she submitted because she received a special price on the flight. Commissioner Sistare moved that we reimburse her for \$230, Commissioner Lynott seconded, voted unanimously.

Farm

Commissioner Martin stated that Farm Manager Putnam confirmed with him that he is following the recommendations of the farm report.

Budget

Director Trombly reviewed the 2003 health insurance increase. Commissioner Martin asked if it is less than having an outside agency take care of the health insurance.

Director Trombly stated that Walter Rohr is checking into rates of other companies and she will get back to the Commissioners. There was discussion about the dental rates for 2003, which will increase about 6% for the employee. Commissioner Martin stated that he agrees with distributing the increase to both the county and the employee.

Commissioners Sistare and Lynott agree with the figures presented for the health and dental insurance.

Director Trombly presented the 2003 COLA figures in addition to the COLA survey she conducted with local companies. Most companies do not give a COLA adjustment.

Instead they ensure their wage scale is in line with the area. Director Trombly adjusted the COLA analysis given to the Commissioners because it was calculated for 9 months instead of 10. Commissioner Martin feels that we need to go with the 10 month COLA to stay consistent.

Commissioner Lynott moved to accept the 1.5% COLA for 10 months, seconded by Commissioner Sistare, voted unanimously.

Manager Dave Putnam stopped in and addressed his capital expenses. He told Director Trombly that he would get back to her as soon as he could with the figures for the silo. Director Trombly stated that the MNH telephone lines are expected to come in under budget and she talked to Manager King and he feels that he can cut it \$5,000. The TLC snoozalin equipment for \$1,000 should be moved to the MNH capital expenses and use capital reserves to purchase. For PT, the wheelchair should be moved to use capital reserves because it may not be needed.

In the Conservation District budget, the employee funded by the County requests a salary increase of 10%. Director Trombly feels that this needs to be looked into.

Commissioner Martin asked if there are any objections with what Director Trombly stated. Commissioner Sistare feels that the Conservation District needs to explain why there is a 10% increase.

Commissioner Martin asked if Director Trombly had looked at the status of the undesignated surplus. The surplus line in the 2003 budget should be increased by \$50,000 to \$753,000.

Director Trombly suggested the proportional share funds be put in cap reserves. Commissioner Martin agreed. Director Trombly recommends using more capital reserves to offset the capital expenses for 2003.

Director Trombly stated that Manager King was asked to prioritize his capital requests and he stated that the requests are in the order needed. The holding cells are top priority. Commissioner Martin stated that the roof over the Sheriff walkway be put on hold that would decrease the Courthouse cap request by \$16,000.

Commissioner Martin feels that as the Winchester Learning Center applied for incentive funds he feels that they should cut the \$5,000 for the Winchester Learning Center and have Margaret support the approval of the incentive funds.

Level fund all outside agencies.

There was a discussion about the increase in the shift differential. Administrator Wozmak feels that we need to keep pace with the area. The Commissioners agreed to add \$.20 to the shift differentials.

Director Trombly will e-mail the Commissioners with the silo costs when she receives the information.

Meeting adjourned at 10:35 AM.

Minutes approved as amended at 11/20/02 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 13, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Martin, Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Rick Van Wickler, DOC Superintendent; Bob Moore and Roger Zerba, Commissioners-elect; Terry Warren Ex. Asst. to the Commissioners

MINUTES: Commissioner Lynott moved to approve the amended minutes of October 23, seconded by Commissioner Martin, voted unanimously.

MANIFEST: Commissioner Lynott moved to accept the manifest, Commissioner Martin seconded, voted unanimously.

Meeting opened at 8:35 AM.

DOC

Superintendent Van Wickler stated that there are two correction officers in the academy, and they will be graduating on December 5. All the Commissioners were invited to the graduation. The Superintendent explained the academy to the Commissioners.

David Segal has been activated to duty for six months.

The Objective classification officer has resigned because he was not able to pass the fitness test. Superintendent Van Wickler will be looking to fill the position.

Finance

Director Trombly advised the Commissioners that the Sheriff would be bringing a purchase for a CAD system for the dispatch center, at a cost of \$20,000.

A summary of expenditures and budget for 2003 was distributed to the Commissioners and Commissioners elect. The expenditures show a 1.1% increase. There was some discussion on the expenses. The HOC had added \$13,500 to their budget for female inmates, Commissioner Martin suggested that it be set at \$5,000.

Revenue is down at MNH.

Director Trombly has an adjustment for the repaving of the floor of the silo from Manager Putnam. The quote received was \$7500.

Commissioner Sistare stated that the Jaffrey planning board complained that there are too many lights on the Jaffrey Peterborough Courthouse. Administrator Wozmak will contact Hutter Construction and get back to Commissioner Sistare.

Commissioner Martin requested a breakdown of expenses and revenue.

Commissioner Lynott moved to approve the change to the budget for the DOC, changing the \$13,500 for inmates to \$5000, and adding \$7500 for the silo floor, Commissioner Sistare seconded, voted unanimously.

The date of December 11, at 7 PM, was confirmed as the date for the delegation to meet for their organizational meeting, and at 7:30 for the public hearing on the commissioner's proposed budget and the presentation on the Latchis Theater.

December 16 at 7 PM is for the jail presentation from the consultants for the

delegation. Administrator Wozmak hopes to have some decision, narrowing down the proposed sites.

There was some discussion on the NHA search.

The County Administrator's job description should reflect that the department managers/elected officials would meet with the County Administrator when necessary, and it would be brought before the Commissioners when necessary. A revised organization chart will be prepared.

The Commissioner's 2003 schedule was distributed to all commissioners. The dates and times will be confirmed next week.

Administrator Wozmak invited the commissioners to meet with the planner for the HOC.

The Commissioners elect were invited to the downtown breakfast on November 25.

The meeting was adjourned at 9:45 AM.

Minutes approved as amended at 11/20/02 meeting

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, November 20, 2002
33 West Street, Keene, NH

PRESENT : Commissioners Lynott and Sistare; Jack Wozmak, County Administrator; Sheryl Trombly, Finance Director; Rick Van Wickler, DOC Superintendent; Bob Moore and Roger Zerba, Commissioners-elect; Terry Warren Ex. Asst. to the Commissioners; John Cameron.

MINUTES: Commissioner Sistare moved to approve the minutes of November 6, seconded by Commissioner Lynott, voted unanimously. Commissioner Sistare moved to approve the minutes of November 13, seconded by Commissioner Lynott, voted unanimously

MANIFEST: Commissioner Sistare moved to accept the manifest, Commissioner Lynott seconded, voted unanimously.

Meeting opened at 8:33 AM.

Commissioners

The Holiday schedule was distributed and reviewed. Commissioner Sistare moved to accept the holiday schedule as amended, Commissioner Lynott seconded, voted unanimously.

Commissioner Lynott signed the lease for the van for the HOC. Administrator Wozmak explained the reason for the purchase of the van, which is because the need was unanticipated.

The census report was distributed and reviewed. Administrator Wozmak suggested that the report could be reduced to contain only the information the Commissioners feel necessary. The Commissioners decided to leave the report as it is for now.

Jack Dugan of Monadnock Economic Development presented the CDBG Business Incubator, which would help create new businesses for this area, and to connect existing companies if there are any opportunities to start up new businesses from their organizations. The new site for this incubator would be housed in the Blaisdell Building, which has been donated for use as the business incubator. The amount requested is being reduced to \$280,000 from the original amount. Because the scope of the project was changed from what was presented in June, it had to be brought before the Commissioners again. Commissioner Sistare moved to authorize the Chairman to sign any documents required to apply for and expend the grant, Commissioner Lynott seconded, voted unanimously. Commissioner Lynott moved that it is brought before the delegation on December 11 for ratification, Commissioner Sistare seconded, voted unanimously. Jack Dugan explained the process of the CDBG to the public present at the meeting.

The Latchis building drawings were distributed. It will have about 35,000 – 37,000 square feet. The drawings were reviewed. The cost is about \$5 million. The cost to renovate 33 West Street building is \$625,000. There was discussion about the drawings.

The Commissioners budget letter will be prepared and e-mailed to the commissioners for review.

The Nov. 27 meeting will be cancelled.

The 2003 meeting schedule was amended so that the second and fourth Wednesdays of the month were made 5 PM meetings and the fifth meeting of the month was scheduled for 8:30 AM.

The meeting was adjourned at 10:20 AM.

Minutes approved at Dec. 4, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Budget Meeting
8:30 AM Wednesday, December 4, 2002
Cheshire County Maplewood Nursing Home Westmoreland, NH

PRESENT : Commissioners Sistare, Martin and Lynott; Sheryl Trombly, Finance Director; Lisa Kemp, DNS; David Putnam, Farm Manager; Wendy Putnam, Computer Operations Manager; Richard Van Wickler, HOC Superintendent; Judy Von Feldt, HR Director; Robert Moore, Misty Hall, Accounting Assistant.

MANIFEST: Commissioner Lynott moved to approve manifests, seconded by Commissioner Sistare; voted unanimously.

MINUTES: Commissioner Lynott moved to approve November 20, 2002 minutes, seconded by Commissioner Sistare, voted unanimously.

Finance

Director Trombly stated that the IRS mileage reimbursement rate would be reduced for 2003 to \$0.36.

Commissioner Sistare moved to reduce the 2003 mileage reimbursement rate to \$0.36 seconded by Commissioner Lynott voted unanimously.

COMPUTER OPERATIONS

Wendy Putnam requested that the unused capital funds from 2002 budget be rolled over for 2003. The Keene server migration and the Kronos integration with Manatron have not been completed because her assistant has been out ill for several months. Commissioner Lynott moved to approve the rollover of the unused capital funds for computer operations for the Kronos Migration and the Keene server upgrade, seconded by Commissioner Sistare, voted unanimously.

FARM

David Putnam advised the Commissioners that the truck scheduled to be replaced in the 2003 budget year is not working. The farm is in the process of trying to get another truck running in order to replace this one, but he is not sure that this will be able to be done. David Putnam stated that he might need to purchase a new truck before the 2003 budget is passed and wanted to keep the Commissioners informed on the situation. David has contacted the State of NH to see if they had a used one for sale, but the cost of buying one through them would be at least \$4,000. Commissioners stated that they do want to be kept up to date on the issue.

The tractor purchased should be delivered in a few days.

HOC

A new ophthalmoscope, used for intake exams, is needed at the HOC because the one they were using was Dave Segal's and he has been activated. Superintendent Van Wickler suggested canteen funds be used. Commissioner Sistare asked what the guidelines are for canteen funds. The superintendent stated that the funds are used to purchase items needed for the inmates. Commissioner Lynott moved to approve the purchase of the ophthalmoscope with available funds, not using canteen funds, Commissioner Sistare seconded, voted unanimously.

Superintendent Van Wickler stated that two CO's are graduating from the academy. He was to be the master of ceremonies, but has to be in court.

The Superintendent said that with Judy Von Feldt's assistance, he has hired from within for the classification officer. R. Hummel has applied for and been accepted for the position.

Nonpublic session - At 9:10 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a roll call vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:14 am.

COMMISSIONERS

Commissioner Martin stated that he understands that the COLA increase needs to be reviewed with department heads before something goes out to the employees, and then something should be sent with paychecks advising employees. In addition, he suggests advising employees about the job classification that will be conducted; the increase in shift differentials; and to advise them that the county has picked up a large amount of the health insurance increase.

HR Director Von Feldt stated that she has been busy meeting with department heads. Employees have been stopping by. Only 20 of the surveys sent out have been returned, and they are working on redesigning the application.

There was a discussion on the presentation of the Commissioner's Proposed Budget next week. Commissioner Martin suggested that Sheryl present how the tax rates are determined. He would like her to prepare the increase/decrease report also.

DNS Kemp stated that the census has dipped but there were three admits this week. An ad for nurses was done, but with no response. We are also linked to the City of Keene's web site as one of the top ten employers in the area.

Wendy Putnam reported that the microwave is down again, and it is being worked on. Two companies are going to come in to discuss other options for communications between Keene and Westmoreland.

Nonpublic session - At 9:38 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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. The motion was approved upon a voice vote of Commissioners Martin, Sistare and Lynott. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:47 AM. Meeting ended at 9:50 AM.

Minutes approved as corrected at the Dec. 11, 2002 meeting.

Margaret E. Lynott

MINUTES
Cheshire County Commissioners Meeting
5 PM, Wednesday, Dec. 11, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Sistare and Lynott; Commissioners-elect Moore and Zerba; Administrator Wozmak; Farm Manager Putnam; Computer Coordinator Putnam; Superintendent Van Wickler; DNS Kemp; Bill Roberts; Terry Warren, Executive Asst to the Commissioners.

MINUTES: Commissioner Lynott moved that the minutes of Dec. 5 be approved, seconded by Commissioner Sistare, voted unanimously.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 5:10 PM.

Commissioners

Administrator Wozmak advised the Commissioners of a gift of a bottle of maple syrup, which will be used by the county at the next breakfast.

Bill Roberts made a presentation on the behalf of the Friends of Pisgah, who is requesting the County to donate the Blood Farm Barn and that it be moved to their requested location. Because they are a nonprofit organization, they do not have the income for the costs to dismantle and erect the building, and they are requesting that the Commissioners add \$30,000 to the 2003 budget. There was some discussion about the barn. The Commissioners suggested that they have a fund raiser in order to raise the funds to move the building. The Commissioners stated that they would be willing to retain the building until the funds are available.

Farm

Farm Manager Putnam advised the Commissioners that the farm truck broke down and cannot be repaired. It was scheduled to be replaced next year but it is needed now. Because there are funds left from the capital budget for the farm, he would like to purchase it now. Commissioner Lynott moved that we recommend to the Delegation that the funds be approved and taken from the capital funds, seconded by Commissioner Sistare, voted unanimously.

Manager Putnam noted that the expected loss on the farm was going to be about \$50,000 and that amount is down to about \$34,000. There was discussion on the timber sales and the funds were going to be used to subsidize the revenue line.

Finance

Commissioner Sistare moved to authorize Treasurer DeYoung to borrow for the TANS an amount not to exceed \$9.5 million dollars, Commissioner Lynott seconded, voted unanimously. The letter authorizing the treasurer to borrow was signed by the Commissioners.

A roll over of \$8,000 for resident replacement furniture funds was requested as there are no funds for this in the 2003 budget. The amount budgeted covers an existing need, but the purchase was not completed in 2002. Commissioner Lynott moved to

tentatively approve the roll over of \$8000 from the 2002 funds for resident furniture replacement, as long as it is confirmed that this can be done, Commissioner Sistare seconded, voted unanimously. Director Trombly will check into the rollover.

DOC

Superintendent VonWickler distributed a report indicating the number of CO's, military reserve status and longevity. He gave the commissioners an overview of the requirements for certification.

Nonpublic Session - At 6:06 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Lynott moved to go into nonpublic 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; the motion was approved upon a voice vote of Commissioners Lynott, Martin and Sistare. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to extend the leave of absence for an additional six weeks for Doug Scribner, conditional upon his ability to return to full work capacity in accordance with the job description for his position. The Commissioners unanimously voted to return to public session at 6:15 PM. Commissioner Martin reviewed the procedure of who will be speaking and handling different aspects of the meeting with the delegation tonight. The Commissioners suggested that the jail decision be set for 30 days from next weeks meeting. A meeting will be scheduled with the delegation for discussion and at that time there will be a decision from the jail site committee.

There being no further business, the meeting ended at 6:48 PM.

Minutes approved by e-mail on Dec. 30, 2002

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
8:30 AM, Wednesday, Dec. 18, 2002
33 West St., Keene, NH

PRESENT : Commissioners Martin, Sistare and Lynott; Commissioners-elect Moore and Zerba; Administrator Wozmak; Farm Manager Putnam; Superintendent Van Wickler; DNS Kemp; Sarah Hoskins Victim Witness; Terry Warren, Executive Asst to the Commissioners.

MANIFEST: Commissioner Lynott moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 8 35 AM.

Commissioners

Nonpublic Session - At 8:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c),

Commissioner Lynott moved to go into nonpublic session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof; or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled; the motion was approved upon a voice vote of Commissioners Martin and Sistare. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to reject the acceptance of the Case IH MXM 155 as nonconforming and to instruct the farm manager to complete negotiations with the next lowest bidder whose bid meets the advertised specifications for the farm tractor. The Commissioners unanimously voted to return to public session at 9:05 AM. Commissioner Lynott moved to roll over the funds for the tractor to enable Farm Manager Putnam to purchase the tractor in 2003, if necessary, seconded by Commissioner Sistare, voted unanimously.

Sarah Hoskins from the Victim Witness District Court distributed a report on the work she has done for the past year, which includes over 2200 contacts with victims and secondary victims of domestic violence and sexual assault, and presently has over 40 active cases. She gave an overview of the work that she has done and the time she has worked on this program.

Commissioner Martin stated that in order to keep the issue of the HOC in the forefront to the delegation, he suggested a letter be sent to the delegation clarifying some of the issues and encourage them to meet within the next 30 – 40 days so the issue may be resolved. The Commissioners felt that the presentation on Dec. 16 was good, but that it should be followed up. Commissioner Martin suggested that the consultants be present at the next meeting in case of any additional questions that may arise. Administrator Wozmak will draft a letter.

Southwest Regional Planning has developed a regional transportation committee and would like a commissioner on the committee. They will discuss improving, expanding and increasing local transportation into a regional transportation system. Director Trombly or Administrator Wozmak will be assigned to the committee.

The NHAC has requested Commissioner volunteer for the state Tax equity committee, Commissioner Sistare volunteered to be part of the committee.

SCS would like to submit another CDBG grant for January 2003 for housing rehab.

Commissioner Lynott moved to support the program, Commissioner Sistare seconded, voted unanimously.

Human Services Director Barber distributed the 2003 incentive funds awards, to become part of the minutes of the meeting.

There being no further business, the meeting ended at 9:40 PM.

Minutes approved by e-mail 12/26 and 12/29

Margaret E. Lynott, Clerk

MINUTES
Cheshire County Commissioners Meeting
Friday, Dec. 27, 2002 2:15 PM
33 West Street, Keene, NH

PRESENT : Commissioner Martin; Commissioners- elect Moore and Zerba; Finance Dir. Trombly; Farm Mgr Putnam; Sheriff Foote; Computer Coordinator Putnam; Terry Warren, Executive Asst to the Commissioners.

Meeting opened at 2:15 PM.

Commissioners

There were three issues that needed to be brought before the Commissioners before the end of the year.

Commissioners Martin and Moore received calls from RN Johnson because they believed that they were the next in line in the bid process for the tractor. Manager Putnam stated that some things had been omitted from their response to the original bid, and had made an offer to add those items after they found that they had not been awarded the bid. In addition, they had omitted the delivery date, as requested on the RFP. When the choice was made for the Case tractor, it was found that it was very similar to the New Holland, and it required weights added to bring it to the weight we requested. Townline has our trade in tractor and at this time we are not able to purchase the Sirum and were able to break the contract because we do not have the trade in tractor. The tractor we received from Townline was not in accordance with our specifications and the shipping weight was not to spec. The hydraulics were also an issue with the Case tractor.

Commissioner Martin stated that what he sees is that we just need to get our used tractor back. Administrator Wozmak will proceed with getting the old tractor back and then we can decide what to do.

Commissioner Martin will call Mr. Johnson and a decision will be made when the used tractor is received.

Manager Putnam stated that Administrator Wozmak wants to wait on the truck purchase because the funds were left over from the tractor purchase. Commissioner Martin moved to roll over \$70,000 from the capital reserves; and contingent on the funds saved from the tractor purchase, the Commissioners approved a roll over of \$12,500 from the capital reserves for the truck purchase; Commissioner Sistare agreed to the motion and it passed unanimously.

There was discussion on the Sheriff's needs for the dispatch center, and his request to waive the bid process in order to maintain consistency in the equipment. Director Trombly asked the Sheriff if the waived amount included the \$20,000 previously discussed and the Sheriff stated that it does not. Commissioner Martin moved to waive the bid process because we presently have Ininet service, they know and are compatible with our system and it would be economical and beneficial for the county to hire the same service provider for the set up for the sheriff's dispatch center, Commissioner Sistare agreed to the motion and it passed unanimously. Wendy

mentioned that they will be meeting with ININET and IMC Monday to review the list of equipment needed. Some items may be removed from the package.

The back door of the deeds has a water problem and funds allocated in 2002 were insufficient to complete the project, there is a request for the funds to be rolled over for 2003. Commissioner Martin stated that he would rather the total amount for the repair be put in the 2003 budget and not roll over the 2002 amount, the other Commissioners agreed. At the 2003 facilities budget review, an explanation for the extensive costs should be given.

There being no further business, the meeting ended at 2:45 PM.

Minutes approved as amended on Jan. 8, 2003

Margaret E. Lynott, Clerk