

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 8, 2003, 5:00PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioner Zerba; Moore and Sistare (for part of the meeting); Finance Dir. Trombly (for part of the meeting); Farm Mgr Putnam (for part of the meeting); County Administrator Jack Wozmak; Corrections Superintendent Richard Van Wickler (for part of the meeting).

Meeting opened at 5:00 PM.

Commissioners

The newly sworn-in Commissioners discussed the Manifest review process. They will review and approve the manifest at the next meeting.

The Commissioners reviewed the minutes of the meeting of December 27, 2002, which were approved as amended by then-Commissioner Martin.

Commissioner Moore stated that he wanted it noted for the record that he has a periodic business relationship with the county wherein he transports cows for slaughter and is paid for that service, in case it may be a conflict. It was decided that it was not really a conflict but it needed to be disclosed, because he doesn't determine which cows get culled and where they get transported, therefore he doesn't have a decision making role in the service he supplies. The nomination of Fred Parker as the Deputy Treasurer was ratified as Mr. Parker was sworn in earlier, with the acceptance of the his nomination by County Treasurer DeYoung.

Mr. Wozmak gave the Commissioners an update on the downtown county car, presently stored in the county parking lot. The Sheriff's Department will now use this vehicle for their purposes. This will free up a parking space in the Keene lot as well as meet a need of the Sheriff. The car originally was a Sheriff's vehicle, then went to the HOC and then to the Keene Offices.

Mr. Wozmak asked the Commissioners to approve a tuition reimbursement expense for the Human Resources Director. While normally the HR Director approves such requests, as this involved the HR Director, he felt that it was appropriate for a different approval in this instance. The reimbursement is approximately \$325.00 for a course that resulted in the HR Director obtaining certification as a Senior Human Resources Professional. The request was granted by unanimous vote of the Commissioners.

Commissioner Zerba opened the Public Hearing on the Community Development Block Grants at 5:15PM.

Mr. McMaster gave a brief background of the CDBG program including availability of funds, eligible uses, and HUD income guidelines for Cheshire County.

Brian McMaster and Ryan McCall from Southwest Regional Planning Commission gave a report on the Hazard Mitigation Planning Project whose purpose was to create a critical facilities database in the event of flood or disaster. This project has been completed and will become part of the NH FEMA records for use in natural disasters or other emergencies.

Commissioner Zerba asked if there was any member of the public who wished to comment on the project. There were no comments.

Mr. McMaster introduced Ken Jue, CEO of Monadnock Family Services and Linda Mangones from Keene Housing Authority who spoke about the Affordable Housing CDBG program for the chronically mentally ill. This is a \$150,000 grant proposal for three new apartments on

Cottage Street in Keene. Commissioner Zerba asked if there was any member of the public who wished to comment on the project. There were no comments.

Regional Planner McMaster and Darren Duffy from Southwestern Community Services discussed the Cheshire County Housing Rehab project that is in its third cycle. It has been a very successful program that combines the CDBG money with a 3:1 match from other funds and has served approximately 50 homeowners in the region. There are at least another 50 on a waiting list. Commissioner Zerba asked if there was any member of the public who wished to comment on the project. There were no comments.

Mr. McMaster reviewed the County Housing and Community Development Plan and the County Residential Antidisplacement and Relocation Plan, which is attached to and incorporated into these minutes by reference. Commissioner Zerba asked if there was any member of the public who wished to comment on the plans. There were no comments.

Commissioner Sistare made a Motion to reaffirm the County's Housing and Community Development Plan and the County's Residential Antidisplacement and Relocation Plan.

Commissioner Moore seconded the motion. The motion passed by unanimous vote.

Commissioner Sistare made a Motion to authorize the Chairman of the Board of Commissioners to sign any documents required to apply for and to expend the grant funds associated with the CDBG Monadnock Family Services Affordable Housing project and the Cheshire County Housing Rehab Project. Commissioner Moore seconded the motion. The Motion passed by unanimous vote.

Superintendent Van Wickler gave the Commissioners an update on issues at the HOC. He advised the Commissioners that the inmate law library would be re-stocked with legal reference materials using the inmate canteen fund. This library is subject to a rather high amount of damage and theft from inmates tearing out pages of books, etc. The new materials will also consist of CD ROMs, which should resist inmate damage. Van Wickler also reported that long-time volunteer Bonnie Riley has been selected by Harvard University to be the subject of a study of her educational work at the HOC. Harvard University representatives were at the jail this week. The Superintendent also reported that his year end pharmacy costs were higher than expected and may raise the 5-year average cost that he uses for budget estimates. He said prescription costs were \$102,000 in 2002, approximately \$40,000 greater than budgeted. It is not clear if this is a trend that should be accounted for in the 2003 budget and the Commissioners said they would take this new information into account as they advance in the budget process. There was a brief discussion about HB1365 relating to in-patient medical costs for inmates.

The Commissioners had a discussion about the search for a new nursing home administrator.

Mr. Wozmak advised them that there are 15 applications that will be reviewed by a panel who will shorten the list of interviewees to be seen by the Commissioners. This process will unfold during the month of January or early February.

The Commissioners discussed their interest in drafting a memorandum for employees that reaffirms the Commissioners "open door" policy. They intend to encourage employees to follow the appropriate chain of command for issues, but they want to reaffirm their accessibility as elected officials.

There was discussion regarding the status of the Jail Site Selection Committee. Mr. Wozmak stated that there are several new sites on which he must gather additional information for presentation to the committee.

Nonpublic Session - At 5:58PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Sistare. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to take no action on the request for an additional step increase pending the results of the current wage study. The Commissioners unanimously voted to return to public session at 6:22PM.

Nonpublic Session - At 6:24PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to seek a legal opinion from outside counsel on the tractor purchase situation with respect to the provisions of the Uniform Commercial Code and to discuss the rights of the current possession of the tractor. The Commissioners unanimously voted to return to public session at 6:52PM.

In other business, Commissioner Sistare nominated Commissioner Zerba to be the Chair of the Board. Commissioner Moore seconded the nomination. The nomination passed unanimously. Commissioner Zerba nominated Commissioner Sistare as Vice Chair of the Board. Commissioner Moore seconded the nomination. The nomination passed unanimously. Commissioner Zerba nominated Commissioner Moore as Clerk of the Board. Commissioner Sistare seconded the nomination. The nomination was passed unanimously. There being no further business, the meeting ended at 8:15 PM.

Minutes were approved as amended on Jan. 15, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 15, 2003, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT**: Commissioners Zerba; Moore and Sistare; Finance Dir. Trombly; County Administrator Jack Wozmak; Corrections Superintendent Richard Van Wickler; Terry Warren Ex. Asst. to the Commissioners

**MINUTES**: Commissioner Zerba moved to accept the minutes of January 8, as amended, Commissioner Sistare seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

Meeting opened at 8:30 AM.

Commissioners

Nonpublic Session - At 8:30 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare 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 Sistare, Moore and Zerba. 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.

Commissioner Sistare suggested that the Commissioners have a discussion on the merit raises issue before the next executive committee meeting. Administrator Wozmak stated that we are still waiting for the HR survey to be completed and should wait for that report.

A date of February 15 has been scheduled for the Commissioners to interview the candidates for the Nursing Home Administrator position.

Administrator Wozmak had a conversation with the lawyer for Townline and they are scheduled to meet to discuss the tractor issue.

Finance Director Trombly reviewed the Human Services budget and the county share of HS programs. The projection is that there will be a surplus of \$600,000. There was discussion on the HS budget process and how figures are determined.

HOC

Superintendent Van Wickler submitted a new policy for the HOC for the Commissioners review. The policy Inmate Transition Program (ITP) will allow sentenced inmates, with defined criteria, an opportunity to search for employment and housing prior to permanent release from custody, using electronic monitoring. This policy is one of the recommendations of the jail consultants. He will review the policy with the courts before starting it. (The policy will become part of the minutes). The Superintendent will bring the electronic monitoring equipment to the next meeting for the Commissioners to see. He is asking the Commissioners to approve the policy, contingent upon the approval of involved agencies. The Commissioners urged Superintendent Van Wickler to go ahead with discussion with other agencies.

Superintendent Van Wickler would like to increase the rate charged for federal inmates. He recommends an increase to \$65 a day, which is the rate charged in other areas.

Commissioner Sistare moved to increase the per diem fee for federal inmates to \$65 a day, effective Feb. 15, 2003, Commissioner Moore seconded, voted unanimously.

Pharmacy costs – the cost to the county is \$78,000, after payment from federal reimbursement.

HB 1365 – Effective as of January 1, 2003 – Inmate medical costs from a hospital. Superintendent Van Wickler has an agreement with Cheshire Medical Center for billing at 46% of the gross cost. A memorandum of understanding is forthcoming from CMC. Copies will be given to the Commissioners.

Superintendent Van Wickler will be conducting a training program for county employees. The program is how to deal with aggressive behaviors.

#### Finance

Director Trombly stated that there will be a separate department set up for the sheriff's dispatch center. She will advise the sheriff of the change to the budget set up. The Commissioners agree with the change.

#### Human Services

Director Barber reviewed how she determines the budget for the next year. She distributed her revised figures for the 2003 budget that resulted in a decrease of \$164,000. The Commissioners had no additional questions. Director Trombly distributed the 2002 HS expense analysis.

Director Barber reviewed two programs funded by the county, the CHINS Diversion program and the juvenile conference committee.

There being no further business, the meeting ended at 10:25 AM.

Minutes approved as amended on June 22, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 22, 2003, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba; Moore and Sistare; County Administrator Jack Wozmak; Corrections Superintendent Richard Van Wickler; Lt. Hank Colby; Lisa Kemp DNS; Terry Warren Ex. Asst. to the Commissioners

**MINUTES**: Commissioner Sistare moved to accept the minutes of January 15, as amended, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

Meeting opened at 5:05 PM.

HOC

Superintendent Van Wickler stated that a letter has been sent to the US marshal's office regarding the request for an increase in the per diem fee for federal inmates. In reading their previous contract, he notes that the only change that may occur is that the date may be changed to the first of the month rather than the 15th, as stated in the motion.

Lt. Colby gave the Commissioners a demonstration of the monitoring equipment that is used for inmates who are eligible for release on electronic monitoring.

Sheriff

Sheriff Foote advised the Commissioners that there is additional electrical work required for the dispatch center that was not included in the original budget.

There is a grant awarded for HAZMAT suits for the deputies in case of a disaster, and the funds have to be paid up front and the grant will reimburse the county.

**MNH**

Nonpublic Session - At 5:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Moore, Sistare and Zerba. 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 5:45 PM.

Commissioners

There was discussion on the public meeting scheduled for February 17 with the delegation. Administrator Wozmak gave an update on the status of the microwave and the additional expenses incurred because of it going down.

Administrator Wozmak asked about going ahead with the purchase of the farm truck. The funds will be rolled over until February 5, after the discussion regarding the tractor.

Administrator Wozmak will meet with the delegation in Concord regarding a tentative approval of the mental health court budget.

Administrator Wozmak discussed the smoking policy at the nursing home, which does not allow smoking on the premises at all. He would like to modify the policy so that it is more enforceable. The Commissioners agree that he should review the policy and revise it and bring it back to the commissioners.

There was a discussion on the COLA and its scheduled date of starting.

There being no further business, the meeting ended at 6:45 PM.

Minutes approved as amended on January 29, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 29, 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba; Moore and Sistare; County Administrator Jack Wozmak; Sheryl Trombly Finance Director; Donna Cunningham, Larry Troeller SCS; Terry Warren Ex. Asst. to the Commissioners

**MINUTES**: Commissioner Sistare moved to accept the minutes of January 22, as amended, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Zerba moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

Meeting opened at 8:30 AM.

Commissioners

Commissioner Zerba opened the public meeting and Donna Cunningham reviewed the grant application for \$50,000 from Rural Development, U.S. Department of Agriculture, which is 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 applicant's homes. Residents of the City of Keene cannot apply as the grant requires the population of the resident's location be less than 10,000. The funds would be combined with other grants. 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. As there were no members of the public present, no public opinion was sought. Commissioner Sistare moved to approve the county's support of this grant application, Commissioner Moore seconded, voted unanimously.

Administrator Wozmak reviewed that he would be discussing the Mental Health Court with the delegation at the meeting to be held in Concord Thursday. (Another item regarding using funds from the HOC counseling budget for mental health statistical work on inmates that may require mental health assistance was tabled for further review by the Commissioners at another time. Superintendent Van Wickler will be requested to supply further information. The County Administrator job description was reviewed and discussed. The Commissioners agreed that the department managers already communicate with the County Administrator in their absence, and that it would mean that the job descriptions for the department heads need to be changed to report to the County Administrator. Commissioner Sistare suggested that a memo would be sent out give the reason for the decision and if there are any objections, the Commissioners should be contacted within two weeks.

Administrator Wozmak updated the Commissioners on the status of the salary survey, presently being conducted.

**MNH**

A note was put into the reading file regarding an individual at the nursing home.

The meeting regarding the tractor is scheduled for Feb. 5.

The new Medicaid rate has been lowered by \$3 a day, which will result in a lower revenue of about \$90,000 a year.

Administrator Wozmak mentioned that Superintendent Van Wickler is doing the training on dealing with resident aggression at the nursing home.



Staffing at the nursing home has improved now that the sickness from the flu is not as prevalent.

The Commissioners agreed that at this time there should be no change to the start date of COLA.

The Commissioners discussed the sheriff dispatch center and when it is expected to start up. The Commissioners requested that the Sheriff attend the next commissioners meeting to discuss the program with them.

The Commissioners discussed the FMA and how they determine their revenue collected from the towns. Director Trombly was requested to prepare a presentation on the revenue process used by the FMA.

There being no further business, the meeting ended at 10:25 AM.

Minutes approved as amended on Feb. 12, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 5, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT**: Commissioners Zerba, Moore and Sistare; County Administrator Jack Wozmak; Sheryl Trombly Finance Director; Superintendent Rick Van Wickler; DNS Lisa Kemp; Sheriff Dick Foote; HR Director Judy Von Feldt; Terry Warren Ex. Asst. to the Commissioners

**MANIFEST**: Commissioner Zerba moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

Meeting opened at 8:40 AM.

Commissioners

The Commissioners asked the Sheriff about the status of the dispatch center. The Sheriff stated that the first date he expected the dispatch to open was December 14. He stated that the selection process for dispatchers is strict and he cannot have people who have a substance abuse problem or other issues. He does a national background check, not just a New Hampshire check. Some of the initial candidates he had could not continue because of issues as noted above. In addition, everyone must be trained to meet a specific standard and level of competency. Additionally, there was a problem because we have not had anyone who has already been trained who could work with the individuals in training. Six dispatchers are needed in order to run the center. He has three full time and a couple of part time. He hopes to open by March 1.

He has been working with the police chiefs and obtaining their input. There was a discussion on the dispatchers pay scale and problems he has had obtaining candidates for the jobs. The sheriff stated that the candidates he has hired are working with the Keene PD and the state police, giving them the experience they will need to perform the job.

The Sheriff stated that the criteria for choosing candidates for the sheriff's department is greater than it would be for FMA. The sheriff's dispatchers must know where the police are at all times, and must be sure that the information they receive is disseminated appropriately. The police are always interacting with the sheriff dispatchers. The Commissioners thanked the Sheriff for his coming to the meeting.

Doug Brown from Monadnock Economic Development and Bob Harke from the Hinsdale Commercial & Industrial Development Corp. attended the meeting in order to inform the Commissioners that they have been working with Southwest Regional Planning to determine a development program for Hinsdale. Commissioner Zerba asked what the county's role is in this. Doug Brown stated that the county would defer the tax payment on the improved developed area. They wish to create a TIFdistrict this year. There is a public meeting this Monday, February 10.

Salary Survey – Director VonFeldt stated that the questionnaires have been completed by most employees. Discussion has been focused on the 20 positions that were personnel requests for the 2003 budget. The monetary amount is \$32,000. There was discussion on the merit raise process. Director Von Feldt suggested that a new process be established where evaluations are reviewed on a more equitable basis. The current study will bring job descriptions on a more consistent level. The new eval forms will be in place by January 2004. Director Von Feldt suggested that the present process continue for this year, and a letter be

sent to employees so that they know that on January 1, 2004, the evaluation process would be based on a new standard, being tied to performance. Director Von Feldt suggested that the 20 positions that were personnel requests wait until the results of the survey is completed. The Commissioners agreed that the present policy continue for now.

DOC

Superintendent Van Wickler stated that he would be meeting with Judge Talbot and the County Attorney regarding the ITP policy. He will keep the Commissioners up to date. The Superintendent stated that he has not yet received the memo of understanding from CMC.

The Feds have not yet confirmed the increase in the day rate that has been submitted to them.

Superintendent Van Wickler stated that Judy Von Feldt and Sheryl Trombly reviewed the budget process, benefits and wages with the employees at the HOC, and the employees were appreciative of the information.

Superintendent Van Wickler stated that he does not feel that so many people would be diverted to the Mental Health Court as is believed. He stated that he has checked his records and 20% of the inmates have met with the mental health clinician. He recommends bringing in an individual to do a statistical analysis of the inmates and the crimes they committed. He requests an expenditure of \$500-\$600 to have someone do the research. The Commissioners reserve the option to wait a week before making a decision. This will be followed up.

Corrections Academy – The Superintendent will be going to a statewide meeting on Thursday regarding the future of the correction academy. He reviewed some of the academy history. Dupont Group no longer wants to run the academy. Superintendent Van Wickler reviewed RSA 100:A1, which states the CO's "must be certified by the governing authority for participation in Group II". (Group II is the retirement system.). The Superintendent suggested the Commissioners speak to other commissioners about this issue, perhaps to have satellite locations for the DOC to do the training. He will bring back information from the statewide meeting.

Commissioners

The press release for the lighting upgrade was reviewed and approved for release.

Commissioner Sistare stated that he had input from a selectman regarding the letter advising the towns of taxes due. He suggested that more information about the amount be given.

Director Trombly will prepare a draft.

Director Trombly reviewed an issue regarding a retired employee who is delinquent on their payment for their health plan. She would like to establish a policy. The Commissioners agreed that a policy be established according to COBRA guidelines. She will bring the draft back to the Commissioners.

Director Trombly will have a list of the items to be reviewed at the Ex. Committee meeting Monday.

Nonpublic Session - At 10:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Sistare 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 Sistare, Moore and Zerba. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to adjust hourly rate of the Acting Assistant

Dietary Director by \$1.50 during the time in this position. The Commissioners unanimously voted to return to public session at 10:50 AM.

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

**MINUTES** approved as amended on Feb. 12, 2003  
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Robert Moore, Clerk

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## MINUTES

Cheshire County Commissioners Meeting

Wednesday, February 12, 2003 5:00 PM

33 West Street, Keene, NH

**PRESENT**: Commissioners Zerba, Moore and Sistare; County Administrator Jack Wozmak; Sheryl Trombly Finance Director; Superintendent Rick Van Wickler; Dave Putnam, Farm Manager; Terry Warren Ex. Asst. to the Commissioners

**MANIFEST**: Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

**MINUTES**: Commissioner Sistare moved to approve as amended the minutes of January 29, Commissioner Moore seconded, voted unanimously. Commissioner Moore moved to approve the amended minutes of Feb. 5, Commissioner Sistare seconded, voted unanimously.

Meeting opened at 5:05 PM.

Commissioners

Commissioner Sistare moved to roll over the \$5000 from the HR 2002 budget performance appraisal study, Commissioner Moore second, voted unanimously.

Director Trombly stated that she was starting the process for the TAN borrowing, which will be about \$6.5 million.

Farm

There was discussion about additional tractor warranty at a cost of \$350 a year.

Commissioner Moore moved to accept the tractor as agreed upon during the mediation, adding on the extended warranty, Commissioner Sistare seconded, voted unanimously.

At this time, we are overstock and can sell about 5-6 cows. There was discussion on whether the county is required to go out for bid for the sale of the cattle. Director Trombly contacted the auditors and they stated that they do not believe that it is necessary to go out to bid.

Because it is a special situation, the Commissioners agreed that David sell the cows.

Commissioner Moore moved to authorize the sale of the surplus cows at the best market price, Commissioner Sistare seconded, voted unanimously.

The truck has been purchased. It is a 1992 Chevy moving van, with 100,000 miles, that just had brake and tire work done, for sale for \$4500. It will be brought to Osgood Body and a flat bed, sideboards and a hoist added at a cost of \$7500. Manager Putnam asked the Commissioners to waive the bidding process. Commissioner Moore moved to waive the bidding process on the purchase of the used truck because we are purchasing a used truck, and the additional costs are for building the body create an unique situation, Commissioner Sistare seconded, voted unanimously. Commissioner Moore moved that the truck be purchased with the funds which have been rolled over from last year, Commissioner Sistare seconded, voted unanimously.

DOC

Superintendent Van Wickler advised the Commissioners that the per diem rate for federal inmates have been raised to \$64 a day. The Commissioners approved the new rate. The Memo of Understanding with Cheshire Medical Center was discussed and it was suggested that we try to include the clients from the Alternative Sentencing Program under the contract.

Mental Health Statistics – The request for a mental health intern, funded from the mental health clinician line, was discussed. Commissioner Zerba moved to authorize an expenditure of up to \$500 from the clinician line for the mental health intern research, pending the passing of the budget, Commissioner Sistare seconded, voted unanimously.

The Superintendent presented a plan for military deployment for employees at the DOC. He also indicated that one of the employees have been called and must report on Friday. Director Von Feldt will be asked to prepare a letter to send to activated employees to assure them of the employee's reinstatement, giving policy regarding insurance and a contact for assistance in situations the County can help.

Commissioners

The Commissioners reviewed what would be discussed at the Feb. 17 meeting. Administrator Wozmak confirmed that Dennis Liebert and Buddy Golson would be speaking to their presentation.

The Commissioners reviewed the process for the interviews for the nursing home administrator to be held on Saturday.

There being no further business, the meeting ended at 8:05 PM.

Minutes approved at Feb. 19, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 19, 2003 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Moore and Sistare; County Administrator Jack Wozmak; Sheryl Trombly Finance Director; Terry Warren Ex. Asst. to the Commissioners

**MANIFEST:** Commissioner Sistare moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

**MINUTES:** Commissioner Moore moved to approve the amended minutes of Feb. 12, Commissioner Sistare seconded, voted unanimously.

Meeting opened at 8:35 AM.

Commissioner Sistare presented a guide for Director Von Feldt regarding those in the reserves prepared by the Department of Labor.

The Commissioners suggested preparation of a letter from the Commissioners to Peter Heed to congratulate him on his appointment. Administrator Wozmak will speak to Attorney Heed about the process and what needs to be done to keep everything moving smoothly.

Administrator Wozmak stated that we are reviewing the rates with the hospital for the jail and to include those on the alternative sentencing program.

Granite State Plumbing is being sued for losses as a result of the fire at the Jaffrey Courthouse. We have legal costs related to the fire that were not covered by soft cost coverage in the Builder's Risk policy. The amount is \$3141.04. Administrator Wozmak suggested that we add this amount to the suit. Commissioner Moore moved, Commissioner Sistare seconded, that we try to recover our losses as a result of the fire, voted unanimously.

Commissioner Sistare and Administrator Wozmak reviewed the contract from Municipal Resources Inc., who provided assistance in the search for the nursing home administrator. Commissioner Sistare stated that he feels we do not need them to perform the options as listed on the contract. He feels that Director Von Feldt and Administrator Wozmak can perform the services listed in the options. It was decided that Administrator Wozmak review the contract and work with MRI to terminate any additional services.

A meeting date will be rescheduled with the jail consultants to meet with the delegation.

The date of March 3 has been set for the presentation of the executive committee budget to the delegation.

There was discussion about the county health insurance and our third party administrator contract, and putting the contract out to bid.

The Commissioners reviewed the memo to department managers for the presentation of agenda items at Commissioner's meetings. The Commissioners approved the memo and form for distribution.

There was discussion about the jail site committee. A meeting will be held in a month or so. The Commissioners discussed the preference for the site to have availability to utilities.

Commissioner Zerba asked about the organization chart and if the Commissioners perform the evaluation for the county administrator. It was confirmed that they do.

The Commissioners suggested that Administrator Wozmak enter into conversation with the City of Keene about space availability and costs at the Marlborough St. location.

There being no further business, the meeting ended at 8:05 PM.

Minutes approved as amended at the Feb. 26, 2003 meeting. Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 26, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, and Moore; County Administrator Jack Wozmak; Judy Von Feldt HR Director; Rick Van Wickler Superintendent of HOC; Evelyn Hubal, Register of Deeds; Terry Warren Ex. Asst. to the Commissioners

**MANIFEST:** Commissioner Zerba moved to approve the manifest, Commissioner Moore seconded, voted unanimously.

**MINUTES:** Commissioner Moore moved to approve the amended minutes of Feb. 12, Commissioner Zerba seconded, voted unanimously.

Meeting opened at 5:00 PM.

Old Business

Space Planning – Administrator Wozmak has spoken to John MacLean, Keene City Manager, and he will get back to John about our space needs. Register Hubal advised the Commissioners of her space needs and that a Dartmouth College NH Land Records Education Project, performed an environmental review of 33 West St.

New Business

The Commissioners were advised that Friday is Peter Heed's, Cheshire county attorney, last day. Next week he begins his position as Attorney General in Concord. A party is planned for Friday afternoon.

The bids for the county autos, which we are selling because they are in poor condition, were reviewed. The 1994 Crown Victoria received a bid from Mike Fernandes of \$1010, and the 1993 van bid from Sunrise Waste Disposal was \$650. They were the only bids received. Commissioner Moore moved to accept the bids, Commissioner Zerba seconded, voted unanimously.

Other Business

The Commissioners reviewed the letter to the activated military employees. They agreed to the content of the letter.

The Commissioners and Administrator Wozmak reviewed the process for the Delegation meeting on March 3.

Administrator Wozmak advised the Commissioners about his talk about the county to the Rotary on February 24.

Administrator Wozmak advised the Commissioners that FMA has asked for assistance and advice on how to apply for a bond for \$6 million.

A letter to Peter Heed was reviewed and approved for signature.

Administrator Wozmak stated that we would be overseeing the administrative areas of the county attorney's office. The courts have drafted an advertisement for the attorney's position. The ad will be in the paper this weekend.

There are 12 nursing vacancies at MNH.

Administrator Wozmak gave the Commissioners an overview of the HIPAA program (Health Insurance Portability and Accountability Act) and the amount of work that we have put into preparation of a system for it.

Reference review for the candidate for the nursing home administrator position has begun, and offering letter is in the reading file.

Nonpublic Session

Nonpublic Session - At 5:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba and Moore (Sistare was absent). As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the Superintendent of the Dept. of corrections that the employment of John Barbour be terminated in accordance with RSA 28:10a. The Commissioners unanimously voted to return to public session at 6:20 PM.

Nonpublic Session - At 6:21 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba and Moore (Sistare was absent). As a result of the deliberations in nonpublic session, a decision was made and a vote taken to extend a conditional offer of employment as nursing home administrator to Thomas Hanley and to authorize the county administrator to negotiate the wage package with Mr. Hanley consistent with the 2003 wage and step scale. The Commissioners unanimously voted to return to public session at 6:50 PM. There being no further business, the meeting ended at 6:52 PM

Minutes approved as amended at the March 5, 2002 meeting      Robert Moore, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 5, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Jack Wozmak; Judy Von Feldt HR Director; Barry King, Facilities Manager; Lisa Kemp DNS; Gloria Surber QI; Terry Warren Ex. Asst. to the Commissioners

**MANIFEST:** Commissioner Moore moved to approve the manifest, Commissioner Sistare seconded, voted unanimously.

**MINUTES:** Commissioner Moore moved to approve the amended minutes of Feb. 26, Commissioner Zerba seconded, voted unanimously.

Meeting opened at 8:30 AM.

New Business

Administrator Wozmak stated that the Friends of Pisgah have contacted us in order to set up a date for them to look at the Blood Farm Barn. Commissioner Moore stated that if the previous commissioners agreed to give them the building, he would go along with it. There was some discussion on the history of the barn. It was suggested that the selectmen be advised about the donation of the barn and that it should be discussed with them at our meeting with them on March 19. Commissioner Moore stated that he would announce it at the Westmoreland town meeting. Terry Warren will send a letter to the town advising them of the request.

Agenda items were reviewed for the meeting in Westmoreland on March 19.

There was discussion on the issue of solid waste management and its history. Administrator Wozmak suggested that he meet with town officials to discuss the problem to see if there is anything the county can do.

Manager King described a problem with the 27-year-old power lines that bring power up to the nursing home. There was a breakdown this week, and he would like to bring in new lines in 2004 as overhead lines, which would cost approximately \$20,000. The Commissioners agreed that he pursue the issue and do a cost study and analysis for the 2004 budget.

Other Business

Director Von Feldt stated that the questionnaire and interviews have been completed, the surveys with other agencies have started.

Director Trombly stated that she and Director Barber would be attending a meeting of a finance committee, which will be reviewing human services issues, such as billing and proshare funds. She will bring back any information she receives.

Director Trombly advised the Commissioners that she would be sending a memo to department heads on the passing of the budget and its impact on employees.

Director Trombly stated that the audit is complete.

Commissioner Zerba suggested that a timetable be set up on the site selection for the jail. Administrator Wozmak will prepare this. Commissioner Sistare suggested that we also have some ideas on what can be done with the old site. The Delegation will be apprised of the schedule.

DNS Kemp advised the Commissioners there would be four admissions to the nursing home this week. Staffing remains the same.

Gloria Surber met with the Commissioners to share information about the work of her department. She explained that she oversees Quality Improvement, Infection Control and

both employee and resident health. QI meets with other department heads four times a year regarding on site infections and how to prevent them. Her goal is to be more aware of issues of health and safety and address any problems. The Commissioners thanked Gloria for the information and her work.

Employees have requested to share sick time for another employee. There was discussion on previous history of this type of request. The Commissioners agreed that any requests to transfer sick time remain a word of mouth issue and it is not to be advertised.

Commissioner Moore has talked with Dave Putnam about the six animals that are to be sold. Commissioner Moore stated that over the next few months there might be additional cows to be sold.

There being no further business, the meeting ended at 10:15 AM.

Minutes approved as amended on 3/12/03

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 12, 2003 5:00 PM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Zerba, Sistare and Moore; County Administrator Jack Wozmak; Terry Warren Ex. Asst. to the Commissioners; several residents of the Town of Westmoreland.

Meeting opened at 7:05 PM. The Commissioners and county employees present introduced themselves.

New Business

Commissioner Zerba reviewed the agenda with those present.

He reviewed the budget process with the group and asked if there were any questions. There were none.

Commissioner Moore reviewed the request of the Friends of Pisgah for the county to donate the Blood Farm Barn for their use as a museum. He asked if the residents of Westmoreland had any issue with moving the barn to Pisgah Park. Bill Roberts spoke on behalf of the Friends and advised those present that they have been promised help and money for the barn set up. He stated that he would develop a history of the barn. Commissioner Zerba stated that the Commissioners wanted the town to know about the possibility of the move. John Laurent asked if the farm had any use for the barn, and if not, he did not have a problem with the donation.

Jim Beeler asked whether MDS has had any further discussion on the purchase of the Blood Farmhouse. Administrator Wozmak stated that the conversation only came up because of the conservation easement which was being discussed several months ago.

The residents were advised that outside agencies come to the county seeking funds and may also be coming to the towns seeking funds. It was discussed whether the agencies should go to just one place or the other. Administrator Wozmak stated that he doesn't feel that this indicates that the additional funds are necessarily a windfall, and that the funds are well used. Russ Austin asked if the decision was made to make a change, will it get done. Administrator Wozmak stated that if a change were made, the funds would be consolidated so that it is collected from one place. There was further discussion about funding.

Administrator Wozmak stated that there was an issue with FMA that started when the delegation received complaints that towns did not receive the services they desired. The Sheriff Dispatch center was started in order to address those issues. The question was what is the county's role in funding FMA, because we do fund them and have no control over the expenditure of the funds. John Laurent asked if they have an income. There was discussion about the services provided by FMA and how 911 calls are processed. Commissioner Zerba stated that FMA has stated their need for \$6.5 million to be more effective to upgrade their equipment and they have approached the county on how they would fund this. David Putnam asked about the county study on FMA. Administrator Wozmak stated that the results were very similar to the study FMA conducted and that they do have to update their equipment. George Nitchelm asked if any of this ties into homeland security. Administrator Wozmak stated not at this time, but that the sheriff dispatch equipment is an effort to increase operability between agencies.

Commissioner Sistare gave a summary of the jail situation and that the commissioners support either an addition or a new jail, because the present building holds twice as many individuals as it can hold. The availability of utilities in or near Keene is the focus of the site search. Additionally, the delegation wants to know how the present building could be used. Richard Daschbach asked if anyone has looked at the Valley St. jail in Manchester. Administrator Wozmak said no. Richard Daschbach suggested that the county consolidate all services either in Keene or Westmoreland. Dave Putnam stated that he wonders if the county needs a \$25 million jail, and whether the taxpayers go along with it. Administrator Wozmak stated that finance did some figures with the cost of a tax bond for the jail, it would only cost about fifty-one cents per thousand for taxpayers. Dave Putnam asked if the county knows what the cost of running a jail would be. Administrator Wozmak stated that one of the reports does give what the staffing requirements would be for a new jail. Commissioner Zerba asked if there were any other questions from those present. There were no other questions. There being no further business, the meeting ended at 8:10 PM.

Minutes approved as amended on April 9, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 26, 2003 5:00 PM**  
**House of Corrections, Westmoreland, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Capt. Scott Hagar, Director of Operations at the HOC.

**MINUTES**: Commissioner Moore moved that the minutes of March 12, 2003 be approved, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

New Business

Administrator Wozmak and Director Trombly discussed Fire Mutual Aid with the Commissioners. The concern was that there was a disagreement between the county's auditors and mutual aid's auditors as to whether mutual aid was to be included within our auditor's report. The Board of Mutual Aid is also requesting some financial planning assistance from Director Trombly and Administrator Wozmak to help them plan for a multi-million dollar bond to re-build their infrastructure. After discussion, the Commissioners asked Mr. Wozmak to write a letter to the Coordinator of Mutual Aid.

Administrator Wozmak provided the Commissioners with an update of the microwave communication system that has been unreliable since at least November of last year. A new round of diagnostic tests are being planned that could cost approximately \$4,000.

Administrator Wozmak said that this amount exceeds the repair budget line but that he was offsetting the expense by reducing other budget lines within the computer department that should offset the unplanned expense.

Mr. Wozmak updated the Commissioners on the space-sharing talks that he has been having with the City of Keene. At a meeting on March 24th, Administrator Wozmak and Director Trombly met with city officials to discuss the county's use of 350 Marlboro Street, the huge city-owned building. The city continues to seek the county as a tenant to the extent that is useful for the county. There was some discussion about a centralized dispatch. This discussion will be continued at a meeting with the County Sheriff and the Keene Police Chief. It is envisioned at this point that the county would be responsible for utilities and there would be rent that would be based on the city's acquisition and development cost. The rent would also include maintenance. In general, the city would develop the space to a point where the county would build out the internal space to the county's specifications, based on the space planning that the county has recently done. A 15-year term was discussed. Thus, the county would have a new expense of rent plus the bond costs associated with construction. Planning discussions will continue to arrive at estimated costs.

Administrator Wozmak updated the Commissioners about the Latchis Theater building. He met with Jack Dugan from Monadnock Economic Development Corporation and Architect Charles Michal to discuss the financial feasibility of a mixed use (commercial and housing) for this building. Mr. Dugan had approached Wozmak with potential funding sources. Discussions will continue and the Commissioners will be kept informed.

The Commissioners proceeded with the statutory, semi-annual inspection of the HOC, with the assistance of the Director of Operations, Captain Scott Hagar. The inspection included the following areas, actions and/or observations:

The female inmate area was viewed. There was a discussion about the history of where women have been housed over the years within the facility.

The Commissioners inspected the booking area and the condition of the rooms for the inmates and discussed the impact that protective custody holds and women have on the four available holding cells.

The Commissioners privately interviewed one Correctional Officer to candidly discuss employment and/or management conditions at the facility.

The Commissioners spent some time speaking with the Captain about issues related to the health of the inmates and the rising prescription costs associated with mental illness issues.

The inmate segregation unit was inspected and found to be clean and relatively quiet.

The 205 living area was inspected.

The isolation cell was inspected and the inmate presently occupying the cell was interviewed in a private meeting with the Commissioners. This inmate was chosen as he seemed to have the most significant number of disciplinary actions against him and would be the best of offer feedback on the operation of the facility.

The Commissioners inspected the 208 housing unit as well as the 207 unit and discussed the policies regarding riots or disturbances at the facility.

The Commissioners inspected the dayrooms and cells for the sentenced inmates. The inmates in that area are minimum custody inmates and Capt. Hagar explained the objective jail classification system used to determine the inmate housing assignments.

The Commissioners met with inmate JB to question them about his care and treatment at the facility. Nonpublic session: At 7:30PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. 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 8:10PM.

Administrator Wozmak apprised the Commissioners of other matters of general interest:

There is a buried power line break at the nursing home that has disabled many of the outside lights. This will be repaired but may cost a couple thousand dollars of unanticipated expenses.

The county's work on the Health Insurance Portability and Accountability Act of 1996 is nearing completion and implementation.

Mr. Wozmak and Commissioner Zerba will be appearing on WKBK radio on Thursday morning to discuss the jail.

Mr. Wozmak advised the Commissioners that the county had received a \$150,000, two-year grant to operate the Mental Health Court Pilot Project.

There was no other business and the meeting was adjourned at 8:20 PM

Minutes approved at the April 9, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 9, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Superintendent Van Wickler; HR Director Von Feldt; Dietary Director Downing; Terry Warren Executive Assistant

**MINUTES:** Commissioner Moore moved that the minutes of March 19, 2003 be approved as amended, seconded by Commissioner Zerba, voted unanimously. Commissioner Moore moved that the minutes of March 26, 2003 be approved, seconded by Commissioner Zerba, voted unanimously

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

**New Business**

The Commissioners were given the invitation to the volunteer recognition dinner to be held on May 1, and Commissioner Zerba will attend the dinner on behalf of the commissioners.

Mary Rays 108th birthday party will be held on May 17 at 2 PM on the fourth floor. The Commissioners are invited and Commissioner Zerba stated that he would attend.

Commissioner Moore volunteered to be the commissioner representative on the UNH advisory Board. Terry Warren will contact Carmelina Nims and advise her.

Commissioner Zerba recognized Superintendent Van Wickler and welcomed him back from the reserves. The Superintendent stated that he is glad to be back and that all was well at the HOC.

There are correction officers at the training academy, and an invitation to the graduation will be forthcoming. The Superintendent stated that he would be interviewing candidates for the lieutenant's position.

The population at the HOC is presently 90, during his absence it went up to 112 inmates.

There was discussion about the county becoming involved in the bid for the contract for Cheshire Academy.

There was some discussion about the state bill, which will change the process for determining who is placed on electronic monitoring. This is now determined by the judges, the new bill gives the authority to the superintendent of the jail.

The schedule for the Joint Loss Management Committee was reviewed, and the invitation to attend an inspection was given to the Commissioners.

Nonpublic Session - At 5:32 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to deny the request for extended leave of absence submitted to the Commissioners by Eileen Washburn, for the reasons identified in the Commissioners letter to Ms. Washburn. The Commissioners unanimously voted to return to public session at 5:50 PM.

Nonpublic Session - At 5:51 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba and Moore. 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 6:40 PM. There was no other business and the meeting was adjourned at 8:20 PM

Minutes approved at meeting of April 16, 2003

Robert Moore, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 16, 2003 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT** : Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; HR Director Von Feldt; Finance Director Trombly; Facilities Manager King; Terry Warren Executive Assistant

**MINUTES**: Commissioner Moore moved that the minutes of April 9, 2003 be approved, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

New Business

Nonpublic Session - At 8:33 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba, Sistare and Moore. Administrator Wozmak and HR Director Von Feldt was present. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to approve the extension of leave request of Tanya Gallion pursuant to RSA 354:A:7 (6). The Commissioners unanimously voted to return to public session at 8:36 AM.

Tuition Reimbursement - There was discussion regarding a tuition reimbursement request by a per diem employee. Commissioner Moore moved that we maintain the existing policy and not offer per diem benefits to existing employees, Commissioner Sistare seconded, voted unanimously.

Commissioner Zerba welcomed Commissioner Sistare back from his military leave.

Administrator Wozmak updated the Commissioners about the mandatory bidders program, which was held for those who wish to bid on the operation of a program at the Cheshire Academy. This proposal must be completed by May 8.

Administrator Wozmak stated that at this time there are no new jail sties available for consideration.

Commissioner Moore brought up the purchase of a mower for the farm. Manager Putnam has a used mower he has looked at, costing \$10,000 with trade in. Commissioner Moore moved waiving the bidding process on the basis that it is difficult to compare prices on used equipment, Commissioner Sistare seconded, voted unanimously.

A tour of Maplewood will be set up to take place after the June meeting.

Commissioners Zerba and Sistare will attend Mary Ray's party.

Commissioner Zerba confirmed that the volunteer dinner is on May 1 from 5 to 7:30 PM.

The bids for the HOC copier were reviewed:

Imagistics

NEIP

Typemaster Svcs

\$5888

\$5890

\$9516

Imagistics was the lowest price, in addition to the lowest maintenance cost per page. Commissioner Zerba moved that the bid be awarded to Imagistics, Commissioner Moore seconded, voted unanimously.

Only one bid was received for the elevator lock out system, and that was from ESL Distributing, in the amount of \$11,751. Commissioner Sistare moved to award the bid to ESL Distributing, Commissioner Zerba seconded, voted unanimously.

Manager King advised the Commissioners that a boiler exhaust smoke detector is needed for the boiler at MNH, at a cost of \$2100. This was not a planned for replacement.

A. The selection process for Lieutenant has been completed, and Rob Hummell has been chosen, which now leaves his position open.

The population at the HOC was 95, with 11 federal inmates, of which two are female.

We have two officers at the academy, graduation will be held in May.

Commissioner Sistare stated that he would be on vacation next week.

There was no other business and the meeting was adjourned at 9:25 AM

Minutes approved at meeting of 4/23/03

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 23, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Superintendent Van Wickler; County Attorney Bill Albrecht; Finance Director Trombly; Terry Warren Executive Assistant

**MINUTES:** Commissioner Zerba moved that the minutes of April 16, 2003 be approved, seconded by Commissioner Moore, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 5 PM.

New Business

HOC

Superintendent Van Wickler reviewed the request from the Belnap HOC Superintendent for assistance from Cheshire County during motorcycle week, June 7 – 16. As requested previously, we have been asked to take 20 or so inmates for the week in order to free up space for them that week. We usually waive the per diem costs, and we are not responsible for medical costs. We have responded to their request for ten years. Commissioner Moore moved to hold up to 20 Belnap county inmates for motorcycle week, waiving the per diem costs, Commissioner Zerba seconded, voted unanimously.

New recreational equipment is required as the present equipment is damaged beyond its repair value. Superintendent Van Wickler stated that he would like to purchase new equipment from the inmate's canteen fund. He has found a refurbished unit for \$3500, with a \$500 trade in for our present equipment. Superintendent Van Wickler stated that he would like the Commissioner's agreement to proceed, and Commissioners Zerba and Moore urged him to proceed with the purchase.

Finance

Finance Director Trombly reviewed the monthly budget status report, which indicates the month to date/year to date status of expenditures. There is the quarterly report, which is required to be reviewed by the executive committee, and indicates the expenditures for the quarter and the percentage of that budget remaining. It is planned that Sheryl will review the budget and the narratives with the commissioners at the May 7 meeting, to acquaint them with the process.

There was a discussion with County Attorney Albrecht and county requirements to bring requests for new employees to be hired at a particular step. Nonpublic Session - At 5:40 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba and Moore. County Attorney Albrecht and Director Trombly were present. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to authorize the County Attorney to hire Anthony Shepherd for the position of Assistant County Attorney at a grade 18, step 18, at a rate of \$28.60 an hour. The Commissioners unanimously voted to return to public session at 6:05 PM.

There was no other business and the meeting was adjourned at 6:15 PM

Minutes approved at April 30, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 30, 2003 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Facilities Manager King; Finance Director Trombly; Terry Warren Executive Assistant

**MINUTES:** Commissioner Zerba moved that the minutes of April 23, 2003 be approved, seconded by Commissioner Moore, voted unanimously.

**MANIFEST:** Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 8:30 AM.

New Business

**COMMISSIONERS**

Administrator Wozmak discussed the preapplication process for the Latchis building project. He will write a letter to the delegation about the project. The Commissioners had no additional questions.

The Commissioners discussed the meeting with the city about areas in which expenses could be shared. These included things like record storage, auto repair and purchase, printing and photocopying, and insurance.

Administrator Wozmak is meeting with John McPeake regarding Cheshire Academy and doing the proposal for the program.

The travel time reimbursement policy was discussed. Director Trombly reviewed the present travel time reimbursement policy and whether we are required to pay employees for the travel time for extensive training. Director Trombly contacted the Department of Labor and they stated that it is not their policy to do so. Commissioner Sistare stated that his research agrees with this. The Commissioners agreed that the policy should be changed consistent with the law, which does not require travel time reimbursement. The policy will not go in to effect until next week.

Commissioner Zerba suggested that employees submit a report for conferences they attend, which would give information on what the conference was about, where it was held, in addition to the cost of the conference. Superintendent Van Wickler suggested that the Commissioners attend some of the conferences, to see their value. The Commissioners would like Administrator Wozmak prepare a form for employees to use after attending conferences. They also requested that they be advised of upcoming conferences. Director Trombly will prepare a list of the conferences she knows about.

**FACILITIES**

1. Manager King recommended the Vermont Paint alternate bid, which includes gold painting of the cupola. This bid includes reglazing the windows, replacing Plexiglas and recaulking. With the alternate bid we can redo the gold painting of the cupola in five years or we can decide whether we want to do the gold leaf for \$20,000-\$25,000, which lasts about 25 years. Commissioner Sistare moved to accept the alternate bid from Vermont Painting, Commissioner Moore seconded, voted unanimously.

Al Fauteaux

3 G Construction

Vermont Painting Alternate bid

Vermont Painting

\$101,860

\$210,000

\$58,700

\$79,600

Manager King presented the water control system bid for the boiler at MNH. There was \$4900 in the budget for the work to be done, but the bid came in at \$5100, and he needs approval to accept the bid since it is \$200 over budget, and it can be made up in other areas of the budget. Commissioner Sistare moved to accept the bid from Northeast Mechanical Corp., Commissioner Moore seconded, voted unanimously.

Manager King advised the Commissioners that the replacement for the refractory for the door on the boiler was budgeted at \$11,000 and the bill came in at \$1550.

Manager King advised the commissioners that the sludge measurement content for the lagoons was completed. There is about five feet of sludge on the bottom of lagoon three. An estimate will be made as to how much sludge is there and how much has to be removed.

Manager King thinks that we may be looking at \$20,000-40,000 for sludge removal either next year or the year after.

HOC

Superintendent Van Wickler advised the Commissioners that selections have been made for the position of Director of Training and Staff Development, Rob Hummel; and Classification Supervisor is Heather Smith, which is a sergeant position.

There was no other business and the meeting was adjourned at 9:55 AM

Minutes approved as amended at the 5/7/03 meeting      Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 7, 2003 8:30 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Zerba, and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Dave Putnam, Farm Manager; Terry Warren Executive Assistant

**MINUTES:** Commissioner Moore moved that the minutes of April 30, 2003 be approved as amended, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 8:30 AM.

New Business

COMMISSIONERS

Terry Warren will check with Ann Ray about the serving schedule for the employee appreciation day next week and let the Commissioners know.

The Latchis property preapplication has been submitted.

HOC

Two officers graduated from the academy. Superintendent Van Wickler thanked Commissioner Zerba for his attendance.

Five new officers have taken the physical fitness test and all passed successfully.

Nonpublic Session - At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba, and Moore. 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 9:15 AM.

FINANCE

Director Trombly reviewed the first quarter budget review report she prepared. The Commissioners reviewed the process of review.

FARM

Manager Putnam spoke to the Commissioners regarding concerns about the budget. He stated that some of the items were incomplete maintenance projects from last year. The vet bills was due to the vet coming twice a month and that the visits will be cut to once a month in order to keep the costs down.

COMMISSIONERS

Administrator Wozmak stated that he met with Tom Kenney, Gerry Pelletier and Dr. McPeake and it was decided that since we just started the Mental Health Court that we not do the proposal for the Cheshire Academy this round.

There was a discussion about county department's response or lack of response to the request for a narrative on quarterly reports. Director Trombly will reword her memo to ensure that it is clear that a response is expected.

There was no other business and the meeting was adjourned at 10:55 AM

Minutes approved at May 7, 2003 meeting.

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 14, 2003 5:30 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Tom Kenney, Director ASP; Gerry Pelletier MHC Case Manager; Terry Warren Executive Assistant

**MINUTES:** Commissioner Moore moved that the minutes of May 7, 2003 be approved, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 5:00 PM.

New Business

COMMISSIONERS

The Commissioners introduced themselves to Gerry Pelletier, the MHC case manager. Gerry stated that he sees the new position as an opportunity and a challenge in starting a new program. He believes in the program and in that individuals with mental health issues would be helped with the program. Tom Kenney stated that both the ASP and MHC programs are models and thus far are working successfully. Tom stated that since October 2001, his clients would have served 8910 days at the HOC if the program did not exist. Tom gave an overview of the number of clients and the charges they fall under. Tom stated that he is training Gerry in the ASP in addition to the mental health issues. Commissioner Zerba thanked them for their presentation.

Commissioner Zerba suggested that we request FMA attend one of the Commissioner's meetings. Administrator Wozmak will work on the FMA analysis to identify the information more clearly. He will contact FMA to see if they will be available for the June 11 meeting. Administrator Wozmak will contact Leo Lessard to invite him to attend a commissioner's meeting to review the role of the NHAC. The two dates noted were June 18 at 8:30 AM or July 9 at 5 PM.

Administrator Wozmak presented the bids received for a new car for MNH to replace the 1990 wagon.

Gateway Motors

Stevens Ford

Stevens Ford Alternate

\$21,899.21

\$22,156.00

\$22,814.00

Commissioner Sistare moved to accept the bid from Gateway Motors for \$21,899.21, Commissioner Moore seconded, voted unanimously.

There was no other business and the meeting was adjourned at 5:55 PM

Minutes approved as amended at 5/21/03 meeting     Robert Moore, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 21, 2003 8:30 AM**  
**Cheshire County Farm, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Sheryl Trombly

**MINUTES:** Commissioner Moore moved that the minutes of May 14, 2003 be approved, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 8:30 AM.

Old Business

Administrator Wozmak reviewed the status of the nursing home administrator search. Resume package has been received, reviewed and rated. A date for interviews has been scheduled.

The Mutual Aid initial analysis was reviewed.

New Business

COMMISSIONERS

There was a discussion on the agenda for the May 28 meeting in Jaffrey, which will include FMA; solid waste management and outside services.

Administrator Wozmak gave the Commissioners an overview of some farm issues:

Milk prices are down, causing a short fall of revenue

The tractor is OK

The mower is in

June 7 has been scheduled as open barn day

The corn is planted

HOC

Superintendent Van Wickler reviewed SB 130 with the Commissioners, stating that he has requested support of this bill from the delegation.

The Superintendent gave the Commissioners an update on personnel issues at the HOC

Substance abuse counseling was discussed.

Population is at 101.

Administrator Wozmak gave an update on the jail site review.

**MNH**

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak, DNS Kemp and Director Von Feldt were present. As a result of the deliberations in the nonpublic session, a decision was reached and a vote taken to terminate the employment of Dennis McRae effective May 31, 2002, in accordance with RSA 28:10 a, and upon the recommendation of the administrator and DNS. The Commissioners unanimously voted to return to public session at 9:35 AM.

Nonpublic Session - At 9:36 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak, DNS Kemp and Director Von Feldt were present. As a result of the deliberations in the nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:40 AM.

There was no other business and the meeting was adjourned at 9:48 AM.

Minutes approved at the meeting of May 28, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 28, 2003 7:00 PM**  
**Jaffrey Town Offices, Jaffrey, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Executive Assistant Terry Warren; Rep. Amy Webber; Selectman Frank Sterling

**MINUTES**: Commissioner Sistare moved that the minutes of May 21, 2003 be approved, seconded by Commissioner Moore, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 7:00 PM.

New Business

**COMMISSIONERS**

Commissioner Zerba reviewed three basic issues that the Commissioners believe are important to the county and local towns.

Commissioner Zerba stated that Fire Mutual Aid is one of the issues because of the apportionment of fees to local towns. He stated that the county is preparing a letter to Fire Mutual Aid and we expect some resolution from this letter. Administrator Wozmak stated that we have a presentation to bring to the Mutual Aid Board and we are going to the towns to discuss it after that presentation.

Commissioner Sistare noted that HCS, MFS, Community Kitchen and others go to the county for support, as well as the towns, and the discussion is whether the funds should be just from the towns or just from the county, or should the process remain as it is. Administrator Wozmak explained that there is a scoring system that the Commissioners use, but the delegation also makes a decision as to the support of the agencies. Selectman Sterling stated that the services of the Community Kitchen help save money for the town. There was a discussion about how the apportionment would be determined.

Nonpublic Session - At 7:15 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak was present. As a result of the deliberations in the nonpublic session, a decision was reached and a vote taken to terminate the employment of Victoria Lesmerises based on her failure to be able to perform the essential functions of her job description in accordance with RSA 28:10 a. The Commissioners unanimously voted to return to public session at 7:24 PM.

Rep. Webber asked if there has been any new information on the jail site selection. Administrator Wozmak stated that he has sent site plans to the architect to see if it fits the building plans.

Commissioner Sistare moved to approve the County support of The Monadnock Volunteer Center Mentoring Program, waiving the Byrne Family grant funds for this project, Commissioner Moore seconded, voted unanimously.

There was only one bid for the sprinkler system at the courthouse, for \$14,685, from Monadnock Fire Protection. Commissioner Sistare moved to accept the bid, Commissioner Moore seconded, voted unanimously.

Administrator Wozmak explained that the discussion on solid waste was to be brought before the towns to determine whether there was any benefit to the county becoming involved. Commissioner Sistare stated that he would try to get an intern to work with the county to study the problem.

There was no other business and the meeting was adjourned at 8:15 PM.

Minutes approved at the June 4, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 4, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT**: Commissioners Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Judy Von Feldt Human Resources Director; Maggie Lewis Staff Dev./HIPAA Coordinator; Barry King Facilities Manager; Sheriff Dick Foote; Terry Warren, Ex. Assistant to the Commissioners

**MINUTES**: Commissioner Moore moved that the minutes of May 28 be approved as corrected, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Old Business

The department heads at MNH have requested that the interviews with the nursing home administrator include Thursday, in addition to Friday, and Saturday. The Commissioners agreed.

New Business

The Commissioners reviewed and discussed the letter from Register Hubal regarding her space needs.

Commissioner Sistare reviewed the CYP Application summary and the proposed amounts to be rewarded to the applicants. Five applicants were awarded at total of \$18,050 for the youth programs. The summary form is attached to these minutes. Commissioner Sistare moved that the recommendations of the committee be approved, Commissioner Moore seconded, voted unanimously.

Administrator Wozmak stated that he met with Paul Szoc regarding the letter and report for FMA. The Commissioners will be meeting with the board of FMA on June 11, after the Commissioner's 5 PM meeting.

Director Trombly and Sheriff Foote attended the videoconference held at Crotched Mountain. The agenda was on homeland security and mental health issues in HOC facilities.

Director Trombly stated that she has not had any word on the proshare funds.

Sheryl Trombly stated that she and Walter Rohr would be preparing a RFP for a third party administrator for supervision of our health insurance.

Maggie Lewis was introduced to the Commissioners. She is the Staff Development/HIPAA Coordinator. She is developing an education program for the staff to help improve the quality of care and improve employee knowledge base. She also coordinated the procedures for the HIPAA program for the facility. She is also developing her role in regard to her relationship to the staff.

Sheriff Foote stated that training of all dispatchers is completed and he expects to get the dispatch center started by June 15. Some of procedures have changed since he began the training process. He is still short two people. He stated that they are going to do whatever is needed to start next week, including people working overtime because they are short the two people. A deputy will be present initially to assist the dispatchers. The Sheriff stated that he would be using some unused funds from the salary line to fund some of the overtime.

Nonpublic Session - At 9:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Sistare and Moore. Administrator Wozmak was present. As a result of the deliberations in the nonpublic session, a decision was reached and a vote taken to allow the Social Services Director to hire a part time social worker at a grade and step higher than allowed by present policy, without the written approval of the board of Commissioners. The Commissioners unanimously voted to return to public session at 9:20 AM. There being no further business, the meeting adjourned at 9:30 AM.

Minutes approved at July 2, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 11, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT** : Commissioners Zerba and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; HOC Superintendent Van Wickler; Barry King Facilities Manager; Jim Lucy, Honeywell; Terry Warren, Ex. Assistant to the Commissioners

**MANIFEST** : Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

The meeting was called to order at 5:00 PM.

New Business

The HOC Superintendent stated that the population at the HOC is 103.

Jim Lucy from Honeywell gave a presentation on an energy efficiency program for the County. He reviewed the program, which will help reduce costs. There are no up front costs to the County. An evaluation would take between 3 – 6 months, depending on the amount of facilities and work needed. Honeywell would be subcontracting the work out and the facility staff would not be involved in the work to be done. The program is in process now in Rockingham County. Manager King will review the program and return to the Commissioners with a recommendation on whether or not to proceed with the program.

Nonpublic Session - At 5:55 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore moved to go into nonpublic session to determine whether a subject of discussion is considered nonpublic. The motion was approved upon a voice vote of Commissioners Zerba and Moore. Administrator Wozmak was present. As a result of the deliberations in the nonpublic session, a decision was reached and a vote taken that the subject was not a nonpublic issue. The Commissioners unanimously voted to return to public session at 5:59 PM. The Commissioners discussed the presentation that was to be made to the FMA board meeting following the Commissioner's meeting.

The Commissioners discussed whether there was any property available at the farm to accommodate Rep. Dexter's request for property for the miniature plane enthusiasts. The Commissioners stated that they did not feel there was any property available for the following reasons: we cannot take fields out of service because we already rent land; if any of the planes went down in planted fields they would have to walk into the field to retrieve the plane; there may be a noise issue; and because of the proximity to the inmates.

Commissioner Zerba stated that he has followed up with Director Von Feldt regarding the wage and salary report and the job descriptions. They will be ready shortly.

Administrator Wozmak stated that the ARNP has given her timeline for retirement which will be Dec. 31, 2003. He stated that several NP interviews have been set up.

Commissioner Moore stated that he went to the Open Barn Day and thought it went well even though it was a rainy day. Administrator Wozmak met with the farm manager who had the following suggestions for next year:

Plan it for a later date – when school is out.

Plan for more animals in the petting zoo

Need food and drink

More attractions

Plant swap went well

Why was the name changed from Open Barn Day, since that is a name that is recognizable. There being no further business, the meeting adjourned at 6:50 PM.

Approved at June 18, 2003 meeting

Robert Moore, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 18, 2003 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT** : Commissioners Zerba and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Evelyn Hubal, Register of Deeds; Leo Lessard, President NHAC; Terry Warren, Ex. Assistant to the Commissioners

**MANIFEST** : Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

**MINUTES** : Commissioner Moore moved to approve the minutes of June 11, 2003, seconded by Commissioner Zerba, voted unanimously.

The meeting was called to order at 8:30 AM.

New Business

The Commissioners reviewed the form prepared for employees who will be attending conferences/seminars/training programs. The Commissioners made some suggestions for the form, which is to be completed by all employees going to a conference and attached to their check requests, purchase orders or expense reports relating to the conference.

Leo Lessard, President of the NHAC was introduced to the Commissioners. He reviewed how important it is for the Commissioner's to know what is happening on the state level because of the bills that affect county government. He reviewed some of the things presently happening and their effect on the counties. The Commissioners were urged to participate in the executive committee sessions held by the NHAC. The executive committee meetings have an influence in Concord and are a forum for county government to express their views. Leo discussed the work being done in Strafford on the jail. The Commissioner's discussed taking a trip to see the jail.

The NHAC conference is being held this year on Oct. 19-21.

There was a discussion about the proshare funds. Leo suggested that Jim Monahan will have the information once it is available.

The Commissioner's thanked Leo Lessard for coming to Keene to a Commissioner's meeting. The Commissioners discussed the agenda for the meeting in Stoddard.

The Commissioners discussed the meeting with the architect from City of Keene in two weeks regarding the 350 Marlborough Street project.

The Commissioners discussed the NHA interviews planned for Saturday at 9 AM at MNH.

The paperwork for the CDBG for the Mill Buildings was signed.

Director Trombly reviewed the report distributed, which included an analysis of the current formula used by the FMA, the new proposed FMA formula, and a balance formula.

Administrator Wozmak suggested that the Commissioners follow up with FMA on the new formulas. There was a discussion about the accounting procedures used by FMA. Director Trombly will work on a list of concerns of the Commissioners to present to the FMA at a future meeting.

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

Minutes approved as amended July 2, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 25, 2003**

**PRESENT**: Commissioners Moore, Zerba; Rick Van Wickler, HOC Superintendent

The meeting opened at 6:00 PM at 33 West Street, Keene.

New Business:

Nonpublic Session: Nonpublic Session - At 6:00 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba, and Moore. Superintendent Van Wickler was present. As a result of the deliberations in the nonpublic session, a decision was reached and a vote taken 2-0, to terminate the employ of Phil Tacy, in accordance with NHRSA 28:10 a, and with the recommendation of the Superintendent of the Cheshire County Department of Corrections. Commissioners unanimously voted to return to public session at 6:08 PM.

The meeting was recessed at 6:10pm.

The meeting was reopened at the Stoddard, NH Town Hall at 7:05pm.

**PRESENT**: Commissioners Jon Sistare, Robert Moore, Roger Zerba; Rick Van Wickler; Sheriff Richard Foote, State Representative Dan Eaton

In attendance were Stoddard Selectman John Halter and Chet Pratt

The relationship between Cheshire County government and Fire Mutual Aid was discussed.

The Selectmen felt that they preferred that Stoddard would best be served under the current relationship, rather than the town acting independently. Discussion followed on the role of the Sheriff Department's and FMA's dispatch responsibilities. Sheriff Foote explained the differences between the two.

Outside agencies was explained in regards to county budgeting. The selectman felt that the current system is acceptable.

The need of a new jail was explained as well as the design, site, and cost considerations. The superintendent responded to the selectman's questions as to alternative sentencing, recidivism, etc. The selectmen were informed of the role of the executive committee and delegation in the approval process of funding such a project.

The need of additional county space was explained as well as the consideration of looking at facilities at the City of Keene's new site at Marlboro Street.

Representative Eaton spoke of his and State Senator Eaton's efforts towards the state budgeting funds to the nursing program in Keene.

The meeting adjourned at 8:00 PM.

Minutes approved at July 2, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 2, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Judy Von Feldt Human Resources Director; Barry King Facilities Manager; Computer Coordinator Wendy Putnam; County Attorney Bill Albrecht; DOC Superintendent Van Wickler; DNS Kemp; Terry Warren, Ex. Assistant to the Commissioners

**GUESTS:** John MacLean, Manager, City of Keene; Martha Landry Asst. City Manager; Medard Kopczynski; Architect for the City, Ray Gulito

**MINUTES:** Commissioner Moore moved that the minutes of June 4 be approved, seconded by Commissioner Zerba, voted unanimously. Commissioner Moore moved that the minutes of June 18 be approved as corrected, seconded by Commissioner Zerba, voted unanimously. Commissioner Moore moved that the minutes of June 25 be approved as corrected, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 8:30 AM. Introductions were made around the table.

New Business

City Manager John MacLean thanked the Commissioners for allowing them to come to the meeting today to discuss the possible relocation of some county departments to the City facility at 350 Marlborough Street. He advised the Commissioners that they are also in discussion with the District Court to move their facilities to this site. There will also be a central records storage area, climatically controlled, which will be available. It will take about two years to complete the police area. The Keene architect described the space plan, which consists of 18,000 square feet, which was based on the "Assessment of Facility Needs" report submitted June 21, 2002, by Weller and Michal Architects, Inc. Administrator Wozmak stated that at this point, we need to determine the relationship and the money we will agree to spend on the plan. The design work needs to be planned and a commitment made for the process. The plan needs to be brought before the delegations for approval of funds for the project. There are funds for a downtown project in reserves. Administrator Wozmak would like to transfer \$37,800 from reserves for the Marlborough Street project.

Superintendent Van Wickler expressed his concern that the DOC needs are being put on the back burner because of the downtown needs. Commissioner Zerba noted his concerns. He stated that he understands that the jail issue is a need and as soon as a site is decided, the present Commissioners are ready to go forward.

Commissioner Moore moved to seek the approval of the delegation for the transfer of downtown reserve funds in the amount of \$37,800 to pay for the design of potential county-occupied space at 350 Marlborough Street, Commissioner Zerba seconded, voted unanimously. The discussion and vote will be re-visited when Commissioner Sistare is present.

Nonpublic Session - At 9:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba and Moore. Administrator Wozmak, Directors Von Feldt and Trombly and County Attorney Albrecht were present. As a result of the deliberations in the nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:12 AM.

The Latchis Building project feasibility study phase has been approved for CDFA (Community Development Finance Authority) funding. These funds will be used to have an architect make a plan for the building to be presented to the CDFA for additional grant funding to renovate the former theater to become a mixed use of apartments (for all levels of income) and commercial space.

Director Von Feldt is preparing a wage and salary spread sheet for Administrator Wozmak. Don Tyler, the consultant, will be available sometime next week to discuss it. It will be planned for next Wednesday at 3 PM, at 33 West St. Job descriptions will be here within the next two weeks.

Director Von Feldt stated that she has completed the employee handbook and Director Trombly is reviewing the book and then it will be ready for final review.

Commissioner Zerba stated that he would be willing to attend the NHAC executive Committee meetings, which are held on the first Friday of the month at 10 AM in Concord.

Manager King recommends that the engineering study be completed on the energy efficiency program submitted by Honeywell on June 11, 2003. If we follow through with the recommendations of Honeywell, the study is at no cost. If we do not, we have to pay for the study performed. Commissioner Moore moved to proceed with the engineering study to be performed by Honeywell, Commissioner Zerba seconded, voted unanimously.

DNS Kemp presented a request to have the bid process waived to purchase this years beds for the nursing home. This is the last year for beds in this round of purchases. The request for waiver is in order to maintain consistency in the brand of bed. Commissioner Moore moved to waive the bid process for the electric beds in order to maintain a standard of quality and economy of the beds in the facility, Commissioner Zerba seconded, voted unanimously.

The paperwork for the CDBG housing rehab program, designating an Environmental Certifying Officer. Commissioner Moore moved to designate the Chairman of the Board of Commissioners as the "Environmental Certifying Office" for the purposed of compliance with the National Environmental Protection Act (NEPA) for the Cheshire County Rehabilitation Project, Commissioner Zerba seconded, voted unanimously.

Coordinator Putnam presented a report on the microwave evaluation performed by SideBand Systems, the company hired to assess the problems with the microwave communication system. Their recommendation is that it would be financially more feasible to replace the system, rather than repairing it. Repairs on the present system have resulted in costs of over \$17,000 in the past three years. Coordinator Putnam stated that she feels we can use a T1 telephone line for now, at a cost of \$650 a month and \$1349 for installation fees. However, this requires a contract of a minimum of one year, and she would prefer to wait a couple of weeks for the proposal from SideBand to determine the cost and timeliness of replacement. The Commissioners agreed that she should wait until the proposal is received and bring it before the board at that time.

Directors Von Feldt and Trombly met with Walter Rohr to discuss offering long term care insurance to employees. It would be optional insurance offered to employees. The Commissioners agreed that offering the benefit as a voluntary benefit would be

advantageous to the employees. Commissioner Moore moved to add the LTC insurance to the county's plan of optional insurance, Commissioner Zerba seconded, voted unanimously. Manager King presented three bids for rubbish removal on a two year contract. Three bids were received:

Company	Bid
Waste Management	\$36,480
Monadnock Disposal	\$21,873.96
Sunrise Waste	\$21,540

Manager King cautiously recommended Sunrise Waste because their bid came in the lowest. There was discussion about the financial stability of Sunrise Waste and concerns that they may not have the resources to perform to the terms of the contract. After some discussion, based on the believe that Sunrise was going to be purchased by a company with adequate resources to meet the terms of the contract Commissioner Moore moved to accept the bid from Sunrise as recommended by Manager King, seconded by Commissioner Zerba.

Manager King stated that he would like to have an open house for the water treatment plant for the Westmoreland Community. The Commissioners agreed.

Commissioner Zerba stated that July 23 he will be unavailable for the Commissioner's meeting and asked whether the meeting could be on another day of that week. He will contact Commissioner Sistare and a decision will be made.

Director Trombly stated that she has received the drug rebate check in the amount of \$162,366. She is working with Director Barber on where the funds will be disbursed.

The County auditor, John Lyford of Mason & Rich has agreed that the proposed formula and method of collecting assessments that was preliminarily presented at the June 11th FMA board meeting, would exclude them as a component unit of the County if implemented.

In addition, according to new information learned by John Lyford in regards to GASB 34, Cheshire County would not be penalized with an unfavorable opinion if FMA chooses to implement GASB 34 standards based on their different compliance date.

There being no further business, the meeting adjourned at 11:30 AM.

Minutes approved as amended on July 9, 2003

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 9, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT** : Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Judy Von Feldt Human Resources Director; DOC Superintendent Van Wickler; Terry Warren, Ex. Assistant to the Commissioners

**MINUTES**: Commissioner Moore moved that the minutes of June 2 be approved as amended, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 5:00 PM.

Old Business

The memo regarding appointed officials reporting to the County Administrator was reviewed. Commissioner Sistare will refine the memo and e-mail it to Terry Warren to be put on letterhead.

New Business

HOC

There was discussion regarding the construction of a new jail and the sites that have been reviewed. Administrator Wozmak asked the Commissioners whether they had an end date in mind for a site search. He spoke about the potential sites that have been visited and the one new one that could take several more months to reach a point where the site can be either presented or rejected. Commissioner Moore expressed his concern that a new site has not yet been found and that he wondered if we were just wasting time. Administrator Wozmak was asked to get in touch with the owners of the site under current consideration to get an idea of how much additional time is needed to reach a decision on the availability of their property.

Commissioner Moore moved to reconsider, for discussion purposes, the waste disposal bid motion made last week, Commissioner Sistare seconded, voted unanimously. At the last meeting there was some discussion about the bid awarded last week to Sunrise Waste Disposal and the concern last week in regards to their resources and ability to perform the work. It was thought that Sunrise was going to be purchased by another company, which would make their company better able to meet the terms of the contract. Their acquisition was a basis for the award. As there may have been a change in the bid award conditions, Administrator Wozmak suggested that the bid award motion be suspended, pending additional information from Barry King. The Commissioners voted to table the previous motion awarding the bid pending additional information.

The 2004 budget schedule was distributed and reviewed. The budget process was discussed and the Commissioners suggested several changes be made to the process. Administrator Wozmak will prepare a strategy for the budget process that might shorten or simplify the process and will present this strategy to the Commissioners.

Commissioner Zerba will not be available for the meeting of July 23 and asked if the meeting date could be changed. It was decided that the meeting would be held on July 21 at 5 PM.

Nonpublic Session - At 6:15 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak, Directors Von Feldt and Trombly and Superintendent Van Wickler were present. As a result of the deliberations in the nonpublic session, a decision was made and a vote taken to authorize the Superintendent to make an offer of employment to an individual for the Director of Operations position at a higher step than allowed by present policy. The Commissioners unanimously voted to return to public session at 6:24 PM.

Nonpublic Session - At 6:25 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak, Directors Von Feldt and Trombly were present. As a result of the deliberations in the nonpublic session, no decisions was made and no vote take. The Commissioners unanimously voted to return to public session at 6:35 PM.

There being no further business, the meeting adjourned at 6:36 PM.

Minutes approved at July 16, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 16, 2003 8:30 AM**  
**House of Corrections, Westmoreland, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Judy Von Feldt Human Resources Director; DOC Superintendent Van Wickler; Terry Warren, Ex. Assistant to the Commissioners

**MINUTES**: Commissioner Moore moved that the minutes of June 9 be approved as amended, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 8:30 AM.

New Business

Administrator Wozmak updated the Commissioners on the nursing home administrator position.

Director Von Feldt gave Director Trombly the employee manual for review and copying. A copy of the Table of contents, indicating which categories of the manual were current was distributed. Director Trombly will distribute copies of the manual to the Commissioners.

Director Trombly advised the Commissioners that as of August 1 the Medicaid nursing home rate change to the County being responsible for a 23.5% share of nursing home costs for Cheshire County residents in nursing homes. The new rate results in a reduction in revenue amount received by Maplewood by \$1.13 per day per resident.

We received a \$24,177 check for abandoned property from the State of New Hampshire.

These funds are received due to the abandoned funds of residents and inmates, which had been previously sent to the State.

The memo to Department Managers was signed by the Commissioners for distribution.

Commissioner Zerba stated that the FMA has indicated to him that they are looking into financially separating from the county in the future. It will take some time to prepare for the change.

The next Commissioner's meeting is on Monday, July 21 at 5 PM.

HOC

Superintendent Van Wickler stated that an offer has been made to Mr. Cook and he has accepted and will start on August 4.

Superintendent Van Wickler stated that one of the federal inmates is pregnant and is expecting in a couple of weeks. Emergency services have been notified. There is no immediate family to take custody of the baby, and the Superintendent has established contact with a cousin who may take the baby, and made arrangements with DCYF in case of an emergency.

The annual HOC volunteer picnic is schedule for August 10.

Director Von Feldt stated that there were 14 applicants for the position of HR director. She stated that several applicants removed themselves because of the salary, others were disqualified because of the lack of experience. Commissioner Zerba may sit in on the final interviews. Director Von Feldt suggested that Director Trombly, DNS Kemp and Superintendent Van Wickler sit in on the interview process.



Director Trombly is working on the salary report. Director Von Feldt stated that job descriptions were distributed to department managers last week.

Nonpublic Session - At 9:35 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. Administrator Wozmak, Directors Von Feldt and Trombly were present. As a result of the deliberations in the nonpublic session, a decision was made and a unanimous vote taken, as a special exception, to cover the health and dental insurance costs for Attorney Shepard to the extent of \$2,227.41 with Attorney Shepard paying 17.5% of health premiums (\$454.14) and 69% of dental premiums (\$192.41) to coincide with the normal percentages paid by other county employees. The Commissioners unanimously voted to return to public session at 9:44 AM.

There being no further business, the meeting adjourned at 9:45 AM.

Minutes approved at July 28, 2003 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, July 21, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Evelyn Hubal Register of Deeds; Bill Albrecht County Administrator

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 5:00 PM.

New Business

Evelyn Hubal, Register of Deeds, brought before the Commissioners the fact that she needs to amend her budget by increasing it by \$15,000 - \$20,000. She is experiencing overages on postage, printing/binding and books, and probably on outside services. The Commissioners agreed that the need is justifiable and should be brought before the Delegation.

County Attorney Albrecht brought his nomination for a new assistant county attorney, Kathy Ruffle. Commissioner Sistare moved to approve the nomination by County Attorney Albrecht to hire Kathy Ruffle as assistant county attorney, seconded by Commissioner Zerba, voted unanimously.

Nonpublic Session - At 5:45 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Sistare and Moore. 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 6:30 PM.

There being no further business, the meeting adjourned at 6:45 PM.

Minutes approved as amended at July 28, 2003 meeting     Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, July 28, 2003 9:00 AM**  
**33 West Street, Keene, NH**

PRESENT: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Barry King Facilities Manager; Wendy Putnam, Computer Coordinator; Terry Warren, Ex. Asst. to the Commissioners

**MINUTES:** Commissioner Sistare moved to approve the minutes of July 16, seconded by Commissioner Moore, voted unanimously. Commissioner Moore moved to approve the minutes of July 21, as amended, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 9:00 AM.

New Business

Administrator Wozmak advised the Commissioners that Adrian Farmer will start on August 25.

Administrator Wozmak stated that there was a meeting last week with SideBand and they gave an estimate of \$130,000 for a new microwave system. A motion will be prepared for the Delegation meeting. There was discussion whether there are alternative methods of communication that may be available now, that were not available when we first installed the system. Wendy Putnam, Computer Coordinator reviewed how she got in touch with SideBand, through the recommendation of Bruce Beliveau, who was involved when we first set up the microwave system. Commissioner Sistare asked if there are any other types of communication systems available and that the new system should be put out to bid. He feels that this is the time to look into other systems, and asked Wendy for an analysis of better and/or cheaper systems. Wendy will get figures for a T1, but both Jack and Wendy are not sure that the T1 system will be suitable.

The Commissioners voted to take from the table the previous motion regarding the bid award for waste disposal for additional information and further discussion. Barry King, Facilities Manager, recommended that Monadnock Waste Disposal be awarded the bid. Commissioner Sistare moved to award the bid to Monadnock Waste Disposal for \$21,873.96, Commissioner Moore seconded, voted unanimously.

Manager King updated the Commissioners that repairs have been made to Well #6 and it will be ready as a back up water system after the water testing is completed.

Manager King advised the Commissioners that Honeywell is conducting their conservation of energy survey of the buildings now.

The Commissioners discussed the upcoming NHAC conference, the program and attendees. The Commissioners agreed that all requests for attendance at the conference are to be reviewed and approved by Administrator Wozmak, after Department Managers have reviewed requests.

Commissioner Sistare nominated Commissioner Zerba as committee member for the NHAC awards committee. Commissioner Zerba accepted.

The Commissioners discussed the process that has been used to solicit outside agency requests for funding assistance. Commissioner Moore made a motion to discontinue to advertise for outside agency requests for funding, Commissioner Sistare seconded, voted

unanimously. The agencies will be sent a letter this year advising them of the change and that they are to contact us if they are requesting funding.

Administrator Wozmak advised the Commissioners that Director Trombly has received her Associates Degree. When she was appointed Finance Director she was advised she would receive a step increase. Commissioner Zerba moved to approve the step for Director Trombly, increase effective as of her diploma date or nearest payroll date, in accordance with the agreement made with her, Commissioner Sistare seconded, voted unanimously. Administrator Wozmak reviewed the motions that will be presented at the delegation meeting, tentatively set for Aug. 11.

Disbursement of proshare funds

Disbursement of Drug Rebate funds

Mental Health Court Grant funds

Registry of Deeds increase expenditures and revenue lines

Funds for costs for plans for potential space at 350 Marlborough St.

Transfer ownership of Blood Farm Barn Building

The Commissioners discussed the jail site search and the results of the search. Administrator Wozmak will prepare a summary of the search process for review and to assist in decision making.

Administrator Wozmak and Commissioner Zerba will not be present at the Commissioner's meeting next week.

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

Minutes approved at meeting of Aug. 6, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 6, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Sistare and Moore; Barry King Facilities Manager; Wendy Putnam, Computer Coordinator; Doug Scribner Computer Specialist; Sheryl Trombly Finance Director; Superintendent Van Wickler; HOC Director of Operations Robin Cook; DNS Lisa Kemp; Terry Warren, Ex. Asst. to the Commissioners

**MINUTES:** Commissioner Sistare moved to approve the minutes of July 28, seconded by Commissioner Moore, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 8:45 AM.

New Business

Superintendent Van Wickler introduced Robin Cook, the new Director of Operations. The Commissioners welcomed him to Cheshire County.

Superintendent Van Wickler advised the commissioners that the HOC is down four positions, which is resulting in increased overtime.

Superintendent Van Wickler stated that the pregnant inmate is expected to deliver by the end of the month, and requires weekly transportation for medical visits.

The Hillsborough Public Defender's office has contacted the Superintendent with a request to put one of their inmates on electronic monitoring in Cheshire County, as they do not have electronic monitoring. The Superintendent declined because he felt that it would open the door to many more requests and it would require an increased workload for our personnel. There was an inmate injury on the farm. A horse at the farm bit an inmate. He has received a tetanus shot and the Superintendent will contact Primex about the incident.

SB 130, which affects the DOC, was signed into law. This law gives the superintendents of the DOC greater flexibility in the custody and care of inmates.

Manager King presented the one bid received for the sprinkler system upgrade at the courthouse. The budgeted amount was \$25,000; bid came in at \$19,500. Commissioner Moore moved to accept the bid from Hampshire Fire Protection at \$19,500 for the sprinkler system upgrade at the courthouse, Commissioner Sistare seconded, voted unanimously.

A new steamer for the kitchen is needed for MNH, at a cost of \$1,000. The Commissioners agreed to the expense. The funds would be taken from the MNH capital improvement line, which is under budget.

Doug Scribner, Computer Specialist was introduced to the Commissioners. Computer Coordinator Putnam distributed the estimates received for the various wireless communication systems for the County and the estimates for these systems. They reviewed the systems, which included the SideBand estimate of \$133,019.40; the White Mountain Cable estimate of \$163,388.40 (additional fees would be the responsibility of the County); The Verizon T1 and T3 lines, which would be yearly contracted fees depending on the type of line, number of lines, and contract length; and the Ininet estimate of about \$52,000 for two Citrix Servers, licenses, etc., which does not include the cost of all work stations licenses or the cost for the T1 lines. Wendy Putnam stated that the only other microwave company besides SideBand she is aware of for microwave data is a company in New York. She stated

that she felt that the preventative maintenance on the microwave system is important and should be budgeted for every year. She will contact some of the customers of SideBand for references. The Commissioners thanked Wendy and Doug for their work. Wendy stated that she should have final figures from SideBand by next week's Commissioners meeting.

Director Trombly stated that she will review the second quarter budget next week, along with the motions for the Delegation meeting.

Director Trombly stated that there is a meeting set up for next week with Administrator Wozmak and Don Tyler on the wage scale survey.

The travel and per diem policy was reviewed and the Commissioners decided that it should wait until next week when Commissioner Zerba is present.

Director Trombly stated that the auditor's letter was received and the audit costs include a 9% increase from last year. The contract was given to Commissioner Moore for signature.

Nonpublic Session - At 9:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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. DNS Kemp was present at the meeting. The motion was approved upon a voice vote of Commissioners Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to terminate Martha Ouellette in accordance with RSE 28:10-a, as noted in the letter to Ms. Ouellette dated August 6, 2003. The Commissioners unanimously voted to return to public session at 10:05 AM.

There being no further business, the meeting adjourned at 10:15 AM.

Minutes approved at the Aug. 13, 2003 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 13, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Wendy Putnam, Computer Coordinator; Doug Scribner Computer Specialist; Sheryl Trombly Finance Director; Register of Deeds Evelyn Hubal; HOC Superintendent Van Wickler; Terry Warren, Ex. Asst. to the Commissioners

**MINUTES**: Commissioner Sistare moved to approve the minutes of August 6, seconded by Commissioner Moore, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 5:15 PM.

New Business

The final cost figure for the microwave system, which is to be completed by SideBand is \$133,019.40. Wendy Putnam reviewed some of the references she had from phone calls she made and stated that all the SideBand customers were pleased with the work done for them. Commissioner Sistare moved to approve and recommend to the Delegation, a replacement microwave system by SideBand Systems, at a cost of \$133,019.30, seconded by Commissioner Moore, voted unanimously.

Commissioner Sistare moved to waive the bidding process for the microwave system because of the specialized nature of the system seconded by Commissioner Moore, voted unanimously.

Director Trombly reviewed the variance report prepared for the second quarter budget meeting on Monday. She stated that overall the budget looks good and most departments are under budget for the second quarter.

The motion to be presented to the Delegation regarding the Community Youth Profile funds was reviewed. A refund of \$47,792 is to be placed into a reserve fund. The Commissioners agreed with the motion be presented to the Delegation.

The Travel and per diem meal policy was reviewed and discussed by the Commissioners. Commissioner Moore moved to approve the new policy as presented, Commissioner Sistare seconded, voted unanimously.

The Commissioners discussed the call volume of the Sheriff's dispatch and the FMA and the future budget process with the FMA.

There being no further business, the meeting adjourned at 6:30 PM.

Minutes approved at the Aug.20, 2003 meeting. Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 20, 2003 8:30 AM**  
**Farm, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Moore; David Putnam, Farm Manager; Administrator Wozmak; Terry Warren, Ex. Asst.

**MINUTES:** Commissioner Moore moved to approve the minutes of August 13, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST:** Commissioner Zerba moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 8:35 AM.

New Business

Administrator Wozmak updated the Commissioners regarding the proshare funds. He stated that it looks like the money will not be available soon. A contingency plan is needed for the microwave system and Administrator Wozmak, Director Trombly and Coordinator Putnam thought that the T1 one access line is the best choice and would give communication ability to Westmoreland. This will buy us some time until the funds are available for the new system. The system cannot be installed in the winter, so there are time constraints and the new system may have to wait to next year. The cost for the T1 line is between \$7500 and \$14,000 a year, depending on the number of lines. Administrator Wozmak suggested that it could be financed from the Alternative Sentencing Outside Services line, which is under budget. The T1 one is a temporary fix. The Commissioners agreed that we should go ahead with the T1 line.

Manager King distributed several bids received, as follows:

Type	Bidder/Price	Bidder/Price	Recommended:
	<b>Global Petroleum</b>	<b>Sprague Energy</b>	
#4 Fuel	\$38.39	\$40.64	<b>Global</b>
	<b>Barrows &amp; Fisher</b>		
Unleaded Gas	\$1.15		<b>Barrows &amp; Fisher</b>
	<b>Brooks Construction</b>	<b>Sunrise</b>	
Snow Plowing	\$5000-CH/\$7000 Adm	\$2680 CH/\$4740 Adm	
	<b>Discount Oil</b>	<b>Barrows &amp; Fisher</b>	
Pre Buy	\$1.049	\$.989	<b>Barrows &amp; Fisher</b>
	<b>Barrows &amp; Fisher</b>		
Clear Diesel	\$1.05		<b>Barrows &amp; Fisher</b>



The Commissioners decided to hold a decision on the snow plowing pending the meeting of Administrator Wozmak and Keene City Manager MacLean. Commissioner Zerba moved to accept the recommendations of Manager King for the bids submitted, Commissioner Moore seconded, voted unanimously. Manager King distributed a copy of Honeywell's "Preliminary Scope of Work, Verification List", as part of their "Performance Based Contracting Program Overview" of June 11, 2003. A list of costs is due. Farm Manager Putnam gave the Commissioners an update on the farm, expenses and revenue. There was also some discussion on the flood damage in the town of Westmoreland. There being no further business, the meeting adjourned at 9:30 AM.

Minutes approved at meeting of Aug. 27, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 27, 2003 5:00 PM**  
**33 West St., Keene, NH**

PRESENT: Commissioners Zerba, and Sistare; Administrator Wozmak; Nursing Home Administrator Adrian Farmer; Facilities Manager King; Lt. Colby, DOC.

**MINUTES:** Commissioner Sistare moved to approve the minutes of August 20 as amended, seconded by Commissioner Zerba, voted unanimously.

**MANIFEST:** Commissioner Zerba moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 5:00 PM.

Commissioners Zerba and Sistare welcomed Adrian Farmer to Cheshire County and Maplewood Nursing Home. Commissioner Zerba asked if there was anything he wished to bring before the Commissioners. Administrator Farmer stated that there was not. County Administrator Wozmak was welcomed back as full time County Administrator.

New Business

Lt. Colby presented the proposals developed in cooperation with by a Master Gardener of the UNH Cooperative Extension Program for landscaping for the HOC. The landscaping would be part of an inmate program that would teach interested inmates about landscaping principles. One proposal is for repair of the brickwork to the flag pole base. The others are various proposals to the outside and front of the building. The work would be completed by inmates, and tasked as programmatic activities. Commissioner Zerba stated that the Commissioners would take the proposals under advisement. The funds to complete the work would be taken from the inmate canteen account

Facilities Manager King gave an update to the Commissioners on the Partridge Brook/Connecticut River washout. Manager King is attempting to have FEMA, NRCS, and the Corp of Engineers look at the problem. We have received good assistance from the regional officer of the Office of Emergency Planning who is searching out funding mechanisms to repair the storm damage. For the record, the storm washed away approximately a 20' wide slice of land that was 165' long. Under normal conditions, erosion takes about one foot per year. In addition, several large trees toppled into the river. If not removed, these trees could cause significant additional erosion when the winter ice packs take them downstream. The amount of erosion is being tracked from existing 2001 records.

Manager King would like to put the 1990 Chevy wagon out for bid. This auto was replaced with a 2004 Crown Victoria for the residents. Manager King will check into the book price for the auto and bring it back to the Commissioners.

The project for two cells for the sheriff's department was put out to bid and two bids were received, one from Baybutt for \$69,725 and West Rindge Builders was \$45,866. The capital project was approved for \$32,000, which was based on doubling a bid from four years ago. Anything to do with security has gone up in costs since September 11. The Commissioners want to visit the Sheriff's office and view the location of the cells before making a decision. There was a discussion about the County subcontracting the work.

Manager King stated that he would like to add a roof and door in the area where the dumpster is at the courthouse, to store winter equipment. Approximate cost of \$500 will be taken out of operating costs, and we would do the work.

There was discussion about revising the smoking policy.

Commissioner Zerba stated that FMA would like to meet with the Commissioners to discuss a new apportionment formula.

The Commissioners discussed the Corporate Compliance Hotline notification changes and that the new flyer will be distributed shortly.

The wage and salary report continues to be reviewed and financial affect on the county budget is being determined.

There was discussion about the snowplowing contract with the City and the possible 350 Marlboro Street move.

There being no further business, the meeting adjourned at 6:00 PM.

Minutes approved at meeting of Sept. 10, 2003 Jonathan Sistare, Clerk Pro Tem

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 3, 2003 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

PRESENT: Commissioners Zerba, Moore and Sistare; Administrator Wozmak; Nursing Home Administrator Adrian Farmer; Sheryl Trombly Finance Director; Jack Dugan, Monadnock Economic Development Corp. (MEDC), Cindy Rodenhauser MEDC; Robin Geschwindner, ARNP; Maggie Lewis HIPAA Coordinator; Maureen Barry Nurse Manager; Mark Malloy Nurse Manager; Gina Cutler Dir. OT; Kathryn Kindopp, Dir. PT; Coleen Gabardi Nurse Mgr; Jeanne Donohoe, Dir. Assisted Living; Katherine Banks LTC Coordinator; DNS Lisa Kemp; Elaine Farnsworth Asst. DNS; Teresa Speaker Dir. Social Services; Steve Wilson Dir. Activities; Mark Downing Director Dietary; Gloria Surber Employee Health/Infection Control/QI; Terry Warren, Ex. Asst to the Commissioners.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Meeting opened at 8:40 AM.

New Business

**PUBLIC HEARING** Jack Dugan presented the CBDG proposal for the purchase of Troy Mills. The grant is to be presented jointly with the Town of Troy, for a total amount of \$1,000,000. The County's part of the grant is \$300,000. Jack Dugan requested that the public meeting be recessed for two weeks in order to determine whether or not the full request will come out of the 2003 allocation, or if some of the request will come out of 2004 allocation, depending on the amount received for other grants for this year. The public hearing is recessed until September 17 at 8:30 AM at the HOC.

**MNH**

Nursing Home Administrator Farmer introduced his department heads. Each department head then gave an overview of their work for the residents of MNH. The Commissioners introduced themselves to the group.

Administrator Wozmak stated that he does not know the result of the T1 system analysis. There is also no update on the proshare funds.

Director Trombly stated that she would like to set aside one half hour at each commissioner's meeting to discuss the new employee manual.

Administrator Wozmak stated that he has met with Rep. Dexter and they discussed a meeting of the jail committee, but had not set a date. Administrator Wozmak will contact him to set a date.

Director Trombly stated that the 2004 budget is being prepared and will be ready in a couple of weeks. She is reviewing the wage and salary survey with Administrator Wozmak but no decisions have been made.

Superintendent Van Wickler stated that the pregnant inmate is scheduled to be induced today. Temporary guardianship for the baby has not yet been finalized.

Superintendent Van Wickler stated that the multiplexer camera system has broken down. It will cost several hundred dollars to repair the system, but the recommendation from HEW was that the system was not worth the cost of repairs. A new digital system can be purchased for \$4500. Superintendent Van Wickler has looked at his budget and there are some items he can delay purchasing in order to purchase the new multiplexer system. The

Commissioners agreed that the funds could be taken from the contingency budget in order to make the purchase immediately.

The presentation for the HOC landscaping work, which was prepared by a Master Gardener of UNH, was discussed. Work is needed on the brickwork for the flagpole base for approximately \$900, and general landscaping of the building for \$1800. Superintendent Van Wickler would like approval to go ahead with the project. Commissioner Sistare stated that he felt that with canteen funds available, Superintendent Van Wicker is authorized to spend the funds at his discretion. The Commissioners would like to be notified of expenditures.

Nonpublic Session - At 9:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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 Zerba, Moore and Sistare. 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 adjourned at 10:15 AM.

Minutes approved at Sept. 10, 2003 meeting      Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 10, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Moore and Sistare; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Brian McMaster, Southwest Regional Planning Commission (SWRPC).

**MINUTES**: Commissioner Sistare moved to approve the minutes of Aug. 27, Commissioner Zerba seconded, voted unanimously. Commissioner Moore moved to approve the minutes of Sept. 3, Commissioner Sistare seconded, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Meeting opened at 5:00 PM.

New Business

**PUBLIC HEARING**: Brian McMaster from SWRPC presented paperwork for signature related to the Community Development Block Grant/business incubator project put forward by Monadnock Economic Development Corporation (MEDC) for the redevelopment of the Blaisdell Building on Roxbury Street. It is required that the County designate an Environmental Certifying Officer. Commissioner Moore moved to designate the Chairman of the Board of Commissioners as the "Environmental Certifying Office" for the purposed of compliance with the National Environmental Protection Act (NEPA) for the Monadnock Regional business Incubator, Commissioner Sistare seconded, voted unanimously.

The Commissioners reviewed the proposed 2004 Budget Review Schedule.

Manager King brought forward the book prices on the 1990 station wagon. After discussion, the Commissioners authorized him to accept a minimum bid of \$750.

Administrator Wozmak updated the Commissioners on the Microwave system. Testing is ongoing, but at this point, it appears that our system programs exceed the capacity of a single T1 line, as well as a bonded T1 line. Further testing has been authorized to see if four bonded T1 lines would be adequate. At a minimum, Wozmak stated that he had instructed Wendy Putnam to put the County in the queue for a T1 line from Verizon. There is a 4-8 week lead time on getting a T1 line.

At 5:40 the Commissioners recessed the meeting to the Sheriff's Department, in order to examine the area where two additional holding cells are planned. The job was put out to bid and the prices came in much higher than expected. After much discussion regarding the bids and the scope of the work, the Commissioners voted unanimously to reject all bids that have been received and instructed Manager King to evaluate options that might produce more favorable bidding results and to go out to bid again.

The Commissioners toured the Sheriff's dispatch center and spent some time speaking with the supervisor.

There being no further business, the meeting adjourned at 6:23 PM.

Minutes approved at the Sept. 17, 2003 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 17, 2003 8:30 AM**  
**House of Corrections, Westmoreland, NH**

**PRESENT**: Commissioners Zerba, Moore and Sistare; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Facilities Manager King; Adrian Farmer Nursing Home Administrator; Lisa Kemp DNS; Terry Warren Executive Assistant

**MINUTES**: Commissioner Sistare moved to approve the minutes of September 10, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 8:40 AM.

New Business

Manager King advised the Commissioners that the incubator at the wastewater treatment facility is not functioning properly and parts have become obsolete. Thus, the incubator needs replacement. The equipment is a requirement and we are in violation without that piece of equipment functioning properly. He is requesting that the funds be taken from the contingency funds. The Commissioners authorized the replacement with the expense being posted to the appropriate contingency line.

The boiler at the HOC is again in need of its third repair (cracks in the sections that leak) and the State of New Hampshire considers the boiler unsafe if repaired more than 3 times. A new boiler will cost about \$35,000 to \$50,000. Replacement should be considered regardless of the status of a new correctional facility given that a new facility is several years away from being occupied. Clearly, the existing boiler will not last another 2-3 years. Manager King will get an estimate of the cost of replacement for the 2004 budget process.

**PUBLIC HEARING**: The public hearing for the CDBG program for the Troy Mills was re-opened after having been suspended at the previous meeting. As there was no public and no principals to discuss the project, the public meeting was closed.

The semi annual inspection of the HOC began at 8:48 AM. The Commissioners began the tour with Superintendent Van Wickler, Sgt. Mousseau, County Administrator Wozmak, Director Trombly, Nursing Home Administrator Farmer, Director of Nursing Services Kemp and Ex. Asst. Warren.

The Video conferencing system was explained to the Commissioners. There are about 20 video arraignments done monthly. The cost to maintain the video-telephone line is about \$9000 a year. The Superintendent stated that he feels it is a worthwhile program because it not only reduces the number of inmates transported, it also reduces the possibility of a problem with the inmate out in the public.

Lower control room was toured. The Superintendent called the Commissioners attention to the wiring on the desk, which is open and not behind a wall. The videotape multiplexer that controls the video monitors throughout the facility is in this location. This multiplexer is in need of repair and has been discussed at previous Commissioners' meetings. The work done by the officer of the day was explained.

Upper control room was toured next. The Superintendent explained that the inmates usually get up later in the day, although they are wakened at 5 AM for breakfast. It was asked if there is a communication system from the cells to the control room, the Superintendent

stated that there is not. The Superintendent explained the control room darkening is so that the inmates cannot see the officers in the control room.

The Superintendent explained the case of one inmate, who has a mental illness and is difficult to handle, requiring two officers at all times because of his behavior and strength. He is recommending the individual be sent to the secure psychiatric unit at the state hospital. One problem with the State Secure Psychiatric Unit at the State Hospital is that it has about 20 beds for the entire state to use. For several years, 5 of those beds have been taken out of service because the roof leaks. The beds are still out of service because the roof has never been repaired. This creates a backlog of appropriate transfers to this unit.

The Superintendent brought the group to the kitchen and dining area where the inmates are served.

The group visited Lt. Colby, Inmate Program Director, who oversees the electronic monitoring program, which was explained to the group.

One of the locations of the inmate property lockers was viewed. It was noted that the lockers would be better if placed in a more secure area rather than in a common hallway.

The Administrative office was toured. The Superintendent stated that the Fire Marshall is concerned with these offices because there were no sprinklers or smoke detectors in this area. The damage to the ceiling in this area is a result of the inmates in the maximum-security section above the area. The inmates often flood the toilets and it leaks down to the administrative offices. The cabinet with the Kevlar protective vests was viewed.

The maximum-security wing was inspected and its use explained.

The training office was visited next. The Superintendent explained that 80 hours of in-service training are required of all officers. The training is scheduled into their duty day and does not require the use of overtime. The training has been offered to the Sheriff's Department and other law enforcement agencies in the region. There are three computers in this office. One is hooked up to the county network, one is an inmate management system, and the third monitors the telephone lines. Sgt. Mousseau explained the equipment used to remove combative inmates from cells. The Superintendent described some of the instances in which the equipment is used.

The all-purpose room was visited next. This room contains exercise equipment, the library and sport equipment. The new clothing closet was viewed and one of the processes of procuring clothing was explained.

The medical department was toured next. The Commissioners were introduced to Carol Ann Rocheleau, RN. Superintendent Van Wickler indicated the new sink that was recently installed.

The Superintendent explained the need for the semiannual inspection of the HOC. The HOC policy and Procedure Manual was given to the Commissioners for their review. The manual is regularly updated.

Sgt. Heather Smith, the Inmate Classification Officer was introduced to the Commissioners. She explained the inmate classification system and the process of using the system for programming, safety and security of the inmates. The system assists in determining the risk level of the inmates. She stated that most inmates are cooperative with the questions presented to them to determine classification. The program allows an objective classification of the inmates.

The Superintendent asked the Commissioners to sign a temporary transfer request from Sullivan County. The Commissioners signed the form.



The Commissioners conducted a private interview with a correctional officer.

The Commissioners conducted a private interview with a male inmate.

The Commissioners conducted a private interview with a female inmate.

The Commissioners reviewed a revised MNH smoking policy draft. A final policy will be prepared.

The revised Commissioners Meeting Policy was reviewed and approved with changes.

A budget figure has been received from FMA. The Commissioners have requested that the apportionment formula be provided. Administrator Wozmak stated that the FMA was scheduled to meet with the Commissioners on Oct. 8 and a Memorandum of Understanding will be ready for review.

The date of the tour of the Carroll County jail was announced.

The Homeland Security letter from the state was give to County Administrator Wozmak.

The wage and salary survey review has been completed by the Administrator Wozmak and Director Trombly and sent to Don Tyler. When it is returned it will be distributed to Department Managers for review and comment and then given directly to Don Tyler for finalization.

The Employee Handbook was distributed to the Commissioners. They will review the policy book over the next few weeks and discuss it at a Commissioner's meeting.

Nonpublic Session - At 10:19 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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. Administrator Wozmak and Director Trombly were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to approve the request to change the RN Supervisor position(s) from salary to hourly with no change in base pay rate. The Commissioners unanimously voted to return to public session at 10:32 AM.

There being no further business, the meeting adjourned at 11:10 AM.

Minutes approved as amended on Sept. 24, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 24, 2003 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Adrian Farmer Nursing Home Administrator; David Putnam Farm Manager; Terry Warren Executive Assistant

Meeting opened at 5:08 PM.

**MINUTES:** Commissioner Moore moved to approve the minutes of September 17, Commissioner Zerba seconded, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

New Business

Director Trombly presented the bids submitted by several banks regarding the County line of credit. The line of credit is used to fund the operation of the County until taxes are collected in December. Finance Director Trombly and Treasurer DeYoung recommend we accept the bid from Citizens Bank at an interest rate of 1.49% for the line of credit amount of \$2,500,000. Director Trombly stated that the funds are used only if needed. Commissioner Moore moved to accept the bid of 1.49% from Citizens Bank, as recommended by the Treasurer and Finance Director, Commissioner Zerba seconded, voted unanimously. The Commissioners signed the paperwork.

Finance Director Trombly advised the Commissioners that there is a routine, random Medicaid audit going on right now. This is done every several years.

Nursing Home Administrator Farmer presented the final draft of a revised smoking policy to the Commissioners. Copies were given to them to review. It will be brought up at the next meeting. There was discussion on the letter from employees dissatisfied with the decision in the reading file.

County Administrator Wozmak gave an update of the Commissioners' recommendation that the county use an intern to explore the concept of a regional solid waste solution.

Administrator Wozmak will be meeting with the student intern next Tuesday to discuss some of the solid waste issues of the county. The intern is currently in a Master's degree program at the University of New Hampshire, Durham.

Southwestern Community Services is completing a housing need assessment for submission to the Community Development Finance Authority for the Latchis Building project.

Updating the Commissioners on the microwave problem, Administrator Wozmak said that the T1 line has been ordered. Verizon stated that it would be installed within 30 days.

The Delegation Jail Committee meeting is on October 15 at 9 AM at 33 West Street. The discussion will be the jail site and working to secure a construction bond vote to move forward with the project. The Commissioners' meeting will be at 8:30 AM and the Delegation meeting following.

Facilities Manager King submitted information on the price for the steam oven replacement. The budgeted amount of \$8000 is approximately \$300 short and Manager King requested authorization to expend the extra funds to acquire the steam oven. Commissioner Moore moved to approve the additional expenditure of \$300, Commissioner Zerba seconded, voted unanimously.

The storm damage on the wastewater treatment plant was reviewed by FEMA. They recommended we contact the Army Corp of Engineers. They have been contacted and agree to look at the problem so that it can be repaired before additional damage is done. There was a discussion over some of the damage and debris in the Connecticut River.

There was discussion about Administrator Wozmak taking a helicopter ride to take aerial photos of the area. Aerial photographs have been suggested by our Office of Emergency Management Field Representative as a means of illustrating the need of the Army Corps of Engineer involvement. Commissioner Zerba stated that if he feels it will assist in remediation, he should go ahead with it.

The Commissioners reviewed the revised Commissioner Meeting Policy and approved it for distribution. It will be sent to Department Managers.

Nonpublic Session - At 6:08 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak and Manager Putnam were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba and Moore. 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 6:30 PM.

The Commissioners discussed with Dave Putnam, Farm Manger, the overall farm operation and their hope that the recommendations of the consultant will produce at least a break-even financial picture, notwithstanding the cost of property taxes. The concept of purchasing Brown Swiss cows was discussed and it was decided not to pursue this change.

Farm Manger Putnam announced the upcoming retirement of herdsman Bob Simons, effective October 31, 2003. The Commissioners will discuss an appropriate recognition for Bob's 30+ years of service to the County.

It was decided that Mr. Putnam would advise the dairy farming community of the need for a Herdsman and Putnam and Administrator Wozmak would interview applicants for this position. It was noted that the successful applicant should have good dairy herd management skills as well as an understanding of the relationship between the farm and the House of Corrections and the public purpose of the farm.

There being no further business, the meeting adjourned at 7:45pm.

Minutes approved as amended on Oct. 1, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 1, 2003, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Finance Director Trombly; Adrian Farmer Nursing Home Administrator; DNS Lisa Kemp; Facilities Manager King; Louise Slayton Social Worker; Cheryl Fish, Social Worker; Terry Warren Executive Assistant

Meeting opened at 8:40 AM.

**MINUTES:** Commissioner Moore moved to approve the minutes of September 24 as amended, Commissioner Zerba seconded, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

New Business

Administrator Wozmak's appointment with the solid waste intern is postponed until next week.

Administrator Wozmak advised the Commissioners that the T1 line (the interim fix for the microwave communication system) has been ordered and we are waiting for installation, which may be completed by Thanksgiving.

Administrator Farmer presented a draft revision of the Maplewood Nursing Home smoking policy. He invited two employees to express opposing views of the suggested changes. Since the implementation of the facility-wide ban on smoking in 1998, there have been issues of noncompliance with the policy, primarily involving employees. There was discussion about whether a revision of the smoking policy should include residents as well as employees.

Commissioner Zerba stated that since this was a health complex, it seemed ironic for us to appear to be encouraging smoking. Administrator Farmer distributed copies of the smoking policies from Cheshire Medical Center and Monadnock Community Hospital. He stated that they clearly indicate they are against smoking and the facilities are designated non-smoking facilities. However, they do provide a place for it, and permit it under some circumstances. Administrator Farmer stated that though this is a health care facility, it is a home to the residents and that we should not dismiss the rights of smokers, however unpopular smoking is. It is a matter of respecting everyone's rights. Commissioner Sistare asked to tour the areas designated (The Commissioners toured the areas at the end of the meeting).

Commissioner Sistare stated that he would like input from other county nursing homes. The Commissioners agreed that they would like input from other county nursing homes before making a decision. Commissioner Zerba stated that it is obvious that a compromise is needed that recognizes both our obligations as a health care facility and our obligation to address those who smoke at the facility.

Manager King stated that no bids were received at the \$750 book value of the station wagon. He stated that the people who did look at the wagon stated that they would bid if the price came down to \$500. Commissioner Zerba asked that we post it internally for the county at \$500.

Manager King stated that he did not have any response from contractors to the advertisements for the work for the cells for the Sheriff. There was discussion on

subcontracting the work to be done. Manager King will follow up on subcontracting the work and come back in a couple of weeks with results.

Manager King presented to the Commissioners the fact that there is a problem with three refrigerators at the nursing home. They are not commercial refrigerators, and because of their frequent opening and closing, they fail to maintain a stable temperature, or even a proper temperature, which is a federal requirement. Last year a commercial refrigerator we purchased (as a trial) for the fourth floor and it maintains the correct temperature. He would like to purchase three additional commercial refrigerators at a cost of \$4500. He suggested that the new tub purchase could be bypassed and use those funds to purchase the commercial refrigerators. Director Trombly stated that we should bring this change before the executive committee because capital funds are being used for a different purpose than published in the budget book. Commissioner Zerba moved to allow the use of the capital funds for the tub be allocated for purchase of three refrigerators, two freezers and a tub chair, Commissioner Sistare seconded, voted unanimously.

Manager King presented the bids for the steam cooker.

Kittredge Equipment	\$9390
Northeast Food Service	\$9384
Holyoke Equipment	\$9225

Manager King recommends Northeast Food Service at a cost of \$9384. It was noted that although Holyoke Equipment appeared to be cheaper, they did not meet all the qualifications of the bid. Commissioner Sistare moved to accept the recommendation of Manager King, Commissioner Moore seconded, voted unanimously.

The report from the Honeywell energy-efficiency study is expected in October and Manager King reviewed some of the items listed on the report.

Director Trombly stated that three bids have been received for self-insurance administrators. We have not been satisfied with GISC and we want to see if there is something better out there.

GISC	Ultra Benefits	CBA	MCS
\$59,340	\$57,408	\$83,904	\$60,416

Director Trombly recommends that we award the bid to Ultra Benefits. We have referrals and she will contact them and present them to the Commissioners next week. Commissioner Sistare moved to approve using Ultra Benefits as a third party administrator, subject to the result of their references, Commissioner Moore seconded, voted unanimously. There is no further action required by the board.

The final draft of the wage and salary survey report from Don Tyler is due shortly.

Administrator Wozmak and Director Trombly will recommend several ways to implement the recommendations.

Administrator Wozmak presented the quote for the 350 Marlborough Street design from Clough-Harbour at \$10,600; and the cost of redesign of 33 West Street from Charles Michal at \$6000. The funds would come out of the funds transferred from capital reserves. The Commissioners approved the quotations and instructed the County Administrator to proceed with the work.

The Commissioners discussed meeting with selectmen of the towns. The goal is to be put on the selectmen's agenda and to be available to discuss county issues. A schedule will be prepared for their review.

Nonpublic Session - At 10:24 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak, Nursing Home Administrator Wozmak and DNS Kemp were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. 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, that this nonpublic session be postponed due to the employee being unavailable to attend. The meeting will be rescheduled to provide the employee another opportunity to attend. The Commissioners unanimously voted to return to public session at 10:33 AM. There being no further business, the meeting adjourned at 10:45 AM.

Minutes approved at meeting of Oct. 8, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 8, 2003, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Terry Warren Executive Assistant; Kate McNally/Cheshire Medical Center; Paul Szoc, Bob DeLuzio, Bob Johnson Fire Mutual Aid. Meeting opened at 5:00 PM.

**MINUTES**: Commissioner Sistare moved to approve the minutes of October 1 as amended, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

New Business

Solid Waste Intern - Administrator Wozmak met with the solid waste intern and discussed the proposed program and work expectations.

Latchis Building - Administrator Wozmak updated the Commissioners on the development plans for the Latchis Theater. He stated that because the plans for the building involve housing for high-income earners, the CDFA needed an analysis to determine what the need is for housing priced for this market. Southwest Community Services has published a Request for Proposals to study the high income housing demand.

Proshare Funds – County Administrator Wozmak stated that the proshare funds are not expected to be received in the near future. Commissioner Zerba asked if the items that were to be purchased with the funds would be put into the 2004 budget. Administrator Wozmak stated that they have to be put in the 2004 budget in order to plan for the expenditures.

Budget Review – The Commissioners will meet with Administrator Wozmak to review the budget on October 29, and will complete it on November 5.

Smoking Policy – Administrator Wozmak gave an overview of the reason for revising the policy and the history of the policy when it started in 1996. It is at that time that the Commissioners unanimously approved the facility as a smoke free environment for residents. Commissioner Zerba, Sistare and Moore feel that the policy regarding residents should not be changed. Commissioner Sistare suggested that there be two places for smoking, on the deck in the winter and behind the building in the summer. Kate McNally from Cheshire Medical Center stated that the clinic offers smoking cessation programs and she offered to assist us in any way. Terry Warren will follow up with her on having a program at MNH. Kate stated that there are many programs to assist employees to stop smoking. Administrator Wozmak will contact Dr. Schlegelmilch regarding the history of the hospital's policy development.

Third Party Administrator – Director Trombly called the references for Ultra Benefits and all were very happy with them. GISCS has been advised of the change.

Incentive Funds - Commissioner Zerba was unanimously voted to work on the Incentive Funds Board.

Bids - No bids were received for the station wagon at \$500. Using the State of New Hampshire surplus auction was suggested to sell the car. If no response is received by the deadline set by the State, the car is to be brought to the White Farm for auction.

Holding Cells – Manager King met with West Rindge Builders. He has received a bid, but there were items to be renegotiated. If the bid comes in at or lower than the budgeted

amount of \$32,000, the Commissioners agreed that he should proceed with the project and keep the Commissioners apprised.

FMA – Director Trombly distributed and reviewed the assessment model submitted by FMA, with the Commissioners. There were several areas of the assessment in which Director Trombly felt needed review because of apparent errors in computation. The Memorandum of Understanding that was drafted to govern the new relationship between Mutual Aid and the County will be reviewed by the Mutual Aid Board of Directors this evening. The property assessment figures for 2002 for the Vermont and New Hampshire communities served by Mutual Aid will be given to Director Trombly to enter to determine the 2004 budget amount. Commissioner Moore moved to authorize Commissioner Zerba to execute the Memorandum of Understanding, Commissioner Sistare seconded, voted unanimously. Paul Szoc stated that Mutual Aid is planning to get a line of credit. Mr. Wozmak urged them not to wait too long to get a financial plan in place as the transition is due to take effect in January of 2004. Under the new payment formula, Mutual Aid will receive the County's portion in monthly installments at 1/6th of the total amount.

There being no further business, the meeting adjourned at 6:00 PM.

Minutes approved on Oct. 15, 2003 Robert Moore, Clerk



**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 15, 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Rick Van Wickler HOC Superintendent; Facilities Manager King; Terry Warren Executive Assistant  
Meeting opened at 8:30 AM.

**MINUTES**: Commissioner Sistare moved to approve the minutes of October 8, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

New Business

The Commissioners signed the CDBG paperwork authorizing those able to sign requisitions for payment of CDBG funds.

The Commissioners signed the Fire Mutual Aid Memorandum of Understanding. This will be sent to the President of the Board of Directors of Fire Mutual Aid for his signature.

The Commissioners reviewed and approved the draft calendar of upcoming Commissioner meetings/events that will appear on the weekly agenda.

In order that the Commissioners might attend the Delegation Jail Committee meeting, the meeting suspended at 8:42 AM. The meeting re-convened at approximately 11:45 AM.

Nonpublic Session - At 11:46 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak was present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba and Moore. Commissioner Sistare was absent. 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 12:00 Noon.

There being no further business, the meeting was adjourned at 12 noon.

Minutes approved at meeting of Oct. 22, 2003 Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 22 2003, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, and Moore; Administrator Wozmak; Bill Albrecht County Attorney; Julie Short Admin. Asst.; Terry Warren Executive Assistant  
Meeting opened at 5:00 PM.

**MINUTES:** Commissioner Zerba moved to approve the minutes of October 15, Commissioner Moore seconded, voted unanimously.

**MANIFEST:** Commissioner Moore moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

Commissioner Zerba reviewed the Commissioner's calendar. There was discussion about some of the items on the calendar. The Commissioners reviewed the agenda for the Jail Site Selection meeting on Monday, Oct. 27.

Administrator Wozmak told the Commissioners about another piece of property to be considered for the new jail, that has come to our attention through a state representative. There is some state land and he will contact the N. H. Department of Transportation regarding the availability of the property previously considered for the Keene/Swanzey bypass.

Administrator Wozmak updated the Commissioners on the NHACo conference he attended this week.

New Business

The Commissioners signed the CDBG paperwork authorizing those able to sign requisitions for payment of CDBG funds.

The Commissioners signed the Fire Mutual Aid Memorandum of Understanding. This will be sent to the President of the Board of Directors of Fire Mutual Aid for his signature.

The Commissioners reviewed and approved the draft calendar of upcoming Commissioner meetings/events that will appear on the weekly agenda.

In order that the Commissioners might attend the Delegation Jail Committee meeting, the meeting suspended at 8:42 AM. The meeting re-convened at approximately 11:45 AM.

Nonpublic Session - At 5:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak, County Attorney Albrecht and employee Julie Short were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba and Moore. Commissioner Sistare was absent. As a result of the deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the County Attorney to promote Julie Short to the position previously held by LB at the rate of pay LB received at the time of her separation. The Commissioners unanimously voted to return to public session at 5:55 PM.

There being no further business, the meeting was adjourned at 6:00 PM

Minutes approved at Oct. 27, 2003 meeting      Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 29 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; MNH Administrator Farmer; Dietary Director Mark Downing; Finance Director Trombly; Lisa Naylor-Laari – Dietary; Terry Warren Executive Assistant  
Meeting opened at 8:30 AM.

**MINUTES**: Commissioner Sistare moved to approve the minutes of October 22, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

The Commissioners reviewed the Commissioner's calendar. The Commissioner's meeting on November 26 has been changed from 5 PM to 8:30 AM, and the location was changed from the HOC to 33 West St, Keene.

Nonpublic Session - At 8:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak, MNH Administrator Farmer, Dietary Director Downing and Lisa Naylor-Laari were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. 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 Dietary Director to terminate the employment of Lisa Naylor-Laari effective November 8, 2003. The Commissioners unanimously voted to return to public session at 9:04 AM.

**Old Business**

The T1 line has been installed as the replacement for the disabled microwave system. However, it is not functioning yet as the computer server is too small to handle the volume of data that is being transmitted. A larger server is needed and will be purchased. It is expected to cost approximately \$2,000. At this point, the reconstruction of the microwave system has not been put into the 2004 budget pending an outcome of the ProShare funds status which were intended to pay for the reconstruction.

The Commissioners discussed the procedure presently used by outside agencies to request funds.

**New Business**

Director Trombly distributed the accounts receivable aging report to the Commissioners. She asked them if this is a report that they would like to continue to receive.. Since the Finance Director oversees the accounts more closely than we did in the past, we no longer have the high aging problem that resulted in the Commissioners previous involvement. The Commissioners agreed they no longer needed to review the report on a regular basis  
Director Trombly distributed the 2004 Budget increase/decrease analysis. Director Trombly explained the increases and decreases. The Commissioners agreed that a tax increase of 8.55% is too high and prefer the rate be between 3% and 5%. The Commissioners

requested Administrator Wozmak reduce the budget by approximately \$400,000 or an amount necessary to reach the preferred range.

There was discussion on the merit raise and its value in light of the new wage and salary survey. While there was no decision reached, the Commissioners look forward to the continuing work of the HR consultant to revise the merit/performance evaluation system. As to the format of the budget sheets, Director Trombly suggested that we relocate the health and dental insurance listings appearing within each department and combine the line items into one total which would appear in the Personnel Administration section of the budget. There being no further business, the meeting was adjourned at 10:40 AM.

Minutes approved at Nov. 5, 2003 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 5, 2003, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; MNH Administrator Farmer; Finance Director Trombly; Barry King Facilities Mgr.; Terry Warren Executive Assistant

Meeting opened at 8:30 AM.

**MINUTES**: Commissioner Sistare moved to approve the minutes of October 29, Commissioner Moore seconded, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

Manager King presented a bid from an employee for the Chevy Celebrity station wagon. The bid was for \$500, which was the amount designated for its sale. The employee will pay through payroll deductions. Commissioner Moore moved to accept the bid, Commissioner Sistare seconded, voted unanimously.

The Commissioners reviewed the Commissioner's calendar. They discussed the jail site visit to the Med Care property on November 10. Administrator Wozmak has talked to the owner and has seen the site.

The November 26 meeting of the Commissioners has been changed to November 24 at 11 AM, after the 3rd quarter budget meeting.

The T1 telephone line for computer communication between the facilities has been connected and most employees now have e-mail and Internet capabilities again. The budget line for a new microwave system has not been added to the 2004 budget. If we do not receive the proshare funds, we will continue to use the T1 line. Director Trombly has spoken to Jim Monahan regarding the proshare funds and he stated that there is to be a conference call with the state on Monday to discuss the funds.

Administrator Wozmak informed the Commissioners that he is working with City of Keene officials on the tentative plan to move certain County activities to the Keene-owned 350 Marlborough Street building. As the plans move forward, there will need to be an expanded number of County officials providing input into the building design through a Steering Committee and a Design Committee. After some discussion, Commissioner Zerba agreed to be on both the Steering Committee and the Design Committee for 350 Marlborough Street. Administrator Wozmak and Director Trombly have had several meetings with the city regarding the facility. Future meetings will include the County Facilities Manager and other County staff as needed.

Commissioner Zerba asked about the Federal ADA inspection that was completed of county land last week. In addition to minimal issues such as the need to redesign the handicap parking spaces and some bathrooms, there were significant disability access issues at the Jail and House of Correction. These issues include the need to construct a ramp within the sallyport and the recreation area at the HOC. The County will receive a report and must submit a plan of correction.

A terminated employee has requested a meeting with the personnel committee and the necessary documentation regarding the termination will be prepared.

Nonpublic Session - At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba 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. Administrator Wozmak, MNH Administrator Farmer, Director Trombly and Manager King were present at the meeting. The motion was approved upon a voice vote of Commissioners Zerba, Sistare and Moore. 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 10:30 AM. There being no further business, the meeting was adjourned at 10:40 AM.

Minutes approved at Nov. 12, 2003 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 12, 2003, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Linda Mangones, Keene Housing; Cindy Rodenhauer, MEDC; Meredith Cooper, SWRP; Terry Warren Executive Assistant  
Meeting opened at 5:00 PM.

**MINUTES**: Commissioner Moore moved to approve the minutes of November 5, Commissioner Sistare seconded, voted unanimously.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

The Commissioners reviewed the calendar.

Cindy Rodenhauer from Monadnock Economic Development Corp. and Meredith Cooper from Southwest Regional Planning updated the Commissioners on the Roxbury Street Business Incubator project. It has been reviewed by the advisory committee and is expected to go to the Governor and Executive Council at a meeting scheduled for December. Meredith Cooper advised us that a contract is expected to be received by us and the required signatures must be obtained and contracts returned by the end of next week. The Roxbury Street grant is for \$260,000. The Blaisdel building should be ready by February or March. The basement of the building will be leased by the YMCA.

Cindy updated the Commissioners regarding the Troy Mills CDBG project. MEDC has stopped the application process. The leases were not completed because of the decision of the current tenant to vacate the building. Having that main tenant was essential to the viability of the project. We are therefore unable to pursue this project.

Cindy advised the Commissioners of a new project for which they are seeking Community Development Block Grant funds. A high tech company from Massachusetts wishing to expand its business and move to Keene. This company already has a relationship with an optical company in Keene. This optical company will be closing, but its facility would be used by the new company, in addition to hiring two principles from the closing company. The project is seeking CDGB funding in the amount of \$400,000, \$240,000 from the 2003 economic development project not used for Troy Mills, and \$160,000 from the 2004 funds. The funds would be used for the purchase of the building and for the new company's use.

Linda Mangones from Keene Housing presented a new project to the Commissioners. The public hearing is to be on November 19 at the County Commissioner's meeting. This new project would require the entire \$1,000,000 of CDBG housing funds for 2004 and 2005. The project is for 24 two to three bedroom apartments and 30 one-bedroom apartments to be built on a 10-acre site on upper Court Street. Commissioner Sistare stated that he was hesitant to commit for all the 2004 and 2005 funds as the town of Jaffrey may be looking for a CDBG for housing and may come to the county for funds. In addition, the County's Latchis Theater project may also need CDBG funds. Ms. Mangones will consult with SCS as to the Jaffrey housing project. Mr. Wozmak will check with MEDC as to the Latchis project need for CDBG funds.

Director Trombly distributed the budget analysis increase/decrease chart and reviewed the information. The budget requests have been reduced to a 5.46% increase in taxes to be

raised. She stated that the final budget will be printed without the additional requests for wage changes requested by department heads. These numbers will be added at the executive committee level.

There was discussion on the letter received from the Surry selectman regarding the dispatch center. Administrator Wozmak stated that Sheriff Foote has responded to the letter and will be resolving the issues.

There being no further business, the meeting was adjourned at 6:43 PM.

Minutes approved at Nov. 19, 2003 meeting      Robert Moore, Clerk



INCENTIVE FUNDS  
APPLICATION SUMMARIES

PROGRAM	REC 2003	REQ 2004	REC 2004	BRIEF DESCRIPTION OF PROPOSAL
All R Kids Supervised Visitation Center	15,000.00	15,000.00	14,500.00	All R Kids Supervised Visitation Center provides a neutral, safe and confidential space for supervised visitation and monitored exchange to occur in court-ordered cases involving domestic violence and child abuse/neglect as well as privately arranged cases. All R Kids is set up to ensure that the custodial and non-custodial parents have no contact when the visitation or exchange occurs.
Antioch Psychological Services	17,500.00	14,060.00	14,000.00	Providing intensive, team-based psychosocial intervention services to families referred to DCYF because of suspected neglect or abuse, but where there is insufficient cause for mandated treatment or further legal involvement.
Big Brothers Big Sisters	6,000.00	15,000.00	6,000.00	Big Brothers Big Sisters of the Monadnock Region, Inc. is a mentoring program designed to serve at- risk children between the ages of 6 and 18. The children (clients or "Littles") are matched with adults (volunteers or "Bigs"). The match is carefully planned, based on mutual interests, built on a child's strengths, and designed to last. The BBBS Case Manager carefully monitors the matches over the span of the commitment providing full support. Big Brothers Big Sisters is not a quick fix solution. During the first year, it takes an average of fifty contacts to complete and sustain a match.
Cheshire Mediation (Parent-Youth Mediation)	18,937.00	18,500.00	18,500.00	A parent- youth mediation service which brings together family members who are in crisis with the goal of helping them reach some agreements about how things can change.
Cheshire Mediation (Circles of Support and Accountability)		10,000.00	10,000.00	This initiative seeks to engage our communities' most disenfranchised youth in a positive way which will give them the skills and support to succeed in our community. Youth who are returning to the community from structured placement facilities, the county jail, or Youth Development Center face the challenge of being reintegrated into the community. Circles of Accountability will provide community support and a sense of belonging to the youth being reintegrated.

Emerson Elementary School	4,951.00	0.00		The Emerson Elementary School 5th and 6th grade teachers, the school counselor, the school principal, and the school nurse, in collaboration with the Cheshire County YMCA/Camp Takodah and other area agencies and institutions, propose to initiate a Leadership Program for the entire student population in Grades 5 and 6. This program will involve leadership training and experiences within and outside of the classrooms, discussions and lessons, presentations, small group instruction, and "role modeling" to promote the development of leadership skills.
Family Center (formerly Families and Communities Together)	4,500.00	10,000.00	4,500.00	Parent-Child Connections Program is a year-round, weekly support program for families with children from birth to age five offering education and support for parents, as well as a developmentally appropriate enrichment program for the children.
HCS Community Care	9,000.00	6,000.00		The Promoting Healthy Families Program will address inadequate social supports and social isolation in lower to moderate income families in Cheshire County. A social worker with special background and training in parenting issues will be assigned pregnant and parenting families who are at social and/or physical risk. The families will be identified by the physicians providing the prenatal care, by social service agencies and town welfare offices and by child care centers. The role of the social worker, in coordination with other parent support systems in the community, is to make assessments and appropriate referrals to community supports and follow up with the progress of the family with home visits. Group educational and supportive programs will be planned with topics ranging from nutrition to age-specific play to the nationally recognized Parents as Teachers Program.
Keene Housing Authority	23,400.00	33,075.00	22,400.00	The Keene Housing Authority is in its third year of participation in the Milton S. Eisenhower Youth Safe Haven and Police Ministration Initiative. The out-comes of the program are to keep youth in school or alternative school, keep grades up, develop youth for responsible adulthood, keep youth out of the criminal justice system, prevent crime and drug abuse by youth, improve the quality of life in the community and reduce crime. The program is framed as a youth investment and youth development venture, not as a criminal justice system initiative. The most basic feature of the program is

a safe haven for youth that is run by civilians, combined with a police mini-station that shares the same working space.

Keene Youth Services Chins Diversion Program	24,828.00	26,933.00	26,933.00	The CHINS (Child in Need of Services) Diversion Program is a community-based preventative program serving non-criminal youth aged 7-17 years and their families. CHINS is a legal term commonly used to describe a youth who is truant from school, repeatedly running away, or repeatedly disobeying their parent or guardian. Youth are identified for the program by state and local police departments, school personnel, other service agencies and parents through demonstration of status offense behaviors. The purpose of the program is to prevent inappropriate or unnecessary involvement through assessment, referral, and case management services. Adherence to a mutually developed case plan holds the youth accountable for their actions and aids the family in accessing available resources in the community.
Keene Youth Services Juvenile Conference Committee	12,000.00	12,300.00	12,300.00	The Juvenile Conference Committee (JCC) is a pre-adjudication intervention program for first-time young offenders. JCC is an alternative to formal juvenile court proceedings. The goal of JCC court diversion program is to encourage responsibility and accountability on the part of juvenile offenders in order to deter further delinquency and future court involvement.
Keene Youth Services Earn-It	16,200.00	18,354.00	16,200.00	Earn-It is a juvenile offender/victim restitution program for delinquents (age 12-17). Youth who owe restitution (both monetary and symbolic) are referred to Earn-It to repay their victims and the community for their illegal actions. Referrals are made by the Keene District Court and the Juvenile Conference Committee Diversion Program.
Monadnock Center for Violence Prevention, Inc. Education/Outreach (formerly Women's Crisis Services)	8,600.00	8,600.00	6,000.00	To provide prevention education programs in cooperation with local school districts to inform young children of the choices they can make not to participate in violent behaviors. Bullying; flirting vs. hurting; sexual harassment; dating violence and stalking are behaviors are now being seen at the elementary through high school levels. Our goal is to equip young people with the information, skills, and self-esteem necessary to make healthy choices for themselves and their families.
Monadnock		12,000.00	8,000.00	The Monadnock Volunteer Center Program will provides mentors to youth

Volunteer Center

between the ages of 13 and 18 to provide guidance and be a positive role model to at-risk youth to ultimately help keep them out of the juvenile system. This program will operate as both an in-school and community-based mentor program. Each youth will be matched with a trained mentor in a one-to-one relationship to meet on a weekly basis for at least a one year commitment.

MFS-CAPP CLUSTER

includes

MFS-MANY Options	7,775.00	39,000.00	39,000.00
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(for all three programs)

MANY Options is an after-school program for middle-and high-school aged youth that offers a variety of supervised activities from 2:30-5:00 PM every school afternoon. Offerings are provided by both non-profit, youth serving programs (the YMCA, Moving Company) and local businesses (The Clay Way, Earth Treasures). Youth enroll in MANY Options committing to attending a minimum of three afternoons per week. Participants are also required to attend one "project group" per week that includes academic and/or social skills building. Tutors are also available. Fall, winter, and spring sessions are offered. Participants also receive points for school attendance and grades, and for program participation beyond the minimum. These incentive points accumulate toward periodic "rewards" such as free admission to substance free activities, and coupons for free or discounted items and services.

MFS-CAPP Cluster includes

MFS Challenge Program	11,500.00
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The Challenge Program is an activity based group experience that utilizes problem solving initiatives, low and high elements, new games, rock climbing and wilderness experiences to enhance self-esteem, co-operation, decision making, interpersonal communication skills and trust building.

MFS-CAPP Cluster includes

MFS Parent Outreach Program	20,601.00
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The Parent Outreach Program is a community-based parent education program with the primary goal of providing parenting education and support in order to help parents become capable, effective parents who have healthy nurturing relationships with their children. The program provides primary, secondary, and tertiary services in order to prevent child abuse and neglect, out of home placement and to reduce the length of stay where out of home placement has already taken place. In addition, a goal of The Parent Outreach Project is to normalize parents' need for parent education, so that parents who seek support do not feel stigmatized, but rather are viewed positively for their efforts to improve their skills, and feel encouraged to seek out information and support.

MFS Family Aide Transportation Program	3,000.00	3,570.00	3,000.00	The intent of the proposal is to provide an eight hour/week paraprofessional Family Aide position to enable families to more successfully meet the needs of their children and to enhance family stability through providing concrete assistance in accessing services.
Moving Company Dance Center	4,000.00	5,000.00	0.00	The Moving Company Dance Center in partnership with ACTING OUT, Life Art, the Colonial Theater, The Savings Bank of Walpole, Keene Sentinel, and Ray's Camera, is seeking \$5000.00 for tuition assistance for 14 students in need to attend Creative Arts at Keene, multi-arts program for youth ages 9-16, operating from 9-4, weekdays from July 5 through July 30, 2004. Students will attend daily pre-selected classes in music, dance, theater, art, creative writing, photography and technical theater. Students may choose to participate in a single discipline for 5 periods of the day or they may study a variety of programs.
Planned Parenthood Family Planning Education and Training	5,200.00	5,800.00	3,200.00	The mission of the Family Planning Collaborative is to "provide encouragement, education and support for the family planning efforts of women and families and in so doing, prevent teenage and unintended pregnancies." Children born as a result of unintended pregnancies (which include almost half of all births at Cheshire Medical Center) are at significantly higher risk of poverty, housing crises, learning problems, and neglect and abuse because their parents are unprepared for pregnancy and stressed by the unexpected responsibilities of parenthood. Part I of the application is for funds to (1) provide direct education in family planning to guests at the homeless shelters and participants in the Cheshire Academy program, (2) train staff members of social service agencies to discuss birth control and other family planning issues with clients, and to (3) provide direct education to teenagers. Part II is for copying, printing, and purchase of materials to be used in social service settings, medical settings, and provided to teachers. Part III is for a training session for local educators which will be sponsored by Dartmouth-Hitchcock Keene.
Rise...for baby and family	13,000.00	15,000.00	12,000.00	The Rise Prevention Program is intended as an adjunct program working together with early intervention services to add expanded prevention services for children at high-risk of out-of-home placement. It also allows Rise to serve infants and toddlers at high-risk who would not otherwise be eligible for early intervention (early supports and services.)

The Samaritans	5,000.00	5,000.00	5,000.00	The Education and Outreach Program is structured to reach youth in Cheshire County through interactive presentations which will open the lines of communication between area adults and youth.
Troy Elementary	8,380.00	6,860.00	6,800.00	This proposal entitled "No Child Left Alone" provides after school programming for children in grades K-6 at Troy Elementary School. The main goal of the program is to create a safe, nurturing environment which promotes social, academic, emotional and physical health for students and their families.
Winchester Learning Center	5,000.00	5,000.00	5,000.00	The Winchester Learning Center, located in the United Church of Winchester, in Winchester, NH, provides child care, preschool and family resources to children ages 2-6 and their families.
Winchester Schools	20,991.00	20,952.00	20,452.00	This proposal addresses safety, social, emotional, and academic needs of at-risk youth in Winchester, using positive role models and mentors. Our proposal provides a safe-structured environment which keeps youth and adolescents engaged in substance-free activities during crucial after-school and summer hours while also building resiliency in youth to risky behavior. Both of these initiatives are overseen by a violence prevention coordinator.
<b>TOTAL</b>	251,412.00	313,955.00	259,785.00	

**Commissioners' Jail Site Committee Minutes**  
**November 13, 2003**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioner Zerba; Administrator Wozmak; Reps. Allen, Eaton, Dexter, Liebl, Robertson, Slack; Swanzey Selectman Beauregard

Commissioner Zerba opened the meeting at 6 PM.

Administrator Wozmak gave an overview of the MedCare Property. Selectman Beauregard

**PRESENT**ed the history of the Town of Swanzey work on creating an industrial park financed using a tax increment finance district method. Rep. Robertson asked some questions of Selectman Beauregard regarding the viability of the project and the potential benefit of having the county part of the project. Rep. Eaton stated that he felt that a jail would not decrease the value of the property. He also reiterated his position that Westmoreland is a terrible place for the jail. Rep. Eaton moved to authorize the Commissioners and Administrator Wozmak to begin negotiations with Mr. Burke on 30 acres on the north side of the MedCare property and that the identity of the owners/all partners of the property be disclosed. Rep. Robertson seconded.

Rep. Slack objected to the procedure for this discussion.

Reps. Allen, Eaton and Dexter asked why we were looking at 30 acres, since only 15 acres were needed for the jail. Reps. Liebl and Fish stated that they thought the 30 acre site would be perfect. Rep. Eaton spoke of the potential for the county to develop the remaining land or to have it for its own use in the future.

Discussion on the motion ended and a voice vote taken. There were nine votes in favor, one against (Selectman Beauregard) and one abstention (Allen).

Rep. Allen asked about the Bardwell property. He was advised that the county made an initial offer that was rejected.

Rep. Robertson asked about the City of Keene public works property. He suggested it be pursued with the city with the appropriate committee and notify the delegation of the results of this. The committee members were in agreement with this plan. Commissioner Zerba will follow-up with the City and report back to the committee and the delegation.

There being no more discussion, the meeting was adjourned.

Jack Wozmak

Clerk, Pro tem

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 19, 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Adrian Farmer MNH Administrator; Cindy Rodenhauser, MEDC; Terry Warren Executive Assistant  
Meeting opened at 8:30 AM.

**MINUTES**: Commissioner Moore moved to approve the minutes of November 12, Commissioner Sistare seconded, voted unanimously.

**MANIFEST**: Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed the calendar. The Corrections Graduation was added to the calendar. Commissioner Zerba asked if the December 8 Delegation meeting will include an update on the jail site. Commissioner Sistare moved that the meeting of December 3 be changed to be held at 33 West St. instead of MNH because of the Commissioners trip to Strafford County Jail, Commissioner Moore seconded, voted unanimously.

The Commissioners reviewed the revised smoking policy for Maplewood Nursing Home. The facility will remain a nonsmoking facility. There will be a designated area outside for employees to smoke, and no smoking for residents. The Commissioners approved the new policy.

Director Trombly distributed the revised 2004 budget analysis. She reviewed the changes made since last week. Commissioner Sistare moved to approve the COLA at a rate of 2%, effective March 1, 2004; authorizing the taxes to be raised in the amount of \$12,124,077; and approving the 2004 Commissioner's Proposed budget, to be presented to the delegation; Commissioner Moore seconded, voted unanimously.

The Commissioners reviewed the draft Commissioners cover memo regarding the Wage and Salary Survey that is to be sent to Department Managers. Several suggested changes were made to the memo. In addition, a companion memo will be prepared to go out to employees. The third quarter budget analysis was distributed and reviewed in preparation for next weeks meeting.

Cindy Rodenhauser from Monadnock Economic Development Corp. updated the Commissioners on two CDBG projects. She confirmed that the Troy Mills CDBG project is not going forward. The second CDBG project, the Fiber Tech project, which was to be located at Twin State Optical is also not going forward at this time due to a change in ownership of the building. MEDC will continue to pursue the project to see if another location will be acceptable to the company. Thus, there is no need for a Public Hearing on these projects.

Adrian Farmer, MNH Administrator updated the Commissioners on the state licensure survey of last week. There will be deficiencies relating to the occurrence of falls at the nursing home. The problem of residents falling had been recognized as a problem and a plan had been developed to address the problem. However, it will result in a deficiency nonetheless. The other areas of concern were reviewed. Most deficiencies resulted from single incidents such as one dietary consultation order that was not transmitted to the dietician.

Director Trombly distributed the Registry of Deeds surcharge account report. These funds are used by Deeds for equipment purchases. The Commissioners must approve use of the funds.



It has been requested that \$9100 be expended for equipment and a lap top computer. Commissioner Sistare moved to approve the expenditure from the Deeds 2004 surcharge account, Commissioner Moore seconded, voted unanimously.

The Incentive Funds report, prepared by Human Services Director Barber, was distributed to the Commissioners for their review. The report will be incorporated by reference into these minutes.

There being no further business, the meeting was adjourned at 10 AM.

Minutes approved at the Nov. 24, 2003 meeting. Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, November 24, 2003 11:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak

**MINUTES:** Commissioner Moore moved that the minutes of November 19, 2003 be approved, seconded by Commissioner Sistare, voted unanimously.

**MANIFEST:** Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

Meeting opened at 11 AM. There being no further business, after review of the minutes and manifest, the meeting ended at 11:30 AM.

Minutes approved at the Dec. 3, 2003 meeting. Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 3, 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Finance Director Trombly; Adrian Farmer MNH Administrator; DNS Lisa Kemp; Human Services Director Barber; Terry Warren Executive Assistant

Meeting opened at 8:30 AM.

**MINUTES:** Commissioner Sistare moved to approve the minutes of Nov. 24, Commissioner Moore seconded, voted unanimously.

**MANIFEST:** Commissioner Sistare moved to approve the manifest, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed the calendar.

The Commissioners reviewed and signed the TANS request in preparation for presentation to the Executive Committee on Monday, December 8. Commissioner Sistare moved to authorize Ellen DeYoung to borrow in anticipation of taxes, an amount not to exceed \$10 million for the 2004 Budget year, January 1, 2004 to December 31, 2004, Commissioner Moore seconded, voted unanimously.

The schedule for the Executive Committee budget review was distributed to the Commissioners. Commissioner Zerba clarified what is to be covered in the overview of the budget to the Executive Committee.

Director Trombly reviewed a telephone call she received from Matthew Saxton, selectman from Alstead. He questioned the budget information received in the letter from the Commissioners, and felt there were what seemed to be discrepancies in the memo. Director Trombly asked if the commissioners wished her to send out another letter clarifying the areas of concern in the budget in more detail. The Commissioners agreed that a letter be sent to the selectmen.

Commissioner Zerba was given the Cottage Street Project agreement for his signature. The paperwork was signed and will be returned to Linda Mangones.

The Commissioners continued to express their concern with the KHA request for \$980,000 CDBG funds. They are not sure that they support the full amount be applied to the one program for two years, thereby eliminating any other requests. Director Trombly will check into whether it is the Commissioners or the Delegation is the final authorization for CDBG programs. Terry Warren will contact Linda Mangones regarding the Commissioners concerns. Administrator Farmer updated the Commissioners about the survey. The report from the state has not been received yet. The fall committee is meeting and there has been an improvement on the third floor falls, with none in 15 days. The others areas of concern by the surveyors were reviewed. Commissioner Zerba asked what Administrator Farmer thought of the survey process. Administrator Farmer stated that he felt the surveyors were very uncommunicative with the employees at the nursing home they completed their survey, and that they are taking a long time to submit a report.

Nonpublic Session - At 9:25 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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. Director Barber, Director Trombly and Ex. Asst.

Warren were present at the meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made to give to Sheron Prentice a one time stipend of \$390 for her extra work in assisting the Human Services Department when short handed. The Commissioners unanimously voted to return to public session at 9:31 AM.

Nonpublic Session - At 9:34 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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. MNH Administrator Farmer, DNS Kemp, Director Trombly and Ex. Asst. Warren were present at the meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, the Commissioners agreed, upon the recommendation of DNS Kemp and Administrator Farmer, that employment of Virginia French be terminated in accordance with RSA 28:10.1. The Commissioners unanimously voted to return to public session at 9:43 AM.

Nonpublic Session - At 9:50 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Moore 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 Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, the Commissioners made decisions regarding the submitted personnel requests and to general wage adjustments pursuant to the wage and salary survey completed by the consultants. The personnel decisions are entered below. The Commissioners unanimously voted to return to public session at 10:10 AM.

As to the personnel request of the County Attorney to:

Increase the pay of TS from \$28.60 to \$31.25 the request is partially approved to \$29.05; the minimum level recommended by the wage survey;

Increase the pay of KO from \$24.66 to \$26.72 the request is partially approved to \$25.05, the minimum level recommended by the wage survey;

Increase the pay of WC from \$25.83 to \$26.72 the request is partially approved to \$26.31, the minimum level recommended by the wage survey

Increase the pay of CR from \$20.46 to \$20.82 the request is approved with an additional adjustment to \$22.14, the minimum level recommended by the wage survey.

As to the personnel request of the Finance Director to:

Change the title of the "Account Clerk-Resident Account Billing" to that of "Medicaid/Private Pay Billing Representative", without financial impact, the request is approved.

Change the title of the "Account Clerk-Resident Account Billing" to that of "Medicare Billing Representative", without financial impact, the request is approved.

Change the title of the "A/P Clerk" to "Accounts Payable Coordinator", without financial impact, the request is approved.

Change the title of the "Account Clerk" to "Physician Billing Representative", without financial impact, the request is approved.

As to the request of the Computer Operations Coordinator to:

Create an additional position of PC Specialist, the request is denied solely on the basis of budget considerations with the recognition that this is a position that will present itself again next year. It is also noted that the funds in the 2003 budget for a computer intern will again

be funded to the level of \$6,000 in 2004 in partial response to the need for additional support.

As to the personnel request of the Register of Deeds to:

Increase the pay of the Assistant Deputy from \$10.23 to \$13.23 the request is partially approved to \$11.89, the minimum level recommended by the wage survey;

Increase the pay of the Deputy Register from \$12.73 to \$14.62 the request is partially approved to \$13.82, the minimum level recommended by the wage survey;

Increase the pay of Deeds Clerks from \$9.74 and \$9.98 to \$12.19 the request is partially approved to \$10.74, the minimum level recommended by the wage survey;

Increase the pay of Assistant Bookkeeper/Receptionist from \$9.74 to \$11.96 the request is partially approved to \$10.74, the minimum level recommended by the wage survey;

Increase the pay of the Secretary/Receptionist from \$9.27 to \$11.74 the request is partially approved to \$10.74, the minimum level recommended by the wage survey;

Increase the pay of Reproduction Technician from \$10.23 to \$12.19 the request is partially approved to \$10.74, the minimum level recommended by the wage survey;

Increase the pay of the Bookkeeper from \$9.50 to \$11.74 the request is partially approved to \$10.74, the minimum level recommended by the wage survey.

As to the personnel request of the Facilities Manager to:

Increase the weekly hours of a custodian position from 20 hours to 25 hours per week, the request is denied.

As to the personnel requests of the County Sheriff to:

Add a new Deputy position to provide police coverage for a small Cheshire County town at an hourly rate of \$15.86, the request is approved with two conditions: The rate of pay should be \$14.59, the minimum recommended by the wage survey and the financial impact of adding this position must be offset by fees paid by the town receiving the benefit of the services.

Increase the pay of Deputies making \$13.37 to \$15.47 the request is partially approved to \$14.59, the minimum level recommended by the wage survey;

Increase the pay of Deputies making \$13.70 to \$16.66 the request is partially approved to \$14.59, the minimum level recommended by the wage survey;

Increase the pay of Deputies making \$14.39 to \$16.66 the request is partially approved to \$14.59, the minimum level recommended by the wage survey;

Increase the pay of Sergeants making \$15.50 to \$17.49 the request is partially approved to \$15.78, the minimum level recommended by the wage survey;

Increase the pay of the Lieutenant from \$18.40 to \$19.77 the request is partially approved to \$18.80, the minimum level recommended by the wage survey;

Change the name of the "Dispatcher" to "Police Communication Specialist", the request is approved.

Increase the pay of the Police Communications Supervisor from \$13.37 to \$15.11, the request is partially approved to \$13.82, the minimum level recommended by the wage survey;

Increase the pay of all Police Communication Specialists from \$11.00 to \$13.05 the request is partially approved to \$11.89, the minimum level recommended by the wage survey.

As to the personnel request of Maplewood Nursing Home to:

Increase the hours of the Quality Improvement Coordinator position from 32 hours to 40 hours per week, the request is approved.

Shift FTE's from budget line 4416 to 4417 within the nursing budget, and without any financial impact, the request is approved.

Increase a Clerical Assistant position from 1.8 FTE to 2.5 FTE the request is approved.

Increase the Rehab. Technician position from 0.8 FTE to 1.0 FTE, the request is approved, restoring this position to its previous level.

As to personnel requests from the Office of the Commissioners to:

Eliminate the position of Maintenance Supervisor at the Keene campus, the request is approved;

Eliminate the position of Director of Environmental Services at Maplewood Nursing Home, the request is approved;

Eliminate the position of Certified Occupational Therapy Assistant and use the freed funds to augment the hiring of the Occupational Therapist position, this request is approved;

Reducing the position of Long Term Care Coordinator to its minimum grant-funded level and allowing the grant to lapse in June of 2004, the request is approved.

Creating an internship program within the Office of the Commissioners at a cost of \$5,904 per year, the request is approved.

As to the overall implementation of the Wage and Salary Survey:

As to the wage and salary survey and all remaining county positions for which there were no specific requests for change, each county employee will have their respective rates of pay adjusted, as necessary, to the minimum levels recommended by the wage survey and to place them within the appropriate Grade and Step of the new wage scale.

As to policy revisions in recognition of the new Grade and Step Scale:

As to the Cheshire County Commissioners Administrative Manual, Section III, "Wage Scale Policy – Step Compliance, New Employees in Existing Positions", this policy is revised such that no new/replacement employee shall be hired for any position at a grade and step greater than the first step on the new Grade and Step Scale. The revised policy is attached to these minutes and will be distributed to elected and appointed department managers.

There being no further business, the meeting was adjourned at 10:15 AM.

Minutes approved at meeting of Dec. 10, 2003 Robert Moore, Clerk

Attachment to the minutes

SECTION III WAGE SCALE POLICY - STEP COMPLIANCE  
NEW EMPLOYEES IN EXISTING POSITIONS  
POLICY

No new/replacement employee shall be hired for any position at a grade and step greater than the first step on the new Grade and Step scale without the written approval by the Board of Commissioners.

PROCEDURE

It is the policy of the Board of Commissioners that applicants be hired within the structure of the existing wage scale and at the lowest practicable step in order to preserve the balance of the wage scale.

County job vacancies may be filled by department managers who have hiring authority. If the department manager believes the applicant should be hired at a grade and step greater than the first Step within the appropriate Grade, the manager must submit the request in writing to the Board of Commissioners with justification for the request.

The Board of Commissioners will consider the request and will provide written notification to the department manager of the decision.

No offer of employment at any grade or step greater than the first step shall be made prior to the decision of the Board of Commissioners.

This policy and procedure is effective on the date entered below.

CHESHIRE COUNTY COMMISSIONERS

Roger Zerba, Chair

Jonathan Sistare, Vice Chair  
Effective Date: \_Rev. 12/03/03\_\_

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 10, 2003, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Finance Director Trombly; Facilities Manager Barry King; Bill Marcello and Keith Thibault from SCS; Curt Hiebert and Linda Mangones from Keene Housing Authority; Jim Lucy and Wally Howe from Honeywell; Terry Warren Executive Assistant  
Meeting opened at 5:00 PM.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

**MINUTES**: Commissioner Moore moved to approve the minutes of Nov. 24, seconded by Commissioner Sistare, voted unanimously. Commissioner Moore moved to approve the minutes of Dec. 3 as amended, seconded by Commissioner Zerba, voted unanimously. The Commissioners reviewed the calendar.

Bill Marcello of Southwest Community Services gave an overview of the new CDBG housing project, which has been developed in partnership with Keene Housing Authority. This program consists of three phases: workforce housing; senior and assisted living housing; offices and a small commercial area. The total project cost is about \$8 million. SCS and Keene Housing is asking the county to authorize a two year application of \$980,000 in CDBG funds for the project. Without the funds the whole project must be called to a halt. The Commissioners were concerned that the funds requested are for two years, preventing any other project development in 2004 - 2005. Knowing that this was the Commissioners' concern, the housing development team has determined that they cannot go ahead for less than \$900,000. They are not able to go to the City of Keene because the city's ability to apply for funds has been allocated. SCS and Keene Housing feel that the project would fill a huge need in Keene. A site on Court Street has been chosen.

Keith Thibault stated that the purpose of the funding is to keep the costs low, allowing fees to the renters low. Curt Hiebert stated that the mission of Keene Housing is to assist people with housing, and at this time they have the longest waiting list than they have ever had. Commissioner Sistare asked if they knew from what towns the people on the list were. Kurt stated that about 70% of the waiting list are Cheshire County residents. Bill Marcello clarified that as the funds were federal funds, they could not restrict participants to people in the area. It was suggested that applications for the housing be distributed to the town offices, giving all residents equal ability to submit an application for the housing. Commissioner Zerba moved that the County support the application of CDBG funds for housing for \$900,000, Commissioner Moore seconded. Commissioner Sistare stated that he thinks a notice of the grant be sent to every town and selectman in the county. There was further discussion on the project. The previous motion was withdrawn and a new motion made by Commissioner Sistare to support the CDBG project for housing for an amount up to \$1,000,000, and that the project should be presented to the Delegation. Commissioner Moore seconded, voted unanimously.

Barry King introduced Jim Lucy and Wally Howell from Honeywell. The Honeywell proposal is to reduce county facility operating costs by repairing, modernizing and maintaining buildings and equipment. Jim Lucy gave an overview of the program and the work to be done. The



goal is to reduce costs and create savings, which will pay for the upgrades. There are two options presented on the scope of work. Option II includes all the items in Option I, including additional work done. Administrator Wozmak asked if the project doesn't really save us money because the financial savings is given to Honeywell to pay for the value of their investment in updates. Jim Lucy stated that it is considered cost avoidance rather than savings. The project is cash neutral.

Commissioner Sistare asked about the warranty. Jim Lucy stated that it all is under a one year warranty, but all items would also be covered under the yearly maintenance contract. We are already in a maintenance contract with them. The same program was done recently in Rockingham County and other municipalities.

The County would borrow the money and the funds would be put into an escrow account, which would pay Honeywell for the work completed. A bond would pay for the improvements and repair costs, and the bond would be paid for with the savings from the work done. The savings resulting from the work done is guaranteed and the savings reviewed yearly. The cost base was the years 2001-2002. The Commissioners will discuss the project and come back to Manager King.

The Commissioners' 2004 meeting schedule was distributed and approved.

The 2004 Holiday schedule was distributed and reviewed. Commissioner Sistare moved to approve the 2004 holiday schedule, Commissioner Zerba seconded, voted unanimously. There being no further business, the meeting was adjourned at 7:05 PM.

Minutes approved at meeting of Dec. 17, 2003      Robert Moore,

## **Attachment to Minutes**

November 5, 2003

Board of Commissioners

Attn: Jack Wozmak, County Administrator

Dear Jack:

According to the Pay and Classification study, Human Resources Partners were requested to compile and analyze market salary data to develop a salary structure taking into consideration rates paid for comparable positions in other similar organizations. As I stated at our meeting with Mr. Tyler and the Commissioners on October 30th, a comparable organization for the sheriff's department would be the local city police department, human services, likewise, can be compared with the local human service department. Nursing homes abound in the area for comparison. Accounts, pay clerks and others in the finance department are in the city structure and also the local businesses.

The report goes on to say salary levels in the organization should be competitive with pay for similar jobs. I questioned Mr. Tyler about the deeds' office because I don't know of any other office that is similar to my office. His response was that the company had also done studies in other counties. I have enclosed a copy of an e-mail sent to me by our affiliate president Rachel Normandin from Belknap County listing starting salaries for indexers and proof-readers. They range from a high of \$13.50 to a low of \$10.13 and those particular functions are performed by three of my staff. They also have the additional duty of taking in documents after determining if they are acceptable for recording according to the many statutes and rules that apply to that process. They must also calculate and collect the transfer tax and recordings fees. My staff has been cross-trained to perform multiple duties. The report suggest a starting salary of \$10.74. That appears to be a huge discrepancy and I would appreciate an explanation as to how that figure was arrived at since one of the higher starting salaries listed for another registry is at the suggestion of Mr. Tyler.

Two of my employees performing the multiple duties have been here more than 4 years and are making only \$9.98 an hour presently and if the present suggested salary was to be implemented and they were to receive a merit increase for the next four years, they would not be any closer to equitable pay for equitable work among their peers throughout the state. My assistant deputy is making \$10.23, has been in this position for three (3) years and is making only a dime more than the starting salary of an entry level position in the smallest registry in the state. Does that make any sense????

According to the study, internal equity focuses on skill, effort, responsibility and working conditions. Very obviously, Mr Tyler did not do a survey of our department, as my staff works under the most deplorable conditions. The repro techs have to fish through boxes to locate volumes sitting in boxes on the floor as there is no space to put them on shelves. Five of the other staff members work in an area which should house only 2 and use only half of the computer desks originally purchased for their stations because of lack of space. But that is not my issue with his findings as it appears he is focused more on hazardous working conditions, although trying to lift the heavy cumbersome volumes and plan books in the Registry can be quite hazardous an aspect of the registry function that I don't believe he has taken into account.

The report goes on to say "another aspect is the comparison employees make with other employees in the organization." With the posting of a secretary/clerk position starting at a grade 6 which is a starting salary of \$10.47 according to current figures certainly has caused

a malaise within the deeds' office especially when the previous individuals in that position have been very vocal about the lack of work and responsibilities assigned to that position. The position is now being performed on a part-time basis with an employee from another department. How complicated can the position be that someone can step in with little training. In the foreword it is stated that it is important to remember that the position, not the employee, is being evaluated. The "Thirds" philosophy states 'salaries should be administered equitably throughout the organization, regardless of the division of the department they are in.' If so, how does one justify a starting position at \$10.47 with little work, some phone answering, typing a few reports possibly some filing and the deed's position that will be determining the recordation of a document for perpetuity, collecting recording fees, transfer tax and indexing the records at a present starting salary \$9.04? Sound Salary Administration on page three of the report states "the program must be fair". Does that position starting at a higher rate appear to be equitable and fair with the responsibility shouldered by the deed's employee? I have a difficult time equating the starting salary for that position with a clerk position in the registry. Does adding the additional title of secretary making the position secretary/clerk add oomph to the position thereby justifying the additional \$1.43 to the starting salary or starting on equal footing as is suggested in Mr. Tyler's report? Another former deed's employee, also quite vocal, went to work for another county department as a secretary and started off in a higher salary than what others in the deeds' office were making after working 2 -3 years although the responsibilities could be equal as I don't know the exact responsibilities.

External competitiveness - I have lost excellent employees in the past because lawyers and business have lured them away with decent salaries. Those firms and businesses recognize an intelligent, hard-worker and staff members have been quick to move on to organization that appreciates their abilities.

Upon further reviewing of the Assistant Deputy position, the position evaluation plan assigns a point value of 28 for this position for responsibility/accountability. I totally disagree and feel this should be higher. Probable errors are not confined to a small phase of the operation's activity as her duties have an impact on all the documents in the Registry and her errors could cause the County thousands of dollars in law suits.

I also find it interesting that there is insufficient data regarding various positions. Certainly eight months is sufficient time together the necessary information. Of particular interest is the elected position of the Register of Deeds and the County Attorney, especially since I think we were both interviewed, but not true of the Sheriff's position. If other counties were also studied, why is this information not available? This information would be helpful to pass on to the delegation for comparison of the unrealistic salaries paid to the full-time elected positions. Those delegation members that comment "I knew I was getting a \$100 when elected" can draft legislation, vote to increase their salaries 1000% percent if they so chose as was evident with constitutional amendment 21 in 2002. That bill was defeated by only eight votes. Unlike other counties, Cheshire chooses to provide little information to the delegation regarding the elected positions.

Is the registry so misunderstood that people don't understand that errors could cost the county thousands of dollars in law suits and the economy of the county could suffer greatly if transactions couldn't be recorded in a timely fashion? If that million-dollar transaction is going to be recorded, the lawyer or abstractor needs to do an update of the records. No money is going to be disbursed until that document has been timed-stamped, has a docket

number and a book and page assigned to it from the appropriate Registry of Deeds. This requires competent, intelligent staff members. What is needed to keep good employees is to be adequately compensated for the work performed. This is not only benefit to the Registry of Deeds, but also a benefit to the entire county organization.

Most assuredly my employees are upset with their salaries in light of their responsibilities they assume and the inequities they see happening every day. When the revenue generated by this department exceeds the department's budget by 90% and more, the staff is angry that the money they helped produced is paying everyone a decent salary while they sit at the bottom of the scale. Reviewing the budgets of the several departments, salaries and benefits account for 90% and upwards of the overall cost of operating their departments. The registry is at 63%. How is that tax dollars are not considered when those other positions are paid and yet the registry which produces income must be frugal to keep taxes low?? The rebuttal from the commissioners in the past has always been "if we raise your staff's salaries, we will have to do everyone else too," but it certainly appears almost everyone else is making a decent wage for the duties assigned to them.

Although I find the survey quite comprehensive in many ways, I don't feel they captured the essence of responsibilities and duties performed by the staff in the registry and in comparison of the other registries throughout the state, Cheshire is still at the bottom of the heap. Adequate time has not been allowed to make a comparison of positions that Mr. Tyler might have seen as being overpaid with the responsibilities and duties performed and I certainly have found such situations in the past.

A copy of the e-mail that I received from our affiliate president regarding starting salaries for indexers/proofreaders (my staff is cross-trained and not only indexes and proofreads, but records) are as follows

Belknap County Grade 6 \$12.66 per hr, same for proof reading

Grafton County \$ 13.50 "

Hillsborough \$ 11.53 "

Merrimack \$ 12.80

Rockingham \$ 11.14 could be as high as \$13.37

Strafford \$11.59

Sullivan \$10.13

December 10, 2003

Evelyn Hubal, Register

Cheshire County Register of Deeds

33 West Street

Keene, NH 03431

Dear Evelyn:

I have read and reviewed your correspondence of November 5th to Jack Wozmak expressing your concerns related to the proposed salary ranges and classification of positions within the Registry of Deeds' office at Cheshire County.

While I am not able or authorized to comment on matters relating to placement of employees within the recommended pay range (based on years of county service, time in the position or other methodology) as they obviously have a financial impact, I can address your

concerns/questions related to the methodology followed while completing this pay and classification study for the County.

The first issue to which I can respond is noted in the second paragraph of page 1 of your letter and concerns the proposed salary range for positions falling in Grade Level 2. The range proposed for these jobs extends from a minimum of \$10.74 per hour to a maximum of \$15.18/hour. Survey data obtained for comparable positions in the Register's office reveal an average salary range of \$10.64/hour to \$15.54/hour and an average paid rate of \$12.32/hour. The range we proposed seems to be fully supported by the survey data. I am unable to comment as to the survey data you presented relating to starting salaries for indexers and proof readers. I can say that the information you presented for Grafton County, one of my clients, for Grade 3 with a starting salary of \$13.50/hour does not coincide with the salary structure starting level I proposed to them earlier this year, which is \$11.01/hour. I have reviewed the factor scorings initially awarded the position of Assistant Deputy and agree with you that Accountability should be higher than 28 and recommend it be increased to 44. Such a move would not impact the grade level of the position.

In response to your next question concerning the lack of salary survey data for the positions of Register of Deeds and County Attorney, may I suggest you review the salary survey data I presented on page 27 of the report. You will note that there was not enough data presented to us to reveal salary range data for both positions but there was sufficient data to present the average actual hourly rate paid to current Registers and County Attorneys within the survey sample. I suspect the reason no salary range information was presented is due to the elected nature of the positions and many entities may not have official salary ranges for such positions.

The other questions and concerns you raise in your letter are beyond the scope of my authority and I am, therefore, unable to respond to them at this time. Please feel free to contact me if you have any questions or need clarification.

Sincerely,

Donald H. Tyler, Jr.

Principal & Executive Vice President

cc: Board of Commissioners, J. Wozmak, S. Trombly

Cheshire County Board of Commissioners

33 West St.

Keene, NH 03431

CONFIDENTIAL

RE: Wage and Salary review

Presented 30 October 03

5 November 2003

Proposed changes to draft report

I have compared the job descriptions of "Jail Secretary" and "Sheriff Secretary" and find no measurable difference between the two. I request that the Jail Secretary be moved to labor grade 3 with the Sheriff Secretary.

There is no weight assigned to the responsibilities of the jail classification supervisor (CO III) under the "position evaluation sort by grade". This position must be in the same labor grade as the other CO III's (9 technical) and not by itself in labor grade 4 (executive).

Eliminate "uncertified officers" from labor grade 5.

Executive Summary:

I have reviewed the above captioned report and submit the following:

Several positions in the Department of Corrections fall beneath the minimum recommended wage.

The financial impact on our department to come in to compliance with the minimum recommended figures for FY 2004 is \$16,346.88.

I would propose two phases to come in to compliance with this reports recommendation. Phase I (year one) bring every employee beneath recommended wage into compliance in accordance with the surveys recommendations. Phase II will occur in years two and three. I propose being given the flexibility, as the department head, to bring any other employee into compliance with the "thirds philosophy" on page 10 of this work. By the end of 2006, all adjustments required by the department to be in compliance with the survey will have been made with incremental and justifiable financial impact.

Confidential

Current situation:

The wage and salary proposal suggests that our uncertified officers begin at labor grade 5 step one. This is a proposed rate of \$10.25. Our current starting wage for officers is \$11.54. Our entry-level rate is competitive, but does not exceed, other jails and police agencies from around the State. Offering this wage is critical to attracting qualified individuals. I recommend starting all officers at the current rate in labor grade 6. Officer certification would then result in one step increase rather than separating the two with an entire labor grade. Certification occurs within the first twelve months of employment. It does not seem feasible to me to list within a pay category a labor position that only lasts for twelve months.

Financial impact – 0

For CO II's, seven of our officers are under paid according to the survey. The proposed minimum rate is \$12.60. We have five who earn 12.42 and two who earn 12.12. To bring these officers into compliance results in a FY 2004 result of: Financial impact = \$3839.04 We have four CO III's (one of which is a classification Supervisor). Of these, three officers are under paid. The minimum proposed rate is \$15.02. Three of our four officers earn less – one is 14.39, another is 13.70 and the classification supervisor is 13.04. The CO III, who earns \$15.13, has been employed with the County for over thirteen years. Financial impact = \$8111.52

For the agency lieutenants, the minimum proposed wage is \$16.96. They currently earn 16.68 and 15.11. To adjust these two to minimum recommendations:

Financial impact = \$4396.32

The success of this agency is dependent on qualified and highly trained help. The staff here has long known that their rate of compensation has not been on par with other comparable agencies. Many have eagerly anticipated the results of this study. I strongly recommend that the Board of Commissioners authorize me to make adjustments to these areas as recommended by the survey for FY 2004.

As an agency, we are grateful that the County has taken the time and endured the expense of this work. We have placed a great deal of time and energy into providing efficient information to the survey team and look forward to your support.

R.N. Van Wickler, Superintendent

December 10, 2003  
R.N. Van Wickler, Superintendent  
Cheshire County Department of Correction  
160 River Road  
Westmorland, NH 03467

Dear Rick:

I have read and reviewed your correspondence of November 5, 2003 to the Commissioners concerning proposed changes to the draft report which was presented earlier to all elected and appointed officials.

In your letter you address essentially three matters relating to classifications and several involving the financial impact of implementation. I will address the former only, as matters relating to dollar impact are outside the scope of my authority.

Jail Secretary: I have reviewed the position description and concur that the position more appropriately belongs in Grade 3.

Classification Supervisor: I agree with your request to move the position from Grade 4 of the Management Pay Plan to Grade 9 of the Technical Pay Plan, the same level as other Correctional Officer III's.

Uncertified Officers: I prefer to see a one grade level difference between uncertified and certified officers and suggest you have the authority to hire within the range provided for uncertified officers. Since the range now proposed ranges from \$10.25 per hour to \$14.48 per hour there is ample opportunity to offer incoming uncertified officers the current market rate: (\$11.54/hour as you indicate in your report and \$12.40/hour as documented in my report on page 29).

Please contact me should you have any questions, or wish to discuss any of these matters in greater detail.

Sincerely,

Donald H. Tyler, Jr.

Principal & Executive Vice President

cc: Board of Commissioners, J. Wozmak, S. Trombly

To: Sheryl Trombly

I have reviewed the Cheshire County Pay and Classification Study and have found several areas of disagreement with the study. Some of the values assigned in the job classification factors to Sheriff's Office employees are not, in my opinion, true representations of the required performance or difficulties of the positions. I offer the following observations and recommended changes for positions within the Sheriff's Office.

Lieutenant

Experience: The natural steps to the position of Lieutenant require experience as a Deputy and Sergeant. The minimum level of experience for the position of Lieutenant should be 7 to 10 years of experience within the department or similar position. The position of Lieutenant requires several years as a Sergeant and the minimum experience to be promoted to Sergeant in the Sheriff's Office is 4 years.

The point value for this factor would more appropriately set at 35.

Working Conditions: The point value for this factor would be more appropriately set at 39.

The recommended changes for this position make the point total 448.

This does not change the grade.

## Sergeant

Independent Action: The assigned points value for Sergeants is described on page 60 of the Cheshire County Pay and Wage Study as being "frequently assigned to Assistant Supervisors, Head Cooks, Correction Officer II and Sheriff's Deputies.

The Sergeants in the Sheriff's Office are responsible for the general operation of the Sheriff's Office. Their responsibilities include daily assignments and management of short - term assignments involving subordinate members of the Sheriff's Office.

Each Sergeant has an area of responsibility they manage and need only to seek guidance when there is a question of policy or when exceptions of policy are needed.

In the case of emergency they have full authority to make departmental decisions in the absence of the Sheriff and Lieutenant.

The point value in this factor would be more appropriately set at 120

Contacts: Sergeants in the Sheriff's Office work independently within their areas of responsibility. They coordinate Sheriff's Office personnel's activity with other agencies. They work with vendors to seek the best price on products and solicit bids for large ticket items. They interact with state level grant administrators to administer equipment and overtime grants. Working within the procedures and goals of the Sheriff's Office the Sergeants work with chiefs of police and every other level of supervisor in 23 police departments in Cheshire County and all federal and state law enforcement agencies to coordinate investigations and other combined activities.

The point value in this factor would be more appropriately set at 200.

Working Conditions: Sheriffs Office Deputies and Sergeants are first responders when necessary for emergencies. They work alone and stop motor vehicles alone during the day and night. Deputies and Sergeants seek out and arrest individuals in adverse, dangerous and uncontrolled situations. They are required to and must be prepared to put themselves in life threatening situations to protect others. They must respond in emergency situations in severe and hazardous weather. They are exposed to and may conduct investigations or control situations where severe physical violence has occurred and victims and witnesses are under severe emotional distress.

The definition of this factor limits itself to the potential for physical harm and the surroundings of the job. As I reviewed the other factors nowhere is it mentioned about the mental stress of the job. I think this should be included in this category.

All Sheriff's Office sworn law enforcement personnel are exposed to the mental anguish of court ordered evictions and physically taking children from a parent. They transport the mentally ill to the state facility in Concord sometimes children as young as seven who are emotionally devastated by their situation. Some of these transports involve violent patients who need to be restrained beyond and cuffs and leg irons.

Every aspect of the job I have mentioned under working conditions creates stress that cannot be described as physically dangerous or have the potential for occupational injury but it is an adverse working condition that is inherent to police work and should be given consideration as such.

To lump Deputies and Sergeants in with Dietary, House Keeping Aides, Custodians, Assistant Cooks, and carpenters totally misses the point or is making an uninformed judgement.

The point value in this factor would be more appropriately set at 70

Totaling the recommended changes in the Sergeants point total the new total would be 929.

This total would put Sheriff's Office Sergeant in a new grade 10.



I would suggest a more appropriate alternative . I reviewed the Cheshire County Pay and Wage Study and I believe the Sheriff's Office Sergeants would be more appropriately be place in Executive, Management, Administration, Professional, Office Support Positions with the following values in the listed factor categories.

Knowledge/Education 88 points

Mental Activity/Complexity of Decisions 47

Job Experience 38

Responsibility/Accountability 44

Management Control 38

Relationships 39

Analysis and Research 23

Working Conditions 39

Total points 356

New proposed grade in the Executive, Management, Administration, Professional, Office Support Positions. 5

Sheriff's Deputies.

Working Conditions: Sheriffs Office Deputies and Sergeants are first responders when necessary for emergencies. They work alone and stop motor vehicles alone during the day and night. Deputies and Sergeants uncontrolled situations. They are required to and must be prepared to put themselves in life threatening situations to protect others. They must respond in emergency situations in severe and hazardous weather. They are exposed to and may conduct investigations or control situations where severe physical violence has occurred and victims and witnesses are under severe emotional distress.

All Sheriff's Office sworn law enforcement personnel are exposed to the mental anguish of court ordered evictions and physically taking children from a parent. They transport the mentally ill to the state facility in Concord sometimes children as young as seven who are emotionally devastated by their situation. Some of these transports involve violent patients who need to be restrained beyond and cuffs and leg irons.

Every aspect of the job I have mentioned under working conditions creates stress that cannot be described as physically dangerous or have the potential for occupational injury but it is an adverse working condition that is inherent to police work and should be given consideration as such.

To lump Deputies and Sergeants in with Dietary, House Keeping Aides, Custodians, Assistant Cooks, and carpenters totally misses the point or is making an uninformed judgement.

The point value in this factor would be more appropriately set at 70

This would change the point value for the Sheriff's Deputies to 684.

The new point value will not change the grade for Sheriff's Deputies.

Communications Supervisor.

Knowledge/Education: The communications supervisor must have extensive experience in the communications field, experience with computers and the most common software program.

The holder of this position must have the ability to formulate and write procedures that cover police related topics. The person in this position supervises 6 communication specialists, their telephone and radio logs and review sensitive police calls for compliance with Sheriff's Office procedures, state and federal law.

The point value in this factor would be more appropriately set at 88.

Job Experience: This position requires a minimum of 5 years of full time dispatching and with some supervisory experience.

The point value in this factor would be more appropriately set at 60

Management Control: This position fits exactly within Degree #4 of this factor. The Communications directly supervises all communications specialists. Sets their schedule interprets and applies policy and formulates procedures and initiates activities within the communications center.

The point value in this factor would be more appropriately set at 60

This would change the point value for the Communications Supervisor to 342.

The new point total would move the Communications Supervisor to grade 5.

Communication Specialist.

Experience: The Desired level of experience for this position is a minimum of 1 year in a similar position. Positions such as secretarial or receptionists, switchboard operator where knowledge of computers and related software is necessary. Entry level position requires good typing and telephone skills.

The point value for this factor would be more appropriately set at 24.

This would change the point value for the Communications Specialist to 237.

The new point total will not change the grade of the Communications Specialist.

December 10, 2003

Richard Foote, Sheriff

Cheshire County

12 Court Street

Keene, NH 03431

Dear Dick:

I have read and reviewed your correspondence submitted in response to the draft pay and classification report which was submitted to all elected and appointed officials at a meeting in October, 2003.

I will address each position separately, in the order presented in your memorandum.

Lieutenant: I agree with your request to increase the points awarded under the experience and working conditions factors and further agree with your observation that these changes do not impact the grade level of the position.

Sergeant: I support your proposal to increase the grade level from 9 to 10 under the Technical Evaluation Plan. Such a move seems also to be supported by market data as the proposed salary range for grade 10 is \$15.45/hour to \$21.83/hour and current survey data presented in my draft report reveals an average paid rate for the job of \$21.69/hour. The technical plan seems to be the more appropriate evaluation instrument for this level of position.

Sheriff's Deputy: I agree with the proposed changes to the factor scoring and acknowledge the grade level of the position would not change.

Communications Supervisor: I have reviewed the overall internal equity structure of positions currently proposed for Grades 4 and 5 and do not support at this time an increase in the grade level for this position (from Grade 4 to Grade 5). I would support some increase to the points awarded under the factors you mention but not to the extent that they impact the grade level at this time.

Communications Specialist: I support your recommendation to increase the points awarded to experience and acknowledge such change would not impact the grade level of the position.

Please contact me should you have any questions or wish to discuss any of these matters further.

Sincerely,

Donald H. Tyler, Jr.

Principal & Executive Vice President

cc: Board of Commissioners, J. Wozmak, S. Trombly

Sent: Friday, October 31, 2003 1:22 PM

To: jwozmak@co.cheshire.nh.us; strombly@co.cheshire.nh.us

Subject: staff study

Jack and Sheryl,

I think that Don's shop did an excellent job. The plan is well thought out, took a wide disparity of positions and identified the common factors, and laid out the results in a clear and complete manner.

I do think that our two support staff positions are misplaced for reasons I will explain below. The quandary we are in is that we are kind of like step children, partly county, partly outside agency. This makes it hard sometimes to draw exact parallels between a county department that is mandated and one that exists through the annual appropriation from Commissioners/Delegation.

That said, I made a set of the descriptors for the 8 factors used to determine placement on the scale and had all in our office indicate individually which descriptor (degree) for each factor they thought most accurately described the two support staff positions. I did not share where they were placed by Don's office or any salary levels - just the factor descriptors. The results came out as follows (Factor, Don's ranking, average of staff degree selection.)

1 Knowledge & Education - 3 - 3

2 Mental Decisions - 3 - 3.3

3 Experience - 2 - 2.3

4 Responsibility & Accountability - 1, 2 - 2.2, 3

5 Management & Control - 1 - 1.2

6 Relationships - 3 - 3

7 Analysis - 1 - 2

8 Working Conditions - 1 - 2.6

It looks like Don pegged the positions fairly accurately except for 3 areas.

Responsibility and Accountability - Our support staff are often the only ones in the office when requests come in. They aren't just receptionists that pass the request on to the appropriate person. They need to be able make the appropriate choices in how to respond and what resources to refer them to, such as whether a fact sheet is available to meet their needs, whether the volunteer managed toll free hot line is the best resource or whether the problem is complex enough to schedule an educator visit. They handle follow up when further questions arise. They need to be able to determine when they have accurate information to meet the client's needs and when to not offer information but rather make the referral to the appropriate educator. If they provide the wrong types of support, the

educators have to sort out the problems. This more accurately is described under degree 2 rather than 1 for general responsibilities. In addition, the finance position has responsibility for all funds into and out of the office including not only the county budget but also participant fees for reference materials or conferences applied toward costs and other in and out items. For example, at fair time we have significant registration and pass fees from exhibitors that she must handle and balance out with the fair treasurer, and the determination of premiums earned by the 4-H exhibitors. This more likely is represented by Degree 3.

#### Analysis and Research

Some of the explanation above also applies here. It is not a matter of a person stopping by and automatically being given Fact Sheet #abc but determining the best resources from the variety of choices available, and of questioning to clarify the situation to help make that decision, it is definitely higher than Degree 1. Our support staff will check out what is available from other county offices, what is available in our office, and what is currently accepted practice. They are expected to keep themselves up to date in general home management topics and also to research information on current issues to include in the newsletter. While educators have final say in content and resources, our support staff are the first level of resource for the clientele. Educators could not keep up with the level of requests if the simpler ones were not handled by the support staff.

#### Working Conditions

Our support staff don't see their positions as secure as other departments since a decision could be made (as you questioned during budget review) not to fund Extension. This concern is added to from state and federal budget pressures as well. (Even though the support staff roles are funded via county, if state no longer supported county educator positions for Cheshire, would the Commissioners continue to fund a local office?) In addition, the staff are asked to assist in programs in the field which can be in less comfortable environments such as at the fair. This seems to fit Degree 2. However, with our current situation of not being in a county facility, the situation fits Degree 3 with some exposure to disagreeable elements such as poorer air quality from a building with roof leakage issues and poor temperature regulation. And because we do not have custodial support, the staff also do such tasks as heavy lifting, etc in managing our space, supplies and materials. Hopefully this will change with a move back into county facilities in the future.

Even in a comparison among county Extension offices around the state, because we only have two support staff, unlike counties such as Hillsborough and Merrimack who have many more and thus have some that are just receptionist or support for 1 educator, our two are expected to be more jack of all trades, serving in multiple support roles for every educator. This means their knowledge needs to be across more program areas and their skills are also broader. This is why I also suggest that Administrative Assistant is a more accurate title for them as well.

I would be glad to sit down with you to discuss this further. As I look at the positions in Grade 2 and the positions in Grade 3, I really think our support staff are more closely related to those who also work more independently such as the Sheriff's Office Manager, Facilities Secretary, and Human Resources Assistant. These are positions where the personnel are expected to work more independently with more autonomy and responsibility which is what our situation also requires. Let me know if I can provide any further information.

Thanks! Lauren Bressett, UNH Extension Educator, 4-H Youth Development

Dear Lauren:

I have read and reviewed your correspondence of October 31, 2003 to Jack Wozmak and Sheryl Trombly requesting a reclassification and title change for your two support positions. After a careful analysis of the positions, currently titled Secretary/Bookkeeper and Secretary/Receptionist, I am in agreement with your request to increase the level of both positions from Grade 2 to Grade 3. I believe adjustments to the evaluation factors of Experience, Accountability, Analysis and Research are justified based on your documentation. I do not recommend a change to the working condition factor at this time.

Your request to change the title to Administrative Assistant seems to also be supported by virtue of the functions they are actually performing.

In conclusion, I support your request and through this memorandum recommend its approval by the Commissioners.

Sincerely,

Donald H. Tyler, Jr.

Principal & Executive Vice President

cc: Board of Commissioners, J. Wozmak, S. Trombly

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 17, 2003, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT**: Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheriff Foote; Finance Director Trombly; Terry Warren Executive Assistant  
Meeting opened at 8:30 AM.

**MANIFEST**: Commissioner Moore moved to approve the manifest, seconded by Commissioner Sistare, voted unanimously.

**MINUTES**: Commissioner Sistare moved to approve the minutes of Dec. 10, seconded by Commissioner Moore, voted unanimously.

The Commissioners reviewed their calendar.

Old Business

There was discussion about the Honeywell proposal. The Commissioners' requested that Administrator Wozmak contact Manager King and ask for his opinion and recommendations on the proposal. Commissioner Zerba would like a report from the finance director on the financial implications of this contract. There was discussion about Option I and Option II and funding from the capital budget rather than borrowing the funds. Commissioner Sistare would like to hear from some of the customers who contracted to have this work done.

New Business

Sheriff Foote presented his request to add another position at the dispatch center. They have been extremely busy and have found that every shift needs two people to answer the calls. The salary for the one position is \$24,265 with benefits it is \$28,911. The request will be brought before the Executive Committee. The Commissioner's suggested that the committee is advised at the first budget meeting.

Ex. Committee Chairman Hunt requested that the salary reviews be reviewed at the first meeting. Director Trombly distributed a revised executive committee schedule that will include Don Tyler's presentation on the survey.

Commissioner Zerba asked about the cells in the sheriff's department. Director Trombly stated that the project is expected to start next week.

Director Trombly presented the revised IRS mileage to the Commissioners. Commissioner Sistare moved to set the mileage rate at \$ 0.375 a mile starting January 1, 2004, Commissioner Moore seconded, voted unanimously.

Administrator Wozmak stated that the HR interviews were positive and there were two candidates he would ask back for a second interview. Wendy Hurley is also reviewing the resumes received in order to set up an additional interview. Administrator Wozmak would like three candidates to return for a second interview. Director Trombly distributed the HR consultant response to department head & elected official response to draft wage & salary survey. Commissioner Sistare moved to accept the additional recommendations to the wage and salary survey, included at the end and as an attachment to these minutes, Commissioner Moore seconded, voted unanimously.

Commissioner Zerba referenced the request from former Commissioner Martin's request to bring a political candidate to the nursing home. The Commissioners feel that the building is a public building and anyone is permitted to visit the building. Their policy is not to encourage or discourage any visits to the building.

Administrator Wozmak advised the Commissioners that he is meeting with the realtor with to discuss the Routier/Parrott property on Thursday. Any offer will be conditional on the approval of the delegation as well as the engineering/design conditions. There being no further business, the meeting was adjourned at 9:52 AM.

Minutes approved at meeting of 12/23/03 Robert Moore, Clerk