

MINUTES
Cheshire County Delegation
Executive Committee Meeting
2004 Budget Review
Monday, January 5, 2004 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton; Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Ex. Asst. to Commissioners.

Chairman Hunt called the meeting to order at 9:07 AM.

Chairman Hunt thanked those present and asked Commissioner Zerba to give an overview of the 2004 budget.

Commissioner Zerba gave the overview and reviewed some of the changes in the Commissioners' office this past year, which included the fact that Department Managers report to Administrator Wozmak on a day to day basis rather than to the Commissioners.

Rep. Espieffs asked about the Proshare Funds. Commissioner Zerba stated that the money is distributed in June and has not yet been distributed. There was further discussion about the funds.

Chairman Hunt led the discussion the outside agencies. His concern is that the agencies go to individual towns as well as the county for funding. Rep. Espieffs asked if the double dipping results in a surplus or do they need the funds from both sources. If they do not have a surplus, and need the funds, then it is not considered double dipping. Rep. Mitchell asked if the agencies are going to be present this morning. Administrator Wozmak stated that they have already appeared before the joint Commissioners/Executive Committee meeting that was held earlier in the budget process at the request of the Executive Committee. Chairman Hunt stated that he thought the funds should come from the county rather than both the towns and the county. He feels that the funds coming from both places is a disservice to the taxpayers.

The committee expressed its wish to meet with the agencies nonetheless and Terry Warren left the meeting to make phone calls to the agencies.

The Committee met with Ken Jue of Monadnock Family Services (MFS) and asked questions to clarify their billing process to clients and how the request to towns and the county is handled.

Liz Sayre from the Monadnock Center for Violence Prevention (formerly Women's Crisis Services) stated that she does not go to individual towns for funding except for Keene. Liz was thanked for her presentation and response to questions.

Barbara Duckett, Richard Skiels and Susan Ashworth from Home Health Care, Hospice and Community Services (HCS) were present to answer any questions of the committee. Susan Ashworth stated that the funding from the towns started over a hundred years ago, starting with the visiting nurse program and health care services. The agencies approached the county in the 1980's and requested funding. She stated that the formula for requesting funds from the towns is complicated, but that going to individual towns helps them to stay in touch with the towns and know what their needs are. There were no further questions from the committee.

Chris Callahan reviewed some of the information about the Keene Senior Center and the towns their membership is drawn. It was suggested that the agency consider a capital campaign or other fundraising efforts.

Carol Byrnes from Monadnock Developmental Services (MDS) was present to answer any questions of the committee. Chairman Hunt reviewed the request for funding from MDS. They stated that they do not received funding from the city or the towns. Chairman Hunt thanked her for her presentation.

A break was taken at 11 AM.

The members returned to the meeting at 11:10 AM.

Rep. Slack moved that we adopt the funding requests as they were in the 2003 budget, decreasing the Keene Senior Center to \$5500, Rep. Mitchell seconded. Discussion followed. The motion was amended to reduce Monadnock Region Substance Abuse by \$2000 to \$5750 as they requested. Commissioner Zerba stated that the funding for HCS was brought to the 2002 level because the 2003 funding was as determined by the executive committee and the Commissioners felt that the 2002 level was best for the county budget. The motion failed 5 yes, 7 no.

Rep. Allen moved to restore all funding to the 2003 level except for Monadnock Substance Abuse, which is to be at \$5750, for a total of \$148,250 for the outside agency budget. Rep. Webber seconded. Discussion followed. A vote was taken and the motion failed 5 to 7.

Rep. Webber moved to continue the discussion about finalizing and equalizing the process for agencies to request county funding. There was no second on the motion.

Rep. Pratt stated that she has a problem with the committee's issue on funding from the county. She does not know of any town that has complained about the agencies coming to them in addition to the county.

Rep. Mitchell suggested that all agencies and towns be brought together to discuss how much money should be appropriated from the county and the towns, and to clarify the funding issues. Rep. Mitchell moved that we appropriate \$148,250 for the outside agencies for the 2004 budget and that we select members from the executive committee to meet with all towns in Cheshire County, with the outside agencies present, to work out a plan to establish funding needed for the 2005 budget. Rep. Slack seconded. Discussion followed. Motion failed 5 to 7.

As a result of the inability to determine a consensus on an appropriation, the discussion was tabled.

Evelyn Hubal, Register of Deeds was present for her budget review. She asked that the payroll line not be considered until the wage and salary report is distributed. She has different recommendations regarding the wage grades for her department and will make copies for the committee. Rep. Slack asked if her recommendations were given to Don Tyler, she stated that they were not. She was asked if she gave them to the Commissioners, she stated that it was.

Chairman Hunt asked why the printing, binding and books line is low. Register Hubal stated that there is a space issue and books will have to be put into the vault. Rep. Eaton asked if the elected officials were interviewed for the wage and salary survey, she stated that she was interviewed.

Register Hubal asked for the surcharge account expenses be approved. Rep. Liebl moved to accept the deeds surcharge account as submitted by Register Hubal, Rep. Webber seconded, voted unanimously.

Tom Kenney, Director of the Alternative Sentencing Program, introduced Gerry Pelletier, the Mental Health Coordinator for our new Mental Health Program. Director Kenney stated that many clients were in the program, an alternative to a jail sentence, at a cost of approximately \$71,000. The Mental Health Program has overseen clients at a cost of about \$58,000. Outside services costs were reduced in order to bring it closed to the actual expenses of last year.

The wage and salary report was distributed. Commissioner Zerba urged the committee review the report before next week when Don Tyler from HR Partners makes his presentation.

The Delegation Jail Committee has decided that they will meet on Thursday, January 9, in order to have a jail site meeting before the delegation meeting on Monday, January 12. A notice will be placed in the newspaper at the earliest possible date regarding the meeting.

There being no further business, the meeting was adjourned at 12:35 PM.

Minutes approved on Feb. 2, 2004 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
2004 Budget Review
Monday, January 12, 2004 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Eaton; Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Sheryl Trombly Finance Director; Sheriff Foote; Terry Warren Ex. Asst. to Commissioners.

Chairman Hunt called the meeting to order at 9:07 AM.

Sheriff/Sheriff Dispatch

Sheriff Foote gave an overview of the Sheriff's budget. The Sheriff stated that almost everything below the salary line is about the same as last year. He stated that they are still hiring for the Dispatch Department, and need another person in order to have complete coverage. He is receiving good responses on the department. Rep. Dexter stated that he has contacted the police in his areas and they are very appreciative of the County establishing the dispatch. The sheriff stated that he has been approached by the town of Gilsum to provide 20 hours of police service to the town and he has asked for an additional employee to cover that service. Chairman Hunt stated that he felt it was to come before the executive committee before hiring. Sheriff Foote stated that the added personnel are in the budget along with additional revenue from the Town of Gilsum to pay for the patrol.

There was a question about the outside services line. The Sheriff stated that R&R is a local company who won the bid for equipment repair.

Administrator Wozmak reminded the committee that they need to vote on adding an additional position to the dispatch center, as requested by the Sheriff. Chairman Hunt asked if the addition was already in the budget, Administrator Wozmak stated that it was not. Chairman Hunt stated the committee would like written requests when they are not included in the proposed budget. The Commissioners stated that they recommend the addition of one position to the dispatch. Rep. Mitchell moved to approve the extra position for the dispatch, Rep. Liebl seconded, discussion followed. Voted unanimously.

Delegation

Administrator Wozmak reviewed the budget.

Commissioners

Administrator Wozmak reviewed the budget. He stated that the Intern line was added for three interns over the course of the year, the first to review a solid waste management project for the county, to see what role the county could take to assist the towns. Commissioner Sistare stated that he recommended this in order to assist the towns to merge to find a cheaper way to dispose of trash. There was much discussion regarding whether or not interns should be paid.

Under outside services, the County contributed \$2500 to the Keene Chamber of Commerce to contribute towards a Workforce Coordinator position who is working to increase the available workforce. There was general discussion about the services provided by the Coordinator and if there was any connection of the local Chamber to the National Chambers of Commerce.

Administrator Wozmak asked to remove \$5998 from the 4130.03 Staff line as this a redundant entry for the intern. Rep. Mitchell moved to remove \$5998 from the 4130.03 line, seconded by Rep. Slack, vote was eight in favor, one opposed.

The Committee took a break at 10:15 and returned to session at 10:30.

Treasurer

Ellen DeYoung was present to answer any questions on her budget. There were no questions. Treasurer DeYoung stated that in the debt service, the original request was \$140,000 and Commissioners approved \$120,000, and she does not have a problem with the reduction because it is more in line with the actual expected costs of debt service.

Wage and Salary Survey

Chairman Hunt welcomed Don Tyler from Human Resources Partners. Don gave an overview of the pay and classification study and how the study was prepared in evaluating and classifying jobs. He reviewed the report with

the committee, answering many questions. The spreadsheet of the financial impact of the survey was also reviewed. After much discussion, Rep. Allen moved to approve the \$149,936.89 impact to the budget for the wage and salary increases, Rep. Richardson seconded, voted unanimously.

There being no further business, the meeting was adjourned at 12:10 PM.

Terry Warren, Clerk pro tem

(Amy Webber, Clerk, was absent

MINUTES
Cheshire County Delegation
Monday, January 12, 2004 7:00 PM
Keene Public Library, Keene, NH

PRESENT: Representatives Allen; Dunn; Dexter; Eaton; Espiefs; Hunt; Laurent; Liebl; Manning; Meader; Mitchell; Parkhurst; J. Pratt; I. Pratt; Richardson; Robertson; Royce; Slack; Smith; Weed; Commissioners Zerba; County Administrator Wozmak; Linda Mangones KHA; Keith Thiebault Southwest Community Services; Terry Warren Ex. Asst. to Commissioners.

Chairman Espiefs called the meeting to order at 7:00 PM and opened the public hearing on the proposed CDBG application. He asked Linda Mangones of Keene Housing Authority to explain the CDBG requirements and introduce the proposed project.

Ms. Mangones described the project to the delegation. Using the handout, she briefly explained the prospective roles of Keene Housing Authority (KHA), Southwest Region Planning Commission (SWPRC), and Southwestern Community Services (SCS). There were also a large number of persons from the public.

She stated that the purpose of the public hearing was to explain and discuss the proposed Community Development Block Grant (CDBG) application for Keene Housing Authority to acquire 10 acres on upper Court Street in Keene and to develop 24 apartments for low- and moderate income families. This is Phase I of a much larger project, and is essential in order for KHA to continue development of the Court Street property. Because it is close to the Stone Arch Bridge on Court Street, this entire project has been named Stone Arch Village. Phase II is the development of 36 one-bedroom apartments for lower-income elderly and disabled persons on the site. Unless KHA receives the CDBG funding for Phase I, Phase II will not be financially feasible; however, KHA is not planning to apply for any further CDBG funds for Phase II.

Ms. Mangones then presented an overview of the entire CDBG program. This is a competitive program now administered by the Community Development Finance Authority (CDFA) for most of the state. About \$4-5 million is distributed for housing and public facilities projects each year. Because there are two competitions, about half of that amount is available at each competition. Large cities and counties may apply for up to \$500,000 for a one-year project and \$1,000,000 for a two-year project. All projects must have a primary benefit for low and moderate income persons.

Ms. Mangones reviewed the Housing and Community Development Plan for Cheshire County that will be attached to these minutes as part of the public record. Because Cheshire County itself has no real power within the municipalities, this is a somewhat general statement of the type of projects that the County supports.

Ms. Mangones reviewed the Displacement and Relocation Plan for Cheshire County that will be attached to these minutes as part of the public record. It is a plan to minimize involuntary displacement and assist households and businesses that are displaced as a result of a CDBG program. If a CDBG project results in the displacement of a household or business, the Grantee and Sub-recipient are required to provide financial and other assistance under the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended. Because the proposed site is vacant, this project has no relocation. However, it does have acquisition with CDBG funds, and KHA has carefully reviewed the requirements and is complying with them.

Using a large drawing and the handouts, which had been provided to the members of the delegation and the public, Mr. Thiebault of SCS then described the proposed project to the delegation.

There were a few questions from the members of the delegation. One involved the number of school children expected to live in the apartments. Ms. Mangones responded that she had not calculated the number as this question is not usually asked in Keene, which has a declining school population. She and Mr. Thiebault estimated that there might be 24-48 children in the 24 apartments, but many would be too young to attend school. There were a number of questions about the location of the project, to which Ms. Mangones responded that it was the former site of MacKenzie's ice cream parlor, thus identifying it for most of the delegation.

There being no further questions, comments, or discussion regarding the project, the public hearing portion of the meeting was closed at 7:15 PM.

Rep. Royce moved that the Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds, not to exceed \$980,000, to be used by Keene Housing Authority

to develop workforce housing on Court Street in Keene; that the County reaffirm the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project, Rep. Eaton seconded. Roll call vote was taken and the motion passed unanimously.

The meeting was turned over to the Delegation Jail Committee Chairman, Rep. Dexter. Rep. Dexter gave an overview of the history of the search for a jail site and the reasons for bringing the jail within a three-mile radius of Keene. After researching at least 20 sites, the committee wound up with three sites that fit the stated requirements; the Routhier- Parrott property; the Bardwell property and the current location in Westmoreland. The three sites met the original goal of acreage, access, power, water, sewer; the Routhier and Bardwell properties met the three-mile requirement, the current site did not.

After the decision on what sites fit with our needs, the site development costs had to be the next deciding factor. The cost of developing the current site is about \$1,000,000. The Bardwell property purchase price and site development price brings that property up to about \$3,000,000. The Routhier property numbers are not solid because it was the most recent property viewed, but the costs would be between \$1,000,000 and \$2.5 million for purchase and development. The Delegation Jail Committee voted 12 to 2 to bring the Routhier property to the delegation for discussion. The Delegation Jail Committee is bringing this information forward so they would know the work that done to date.

Rep. Mitchell recapped some of the concerns he brought up at the Delegation Jail meeting on January 8. These concerns were included in the report from Clough Harbor. The first concern from the report he will review is regarding Alternative One, the upper plateau, access and circulation. There is no easy access to the property; Thompson Road; had grades more than 20%, presenting an unsafe conditions. If Thompson Road is utilized, a new road would be constructed along the rail bed to the site, which would require rights to the railbed, which is stated as being privately owned but actually is owned by the state. The other alternative is constructing a bridge over Otter Brook; a new road from Branch Rd and up the steep slope to the upper Plateau at a significant cost. The 10% grade to get to the upper level would be undesirably steep; he questions whether a road with a 10% grade is manageable for fire equipment. The report states that the putting up the bridge would require purchasing land from private abutters; he questions what the cost of acquiring this property, how many abutters, are they willing to sell, will extra measures have to be taken. If we do not acquire the extra property, we cannot build the bridge. Storm water drainage - Construction of storm water retention facilities is likely to be required, what is the cost, what does it entail. The existing steep slope will create limiting factors in the construction of these facilities. The projected cost for Alternative One, Thompson Road access projected total costs at \$1,187,500; from Branch Road the projected costs are \$2,417,500. Alternative Two, lower level access from Branch Road would be at a cost \$1,387,000. Without answers to all these questions, he cannot support this. Rep. Robertson asked would not all the same questions be asked for any site we are looking at, even the Westmoreland site. Rep. Mitchell stated that the questions would be asked of all, but since the Routhier site is the site we are looking at, that is what he is addressing. Roger Monsel of Clough Harbor was asked to address some of the questions. He stated that it the reports are preliminary reports and do not contain all the information you are asking. He stated that the Routhier site does have more environmentally sensitive issues than the other sites because of the Branch River. Environmental impact statements would be required. He stated that we are only at the beginning of the study of the property.

Rep. Dexter asked Roger Monsel if it would be more prudent to keep the jail where it is. Roger stated that he looked at the sites specifically looking at the physical issues, and not some of the other issues, such as proximity to Keene. The present site makes the most sense for development; for ease of construction, the Bardwell site is the obvious choice, it has the least amount of development costs.

Rep. Royce asked who would perform the environmental studies. Roger stated it would depend on the funding agencies, depending on where the money is coming from. For example, if the state designed the bridge, they make ask for it. He does not know of any agency that would look specifically at any site requiring an environmental statement. Rep. Laurent asked was not the present jail site already in a flood plain, Roger confirmed that it is. Rep. Slack asked about the traffic impact on the sites. Roger stated that they did not look at traffic impact at any site, but it is not considered a major traffic generator. Rep. Robertson stated that he thought jails were required to be completely

sprinkled.

Rep. Dexter stated that one of the tasks of the committee included looking at a site within a three-mile radius of Keene in order to reduce direct and indirect costs related to the jail. He stated that the Commissioners recommendation was to leave it where it is. He stated that the committee voted 12 to 2 to bring the Routhier property to the delegation. Rep. Smith asked what would the next step be depending on the vote. Rep. Dexter stated that if the vote is to further look into this property, more studies will be requested, and a minimum of three public hearings will be held on three different days, at three different times, to allow as many of the public to attend and participate in the discussion. If the property is eliminated at this time, we would either further study the two other properties, we would go back to square one. Rep. Allen stated that we need to provide support to inmates and help them. Those services and support are not in Westmoreland, they are in Keene. Rep. J. Pratt stated that he commended the representative from Chesterfield for asking the good questions. He stated that he hopes the delegation moves forward.

Commissioner Zerba was asked for the Commissioners' opinion. He stated that the Commissioners recommended the Westmoreland site. The Delegation Jail Committee rejected that and asked us to look at more sites. Chairman Espiefs asked why they made that decision. Commissioner Zerba stated that although the recommendation was to be closer to Keene, they kept the recommendations they thought most appropriate. There were political ramifications, costs and other issues, and there were trade offs to be made and they decided to keep the site in Westmoreland. Rep. Royce stated that he has dealt with the DES and the Army Corps of Engineers and permits could take two to three years, and this should be taken into consideration.

Rep. Smith stated that the discussion has gone on for some time and would like a motion to be presented.

Rep. Eaton moved to accept the recommendation of the Delegation Jail Committee to authorize the County Commissioners to enter into negotiations for the acquisition of the Routhier-Parrott property for the purpose of building a new jail, and to schedule a series of three public hearings on the matter, seconded by Rep. Dexter. Discussion followed.

Rep. Pratt asked for clarification. The Jail Committee stated that no final decision would be made, as to whether we are moving forward on this, and studies completed. Administrator Wozmak confirmed that the committee agreed that the Commissioners would enter into a purchase and sale agreement, with certain contingencies related to whether or not the work that is done in answering the questions brought up, make it realistic to build there. However, we cannot do that unless we enter into a purchase and sale agreement to purchase the property. Rep. Hunt proposed an amendment that the Commissioners will not sign a purchase sale agreement until the Delegation has voted to go forward. Rep. Hunt stated that this delegation wants veto authority based on environmental studies and public hearings.

There was some discussion about whether the public would be allowed to speak on this matter at this time. After discussion among the delegation, the chairman ruled that no public testimony would be taken at this meeting.

Rep. J. Pratt stated that the motion should state that it is subject to the approval of the delegation. An amendment was made to the motion, adding "The Commissioners will not sign a purchase and sale agreement without prior approval of the Delegation". Rep. J. Pratt stated that it must come back to the Delegation.

Rep. Eaton read the revised motion to accept the recommendation of the Delegation Jail Committee to authorize the County Commissioners to enter into negotiations for acquisition of the Routhier Parrott property subject to conditions established by the Delegation and final voting approval of the delegation prior to completion of the sale. There being no further discussion, the motion was approved 11 to 9. Allen, Dexter, Eaton, Hunt, Laurent, Liebl, I. Pratt, J. Pratt, Robertson, Tilton, Weed voting yes; Dunn, Espiefs, Meader, Mitchell, Parkhurst, Richardson, Royce, Slack, Smith voting no.

There being no further business, the meeting was adjourned at 8:40 PM.

Terry Warren, Clerk Pro Tem

(Amy Webber, Clerk, was absent)

Delegation Jail Committee Minutes
January 8, 2004
12 Court Street, Keene, NH

Present: Reps. Dexter, Eaton, Espieffs, Fish, Hunt, Laurent, Liebl, Manning, Meader, Mitchell, I. Pratt, J. Pratt, Richardson, Robertson, Slack, Tilton, Weed; Administrator Wozmak

Chairman Dexter called the meeting to order. He understood that the committee was bringing its decision of two weeks ago for Commissioners to enter into negotiations for the Routhier-Parrott property. He stated that afterwards he has received a letter comparing the site with the Bardwell site and that there is discussion among the members to revisit that. He stated that he wants to meet with the Delegation with a final decision from this group.

He gave the committee an overview of the history of the decision to build a jail and the decision to find a site within three miles of Keene. He stated that he thought the goal had been met at the last meeting in December, in which it was decided to go forward with the Routhier-Parrott property. Rep. Slack noted that in the minutes of November 24, a unanimous vote was taken to table further discussion on the Bardwell property. Rep. Weed stated that he felt the information distributed on comparing the properties was useful information. Rep. Espieffs stated that he had called Margaret Lynott about the Bardwell property and its availability. He was advised that the property is for sale. We made an offer but we have not received a counter offer. He felt that we should pursue anything that doesn't have the problems associated with the Routhier property as he had great concerns about this property.

Rep. Hunt stated that it was good to have all the available information that was being put on the table, but that there was an additional political problem in that the Mayor of Keene and Sen. Eaton are against the Bardwell property. Rep. Hunt stated that he sees there are three properties being considered, Westmoreland, Bardwell, and the Routhier-Parrott properties. The pros and cons of all three properties should be considered politically and economically.

Rep. J. Pratt stated he understood that prior to any action taken by the delegation on the Routhier-Parrott property there would be a public hearing, so if the recommendation is to go forward, the next step would be to hold a public hearing prior to accepting or rejecting. He stated that the ball is in the court of the Bardwell real estate to come back with a counter offer.

Rep. Robertson stated that he doesn't understand why jails have to be concealed; that if there is a problem with wetlands at the lower level put it at the upper level. If we don't want to build on a flood plain, then why are we thinking about building in Westmoreland. He feels that we should not rush hastily into a decision.

A motion was made to drop the Bardwell property from consideration, seconded for discussion of the motion. After discussion, the motion was withdrawn.

Administrator Wozmak read the motion that was made in December regarding the Routhier-Parrott property. Rep. Eaton moved, after a friendly amendment, to recommend to the full delegation that the delegation authorize the County Commissioners to enter into negotiations for the acquisition of the Routhier-Parrott Property for the purpose of building a new jail, motion seconded by Rep. Laurent.

Rep. Hunt stated that he thought the purpose of this meeting was to recommend to the whole delegation on Monday whatever came out of this evening's meeting. Rep. J. Pratt suggested adding to the motion "This committee recommends to the delegation that a full public hearing be held prior to the delegation acceptance or rejection of the property." Administrator Wozmak stated that he thought there should be three meetings, one in the morning of one day, one in the middle of the day on the second day and one in the evening on a third day, to ensure the public is accommodated. This will give maximum opportunity to the public to attend. The committee agreed to add this to the

motion.

Rep. Mitchell stated that he has some questions about the Routhier-Parrott property regarding permits and site considerations that may be required and does not think that the Bardwell property should be removed from consideration in the case the Routhier property does not work out. Rep. Mitchell stated that in the Supplementary Report of December 8, 2003, it states that the Routhier property will require the purchase of property from abutters to put up the bridge. Administrator Wozmak stated that it is not yet know whom the owners are because it depends on where the bridge is built because different locations are owned by different individuals.

The amendment to the motion was read by Administrator Wozmak "If the recommendation is accepted, the Commissioners are to schedule three public hearings at different times to gather public feedback".

Rep. Dexter called the question. A voice vote was taken and the motion passed 12 to 2. There being no further business, the meeting adjourned.

Respectfully submitted,

Jack Wozmak, Clerk pro tem

MINUTES
Cheshire County Delegation
Executive Committee Meeting
2004 Budget Review
Monday, January 26, 2004 9:00 AM

Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen, Dexter, Eaton, Espieffs, Hunt, Laurent, Liebl, Mitchell, Richardson, Webber; Commissioners Zerba, and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Adrian Farmer, Nursing Home Administrator; Lisa Kemp, DNS; Rick Van Wickler Superintendent HOC; David Putnam, Farm Manager; Barry King Facilities Manager; Terry Warren Ex. Asst. to Commissioners.
Chairman Hunt called the meeting to order at 9:20 AM.

MAPLEWOOD NURSING HOME

4411 Administrator Farmer reviewed the administration budget. The outside services line is down by the amount of the fee for Municipal Resources, who conducted the search for a nursing home administrator in 2003. Postage is down to reflecting usage. The insurance line is up due to a revaluation of the buildings for insurance loss purposes. Rep Espieffs asked where the health insurance is, as the line is at \$0. Chairman Hunt explained that all the health insurance costs were put into the General County Government budget. There was some discussion on the property and liability insurance. Chairman Hunt suggested that at least every three years the county shop for insurance in order to make sure the costs are in line.

4412 Administrator Farmer reviewed the Quality Improvement budget. There were no questions.

4413 Administrator Farmer reviewed the Nurse Practitioner budget. Payroll increased because another nurse practitioner was hired. This also increased dues, continuing education and travel. The increased FTE was added because the nurse practitioner indicated she was going to retire, and the new nurse practitioner was added to help in the transition as well as to develop an enhanced use of the position to increase revenue.

4415 Administrator Farmer reviewed the dietary department budget. There is an increase in the purchase of food. There was discussion over the cost of beef and the beef that the farm had distributed to the nursing home. The consensus was that the farm would make more money selling the beef on the market rather than to the nursing home. However, it would increase nursing home costs.

4416 The Nursing budget was presented by Lisa Kemp. The biggest change is to line 4416.36.44, alarm pads which have their own line in the budget.

4417 Alarm pads has been given it's own line in this budget. There was some discussion regarding the LNA line.

4418 And 4419 The Environmental Services Director position was eliminated thereby reducing the supervisor line. There were no questions.

4420 Activities was presented by Administrator Farmer. There were no questions.

4423 Social Services was presented by Administrator Farmer. There were no questions.

4424 Occupational Therapy was presented by Administrator Farmer. The COTA position was eliminated and the OT aide will absorb the work. There were no questions.

4425 Physical therapy was presented by Administrator Farmer. There were no questions.

4426 Miscellaneous Services for Residents was presented by Administrator Farmer. There were no questions.

4442 LTC budget was presented by Administrator Farmer. This was originally a pilot project with the state paying part of the salary. In June, the pilot project will come to its natural end and the state has indicated that it will fully fund this project in the future.

The Delegation took a short break at 10:45 AM. They returned to session at 10:55 AM.

4439 Assisted living was presented by Administrator Farmer. The room rate has been increased to \$1700/2550. There is a waiting list for the ALF of about 25 residents. The rates charged for Assisted Living remain the lowest in the region but for one facility that has fewer services and is in a home-type setting. A market survey of assisted facility rates was conducted prior to recommending a rate increase. There was some discussion about whether the assisted living facility would ever be expanded or whether the nursing home would have a need to expand. Mr. Wozmak said that while there are studies that support a need for additional assisted living facilities, consideration should be given to where such a facility would be. He also said that there are other entities in the housing business

that might be better at providing assisted living facilities, such as Keene Housing Authority, Southwest Community Services and Cheshire Housing Trust. Mr. Wozmak also noted the cap on new nursing home beds that has been in place for many years and the state's increasing difficulty in adequately funding the Medicaid budget lines for care of the elderly.

4194 Facilities Manager Barry King reviewed the budget for the Cheshire County buildings. Manager King stated that we are looking at Honeywell capital improvement program designed to reduce energy consumption and perhaps long-term savings for the county. Rep. Liebl asked about the wastewater treatment erosion. Manager King stated that the Army Corps of Engineers is still reviewing the issue. If the Corps of Engineers does the work, there will be an approximate 60%/40% cost sharing between the federal government and the county. Manager King asked for the electric line under the courthouse to be increased to \$50,000. He is basing that figure on the six-month history. The increase is due to increased costs from the sheriff's dispatch center. He requested the fuel line be increased to \$16,500. There were no other questions regarding the facilities budget.

4301 Farm Manager David Putnam reviewed the budget. Most of the budget is level funded. Vet fees have increased slightly. Farm revenue was reviewed. Rep. Espiefs asked why the farm is paying town taxes. Manager Putnam stated that the municipal buildings are tax exempt from the tax, but all other land and buildings are taxed. Chairman Hunt recognized citizen Paul McGuirk from Walpole expressed his concern over the farm loss in 2003 of \$36,000. He reviewed some of the recommendations for the farm from the report prepared by the First Pioneer Farm Credit Bureau. McGuirk urged the Executive Committee to look at the farm carefully to determine whether it should continue in operation. In response to questions, Manager Putnam stated that there are groups of students who visit the farm during the year and the County Open Barn day draws around 300-1,000 visitors. He gave the committee an overview of the status of the farm and dairy industry.

4230 Superintendent Van Wickler reviewed the Department of Corrections budget for 2004, which is down from 2003 by \$1,983,009. There was some discussion on the use of inmate labor in the county for nonprofit organizations and for county government.

Chairman Hunt stated that it would be helpful to know the feasibility of inmate programs if the jail were moved to Keene. Rep. Espiefs suggested the committee charge the commissioners to prepare a cost benefit analysis of the inmate programs, and why Keene is the right place to put the jail. Chairman Hunt suggested to the Commissioners that they consider Superintendent Van Wickler submit his own analysis and opinion regarding the jail for submission to the Delegation. Commissioner Zerba stated that they have received input from the Superintendent. Rep. Eaton stated that the committee would like to have a report, without the Commissioners setting the agenda, from the Superintendent. Commissioner Zerba stated that he would like the committee to approve allowing the commissioners to inter into agreement to purchase the Bardwell Farm. Rep. Mitchell stated that he feels the jail committee needs more information before this decision is made. Chairman Hunt concurred regarding additional information on whether it would be more expensive to operate the correctional facility in Keene and where those expenses would be specifically.

There being no further business, the meeting was adjourned at 1:05 PM.

Minutes approved on Feb. 2, 2004 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Executive Committee Meeting
2004 Budget Review
Monday, February 2, 2004 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Allen, Dexter, Eaton, Espieffs, Hunt, Laurent, Mitchell, Richardson, Slack, Webber; Commissioners Zerba, and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Mimi Barber, Director of Human Services; Terry Warren Ex. Asst. to Commissioners.
Chairman Hunt called the meeting to order at 9:05 AM.

Human Services

Director Barber reviewed the Human Services handout she distributed. This document contained the revisions to the Human Services budget and explanations for the changes. There was some discussion about decisions regarding rates, costs and payments.

Old Age Assistance No Change

Aid to Permanently & Totally Disabled from \$377,000 to \$357,000

Intermediate Nursing Care from \$2,709,000 to \$2,589,000

4441.56.01 Related Health Costs from \$1,148,000 to \$1,303,000

4441.58 Board and care of Children from \$775,000 to \$800,000

Rep. Slack asked how many children are in the CHINS Program, Director Barber stated that there are about 38.

Commissioner Zerba stated that the Commissioners were prepared to offset the apparent \$40,000 increase in the Human Services budget through the use of surplus or other budget neutral measure.

1. Computers

Wendy Putnam stated that she asked for a third position, but it was cut by the Commissioners, leaving in \$6000 for an intern. Some of the funds from the HIPAA line were transferred to MNH Staff Development. The computer telephone line now includes the Global Crossing line fees. This was originally in the dues/membership/subscription line. Wendy spoke about a computer projector for power point presentations, which was removed from her capital budget. **Rep. Eaton moved to add back into the computer capital budget the \$2800 for the projector, Rep. Slack seconded, motion passed.** There was discussion on the need for a new microwave compared to the present use of a T1 line.

2. County Attorney

County Attorney Bill Albrecht asked the committee if they wish to hear his reasoning regarding salary requests. The Committee stated that the salary figures are not being reviewed at this time.

Attorney Albrecht reviewed the Medical Examiner budget. The autopsy expenditures are approved by the county attorney's office. He requested the lines to be increased as follows: Travel to \$400; Views to \$7000 and to reduce the autopsy line to \$6000.

Chairman Hunt asked about the reduction in the equipment line purchase. Director Trombly clarified that the equipment was for the purchase of copy machine and it has been added to the facilities budget as a leased item.

Attorney Albrecht stated that the extradition line is based on history and it a number that can fluctuate. Rep. Espieffs asked Attorney Albrecht to speak to the Asst. Attorney salary lines. Mr. Albrecht stated that while he had produced salary recommendations for the Commissioners to consider, that he supported the recommendations of the Commissioners regarding the Pay and Classification Study. There were no further questions regarding the Victim Witness, Prosecutor Grant and Victim Witness District Court lines.

The Committee took a short break at 10:50. They returned to session in ten minutes.

3. UNH Cooperative Extension

Lauren Bresset reviewed some of the changes from the 2003 budget. There was some discussion regarding personnel salary. Administrator Wozmak explained how there is discussion ongoing regarding the UNH moving to 350 Marlborough Street with the County. There were no further questions.

4. Cheshire County Conservation District (NRCS)

Deb Hinman reviewed the 2004 budget. There was discussion on the work done by the National Resources Conservation Services in 2003. There was discussion about the river erosion on county-owned property in Westmoreland and that there may be grant funds that will help pay to restore the bank erosion.

5. General County

Administrator Wozmak reviewed the budget and stated that it is basically level funded. The Safety person is the position that oversees the safety for the county. There was some discussion about the Worker's Compensation, Property and Liability insurance costs listed in this line. It was recommended that the Commissioners make sure that the premiums charged by PRIMEX are competitive and encouraged them to seek bids for the 2005 budget.

There being no further business, the meeting was adjourned at 12:05 PM.

Minutes approved on Feb. 9, 2004 Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Monday, February 9, 2004 7:00 PM
12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dunn; Dexter; Eaton; Espieffs; Fish; Hunt; Laurent; Liebl; Manning; Mitchell; J. Pratt; Richardson; Robertson; Royce; Slack; Tilton; Webber; Weed; Commissioners Zerba and Moore; County Administrator Wozmak; Terry Warren Ex. Asst. to Commissioners.

Chairman Espieffs called the meeting to order at 7:09 PM.

Chairmen Espieffs recognized Rep. Dexter, Chairman of Delegation Jail Committee.

Rep. Dexter moved to raise and appropriate a sum not to exceed \$23.5 million (\$23,500,000) to finance the design, construction and equipping of a county correctional facility on County-owned land in Westmoreland, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended; and to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and, further, to establish a schedule of public hearings to keep the citizens of Westmoreland and the County Delegation informed throughout the design process, and to take any other action or pass any other vote relative thereto, seconded by Rep. Dunn. Rep. Dexter addressed the issue of the jail and the need to go forward.

Rep. Laurent requested an amendment to the above motion to add "Westmoreland will receive \$100,000 per year, adjusted to the cost of living, in lieu of taxes for being the host community for the Cheshire County Correctional Facility," Rep. Eaton seconded. There was some discussion to the motion. Rep. Hunt asked what the \$100,000 fee is for and what the County is paying for. Rep. Laurent replied that it was an offset to lowering property taxes. There was additional discussion about the burden placed on Westmoreland and whether or not there is a relation between the amendment and the burden. Rep. Laurent said that there was no relation, it was just a NIMBY (Not In My Back Yard) payment. Rep. Robertson moved the question, Rep. Hunt seconded. A voice vote was taken on the motion to move the question and the voice vote was unanimous. Rep. Royce reread the amendment to the motion. A roll-call vote was taken and the amendment failed 16 to 2.

Rep. Laurent then moved to amend the original motion with the following: "Cheshire County will be responsible for the cost of maintaining the River Road Bridge between the jail and the water treatment plant", seconded by Rep. Eaton. There was discussion on the amendment and there was a decision to make a friendly amendment to change "maintaining" to "capital improvements". There was discussion about the age of the bridge, the use of the bridge and the necessity for the bridge to the residents of Westmoreland. Laurent said the bridge was basically for the County's use and that the town did not really need it. After additional discussion, the question was called by Rep. Pratt, seconded by Rep. Eaton. A unanimous voice vote was taken to move the question. Rep. Royce reread the amendment to the motion. A roll call vote was taken and the motion failed on a 9 to 9 vote.

Rep. Royce reread the original motion for purposes of additional discussion.

Rep. Robertson asked why 15 acres is required when Manchester's jail is on three acres. Administrator Wozmak stated that the acreage is the recommendation of the consultants. Rep. Tilton asked if the motion specifies the site in Westmoreland. Administrator Wozmak stated it did not because he was encouraging the delegation to allow the intensive design process make a determination about the best site after careful soil and site surveys.

Rep. Robertson made a motion to start eminent domain proceedings on the Routhier-Parrott property on Route 101, to substitute for the original motion, Rep. Manning seconded.

There was debate between several members of the delegation about the impacts of using eminent domain for this purpose. Rep. Hunt stated strongly that he would never vote to take any property by eminent domain from a taxpayer.

Rep. Dunn thanked Superintendent Van Wickler for his timely report regarding the jail. He expressed his concern that it was time for the delegation to make a decision.

Rep. Pratt said that the executive branch of the Cheshire County has not served the county well for failing to come up with a suitable site for the jail.

Rep. Slack stated that the Commissioners have come back to the committee many times with input on the jail and nothing was done by the committee.

Rep. Robertson explained his position for eminent domain and that the county could reimburse neighbors of property we purchase for any loss they experience.

Rep. Royce reread the substitute motion regarding eminent domain. A roll call vote was taken and the motion failed on a vote of 9 to 9.

The committee took a ten-minute break at 8 PM, reconvened at 8:10 PM.

Rep. Hunt asked if it was in order to have a reconsideration of previous votes because Rep. Webber arrived. The Chairman called a break to review Mason's Rules of Order. Meeting reconvened at 8:21 PM.

Rep. Robertson withdrew his motion. Rep. John M. Pratt moved that the County Executive be given 60 days to find and report back to the delegation with an acceptable jail site other than Westmoreland and that he be empowered to consider use of the full force of government to accomplish this. The motion was seconded by Rep. Robertson. There was discussion on the motion. A roll call vote was taken and the motion defeated 10 nays to 7 yeas.

Rep. Hunt moved the original motion, Rep. Slack seconded.

A roll call vote was taken and the original motion passed 12 yeas to 6 nays.

Rep. Mitchell thanked the County Administrator, his assistant Terry Warren, the Commissioners and Superintendent Van Wickler and stated that the county is fortunate to have the people we have to oversee the daily work of the county.

There being no further business, the meeting was adjourned at 8:39 PM.

Minutes approved 3/3/04

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Monday, March 8, 2004 7:30 PM
12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dunn; Eaton; Espieffs; Fish; Hunt; Laurent; Mitchell; I. Pratt; J. Pratt; Richardson; Robertson; Royce; Slack; Smith; Tilton; Webber; Weed; Commissioners Zerba and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Terry Warren Ex. Asst. to Commissioners.

Chairman Espieffs called the meeting to order at 7:39 PM.

Chairman Espieffs asked Linda Mangones of Keene Housing Authority to explain the CDBG requirements and introduce the proposed project.

Ms. Mangones began by introducing herself and the other staff who were present to describe the proposed CDBG project to the delegation, Jack Dugan, Monadnock Economic Development Corporation; Bryan Torcivia, The Monroe Group; and Brett Rosner, Janos Technology, Inc. Using the handout, she briefly explained the prospective roles of Keene Housing Authority (KHA), and Monadnock Economic Development Corporation.

She stated that the purpose of the public hearing was to explain and discuss the proposed Community Development Block Grant (CDBG) application for Monadnock Economic Development Corporation to construct leasehold improvements in a vacant industrial property that it owns located at 55 Black Brook Road.

Ms. Mangones then presented an overview of the entire CDBG program. This is a competitive program now administered by the Community Development Finance Authority (CDFA) for most of the state. About \$4-5 million is distributed for economic development projects each year. Applications for economic development projects are accepted throughout the year on a first-come, first-served basis. In order to be funded, an application must score at least 250 on a 540 point scale. Larger cities and town may apply for up to \$500,000 for a one-year project and \$1,000,000 for a two-year project. All projects must have a primary benefit for low and moderate income persons.

Ms. Mangones reviewed the Housing and Community Development Plan for Cheshire County. Because Cheshire County itself has no real power within the municipalities, this is a somewhat general statement of the type of projects that the County supports.

Ms Mangones reviewed the Displacement and Relocation Plan for Cheshire County. This plan is essentially the same for every community that participates in the CDBG program. It is a plan to minimize involuntary displacement and assist households and businesses that are displaced as a result of a CDBG program. If a CDBG project results in the displacement of a household or business, the Grantee and Subrecipient of the grant are required to provide financial and other assistance under the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended. Because the proposed site is vacant, this project has no relocation.

Mr. Dugan, Mr. Torcivia, and Mr. Rosner then described the proposed project to the delegation.

Rep. Fish asked how this company was chosen. Jack Dugan stated that MEDC recruits companies that have potential growth. Rep. Robertson asked what is the company's obligation. Jack Dugan stated that the company has signed a five-year lease for the property, which contains the job creation obligation. The Janos representatives passed samples of their optical products around to the members. A member of the public, Sam DeYoung asked if there are any hazardous materials used in the production of the products. Mr. Torcivia responded that they do use hazardous materials and have procedures in the use and disposal of the materials. Rep. Pratt asked if there is an impact on county taxes for this program. Jack Dugan stated that there is not. Sam DeYoung, a citizen, asked who is responsible if the company leaves and the site is affected with hazardous materials. Linda Mangones stated that the legal documents for this project require the company to indemnify Cheshire County and MEDC from any responsibility for problems caused by hazardous waste.

There being no further questions, comments, or discussion regarding the project, the public hearing portion of the meeting was closed at 8:03 PM. Rep. Slack moved that the delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds, not to exceed \$440,000, to be used by Monadnock Economic Development Corporation to construct leasehold improvements for Janos Technology; that the County reaffirm the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be

necessary for this project. Motion seconded by Rep. Eaton, roll call vote was taken and the motion passed 19 to 1. Chairman Espiefs turned the meeting over to Executive Committee Chair John Hunt to present the proposed executive committee budget. Chairman Hunt said that he presumed everyone had read the Executive Committee's proposed budget and stated that he understood there was an amendment to the Executive Committee budget and asked Commissioner Zerba to address the proposed amendment.

Commissioner Zerba advised the committee that the proshare funds expected in 2003 had been received and the Commissioners after the Executive Committee concluded their budget deliberations. Zerba recommended line items to receive the \$590,034 in ProShare funds.

Rep. Royce moved to amend the Executive Committee Budget by increasing revenue line #3404.10.00 by \$590,034.00 for the receipt of the State of NH Proportional Share Funds. And to adjust offsetting account lines as follows: 4900.97.34 (Capital Equipment Purchase Computers) for \$150,000.00 for replacement of the Microwave Communication System; Various payroll and benefit lines for \$22,500.00 for implementation of phase # 2 of the pay & classification study; 3911.00.00 (Transfer from fund Balance) for \$156,249.00 to decrease the amount of funds transferred from fund balance in order to retain for future use; 3111.00.00 (Taxes to be raised) for \$35,000.00 to decrease taxes to be raised to a level of 1.50% over 2003; 4915.89.00 (Capital Reserve Funds) for \$226,285.00 for the specified designations which include: \$10,000.00 for Court House Reserves, \$10,000.00 for Administration Building Reserves, \$76,285.00 for Nursing Home Reserves, \$30,000.00 for Computer Reserves, \$30,000.00 for Farm Reserves, \$50,000.00 for Jail Reserves, \$10,000.00 for Assisted Living Reserves, \$10,000.00 for Downtown Campus Reserves. Rep. Eaton seconded.

Rep. Pratt asked who made up the list of items, the Executive Committee or the Commissioners. Rep. Hunt stated that the Executive Committee had zeroed out the proshare funds because they were not expected to be received, and that the Commissioners made the recommendations. Rep. Weed asked if the amounts were put together by a formula. Director Trombly stated that the reserve funds needed to be brought up and that there is a statute that limits the amount put into reserves.

Rep. Webber asked the Commissioners to explain the microwave system. Commissioner Zerba stated that the new system is to allow data communication between Keene and Westmoreland. Rep. Dunn asked if these are the distributed funds that will eventually be discontinued. Administrator Wozmak stated that for several years we have been told that the funds would stop but it is expected for about another year or two. Rep. Pratt suggested that the funds for the microwave be used to lure the broadband network to Westmoreland.

Rep. Hunt made a friendly amendment that the \$150,000 be put in surplus rather than the operating budget for the Microwave System pending further investigation into resolving the computer communication issue, Rep. Pratt seconded, voice vote was taken and the motion passed unanimously.

A roll call vote was taken and the amendment regarding the distribution of the proshare funds passed unanimously. Executive Committee Chairman Hunt addressed the outside agency budget. He stated how he believes that the agencies should not be going to the city and towns of the county, and then going to the county for funds. Rep. Hunt moved to change the Monadnock Family Services (MFS) allocation to \$20,000, Rep. Laurent seconded. Discussion followed. Ken Jue of MFS addressed the fact that the \$80,000 will cover a deficit of approximately \$250,000. A roll call vote was taken and the motion to reduce the proposed appropriation failed 15 to 4.

Rep. Robertson moved to add \$1 to the budget to offer to the City of Keene for the public works property, Rep. Fish seconded. A short period of discussion followed. A roll call vote was taken and the motion failed 15 to 4.

Rep. Eaton moved to adopt the Executive Committee's proposed budget, as amended, in the amount of \$25,369,967, Rep. Parkhurst seconded. Upon a roll call vote, the motion passed 17 to 2.

Rep. Mitchell moved to accept taxes to be raised from the city and towns for 2004 in the amount of \$11,668,335, Rep. Eaton seconded. A roll call vote was taken and the motion passed 18 to 1.

Rep. Royce moved to authorize the Register of Deeds to expend surcharge funds in the amount of \$9100, seconded by Rep. Eaton. A roll call was vote taken and the motion passed unanimously.

Rep. Royce moved to approve the mileage reimbursement rate for 2004 travel for delegation for 37.5 cents, Rep. Eaton seconded, roll call vote taken, motion passed 17 to 2.

Rep. Eaton moved to vote on the elected officials salary as follows: Commissioners, leave at present rate of \$9,225 per year; Treasurer, leave at present rate of \$4,613 per year; Register of Deeds increase by \$5,000 to \$45,000;

County Attorney, leave at present rate of \$61,500 per year; Sheriff, increase by \$2000 to \$43,000, Rep. Mitchell seconded. Rep. Fish moved to change the increase for the Register of Deeds to \$60,000, seconded by Rep. Parkhurst. There was discussion on the amendment and Rep. Fish and Parkhurst agreed to a friendly amendment to reduce the amount to \$50,000, a roll call vote was taken and the amendment passed 19 to zero. A roll call vote was taken on the main motion regarding elected officials salaries and the motion passed 19 to zero.

Commissioner Zerba spoke to the delegation about House Bill 1339, which pertains to the distribution of the Tobacco Settlement Agreement funds. Rep. Fred King will be bringing forth an amendment that would redirect a portion of the tobacco settlement funds to the counties, where much of the settlement money was originally intended to go before being diverted by the State for general fund/Claremont School funding. A fair allocation of the tobacco settlement dollars will help offset the Maplewood 2003 operating deficit of \$2,327,965.00 deficit and ensure that the tobacco revenues will be used as envisioned by the Settlement Agreement. He encouraged the committee to support this amendment.

There being no further business, the meeting was adjourned at 9:31 PM.

Minutes approved on March 11, 2004

Amy Webber

MINUTES
Executive Committee Meeting
2004 First Quarter Budget Review
Monday, May 17, 2004 9:00 AM
33 West Street, Keene, NH

PRESENT: Representatives Eaton; Espieffs; Hunt; Laurent; Liebl; Mitchell; I. Pratt; Richardson; Slack; Webber; Commissioners Zerba, and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Facilities Manager King; Terry Warren Ex. Asst. to Commissioners.

Chairman Hunt called the meeting to order at 9:00 AM.

Director Trombly presented an overview of the first quarter budget.

The general fund revenue balance is at 74.71% and the Maplewood revenue balance remaining is at 75.47%, giving a total revenue balance of 74.99%. The General Fund expense balance remaining is at 75.40% and the Maplewood Expense Balance remaining is at 75.27%, giving a total expense balance at 75.35%.

Rep. Liebl moved to accept the report as presented.

Rep. Irene Pratt asked about the unemployment compensation line. Director Trombly stated that the fees for unemployment insurance is paid on wages under \$8000 and it reduces after that, so costs are higher in the first quarter.

Rep. Mitchell asked about the auditing fees. Director Trombly stated that the expenses exceeded what she expected because this is the first year for the GASB-34 requirement for audits. Some of the things done for this audit will not have to be done again.

Rep. Eaton asked why the sheriff dispatch overtime line was already 30% over budget. Administrator Wozmak stated that the Sheriff will be at the delegation meeting and the question can be answered by the Sheriff at that time.

Rep. Webber asked why the farm has used 50% of their fuel budget. Director Trombly stated that because of the cold winter, the winter is at the beginning of the budget year and expenses are generally higher in the first quarter.

Rep. Mitchell asked about the TLC registry line and why it was over budget. Director Trombly stated that registry is the temporary agency personnel and that other staff lines are under budget, thus there is a balancing effect. Overall, the nursing staff line is where it should be.

Commissioner Zerba advised the committee that Cheshire Medical Center-Dartmouth Hitchcock Clinic would be taking over the Medical Directorship and physician services for the nursing home, effective August 2nd.

Rep. Slack asked about the outside services payments and how it is decided the payments are made. Director Trombly stated that because the budget was not passed until March, payments started in April and that is why there are few payments in the first quarter.

Motion seconded by Rep. I. Pratt, voted unanimously.

There being no further business, the meeting was adjourned at 12:35 PM.

Minutes approved on May 26, 2004

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Monday, May 17, 2004 9:30 AM
33 West Street, Keene, NH

PRESENT: Representatives Dunn; Eaton; Espiefs; Fish; Hunt; Laurent; Liebl; Manning; Mitchell; Parkhurst; I. Pratt; J. Pratt; Richardson; Robertson; Royce; Slack; Webber; Weed; Commissioners Zerba and Moore; County Administrator Wozmak; Sheryl Trombly Finance Director; Register of Deeds Hubal; Facilities Manager King; Terry Warren Ex. Asst. to Commissioners.

Chairman Espiefs called the meeting to order at 9:40 AM.

The first item on the agenda is the request to approve an amendment to the Sheriff's budget for the purchase of dispatch equipment with a Homeland Security Grant of \$24,689. 90. This would add a third console to the dispatch department. It is funded completely by federal funds and requires no County match. **Rep. Eaton moved to authorize the Sheriff to apply for and expend these grant funds and to execute any documents related thereto, Rep. Royce seconded, voted unanimously.**

Administrator Wozmak explained that the Army Corps of Engineers is working on the Connecticut riverbank storm erosion caused by the flooding last year. The Corps of Engineers will pay the first \$40,000 of the expense and the county would be responsible for 35% of the balance of the costs. We are requesting authorization to transfer funds from the Waste Water Treatment Plant expense line. There was discussion regarding who is responsible for the flood damage. Rep. Dunn suggested that the motion include adding that we proceed with the project but proceed looking for additional federal funds towards the repairs. There was some discussion and Rep. Manning moved to table the motion, vote was unanimous. Rep. J. Pratt suggested that the Commissioners meet with Senators Gregg and Sununu and Rep. Bass to review the problem and see what assistance they can give us from the Federal Government. **Rep. Hunt moved to authorize the Commissioners to go forward in order to determine design and cost analysis and draw funds not to exceed \$50,000 from capital reserves for this purpose, Rep. Weed seconded, voted unanimously.**

Manager King gave the committee an overview of the Honeywell proposal for energy conservation for the County facilities (except the jail). The program involves the investment of \$1.1 million in fixture and equipment changes that will yield substantial reductions in energy consumption. The investment is set up to be budget neutral; offset by the operating savings over 11 to 15 years. Replacing the identified fixtures and equipment will take approximately one year. There was some discussion on the work to be done by Honeywell. **Rep. Eaton moved to authorize the Commissioners to enter the energy conservation program contract with Honeywell and to execute any documents related thereto, Rep. Dunn seconded, voted unanimously.**

Commissioner Zerba gave the committee an overview of the space needs for downtown County offices. There was discussion on the project and the department needs and the various options available. The Commissioners recommended expanding the existing 33 West Street offices. There was much discussion about where county offices should be located. **Rep. Hunt moved that we hire an architect to do a cost and design analysis for a two story parking building and a third floor for office space, primarily for the Registry of Deeds, in the Courthouse parking lot on Winter Street, using up to \$30,000 from capital reserves for this purpose; seconded by Rep. J. Pratt, motion passed unanimously.**

Register Hubal presented her request for transfer of funds from the surcharge account to purchase new flat screen for deeds computers and for a laptop computer. She did not know the cost of these items and after discussion, the amount of \$4,500.00 was decided upon. **Rep. Eaton moved to approve the expenditure of up to \$4,500.00 from the Deeds Surcharge Account for the purchase of a laptop computer and flat screens for existing Deeds computers. Rep. Parkhurst seconded, voted unanimously.**

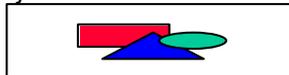
Administrator Wozmak updated the Delegation on the housing CDBG grant application which was submitted in the January round of funding but which failed to win an award. This application will be resubmitted in the July round of funding without any need for additional Delegation action. This information was for their information purposes only unless they wished to rescind their vote to seek this grant. There was no further discussion and we will await the result of the July round of funding.

Rep. Hunt moved that the 2004 budget be adjusted to include the following transfers and adjustments to the

budget, Rep. Webber seconded, voted unanimously.

Capital Outlay Equip Sheriff's Dept	0.4900.97.91	\$ 24,690.00	
Federal Grant's Reimbursement	0.3319.00.00		\$ 24,690.00
Capital Improvement WWTP	0.4900.89.13	\$ 50,000.00	
Transfer from Capital Res Funds	0.3915.00.00		\$ 50,000.00
Capital Outlay - Downtown Offices	0.4900.89.96	\$ 30,000.00	
Transfer from Capital Res Funds	0.3915.00.00		\$ 30,000.00
Total Ammendments		\$ 104,690.00	\$104,690.00
Previous 2004 bottom line budget		\$25,369,967.00	
Add adjustments		\$ 104,690.00	
Amended 2004 budget		\$25,474,657.00	

Under other business, Rep. Eaton questioned why the Delegation's recommendation to the Commissioners to look at the gravel pit as one of the sites for the new jail was apparently dismissed out of hand. Commissioner Zerba stated that two public information sessions were held in Westmoreland and the majority of residents did not want the gravel pit used because of its visibility. They preferred the jail stay at the same site. Hence, the Commissioners made the decision to remain in the area of farmland nearest to the current facility. There was also discussion regarding the Commissioners decision to re-use the existing building. Some members of the Delegation were under the impression that the facility would all be new construction. There was limited discussion without any specific outcome. There being no further business, the meeting was adjourned at 10:55 AM.



Minutes approved May 26, 2004

Amy Webber, Clerk

MINUTES
Cheshire County Delegation
Tuesday, September 21, 2004 7:30 PM
Keene Middle School, Keene, NH

PRESENT: Representatives Allen; Dexter; Dunn; Eaton; Espieffs; Fish; Hunt; Laurent; Manning; Mitchell; Parkhurst; I. Pratt; J. Pratt; Richardson; Robertson; Royce; Slack; Smith; Tilton; Weed; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Terry Warren Ex. Asst.

Chairman Espieffs called the meeting to order at 7:30 PM.

The first item on the agenda is the appointment of a clerk to the delegation and executive committee. Rep. Smith nominated Barbara Hull Richardson to the position, Rep. Eaton seconded, voted unanimously.

Chairman Espieffs spoke to the rules of the meeting and clarified that it is a delegation meeting and not a public meeting.

The next item of business is the Army Corps of Engineers riverbank erosion project. Rep. Slack moved to appropriate the sum of \$150,000 to be taken from surplus account 3914.00.00, to be placed in a capital reserve account for the riverbank erosion repair project, account 4915.89.00, Rep. Easton seconded. Discussion followed. Rep. Jack Pratt asked if there was any follow up on the request by the delegation to contact Sen. Judd Gregg to see if the county could be released from the responsibility of paying the 35% share of the costs. A memo was mailed out to the delegation on Sept. 14 confirming the request was made and the response that this was not possible. A roll call vote resulted in 19 yes and 1 no vote. Motion passed.

Rep. Allen made a motion to rescind the motion made on May 17 by Rep. Hunt "that we hire an architect to do a cost and design analysis for a two story parking building and a third floor for office space, primarily for the Registry of deeds, in the Courthouse parking lot on Winder Street, using up to \$30,000 from capital reserves for this purpose", seconded by Rep. Eaton. Discussion followed. Rep. Dexter asked if any of the original funds have been expended. Administrator Wozmak stated that they have not. Roll call vote was taken and the motion passes unanimously.

Rep. Allen continued the motion to authorize the Register of Deeds to expend surcharge funds in the amount of \$58,000 to purchase and install book shelving in the basement conference room for deeds space needs, Rep. Eaton seconded. Rep. Weed asked how long this project would fulfill deeds space needs. Register Hubal stated that it would last about two years. Rep. Robertson asked why such a high expense for shelves. Register Hubal explained that they are specially built steel shelves with rollers on them. Register Hubal explained that the surcharge account is specifically for the expenses of the Register of Deeds. Rep. J. Pratt asked if these are the same funds used to restore old records, Register Hubal stated they are not.

There was discussion on the deeds space needs. Administrator Wozmak stated that since the state court system is looking for a site that would combine all the courts into a single location, it would be to our interest to hold off expansion until those decisions are made, which would affect the downtown campus space needs. A roll call vote was taken and the motion passed unanimously.

Chairman Espieffs explained that the conservation easement is off the agenda at this time.

Rep. Mitchell stated that with all that is going on with the county property, he felt it would be best to consider the easement at another time.

Rep. Laurent moved to rescind the directive to the Commissioners to place the correction facility on county owned land in Westmoreland, Rep. Robertson seconded. Rep. Robertson spoke to the reasons for his support of the motion, which included location of a new facility closer to Keene for reasons of work release for inmates and to enable

families of inmates to visit. Rep. Robertson stated that he has had two or three calls this week on land within the city of Keene, on Route 10, and other places, Route 10 headed north, not south, which are available and owners are interested. Rep. Weed is very concerned about the condition of the water treatment plant and bridge.

Rep. Dexter asked if the motion eliminates Westmoreland altogether. Rep. Laurent stated that it does not, but is to open the choices to other areas. Rep. Slack stated that the jail project has been going on for three and a half years and we have expended about \$500,000. Interest rates are going up. Rep. Hunt is concerned that we have not heard of a site that is better. He is concerned that we do the right thing and go forward with the jail project. Rep. I. Pratt stated that some of the money spent in the past three years was to pay for a consultant who recommended the jail be closer to the courts and businesses. Rep. Weed stated that he read in the Nov. 24 delegation jail committee minutes that a motion was made but failed in a vote, which requested that the County Administrator contact the abutters to the Aldrich property, and he wondered why it failed. Rep. Hunt stated that everyone knows what the county is doing and if they were interested, they would contact us.

Rep. Dunn stated that he is interested in the answer to the Wastewater treatment plant and the facts concerning the bridge. Rep. J. Pratt stated that he wants to do what is right, but feels that the location of the jail was made by the commissioners and not by the delegation because he feels the commissioners deliberately withheld information on other sites. Rep. Fish stated that we are supposed to be creating solutions for those in the jail. Rep. Parkhurst asked if the Commissioners have any more information on any of the properties that may come out later.

Commissioner Zerba spoke to the concerns of the representatives. He stated that the Adams property was never viable as a location because the county farm land is not available to trade, and the Adams' are not interested in selling their property, just exchanging their property in Swanzey for our farm in Westmoreland.

Administrator Wozmak also addressed some of the issues mentioned. He stated that the engineering firms that have looked at the wastewater treatment plan have stated that there will likely be some upgrades required at the water treatment plant and they have never indicated that the problems were very serious. It has already been determined that the wastewater treatment plant would have to be upgraded in the future in any event, whether the jail is built there or not. It is for that reason that the energy conservation project began, in order to reduce the burden on the WWTP. The EPA allows 408 parts per 10 ml of e-coli in the tests of the plant, and on only two occasions has that been exceeded, both times in the winter when that situation may happen because of the effect of the weather on the treatment plant, and that was resolved within days. This situation has not raised any red flags to any agency. The EPA made an unannounced visit to the plant and no problems are indicated. The engineers do not expect a very large amount of use of the bridge since we would be using our own fill for the site and this would reduce the number of trucks going over the bridge.

Chairman Espiefs asked what services are available to the inmates. Administrator Wozmak stated that there was a report prepared and distributed to the delegation addressing that issue. Superintendent Van Wickler stated that we would be sacrificing the detox center by having the jail in Westmoreland, but increasing transportation would be planned to bring inmates to these services. Rep. Mitchell stated that he felt no matter where the jail is, there would be some transportation needs. If it is moved to Keene, it will affect the use of inmates for the nursing home and farm, which will either affect transportation or the budget since inmate labor is valued at about \$230,000.

Rep. Fish asked if the majority of inmates the sheriff transports are pretrial. The Superintendent stated that it was. Rep. Dexter said that there were three issues discussed at the meeting in Westmoreland, lighting, sewage and the bridge. The main question is whether there is another property that meets the requirements.

Rep. Smith moved to call the question, Rep. Hunt seconded, a voice vote was taken and the vote was 19 yes, 1 no.

A roll call vote was taken on Rep. Laurent's motion and the vote passed with 11 yes and 9 no votes.

Rep. Slack moved to amend the motion made on February 9, 2004 by striking the words "on County-owned land in Westmoreland" and inserting the words "on the so-called Bardwell property in Swanzey, located on the Keene/Swanzey town line." And further, striking the words "of Westmoreland" and inserting the words "the public" and, further inserting, "to authorize the County Commissioners to enter into negotiations for the acquisition of the so-called Bardwell property." The motion was seconded, then several representatives moved to table the motion. Motion tabled.

There being no further business, the meeting was adjourned at 8:42 PM.

Minutes approved on Oct. 4, 2004

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Delegation
Tuesday, October 26, 2004 7:00 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives Allen; Dexter; Dunn; Eaton; Espieffs; Fish; Laurent; Manning; Mitchell; J. Pratt; Robertson; Royce; Slack; Smith; Tilton; Weed; Commissioners Zerba, and Moore; County Administrator Wozmak; Terry Warren Ex. Asst. In attendance but unable to vote on the motions: Irene Pratt and Henry Parkhurst.

Chairman Espieffs called the meeting to order at 7:05 PM. Rep. Eaton moved that Vice Chair Royce be appointed interim clerk, Rep. Pratt seconded, voted unanimously.

Chairman Espieffs explained that this meeting was called for the purpose of continuing discussion about the jail site selection. He called on Commissioner Zerba to give an overview of the process on the need for a jail and the work done to date, which established that a new jail is needed. Commissioner Zerba said that the Commissioners had submitted another report to the Delegation regarding the so-called Aldrich property and abutting landowners.

Rep. J. Pratt asked if a motion would be in order, Chairman Espieffs stated that it would be. Rep. Pratt stated that he would like to commend the work done by the leadership of the County government and the hard work done since the last delegation meeting. Rep. Pratt moved that the delegation approve "site 3" in map P2 of Clough Harbour's report and further that the Commissioners be authorized to move with all deliberate speed to acquire the properties necessary and begin the preparation for the site for construction of a new correctional facility, seconded by Rep. Laurent.

Discussion followed. Rep. Pratt stated that he felt it was a good choice for a jail site, meeting all the criteria. Rep. Robertson asked if part of the motion should state that the Aldrich property be purchased. Rep. Pratt stated that he did not want to restrict the negotiators on what property would be purchased and that they would buy what they need to buy. If they found that it would cost huge amounts of money, they come back and talk eminent domain, if necessary. Rep. Smith stated that "huge amounts of money" be clarified and specific numbers given. Rep. Dexter asked about utilities, the Commissioners responded that the utilities were there, at the cul de sac. Administrator Wozmak stated that when the \$23.5 million estimate of the jail construction project was determined, consideration of some mix of site development and/or acquisition was included. If either site acquisition or development cost become excessive, we would have to come back to the Delegation.

Rep. Laurent made a motion to move the question, seconded by Rep. Eaton. Voice voted taken and the motion to move the question was approved.

A roll call vote was taken on the main motion and the motion was carried with 15 yeas and 1 nay. Rep. Slack voted against the main motion. Rep. Irene Pratt and rep. Henry Parkhurst, having arrived after the motion was made, could not vote on the motion.

Rep. Pratt asked again that it be put in the minutes that the delegation appreciates the work of the Commissioners and the staff to try to resolve this problem in a way that was amicable to all since the last delegation meeting.

Rep. Pratt stated that since this is the last meeting of the delegation he would like to state that it was a privilege and joy to work with Charlie Royce, Joe Manning, Irene Pratt, Pam Slack, David Meader, Amy Webber and George Liebl, and that he wishes them thanks for all their work and good health and God speed.

There being no further business, the meeting was adjourned at 7:26 PM.

Phone approval on 11/4/04

Terry Warren for
Charles Royce, Clerk Pro Tem

MINUTES
Cheshire County Delegation
Organizational Meeting
Wednesday, December 8, 2004 7:00 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski, Chase, Dexter; Eaton; Espiefs; Foote; Hogancamp; Hunt; Mitchell, Parkhurst; Pelkey; Plifka; Pratt; Richardson; Roberts; Robertson; Sawyer; Sinclair; Tilton; Weed; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Terry Warren Ex. Asst.

Chairman Espiefs opened the meeting at 7:15 PM.

Members of the Delegation, Commissioners and county employees introduced themselves.

Rep. Allen moved to nominate the following members of the delegation as Chairman – Rep. Judson Dexter; Vice Chairman – Rep. Dan Eaton; Clerk – Rep. Barbara Richardson, seconded by Rep. Robertson, a voice vote unanimously approved.

Rep. Eaton moved to nominate the following members of the delegation to the Executive Committee: Chairman – Rep. Robertson; Vice Chair – Rep. Hunt; Clerk – Rep. Richardson; Reps. Allen, Butynski, Eaton, Mitchell, Pratt, Sinclair, Tilton, Dexter, Emerson, Hogancamp; Rep. Weed seconded, voice vote unanimously approved.

Rep. Robertson asked that the Commissioners update the Delegation on the jail site and the fact that our nursing home administrator has left. Commissioner Zerba stated that the administrator resigned in October and this fact is stated in the Commissioner's minutes of October 1. Administrator Wozmak addressed the status of the Keene jail site planning process. He stated that discussions are ongoing, and that the work to determine the property needed for the jail was reviewed today and a meeting with property owners are continuing. Test drillings are scheduled for December 20.

There being no further business, the meeting was adjourned at 7:30 PM.

Minutes approved by phone 12/22/04

Barbara Hull Richardson
Clerk

MINUTES
Cheshire County Delegation
Public Hearing
Wednesday, December 8, 2004 7:30 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives Allen; Butcher; Butynski, Chase, Dexter; Eaton; Espieffs; Foote; Hogancamp; Hunt; Mitchell, Parkhurst; Pelkey; Plifka; Pratt; Richardson; Roberts; Robertson; Sawyer; Sinclair; Tilton; Weed; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Terry Warren Ex. Asst.

Chairman Dexter opened the meeting at 7:33 PM. He spoke to the Delegation of some of the duties of the Delegation and Executive Committee.

Discussion of the budget began with Commissioner Zerba, who described the budget process. He reviewed some of the pertinent information regarding the budget. There were some questions on the County's self-funded health insurance. Rep. Pratt asked how the county is involved in the discussion on GraniteCare, the Medicaid Modernization initiative of HHS Commissioner John Stephen. Administrator Wozmak stated that we are involved and that the New Hampshire Association of Counties has been getting together to discuss the issue. They have contacted healthcare providers regarding it. A financial analysis of the plan is being prepared along with potential alternatives to the plan. Rep. Pratt asked that an informational meeting be held to advise the delegation with whatever information we receive.

Rep. Weed asked about the \$500,000 bed tax refund included in revenue. Administrator Wozmak stated that it is a tax and goes direct to the nursing home based on their Medicaid population. Director Trombly explained how the bed tax works.

Chairman Dexter stated that there is a jail advisory committee that has been established and he would like three volunteers who would like to be on that committee.

Rep. Parkhurst moved to approve to increase the mileage rate for travel reimbursement to the IRS rate of .405 cents per mile, starting January 1, 2005, Rep. Allen seconded. Rep. Eaton moved to amend the motion so that any delegation member attending any meeting should receive mileage and attendance whether or not they are a member of the committee. The vote on the amendment to the main motion taken and voice vote resulted in 21 yeas and 1 nay. The main motion passed on a voice vote of 21 yeas and 1 nay.

Administrator Wozmak gave the committee an overview of the downtown space needs that has created the need to lease space for the Alternative Sentencing Program and Mental Health Court.

Rep. Eaton moved to authorize the County Commissioners to enter into a lease for the most advantageous property to house the Alternative Sentencing/Mental Health Court program, seconded by Rep. Pratt. Voice vote resulted in 21 yeas and 1 abstention.

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

Minutes approved by phone on 12/22/04

Barbara Hull Richardson
Clerk

MINUTES
Cheshire County Executive Committee
Wednesday, December 8, 2004 8:30 PM
Jury Assembly Room, 12 Court Street, Keene, NH

PRESENT: Representatives Allen; Butynski, Dexter; Eaton; Hogancamp; Hunt; Mitchell, Pratt; Richardson; Robertson; Sinclair; Tilton; Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Finance Director Trombly; Terry Warren Ex. Asst.

Chairman Robertson opened the meeting at 8:29 PM. The budget packages and budget review schedule were distributed. Chairman Robertson asked who would not be available for next week's executive committee meeting with the outside agencies. There was some discussion on the scheduled meeting of December 13. This resulted in the meeting of the 13th being cancelled. The outside agencies will be invited to attend the Executive Committee meeting in January where outside agencies are discussed.

There was some discussion about changing the schedule and/or the location of Executive Committee budget hearings, however, no changes were made at this time.

Chairman Robertson stated that he would like to have the meetings start at the times scheduled and urged all members to maintain the schedule.

Rep. Allen moved to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$9.5 million dollars (\$9,500,000) for the 2005 budget year, January 1, 2005 to December 31, 2005, seconded by Rep. Eaton.

There being no further business, the meeting was adjourned at 8:42 PM.

Minutes approved by phone on 12/22/04

Barbara Hull Richardson
Clerk