

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 7, 2004, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; MNH Administrator Farmer; DNS Kemp; Terry Warren, Ex. Assistant to the Commissioners

Commissioner Zerba opened the meeting at 9:02 AM.

**MINUTES:** Commissioner Moore moved to approve the minutes of December 23, seconded by Commissioner Zerba, voted unanimously.

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

The Commissioners reviewed the calendar.

Old business was reviewed.

The Commissioners discussed a request from the Register of Deeds to meet with the Commissioners for a nonpublic session. Commissioner Zerba stated that they would meet with them when all three Commissioners are available. Administrator Wozmak will respond.

Administrator Wozmak attended the NHAC meeting in Concord. The Governor is in Washington this week for a meeting with the federal government to negotiate on the proshare funds.

Status of new hires.

Herdsmen has been hired

A date of January 30 has been set to meet with the HR applicants.

Administrator Farmer advised the Commissioners that the surveyors were here to review the actions taken to correct the deficiencies.

The OT-R position has been filled.

The new alignment of accountability for Laundry and Housekeeping is working out well.

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. Administrator Wozmak, MNH Administrator Farmer, DNS Kemp and Bradford Rockwell were present at the meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of the Nursing Home Administrator and the Director of Nursing to terminate the employment of Bradford Rockwell in accordance with RSA 28:10a. The Commissioners unanimously voted to return to public session at 9:40 AM.

**Nonpublic Session** - At 9:43 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, MNH Administrator Farmer, and DNS Kemp were present at the meeting. The motion was approved upon a roll call vote of Commissioners Zerba, 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 9:50 AM.

Minutes approved at Jan. 14 meeting. Robert Moore, Clerk

Item 10 time was corrected to 9:43 AM at the Feb. 18, 2004 meeting.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 14, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Superintendent Van Wickler; Register of Deeds Evelyn Hubal; Deputy Register of Deeds DiBernardo; Meredith Cooper, SWRP; Terry Warren, Ex. Assistant to the Commissioners

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

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

**New Business**

Commissioner Zerba asked Register Hubal to give her presentation. She stated that the Deputy of Deeds would be speaking. Nancy DiBernardo introduced herself and stated that she is speaking on behalf of her coworkers. She read a statement they all agreed upon.

"We are here to address concerns regarding our pay grade and compensation. The records show that we are among the lowest paid employees within the county. In fact, we are also among the lowest paid registry employees in the state. However, our purpose at this meeting is naturally to discuss Cheshire County. We believe that our responsibilities are as great as, and in many cases greater than those in some other departments that are paid a much higher grade than we are. As an example, we would like to know why finance employees start at Grade 6, while Registry employees start at only Grade 3. Accuracy is extremely important as an error in the permanent record could lead to litigation. We all deal with attorneys and the public every single day. Not only do we preserve and maintain all our county land records in an efficient and accurate manner, but also in the process, we often generate a substantial source of revenue for the county. The bottom line is that we feel we are not compensated equally or fairly as valuable employees of the County." The most important question to the Commissioners is how can you justify such a discrepancy and what will you do to correct the situation? "

Commissioner Zerba asked if anyone else wished to make a statement. No one did.

Commissioner Zerba stated that the Wage and Comp study was commissioned by the previous set of Commissioners and approved by a previous Executive Committee and Delegation. The previous Commissioners chose the company selected to do the study. The present Commissioners inherited that study, endorsed it, and commended it all the way through. There were many draft copies prepared, but in December, the final study was submitted to Department Managers and elected officials for them to study, and challenges sent directly to Don Tyler of HR Partners who prepared the study. Some elected officials/department managers, submitted feedback to Don Tyler. Mr. Tyler responded to those managers and that correspondence has been included in the Commissioners Minutes.

Implementation of the wage and comp study had a financial impact. The Commissioners reviewed the study and decided that bringing those who were below the minimum up to the minimum, would cost between \$149,000 to \$160,000. To bring others up higher, it would be an additional \$80,000. The Commissioners job was to bring a reasonable budget to the Executive Committee and the Delegation. The first budget was going to have an 13 ½% increase in taxes to be raised, which the Commissioners felt was not acceptable, nor would it be approved. They then decided on the first phase of the study bringing those that were below the minimum up to the minimum.

Commissioner Sistare asked about the comparison of Registry employees to Finance employees. Nancy stated that there is an issue with the Registry employees entering at Grade 3 and Finance employees entering at Grade 6. "Five year Registry Employees are not making what Finance employees are making to start, and the Registry employees feel that their jobs are not important" Commissioner Sistare said that there are two issues; one where the Registry employees fall on the job scale, and where people fall based on years of experience. Commissioner Sistare stated that he didn't remember the details of Register Hubal's feedback to Don Tyler, and whether she addressed that issue then. Nancy stated that she had not seen the salary survey. Register

Hubal stated that she referred her questions to Mr. Wozmak. She expected a response from the Commissioners. She said she did not address anything further to Don Tyler as no one said if you have additional questions you should go to Don Tyler.

Register Hubal stated that she has some questions for the Commissioners. She wants to know how much the wage and salary survey cost. Commissioner Zerba stated that it was just under \$30,000. She wanted to know where to find it in the budget. Director Trombly stated that it would be in the 2002 budget. The savings of the vacant HR position because it was not filled until late in the year; there was a line item adjustment to use some of the unexpended HR Director salary to perform this study. Register Hubal if this should be in the minutes, Director Trombly stated that it should be. Register Hubal stated that she has reviewed the minutes and couldn't find it.

Register Hubal stated that, as an aside, she has a problem with the minutes because very often, 51% of the minutes have been amended, and there is no amendment listed in the secretarial minutes. So, often she believes there are things being done that are not in the minutes themselves.

Her other question was that Commissioner Zerba told her that the draft version wasn't being passed out to others because it was being tweaked. She and her staff would like to know who it was that tweaked the first version. Commissioner Zerba called a point of order. He stated that he did use that word to her, and that he reconsidered his use of that word as it didn't sound very good. He feels that she is reading more into this than she should. She said that might be the case, but the original version, which she has a draft of, has obviously been tweaked. Commissioner Zerba stated that Administrator Wozmak was involved in the draft because he sat in place of the HR director because of the vacancy in the position. Commissioner Zerba asked Administrator Wozmak to explain the draft process.

Administrator Wozmak stated that as far as he knew there were only three drafts, the first presented in August, the second in October and the final in December. Register Hubal stated that she "hopes the final version is the final version and not another draft". Commissioner Zerba asked Administrator Wozmak why Don Tyler gave us a draft version and what he expected us to do with it. Administrator Wozmak stated that he expected that we knew whether the direction he had started out in was a good one or not. We are the ones that had the information to help shape it. We also suggested the format and how it was to be presented to the department managers. Register Hubal asked Administrator Wozmak what knowledge he had of the Registry of Deeds. Administrator Wozmak stated that he did not have any, he wasn't sure that he made any changes to the Registry of Deeds. Register Hubal stated that somebody did. Commissioner Sistare asked somebody did what? Register Hubal stated that somebody made changes as far as Registry salaries and so forth.

Administrator Wozmak stated that he had no idea, and he did not have a hand in that. Register Hubal stated that grades and so forth were changed, and she questions who made the change. Commissioner Sistare stated that there was no conspiracy going on. Register Hubal stated "when the Commissioners say all her employees start at a minimum, with no consideration to longevity, and yet Commissioner Zerba can stand at a public hearing and say that the Mr. Wozmak deserves a \$2000 raise upon the \$16,000 he has asked for, I think there is a conspiracy going on". Commissioner Sistare said there was not.

Register Hubal stated that her next point of order was what Mr. Wozmak is being paid right now?

Commissioner Zerba stated that he was going to overrule her at this point, because she was coming here as a Register of Deeds with the Register of Deed's staff and it has nothing to do with other personnel in the county. Register of Deeds stated that then she will make it a public issue. Deputy DiBernardo asked if the survey shows that there are so many people underpaid that they cannot do the change in one year.

Commissioner Zerba said that the results show that a number of people were underpaid and in order to implement they had to decide how to go about the changes. One of the alternatives was to bring those below the suggested wage minimum up to the minimum, and there were further steps after that. Director Trombly stated that there were three different scenarios she was asked to put together. One was take every employee to the minimum step within the grade and all other employees in that range; for example, if an employee is making \$10.50 an hour and the dollar amount doesn't exist, you would go to the next highest step closest to that rate, so everyone would end up on the step, and at least come up to the minimum. The second scenario was to bring everyone up to the minimum and took his or her longevity into consideration, for example if an employee were here seven years, you would receive the base plus 6%. The third scenario took everyone's base

and added a step for each year. The first scenario, which is what the Commissioners selected, obviously had the lowest impact on the 2004 budget. There is consideration to add phase II in 2005.

Deputy DiBernardo stated that everyone would agree that someone who works for us for five years is going to make no more money than the person working for one year does. She stated that although the Commissioner stated that the County Administrator's salary is not of issue to them, she doesn't want him to take it personally, that to them, to read in the paper about the additional increase for the Administrator, but they are at the bottom of the rung. Commissioner Zerba explained how the Administrator was working not only as the County Administrator but as the Nursing Home Administrator, and as a result, some of the money he was paid was taken out of the Nursing Home Administrator's salary line, as well as partly from the County Administrator's line because he was filling both positions. So the \$16,000 is not a \$16,000 raise per se. Register Hubal called for point of order. Commissioner Zerba stated that he is the only one who can call a point of order. Register Hubal said that you are saying he was paid \$16,000 out of the nursing home because he was acting administrator, and she has no problem with that. But you are saying that you are taking that same \$16,000, add it to his salary as County Administrator? Commissioner Zerba stated that the County Administrator is making the same money as that position was paid a year and a half ago, when he was covering both positions. The proposed amount is a step increase. Register Hubal stated this is the same as when he was nursing home administrator and county administrator. Commissioner Zerba stated yes. Register Hubal asked if that has been explained to everybody? Commissioner Zerba stated yes. At the first public hearing of the budget, Rep. Smith asked that question. Commissioner Zerba said that the County Administrator's salary is in the budget, so they have seen it. Commissioner Sistare stated that what they decided to do was to keep Administrator Wozmak at a level above the nursing home administrator. The fact of the matter is that today, if they had to hire a new county administrator today, we would be in the same range. Register Hubal stated that yes, and if a whole new board of commissioners got elected next November and decided not to fund that position, he wouldn't be here in January. Commissioner Sistare said the County has accepted and adopted this position for six years. Register Hubal stated that she "doesn't think they are being up front with what is going on within the budget". Register Hubal stated to Administrator Wozmak that it is not him, it is that what they are doing appears to be underhanded.

Commissioner Sistare again explained the philosophy used when we decided to implement this scale, there were options as Sheryl explained, with the costs to the county. The minimum cost and the next option to put them where they should fall on the step scale, based on experience, which was much more expensive. They decided not to expend that extra money this year. Sistare said it was our thought to get the experience basis implemented next year, so there will be further adjustments going into 2005. But to be fair to employees and taxpayers, we tried to balance it, going into 2004 with a minimum and into 2005 with the next step which would include longevity.

Register Hubal asked how much money the Commissioners are expecting from the Registry of Deed for 2004? Commissioner Sistare said that it is absolutely irrelevant because other departments in this county also raise money. The nursing home raises \$9,000,000. It is irrelevant that you happen to be in a department that raises money. Sistare asked if because the nursing home raises \$9 million whether that meant they should get paid more because people pay to stay in the nursing home? It's what you do for a job; it's not how much money gets raised by the department, Sistare said.

Register Hubal stated that she would like the Commissioners to say to her longest employee, which is about 5 ½ years why he should be getting the minimum the same as the year and a half employee, and why he should stay with them. Commissioner Zerba stated that is a problem with the implementation of a new project that might take more than one year to fully implement. There are almost 400 employees, the Commissioners are not disregarding them, but looking at the whole, there are others who have similar predicaments to this. Register Hubal stated that Dietary and Laundry make more money than her staff does and that she does not feel that's fair.

Commissioner Sistare stated that what he said previously was in answer to this question, and would be addressed in 2005. Commissioner Zerba had asked Don Tyler whether those who implement the type of plan do the entire plan in one year. Don Tyler said that municipalities do not but the private sector may.

Deputy DiBernardo stated that they are looking at it that they are on the bottom rung of the ladder so if you have to start somewhere to do better for employee pay, it should be happening from those that are the lowest paid, so you can't expect us to not be upset when we read the paper, no matter how you justify the Administrator's increase. She doesn't feel that they get anywhere near what they feel what they deserve, but the higher echelon gets more than they ask for. Commissioner Zerba stated that they should consider that there is a 2-½ % step increase, per the step wages, and it depends on whether or not it's granted. Deputy DiBernardo stated that the newspaper states that he asked for \$86,000 and is being given \$2000 more, which would be to them, the poor people, \$2000 more than he is asking. And they can't get what they think they deserve.

Deputy DiBernardo stated that she had another question. "Why does the Assistant Deputy position not warrant a higher paid rate for the added responsibilities that go along with the job. She is a 6 1/2 year employee Deeds, three of them having been spent in the capacity of Assistant Deputy. If the Register and I are out of the office, then the Asst. Deputy is in charge. Yet to this day, she has not received any added compensation. In fact, her pay is exactly the same as the next employee down, who has one less year of service. This glaring discrepancy means that she has been cheated out of extra money that would have gone in her retirement account if her earnings had been increased appropriately. She is an excellent, dependable worker and deserves a higher percentage increase for the position that she holds. To tie this in with our initial comment regarding our lower pay grade, I would like to add the fact that the Asst. Deputy, after 6 ½ years of service, is making less than the entry-level position pays for someone hired in Finance. Is this fair? The facts are there, you can look at the numbers. I have the chart. She makes \$10.23 an hour, as an assistant deputy. If you go upstairs where they enter at grade 6 instead of grade 3, you would make \$10.47. She only makes \$10.23 with a titled position, with tons of responsibility and with 6 ½ years of service, and that is only one glaring discrepancy. We are all underpaid. I don't know that you can say anything but that we are grossly underpaid. Do you not agree, the numbers speak for themselves."

Commissioner Zerba asked Director Trombly if there is any way to relate the percentage of increase of dollars to deeds under the new study. She stated that she knows that there is an increase to every position to the deeds department. Deputy DiBernardo stated that there are increases and there are increases. "If you are giving increases such that we are still at the bottom, say would we be happy to get a dollar an hour raise, well of course we would. But would we be happy if everyone else ahead of us is getting a dollar an hour, then we are still the low man on the totem pole" she said. Director Trombly stated that not all positions in the county are going up. "There are some that are going up and there are going to be some people who are only going up two cents an hour because they are being adjusted to the scale."

Commissioner Zerba recognized Superintendent Van Wickler. The Superintendent explained that there have been several boards of Commissioners and several efforts to bring correct wages. "There are phenomenon known as wage compression and we were victims of "wage compression" at the jail, where someone works at the DOC, the Commissioners update the pay scale, and that brings newer folks at a rate closer to the rate of long time employees. That caused a great deal of dissention among the ranks. He feels that he is an objective party listening today, and he appreciates where they are coming from. But he would like also to say that if the Commissioners were not concerned with the wage scale fairness across the board, they would not have funded this study. This study has taken several months to conduct and has taken a great deal of time to prepare for. Each of the Department Managers had an opportunity to look at the job descriptions for each person. They had an opportunity to provide feedback to the consultant, and when a final draft was made available to us, we had an opportunity to respond to the consultant with respect to any concerns we had with the study. The study takes each job description, each position, what duties and responsibilities are, level of education required, level of interaction with each department, level of fiscal responsibility required, all of that is provided a weight and the weight places the employee on a scale, it is very fairly done. One of the concerns I went to the Commissioners with was that I have employees simply brought up to the minimum. Their response was that they realize that but we are in tough times and taxpayers are not happy right now and do not want raised taxes. We have to do this incrementally. We can't take the entire package and take something that is broken, for a long time, and it is unfair to expect the board of Commissioners to fix it in one step. "

Mr. Van Wickler said that the consultant did an objective analysis. Register Hubal stated that she "would beg

to differ with him". Hubal said she has the starting salaries for seven of those Registry's, some of them Don Tyler completed, and they started all higher than the \$10.74 recommended for my particular department. Commissioner Sistare stated that the Commissioners are not in the capacity to give a detailed answer. Those questions need to go to Don Tyler. "There was an opportunity to do that and it should still be done." Nancy stated we all met with Mr. Tyler one-on-one and gave job descriptions. Commissioner Sistare stated that after this went out to department managers, they were given the opportunity to question and critique what he recommended. Nancy stated that they didn't see anything. Commissioner Sistare said he urges, and pleads with Evelyn to give that information to Mr. Tyler because Tyler is the one who should digest it and put it into this plan and give feedback to it. "I know you gave him a letter and the only thing I remember about it is that it didn't . . ." Register Hubal interrupted stating she did not give him a letter. Commissioner Sistare stated that the letter she gave to the Commissioners was forwarded to Tyler. And Tyler responded directly to the managers. Register Hubal stated that the questions she asked were to the Commissioners, not for Don Tyler. Commissioner Zerba asked if she questioned specific grade classifications. She stated she did not. Commissioner Zerba stated part of the scoring system was a system using points, there were eight criteria used in the evaluation, Knowledge and Education; mental activity, complexity of decision; job experience, responsibility/accountability; management control; relationships; analysis of research; working conditions. Within each category there was a scoring mechanism. That was done for each criteria. Commissioner Sistare stated that he would like Register Hubal to get the information to Don Tyler. Evelyn stated that she would do that. Commissioner Zerba followed saying that, for example, he saw the feedback from the Sheriff and he said that the Sheriff disagreed about part of the survey, gave back up, with the weight given in a level, and Don Tyler responded to the sheriff with his rationale for the decision. The Commissioners then received the changes Don recommended and those went into the study. Register Hubal stated that she would take Commissioner Sistare's recommendation and address them to Don Tyler. Commissioner Sistare stated that Nancy's questions should also be addressed. Nancy stated that she felt that they deserve a better recommendation than what they are getting for pay. Commissioner Zerba stated that everyone had the opportunity to challenge the document.

Administrator Wozmak said that he understood the grade argument. None of the county people put them in the grade they are in. Evelyn stated she did look at the first one and she had no problems with it, if they had implemented it. "But that first draft was tweaked" Evelyn said. Administrator Wozmak asked aren't they in the same grade? Register Hubal stated that she doesn't care what grade they are in, she "doesn't care if you call them grade 1". Administrator Wozmak stated he understood that was exactly what Nancy was complaining about—that they were in the wrong grade and that they ought to be higher. "The only way to get into a higher grade was for someone to make that argument to Don", Wozmak said. "That was the point of the meeting in December. That was the point of the draft going out. The whole point of having the draft out to the department managers was to get feedback from the department manager whether everybody was in the correct grade. Department managers were to provide that information which got passed on to Don, and he responded directly to the Department Manager. We in the Commissioners office didn't have anything to do with that." Register Hubal asked if Administrator Wozmak got her letter after the meeting. Administrator Wozmak said yes and that he passed it on to Don. Register Hubal stated that she had questions in there for the Commissioners and the County Administrator, they were not Don Tyler questions. Administrator Wozmak stated that the instructional memos stated that the department feedback was to go directly to Don Tyler or through us to Tyler. Commissioner Zerba stated the scoring system was strictly Mr. Tyler's and any challenges were to be directed to Tyler.

Wendy Putnam asked to speak. She stated that she is a department head and hasn't seen the final copy of the study. " If it is public, maybe giving it out to people might help clarify their questions. " Superintendent Van Wickler stated that he has one copy of the report and with that one copy he brought each employee into his office, explained this is the result of the study. " Only one document exists and it should be treated sensitively early on because of the budget, whether the delegation agrees to it, and if the employees see it and it is not passed, the employees would be disappointed. The report has taken a long time to do, is an awful lot of work, and the Commissioners are committee to it. "

Nancy stated that she is not picking on anyone, she is mentioning finance because they start at grade 6. " Another example is the job posting when Tina left. It was a secretary/clerk position at grade 6. It says nothing about a degree in anything." Nancy read the job description. Commissioner Zerba said that they are challenging only one criteria of the entire criteria list. Register Hubal should have challenged all of them. Nancy stated that she thought it was a Commissioner's recommendation. She "never realized that all this is governed by the study. Bottom line is, not matter how it is explained to them, that the work they do is only worthy of grade 3". Commissioner Sistare stated that they deserve an explanation. He suggested Evelyn get the specific questions and information and give it to Don Tyler, let him digest it and have Tyler explain his results.

Administrator Wozmak stated that "the whole point of sending the draft out and having the meeting with Evelyn was so Evelyn could tell Don Tyler whether these people are in the right grade or not." Commissioner Sistare stated that perhaps there was a miscommunication or misunderstanding. Register Hubal agreed. Commissioner Zerba told Evelyn to go through the eight criteria and the sub-criteria underneath that. " A total of 48 criteria, with a scoring mechanism for each, the grand total of which equals a grade. You must quantify and justify to him so Tyler can talk the same language", Zerba said. Register Hubal stated we are not talking the same language. She "appreciates this and they should understand one thing; she is not benefiting from anything being said today." She is obviously more concerned about other employees. Evelyn said she "has real problem turning over half a million dollars and working her staff, and feel that they are nothing more than McDonalds clerks."

Administrator Wozmak said that they should "focus on the point allocation to the grade." He has heard Register Hubal say she "'doesn't care what grade her employees are in', but the grade determines the pay. If you just come in after dollars, it doesn't matter, because the grade determines the pay. If you read the report and go through the figures, it's not difficult, everyone else has done it, and you determine the grade to be in, make that recommendation because the grade determines the pay."

Wanda McNamara stated that she noticed in the 2004 budget in capital funds there is an amount of \$200,000 for wage and salary. " Is that to be used to fund whatever is going to happen, like the \$149,000 plus the \$80,000? " Commissioner Zerba stated that the source of the money was to be the state proshare funds, which we did not receive in 2003. She heard that some of the funds were going for the new link.

Commissioner Zerba stated that \$135,000 was going to the link, \$200,000 was going towards the wage and comp, and there was some capital reserve. Director Trombly stated that the 2003 budget did not have the money in there, that there was an amendment that went forward to the delegation in July or August, which was conditional on receipt of the proshare funds. If you read the motion, they allowed us to increase the expense lines conditional on receipt of the funds. You will notice when the 2003 year end numbers come out you will see a zero revenue, we never received the funds."

Commissioner Sistare apologized to Register Hubal, Register Hubal apologized to Commissioner Sistare. Register Hubal stated that she is tired of having her employees low man on the totem pole, Administrator Wozmak stated again that the reason they are in grade 3 is because Don put them there for some reason, no one ever told him it was the wrong grade. " I don't know what grade you people should be, Evelyn should be determining the grade you should be in", he said to the employees Register Hubal stated that she would have liked a response, the letter was addressed to him, not to Don Tyler. Administrator Wozmak stated that the intent of getting the letter to either him or Sheryl was to pass it on to Don Tyler. " At that point we had no role in it, because it wasn't our decision to view the challenges, inspect the challenges or make a determination on them. Our only role was to pass it through to make certain that Don would get all the feedback. It was his report. And that is what we did. It was not our plan to get in the middle of it." Commissioner Sistare stated that we should agree there were some missteps and move on. Register Hubal agreed.

Register Hubal asked about the procedure for complaints about an employee. Commissioner Zerba stated that she should contact one of the Commissioners, who would investigate and reply. She stated that she complained and hasn't received a response.

### **CDBG**

Meredith Cooper from SWRP updated the Commissioners on the Incubator Project at the Blaisdell building on Roxbury Street. There is a change to the budget, \$260,000 was originally \$240,000 for reconstruction and

\$20,000 for administrative fees, to \$235,000 for reconstruction and \$25,000 for administrative fees. MEDC has agreed to the change. Letters requiring signatures were given to the Chairman for signing. The revised CDBG Code of Ethics form was given to the Commissioners for approval and signature. Commissioner Moore moved to approve the CDBG Code of Ethics, Commissioner Sistare seconded, voted unanimously.

CDFR requested signatures on the Financial Management Plan for CDBG projects. Commissioner Sistare moved to approve the plan, Commissioner Moore seconded, voted unanimously.

The Commissioners signed the authorization to submit payment request for the Incubator project.

#### Computers

Wendy Putnam advised the Commissioners that she is having problems with the server in Keene. There is \$10,536 in the budget for a new server and she would like to purchase it now, before the present server breaks down. Director Trombly suggested that the amount expended could be posted to the contingency budget. Wendy is also asking for waiver of the bid process because the equipment purchased needs to be compatible with what we have and the company she would use has been used before. Commissioner Sistare moved to allow the expenditure and to waive the bid process, Commissioner Moore seconded, voted unanimously.

#### **CDBG**

Commissioner Sistare moved 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 Commissioners reaffirm the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the Commissioners 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, seconded by Commissioner Moore, voted unanimously.

#### Short Term disability

Director Trombly stated that at present we are paying for STD for elected officials. She has contacted other counties and the ones who responded stated that they do not pay STD. She asked the Commissioners to approve the change. Commissioner Moore moved to eliminate the STD for elected officials from the budget, Commissioner Sistare seconded, voted unanimously.

There being no further business, the meeting ended at 6:40 PM.

Approved at Jan. 21, 2004 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 21, 2004, 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Barry King, Facilities Manager; Sheryl Trombly, Finance Director; Meredith Cooper, SWRP; Terry Warren, Ex. Assistant to the Commissioners

Commissioner Zerba opened the meeting at 8:32 AM.

**MINUTES:** Commissioner Sistare moved to approve the minutes of January 14, seconded by Commissioner Moore, voted unanimously.

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

CDBG

Meredith Cooper from Southwest Regional Planning was present to request the required signatures from the Chairman for the agreement for the incubator project on Roxbury Street. Meredith stated that it is a standard contract, the same as others signed by the Commissioners. Commissioner Zerba signed the contract.

Nonpublic Session - At 8:36 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of the Facilities Manager to terminate the employment of Emit Cheever in accordance with RSA 28:10a. The Commissioners unanimously voted to return to public session at 8:50 AM.

The Commissioners reviewed the calendar.

The Commissioners reviewed the Inmate Program Development report. Superintendent Van Wickler suggested that in regard to the transportation service offered in the report that the service could be added to the DOC and the towns would be charged from the DOC. He suggested that the personnel for the service not be hired until we know it is required and would be used. He stated he may be able to do this without additional personnel. The Superintendent shared his comments with the Commissioners.

Old business was reviewed.

Nonpublic Session - At 9:46 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. A 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 reached and a vote taken, however, upon a vote of the members, it was determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself or render the proposed action ineffective. Information will be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Minutes approved at the Jan. 28, 2004 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 28, 2004 5:00 PM**  
**33 West Street, Keene, NH**

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

Commissioner Zerba opened the meeting at 5:12 PM.

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

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

Calendar The Commissioners reviewed the calendar.

**New Business**

Mimi Barber, Director of Human Services reviewed her changes to the 2004 budget, as follows, which will result in a net increase of \$40,000:

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

Director Barber stated that the nursing care covers about 275 individuals.

Director Barber brought before the Commissioners the fact that many of the counties have been deducting amounts from the state bill for skilled care that they felt were not appropriate. This issue is going to be discussed at the affiliate meeting next week, in order to reply to a letter sent to the NHAC by HHS

Commissioner Stephen. The Commissioners had no questions and support the figures presented by Director Barber.

Amending minutes – There was a discussion on minute amendments. It was decided that any amendments to the minutes will be noted in the following set of minutes. Corrections to the minutes are not considered amendments, and will no longer be noted. There will be a notice at the end of all Commissioner's minutes noting "Any amendments to this document will appear in a following document." This is effective from this time on. Amended minutes will have a written note stating the date of the minutes the change is noted.

Commissioner Moore moved that any amendments to the minutes be shown in the subsequent minutes and a disclaimer be noted in the amended minutes indicating the date the amendment was made, Commissioner Sistare seconded, voted unanimously.

Administrator Wozmak reviewed the housing section, which was deleted from the HOC Inmate Program Report. He would like to put housing back into the report, noting that the county recognizes there is a problem for housing for released inmates and that we encourage the development of this type of housing. After discussion, it was agreed to keep it out of the report. There was discussion on the transportation section, which indicates that transportation could be performed by either the Sheriff or the HOC.

Administrator Wozmak stated that he had spoken to the Sheriff regarding the need. The Commissioners agreed that the report should have both options noted. The report is ready to be distributed.

The Commissioners reviewed the Employee manual.

Nonpublic Session - At 6:40 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 roll call 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 6:50 PM.

Minutes approved at Feb. 11, 2004 mtg.

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 4, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, and Moore; Administrator Wozmak; NH Administrator Farmer; Facilities Manager King; Superintendent Van Wickler; HOC Capt. Robin Cook; Farm Manager Putnam; Terry Warren, Ex. Assistant to the Commissioners.

Commissioner Zerba opened the meeting at 8:40 AM.

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

Calendar The Commissioners reviewed the calendar.

**New Business**

Administrator Wozmak gave the Commissioners an overview of the issues of discipline and supply of inmate labor at the farm. Manager Putnam stated that there needs to be some stability in inmate labor so that he is not always having to train new inmates, thereby using more of his time. Superintendent Van Wickler stated that recently there was an issue where inmates had pizza and cigarettes delivered to the farm and the employees at the farm knew of it and did not tell anyone at the DOC. This has caused disruption in the provision of labor at the farm. He stated that if anyone knows of contraband being given to inmates, the DOC should be advised. Farm Manager Putnam acknowledged that the incident took place and he spoke to the farm employee responsible. Everyone agreed that contraband at the farm was a chronic problem and that the need to control contraband had to be balanced against the burden placed on the farm employees. The Superintendent stated that he feels there needs to be more meetings between Robin and David. David stated that he is willing to work with Robin to find a middle ground in the supply of inmate labor. Commissioner Zerba said that he hoped they could work it out since the alternative was to have the Commissioners work it out for them, which may mean using no inmates at all. Robin stated that David is supposed to be receiving two to three inmates trained in farm operations along with two who have not received any training and that when this does not happen, he would look into it. Superintendent Van Wickler stated that it is difficult to depend on inmates in operating county departments, given the uncertain nature and terms served by inmates, which average 22 days. Mr. Putnam reminded the Commissioners that the farm operation was designed to be labor intensive specifically to use inmates. Superintendent Van Wickler stated that the shift of offenders to alternative sentencing reduces the inmates used for labor for the farm, nursing home and maintenance. As an example, he stated that there are currently 17 offenders on electronic monitoring and that this represents 17 people who otherwise would have been in Westmoreland and able to be released to work on the farm. Last year, there were only 3 offenders on electronic monitoring. Mr. Van Wickler observed that this trend of community corrections would mean that there might be fewer consistent inmate laborers for county work purposes. The Superintendent said that this is a success for corrections but it is having an impact on our in-house inmate labor allocations. The Commissioners agreed that Administrator Wozmak should meet with Manager Putnam and Capt. Cook in order to work out the issues involving inmate labor.

Nonpublic Session - At 9:07 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 roll call vote of Commissioners Zerba and Moore. As a result of the deliberations in nonpublic session, the Commissioners confirmed their acceptance of the recommendation of Manager King regarding the termination of Emit Cheever. The Commissioners unanimously voted to return to public session at 9:15 AM.

The Commissioners discussed what the agenda was to be for Monday's delegation meeting regarding the new correctional facility. The jail will be the only item for discussion.

Administrator Farmer updated the Commissioners on the open positions at the nursing home, including the RN/Administrator at the Assisted Living Apartments, the MDS Coordinator and the Nurse Practitioner.

Administrator Farmer advised the Commissioners that a local physician has been recruited to provide medical care to the residents of the nursing home which, over time, will supplement the medical services provided currently.

Manager King said he will send his comments and recommendations regarding the Honeywell capital equipment energy conservation project to Administrator Wozmak for his review.

There was discussion on the options for expansion for the downtown county offices.

The Commissioners reviewed some sections of the Employee manual.

There being no further business, the meeting ended at 10:12 AM.

Minutes approved at Feb. 11, 2004 mtg.

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 11, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Sheryl Trombly, Terry Warren, Executive. Assistant to the Commissioners. Commissioner Zerba opened the meeting at 5:10 PM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of Jan. 28, seconded by Commissioner Zerba, voted unanimously. Commissioner Moore moved to approve the minutes of Feb. 4, seconded by Commissioner Zerba, voted unanimously.

**Calendar** The Commissioners reviewed the calendar.

**New Business**

Administrator Wozmak advised the Commissioners that the jail video arraignment equipment requires repairs. The court system stated that they were not responsible for repairs of the equipment as the equipment was purchased by the state, using grant funds, for the counties. A bill was sent to the jail and Penny Vitale contacted the AOC regarding the bill and they agreed to pay for a \$90 repair bill for the equipment. Wozmak spoke about the possible need to post a repair to the contingency line and to add a repair line for this equipment in 2005, if we are to continue to use the system. The State has indicated that they want to determine who is called in to do the repairs as they have connections with suitable vendors of this equipment. Director Trombly distributed a copy of additional changes made to the pay and classification survey that related to the Registry of Deeds employees as a result of discussions at a previous Commissioners meeting (January 14, 2004). The Commissioners accepted the consultant's recommendations that were received by the Commissioners today. The change will be brought before the Executive Committee on Monday, January 16, 2004. The total amount of recommended additions for the Registry of Deeds employees' wages is \$23,149.00. In addition to the Deeds additions, there was discussion about correcting the position of Sergeants in Corrections so that all Sergeants are placed in the same grade. This corrective adjustment to the report will add an additional \$1,921.00 to the budget. As a result of these additional amounts, there was a discussion about \$80,000 that the Commissioners had recommended for Phase II of the pay and classification study that would have been added to the 2004 budget in part due to the \$697,000 surplus in the County 2003 budget. Commissioner Sistare stated that he is not in favor of recommending an amount for Phase II yet as the Commissioners have not yet determined the implementation plan nor have exact cost impact figures been calculated. He would rather the Executive Committee table that portion of the discussion until we have made certain decisions and can accurately predict the cost impact. Commissioner Sistare will discuss this with the Executive Committee at the meeting on the 16th and the Commissioners will continue their deliberation about this at the Commissioners meeting on the 18th of January. The goal would be to provide the Delegation with complete information and a recommendation at the Delegation meeting on March 8, 2004. Delegation Bond Vote - The Commissioners discussed the next steps to take and what process should be followed. The Commissioners will discuss at next weeks meeting a schedule of meetings in Westmoreland and what the agenda should include.

Nonpublic Session - At 6:30 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 roll call vote of Commissioners Zerba and Moore. As a result of the deliberations in nonpublic session, the Commissioners voted unanimously to accept the recommendation of Superintendent Van Wickler to terminate the employment of William Ells effective February 24, 2004. The Commissioners unanimously voted to return to public session at 6:45 PM.

The Commissioners reviewed some sections of the Employee manual.

There being no further business, the meeting ended at 7:15 PM.

Minutes approved at Feb. 18, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 18, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Sheryl Trombly; Linda Mangones, Keene Housing; Jack Dugan, MEDC; Terry Warren, Executive. Assistant to the Commissioners.

Commissioner Zerba opened the meeting at 8:30 AM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of Feb. 11, seconded by Commissioner Zerba, voted unanimously. The Jan. 7 minutes were corrected by inserting the correct beginning time of 9:43 AM, for item 10, nonpublic session.

**CDBG**

Linda Mangones presented a new economic development CDBG project to the Commissioners. The proposal to be considered by Cheshire County is a grant of \$440,000 in 2004 CDBG funds for Monadnock Economic Development Corporation (MEDC). MEDC will use the funds for improvements to its vacant industrial property at 55 Black Brook Road. The property will be leased to Janos Technology Inc., a manufacturer of infrared optical components. Janos Technology is currently located in Townshend, Vermont and is relocating to the Black Brook corporate park for the opportunity to occupy a much larger building. The company plans to create at least 22 new jobs.

A public hearing will be scheduled at the Delegation meeting of March 8, to provide residents with specific information regarding grant requirements and to obtain their opinions about community development and housing needs. They may also comment on Cheshire County's Housing and Community Development Plan and Relocation and Displacement Plan, which will be reviewed at the hearing. The proposed project will not result in the displacement of any residential households, businesses, or other entities.

The Commissioners supported the program presented.

Jack Dugan updated the Commissioners on the Latchis Building. An application has been sent to the state for review of the building project as a Downtown Initiative Project. They suggested that a feasibility study be done on the building. This has been completed and it backs up the use planned for the building. A copy of the study will be forwarded to Administrator Wozmak.

Calendar The Commissioners reviewed the calendar. Next weeks meeting has been cancelled.

**Old Business** Old business was reviewed.

**Jail Update**

The Commissioners discussed the date and agenda for the first meeting, to be held in Westmoreland, about the jail project. Superintendent Van Wickler stated that he would like to see us move forward with the engineering study of the two sites. Commissioner Moore stated that he would like to take a walk around the gravel pit. The Commissioners agreed that Administrator Wozmak will call Clough Harbour and ask them to submit an estimate for the engineering work on the two sites.

The Commissioners chose March 17 as the date for the Westmoreland meeting. They will begin the meeting at the HOC for a tour at 8:30AM and will then travel to the Westmoreland Town Hall at 9:30 AM to meet with the public. The Commissioners will repeat the 9:30AM meeting agenda again at 7:00 PM at the Westmoreland Town Hall. Administrator Wozmak will contact the town to set up the meeting.

**New Business**

Finance Director Trombly distributed a sample implementation grid to assist implementing the new pay program. The grid considers the length of service and individual performance. Director Trombly will work with the sample to refine it and e-mail it to the Commissioners. She will work with the guide to determine the cost of implementing the second phase of the Pay and Classification Study and e-mail it to the Commissioners. There was discussion on the date the program is implemented. It was decided that October 1 will be the implementation date. She will contact Don Tyler to establish a timeline on the evaluation program.

Superintendent Van Wickler reviewed several items with the Commissioners.

A check for the cost of hospital fees was received from an inmate who attacked another inmate.

The Superintendent reviewed a new software program, which he had seen some time ago, but was able to review it at a meeting with the state. The program, VINE (Victim Information Notification Everyday) notifies victims the status of the offender. To implement the VINE program on a State wide basis, it is approx. 80k to start and 200k per year to maintain. For a single County it is about 20k to start and 60k per year to maintain. The State is researching possible funding sources for the program.

Superintendent Van Wickler attended the committee meeting discussing HB 1329, which is the bill to abolish county government. There were many individuals from county governments addressing the need for county government.

Lt. Rob Hummel is the Director of Training and staff development. He will be attending a federally sponsored training class in "Training for Staff Trainers". This will certify him to teach correctional classes in any forum. He will be going for one week in March all expenses paid by the Federal Dept. of Justice.

The Superintendent was going to Keene High School after the meeting today to give an award to the three students who prepared a video about the jail.

Director Trombly received an e-mail that there is discussion about dispersing the state proshare funds. There was discussion as how the funds would be used.

Director Trombly explained the county tuition reimbursement policy that requires an employee to remain employed for a period of one year as a condition of receiving tuition reimbursement. She said that while we cannot require employees to work, we can attempt to recover the tuition paid if an employee leaves before one year has elapsed. She said that an employee received a tuition reimbursement check and resigned the same day and she would like to confirm the Commissioners' view on how aggressively to attempt to recover the funds paid. The policy that the employees sign states that employees must refund the reimbursement if they leave before a year. The Commissioners reaffirmed the policy and said that she should pursue a return of the funds as aggressively as necessary, including using the courts in a legal action.

The Commissioners reviewed some sections of the Employee manual.

There being no further business, the meeting ended at 11:38 AM.

Minutes approved at March 3, 2003 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 3, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; HOC Superintendent Van Wickler; Farm Manager Putnam; Facilities Manager King; Terry Warren, Ex. Assistant to the Commissioners  
Chairman Zerba opened the meeting at 8:30 AM.

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

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

**Calendar** The Commissioners reviewed the calendar. There was discussion regarding the agenda for next week's delegation meeting on March 8.

**New Business**

Sheriff Foote brought before the Commissioners the fact that the Town of Gilsum has sold to the county (for \$1.00) the police cruiser for the deputy that will be covering the town 20 hours per week. Should the arrangement not be successful for the town, they want to be able to re-purchase the automobile (for \$1.00). The Sheriff gave an overview of the work that has been done in the planning of the 20 hours that will be covered by the deputy. The Commissioners agreed that transferring the vehicle back to the town would be appropriate if the agreement was not renewed.

Manager King stated that he has not received any bids for the two used copiers the county has advertised for sale. Commissioner Sistare will have an office supply company in Jaffrey contact Manager King.

Administrator Wozmak suggested that a letter be sent to the towns in the county to advise them of the sale. Manager King will send out the letters.

**Old Business** There were no updates on the Latchis building or the Honeywell contract.

**New Business**

Director Trombly presented suggestions on how the Pro Share funds should be distributed. We received a total of \$590,034. She suggested: \$150,000 towards the microwave; \$22,500 for phase 2 of the wage study; \$35,000 towards taxes to be raised, which will reduce the taxes to be raised for 2004 to 1.5%; \$226,285 towards capital reserve savings; \$156,249 towards surplus.

Director Trombly discussed a formula for implementing phase 2 of the salary survey. She explained the two options she made to adjust the wage scale. She feels option 2 is the best option on the basis that it is more equitable with the added benefit that it would be somewhat less expensive. After discussion, the Commissioners agreed that option 2 is the best.

Administrator Wozmak explained that the additional funds for the microwave is to cover any increases in costs since our original quote last fall. There is also an additional amount if the jail is built on the gravel pit as this site is not line-of-site to the present set-up and may require an additional relay.

Manager Putnam and Manager King have been checking on the issues associated with the wastewater lagoon relative to the new jail. Milk waste is put in the lagoon and this is causing overfilling. They have checked with other farms and they suggest that the way to handle the milk waste is in a liquid manure storage system, which would cost approximately \$160,000 (and includes not only the storage system itself, but replacement equipment necessary for hauling and field application). Manager King asked if the cost for this would be handled by the jail bond. Administrator Wozmak stated that the sewage treatment improvements could be considered part of the jail since the overall expansion assessment was necessitated by the jail expansion.

An in depth study is indicated to determine if diverting the milk waste would eliminate the need for an additional/expanded lagoon system. There is a good chance that a manure storage system combined with improvements in water utilization generally might eliminate the need for the projected \$500,000 expense

associated with a larger sewage treatment lagoon. There are existing jail bond funds to perform the assessment.

#### Jail

Superintendent Van Wickler is in the process of forming his design committee. He has forwarded a list of names to Administrator Wozmak. Administrator Wozmak is waiting for a proposal from Clough Harbour for some of the site work. Superintendent Van Wickler has prepared a sample RFQ for Administrator Wozmak to review.

There was some discussion regarding the recommendations of the jail study and whether or not the present building would be re-used as part of the new structure. Commissioners Sistare and Moore felt that re-use of the existing building had not been ruled out. Superintendent Van Wickler said this should be a question for the site consultants to determine whether or not using part of the old building is viable. The Commissioners agreed that the architect/engineers should determine this so that the Commissioners can make a decision regarding the existing building.

#### **Nonpublic session**

Nonpublic Session - At 10:00 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 roll call 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 deny the request for an extended leave of absence submitted by Elsie Descoteaux. The Commissioners unanimously voted to return to public session at 10:15 AM.

#### **New Business**

The Commissioners discussed the names submitted thus far for dedication of the 2003 annual report.

Director Trombly discussed the process by which the County documents the jail bond authorization vote. In the past it has appeared within the state-required budgetary forms that are submitted to DRA. After discussion, the Commissioners asked Director Trombly to contact other counties and to clarify the best method to document the vote and to let them know her suggestion.

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

Minutes approved on March 10, 2004

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 10, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly Finance Director; Barry King Facilities Manager; Mimi Barber Human Services Director; Terry Warren, Ex. Assistant to the Commissioners; Linda Mangones Keene Housing Authority; Rob Riley, Micro Credit NH.

Chairman Zerba opened the meeting at 5 PM. Linda Mangones requested the Commissioners support for the CDBG project that was approved by the Delegation at the meeting last week. Commissioner Sistare moved that the County apply for Community Development Block Grant funds, not to exceed \$440,000, to be used by Monadnock Economic Development Corporation for leasehold improvements at 55 Black Brook Road, a manufacturing facility to be leased by Janos Technology, Inc.; that the Commissioners reaffirm the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the Commissioners will accept the grant, if approved, and will enter into a contract with the State of New Hampshire, and further, that the chairman of the County Commissions is authorized to execute any documents that may be necessary for the project, Commissioner Moore seconded, voted unanimously. Linda Mangones requested that Chairman Zerba sign a certification of compliance with the laws, regulations and requirements associated with the CDBG project.

**MINUTES:** Commissioner Sistare moved that the minutes of March 3, 2004 be approved, seconded by Commissioner Moore, voted unanimously.

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

**Calendar** The Commissioners reviewed the calendar. Chairman Zerba reminded the Commissioners of the telephone conference to be held on Thursday at noon regarding the NHAC Commissioners' Council to discuss whether the counties will support legislation that would continue the Medicaid obligation (50% of the non-federal share) for one additional year (at the request of the Senate) while the State awaits the decision of CMS on the provider tax/MQIP.

**New Business**

Rob Riley from Micro Credit-NH handed out brochures about his organization. Micro Credit is supported by a CDBG grant through Grafton County, and they provide loans, training and networking opportunities to small businesses and to self employed individuals. He distributed a list of some of the participants of the program since 1999, who are residents of Cheshire County. He requested that if they supported the program, that the Commissioners send a letter of support.

Human Services Director Mimi Barber stated that the proceeds for one of the Community Youth Profile programs was to purchase two kayaks for use at a privately operated residential juvenile center. Due to state budget cuts, that organization has dissolved having never used the kayaks and is returning them to us, at our request since the intended purpose was not met. Commissioner Sistare suggested that we offer them to the towns if they can use them. Mimi Barber will draft a letter to the towns seeking letters of interest for the kayaks.

Manager King presented to the Commissioners the fact that the condensate pump system requires repair, and \$10,000 has been budgeted for this item. This system is part of the steam system for the boiler at Maplewood. He has received a quote for the system from B.E. Crowley for \$5518, and approximately \$1000 for installation. He requested that the Commissioners authorize him to bypass the bidding process due to the unique nature of the customized equipment and this company's familiarity with our system and our desire to maintain compatibility in the system. Commissioner Sistare moved to authorize Manager King to waive the bidding process and to purchase the condensate pump system from B.E. Crowley, Commissioner Moore seconded, voted unanimously.

Proposals for the jail site assessment at the gravel pit have been received from Clough Harbour for \$88,650. Commissioner Sistare suggested that we get additional quotes on the assessment work. Administrator Wozmak will contact Clough Harbour for an evaluation of the present jail site for a new jail. A proposal from Clough Harbour for \$19,350 to analyze the use and needs of the Waste Water Treatment Plant was presented.

The Commissioners discussed the NIC "Managing Jail Design and Construction" program to be held in Longmont, Co. on July 18-23. This program is sponsored and paid for by the federal government. The Commissioners agreed that Administrator Wozmak, Superintendent Van Wickler and Manager King should apply to attend the program. Administrator Wozmak will send in the written request.

Administrator Wozmak gave the Commissioners a suggested list of members of the Jail Advisory committee, prepared by Superintendent Van Wickler. The Commissioners suggested that the Chairman of the Delegation and the Executive Committee, or their designees, be asked to be on the committee.

Director Trombly gave the Commissioners a copy of a letter for the employees regarding the Pay and Classification Study. She will send the letter to employees.

The Commissioners discussed the names submitted for the dedication of the annual report.

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

Minutes approved at the March 17, 2004 meeting Robert Moore, Clerk

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

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak  
Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Moore moved that the minutes of March 10 be approved, seconded by Commissioner Sistare, voted unanimously.

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

After meeting with the Nursing Home Administrator, Commissioner Moore moved to authorize the hiring of a new Advanced Registered Nurse Practitioner (ARNP) at Grade 7, Step 13 on the new wage scale. Seconded by Commissioner Zerba, motion passed unanimously.

The Commissioners discussed the recently held Pay and Classification Study meetings that were held for Department Managers.

The Commissioners signed a letter of support for the Micro-Credit of NH group to encourage the Grafton County Commissioners to continue sponsoring the grant. The grant has provided funding for literally dozens of start-up businesses in Cheshire County.

**JAIL**

The Commissioners conducted the statutory HOC tour with Captain Cook. It was noted that the front booking area has been decongested by moving the Objective Jail Classification Officer to the office formerly occupied by the Inmate Program Director. The Inmate Program Director's office was visited. His office has been moved to the former Resource Center room. The dining area now holds the Resource Center computers, which have been hooked up in a new work station area. The Commissioners then visited the medical room. The gym and library were visited.

The Commissioners asked about the population of the jail. There are seven females at this time, last week there were 15 females. There are 12 federal inmates as of this morning but two are scheduled to leave this morning.

In the Sallyport, the Commissioners inspected the utility transport van that is used to transport food, laundry and inmates around the campus. The floor of the van was replaced because of food spillage and impermeable plastic was installed.

The Commissioners inspected the ADA shower room, which was being used by an inmate with special needs. The facility hopes to install a small washing machine and dryer to do special laundry items or small loads without having to send it up to Maplewood for special handling.

The Commissioners inspected the upper and lower control room and noted that the video monitors in the lower control room had been relocated for better security and visibility.

Captain Cook and the Commissioners reviewed the inmate classification system. The Commissioners then visited Rm.205, which is the Protective Custody room that had four inmates in it.

The Commissioners reviewed the segregation unit and the status of the three individuals in it; one having been there (by choice) approximately for the past year. The Commissioners ended the tour of the jail and suspended the meeting to move to the Westmoreland Town Hall to hold the New Jail Informational Meeting. 9:30 AM, Westmoreland Town Hall:

The Informational Meeting was attended by eight members of the public, one Selectman and a reporter from the Keene Sentinel. Commissioner Zerba reviewed the construction timeline suggested by the National Institute of Corrections that generally talks about the length of time for each phase of the process. George Nitchelm, a Westmoreland resident, asked if the Commissioners took into account the vote that the townspeople took a couple years ago. He also said that he felt that the Site Selection Committee did not look at enough sites. In a dialog with another resident, Mr. Nitchelm stated that he did not "want to shut the jail down". Mr. Savage, a Westmoreland resident, said that the Commissioners were "doing the right thing". Mr. Nitchelm asked if there were going to be public hearings on the project. Commissioner Zerba responded that

these informational sessions are designed to gather input from the citizens. June Hammond, Westmoreland resident, asked "what's in it for Westmoreland?" and discussion followed.

Westmoreland resident Thomas Hanna asked about the Connecticut River and any environmental impacts the project might have. He also asked about inmate programs and whether we had a breakdown of transportation costs. Resident Walter Derjue said that the previous jail expansion "was pushed down our throats" and wondered if programs could cut the need for a jail. He was provided a copy of the Bennett report on programs and statistics. Resident Len Starkey commented generally about the jail and said "I'm not opposed to the jail being in town" but he also wondered what's in it for Westmoreland. Resident Bruce Clement registered his concerns for the farmland and that he hoped that the Commissioners could balance the long-term interest of keeping the land available for agriculture in the future. He also mentioned his role in the first round of the site selection process where the possible uses of the old building were discussed. Mr. Derjue commented that it used to provide help years ago but that has changed now.

Mr. Starkey talked about what it was like having the jail in town back in the 30's. He talked about the floods and the fact that the bridge was repaired with the help of the County. Mr. Derjue commented on how many crops were grown on the county farm for the County's use. Ms. Hammond talked generally about inmate programs in another County. She asked Commissioner Moore why he wanted the jail here. Moore said that he has lived closer to the jail than anybody and longer than most people and it has never been an issue having the jail in town.

Mr. Nitchelm asked if the existing jail could be considered for a modest expansion rather than a whole new building. The Commissioners said that, indeed, one of the first things the architect will do is evaluate the viability of reusing some of the existing building. Mr. Nitchelm asked what the current policy was on federal inmates. Commissioner Zerba said that the Board has modified the previous policy of 10 federal inmates to allow the Superintendent to use his discretion on the number of federal inmates that can be safely and efficiently held. The Commissioners also mentioned that it helps the County because we receive revenue for holding federal prisoners. Mr. Nitchelm felt that in his view, we should be taking care of our own inmates and not others, and that doing so would ease the overcrowding. Mr. Starkey also registered his concern for loss of the farmland if the jail were built on the banks of the river. Mr. Nitchelm asked if there was any possibility that there could be two jails in town. Commissioner Moore said that anything was possible and that this topic was brought up two years ago during the first site selection process.

Ms. Hammond echoed the interest in perhaps reusing some of the existing building and/or making the building higher (multi-story) to save farmland. Mr. Derjue felt that if the County was going to use the gravel pit, the County should take care of the roadway. Mr. Clement asked what was meant by "campus-style" facility as he has been seeing that term in the papers and wonders if that means that more land will be taken up. Administrator Wozmak said that he has also read that term and has no idea of its origin.

After thanking those who attended the meeting, Commissioner Zerba suspended the meeting at 10:55 AM. Information session resumed at 7pm at the Westmoreland Town Hall.

Approximately 23 citizens, including two Selectmen and State Rep. Jack Laurent, were present. Chairman Zerba opened the meeting with a brief review of the site selection process and the general timeline relating to the construction timeline. Rep. Laurent asked what location the consultants recommended. Chairman Zerba stated that they recommended the new jail site to be built within 5 miles of Keene. Citizen 'A' (who did not identify himself) lamented that Westmoreland was not the best site, but . . . it seems that it does not matter what the consultant recommended.

Gwen Mitchell, a Westmoreland resident asked if the County has looked at the railroad property in downtown Keene and said that she objected to the County coming in and "raping the farmland" by putting a jail on it. Rep. Laurent made a comment that essentially the Commissioners are off the hook as it was the delegation that made the decision and not the Commissioners. A Westmoreland resident asked if alternative sentencing would reduce the population sufficiently to eliminate the need for the facility. He was provided a copy of the Bennett study regarding the statistics on diversion and the overall reduction that can be expected. Westmoreland resident Bob Mitchell asked now that the Delegation has authorized the appropriation, how could the decision be revisited. There was a comment regarding the increased transportation costs associated

with a Westmoreland facility vs. a Keene facility. Former Commissioner Richard Daschbach questioned the need for a 15-acre parcel of land for the facility as recommended in the report. Westmoreland resident John Harris said that it was disingenuous to ignore the consultant's recommendation as to the location while accepting other aspects of the report. Westmoreland resident Jim Beeler blamed the delegation for not making the decision to go with the Bardwell property as it was clearly the best site and met the requirements. Mr. Harris reiterated that it should be in Keene and that the recommendation of the expert should be followed. Westmoreland resident and former Selectman Michael Reed asked if Eminent Domain had been considered specifically regarding the Bardwell property in Keene. He was told of the decision by the delegation against the use of Eminent Domain. Westmoreland resident Jim Blake stated that he felt that the farm was a real asset and asked if the issue of a conservation easement was going to go forward. He was advised that while the Delegation was inclined to support a conservation easement they were not inclined to do so until the issue of the jail's location was decided. Resident Elizabeth McKenney asked if residents would have input as to which site was chosen. It was suggested that the Commissioners put signs up at the possible locations so residents could better understand where the potential sites are. Commissioner Zerba and Moore asked for input from the residents about the gravel pit site and it appeared that most residents were not in favor of the gravel pit due to the possible visibility of the building and soil problems. Mr. Harris stated that he felt that we had "taken the American system out of this process" and that the project had been decided "without any votes". Resident Beeler underscored that everyone seems to agree that something needs to be done with the jail and that the issue is whether the Delegation would change their vote. Resident Harris asked if more studies could be performed regarding land. He said it was unconscionable to take the farmland. He failed to see the logic in not buying the Bardwell property. Jim Beeler asked if the Delegation would be willing to hold a meeting in Westmoreland, so residents could meet with them regarding their decision. Commissioner Zerba said that he would be willing to ask the Delegation Chair this question. Michael Reed asked if the County would be willing to pay for a building inspector who would work for Westmoreland to oversee the construction of the jail as the current building inspector did not feel qualified to do so. He was told that it was something that could be discussed. Commissioner Zerba thanked those in attendance. The Commissioners had Public Comment Forms available and seven forms were taken by the public. The meeting adjourned at 9:00 PM.

Minutes approved at the March 24, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 24, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Facilities Manager King; DNS Kemp; NH Administrator Farmer; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 5 PM.

**MINUTES:** Commissioner Sistare moved that the minutes of March 17 be approved, seconded by Commissioner Zerba, voted unanimously.

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

**Calendar** The Commissioners reviewed the calendar.

**Old Business** At the Westmoreland Information Meeting regarding the jail, resident Jim Beeler requested that the Commissioners ask the Delegation to hold a Delegation meeting in Westmoreland to allow the residents to provide feedback to the Delegation regarding the jail. Chairman Zerba stated that on March 21 he contacted Rep. Peter Espieffs, Chairman of the Delegation and Rep. Espieffs denied the request for a meeting in Westmoreland. Commissioner Zerba stated that he forwarded that response to Mr. Beeler by telephone on March 22.

**New Business**

Manager King requested that the water pump for the Maplewood therapy pool be replaced at a cost of approximately \$600. He has requested that the costs be taken from the Clara Wellington fund, which contains approximately \$25,000 in funds for the upkeep and maintenance of the pool. Commissioner Sistare moved that Manager King purchase the water pump for the therapy pool with the funds from the Clara Wellington fund, Commissioner Moore seconded, voted unanimously.

Administrator Farmer presented to the Commissioners the fact that he is going to promote Lorraine Merrow to the position of Assisted Living Facility Manager and will be using a per diem Registered Nurse for 15 hours a week for the Assisted Living Facility Registered Nurse position, which should result in a savings of approximately \$18,000 a year. Adrian was commended by the Commissioners for his proposed changes. Director of Nursing Services Kemp advised the Commissioners that MNH will start using the Medical Nursing Aides (MNA) position which were approved several years ago. She advised the Commissioners that in order to add the six MNA positions, six Licensed Nursing Aide (LNA) positions were eliminated. Instead, she would like to reduce six Licensed Practical Nursing (LPN) positions and add back the six LNA positions as she can use the LNA's more than the LPN positions. The Commissioners agreed that if she thinks this may work out better, she should do so.

DNS Kemp also brought before the Commissioners the fact that a couple of years ago there were three positions added to the housekeeping department, to assist with clean up in the wards. Lisa stated that Robin, Supervisor of Housekeeping has not been able to fill the positions so she agreed to have the ward aids do the work instead of housekeeping. The Commissioners agreed with her suggestion.

Administrator Farmer advised the Commissioners that the new Advanced Registered Nurse Practitioner, Melanie Krauthoff, will start full time on April 7. ARNP Virginia Daschbach is retiring on April 13.

Director Trombly distributed a copy of the Management Letter from the auditors. This letter identifies areas needing correction that they found in their audit. A change is required in the bookkeeping practices of the Deeds department and Register Hubal will be asked to submit a corrective plan as required which will be forwarded to the auditors.

Director Trombly stated that she has received a bill from the auditors and the additional charges due to the GASB (General Accounting Standard Board) 34 came in at over \$12,000. She expects the budget for the audit to be double what was budgeted.

Jail

Administrator Wozmak updated the Commissioners on the jail timeline. The RFQ for solicitation for qualified bidders is being drafted. Once the draft is completed, it is expected that it would take about 30 days for responses.

Superintendent Van Wickler stated that his military duty will be completed in three increments, rather than at one time. One week has been completed, he will be out one week in April and one week in June.

Superintendent Van Wickler has received two resignations at the HOC, he now has three vacancies.

Interviews were conducted yesterday.

The population at the jail 81, federal inmates at 12.

Farm Manager Putnam has received bids for the mixer wagon. He recommends accepting the lowest bidder, Hendy Brothers. Commissioner Moore spoke briefly to the equipment bids. Commissioner Sistare moved to approve the bid of \$14,600 from Hendy Brothers, as recommended by the Farm Manager, Commissioners Moore seconded, voted unanimously.

<b>COMPANY</b>	<b>BID</b>
Hendy Bros.	\$14,600
Sirum Equipment	\$18,500
RN Johnson	\$18,000
Northeast Farm service	\$15,500

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

Minutes approved as corrected on March 31, 2004 Robert Moore, Clerk

Minutes amended to add "architect/engineering" regarding bidders in Item 1 under Jail; adding "architect/engineering" to sentence regarding bidders in Item 1 under Jail; under Farm, add the amount budgeted for the mixer wagon, \$15,000

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 31, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Terry Warren, Ex. Assistant Chairman Zerba opened the meeting at 8:35 AM.

**MINUTES:** Commissioner Moore moved that the minutes of March 24 be approved as amended, adding "architect/engineering" to sentence regarding bidders in Item 1 under Jail, and adding \$15,000 as the budgeted amount for the mixer wagon, motion seconded by Commissioner Zerba, voted unanimously.

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

Calendar The Commissioners reviewed the calendar.

**Old Business**

There were no updates on old business. The Commissioners and Administrator Wozmak discussed the Honeywell contract.

Administrator Wozmak stated that the auditors letter of correction for Deeds was delivered and Register Hubal has responded and agreed to the suggestion for a corrective action regarding maintaining a running balance in the checkbook.

Commissioner Moore asked what the GASB (General Accounting Standard Board) 34 is and how it affects the auditing process. Administrator Wozmak explained the changes.

Administrator Wozmak stated that he was contacted by the Nursing Home Administrator regarding placing the new positions of MNA (Medical Nursing Assistant) on the salary scale since the position is a new position and the NH Administrator would like to start the position at a higher step than the first step. The Commissioners agreed that the position may start at a higher step than the first step in the grade.

**Jail**

Administrator Wozmak asked the Commissioners if they prefer using the present site for the new jail rather than continuing to look at the gravel pit. He suggested that we do a limited survey on the gravel pit in order to determine whether there is sufficient gravel for use under the foundation for the jail at the present site. The Commissioners stated that they do not think the site survey is needed but assessing the gravel potential for purposes of providing fill around the current jail building would be useful. Administrator Wozmak stated that he has received a quote to have Clough Harbour do a soil sample to determine the quality and depth of the gravel in the gravel pit site. Commissioner Moore moved that we do not consider the gravel pit for the jail, unless extenuating circumstances occur, and that the architect be directed to re-use the existing building to the extent practicable, Commissioner Sistare seconded, voted unanimously.

The Commissioners continued their review of the employee manual.

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

Minutes approved at the April 7, 2004 meeting. Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 7, 2004 8:30 AM**  
**Maplewood Nursing Home, Keene, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Superintendent Van Wickler; Maplewood Administrator Farmer; Facilities Manager King; Finance Director Trombly; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 8:35 AM.

**MINUTES:** Commissioner Moore moved that the minutes of March 31 be approved, motion seconded by Commissioner Zerba, voted unanimously.

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

Calendar The Commissioners reviewed the calendar.

**Old Business**

Administrator Wozmak stated that he contacted Jack Dugan of Monadnock Economic Development Corp. regarding the Latchis building. There may be a delay at CDFA (Community Development Finance Authority), because they are in the process of searching for a new director. Administrator Wozmak asked the Commissioners if they wanted him to contact either the United States Senators or Representatives to see if they can follow up on it. The Commissioners felt it would be appropriate to use some political pressure if it would keep the project from falling through the cracks.

**New Business**

Manager King advised the Commissioners that the Army Corps of Engineers has accepted as a project repairing the erosion on the County's Westmoreland riverbank caused by last summer's flood. He believes they will be contacting us soon to begin the work. The Army Corps pays for the first \$40,000 of expenses, and the balance of the project is a 65%/35% match, the County's share being 35%. The County 2004 budget will likely need to be amended to add the balance of funds required to complete this essential project. Three bids were received for the retired copiers. One bid of \$100 for each copier was received from the Town of Jaffrey, one bid of \$75 was received from St. Johns Church in Walpole. Manager King explained that the copiers were advertised for bid, none were received; a letter was sent out to the towns and only one received from the Town of Jaffrey. Commissioner Moore moved to sell the copiers to the Town of Jaffrey, Commissioner Zerba seconded, voted unanimously.

Commissioner Zerba spoke of attending the NHAC affiliate meeting and he gave Administrator Wozmak some information regarding the bills the NHAC is following. There was discussion on the information he learned at the meeting.

**Jail**

There was discussion on the Jail Advisory Committee to be established. The Superintendent noted that his recommendation is that the committee consist of: County Commissioners; County Administrator; Superintendent Van Wickler; Facilities Manager; President of the Chiefs of Police Association; one attorney from the County Attorney's office; one attorney from the Public Defenders office; two delegation members, one Superior Court representative and one District court representative; a law professor from Keene State College; and a member of NH probation and Parole. Administrator Wozmak will contact Delegation chair, Rep. Peter Espieffs and Executive Committee chair, Rep. John Hunt, to be on the committee, or their designee.

Superintendent Van Wickler stated that the Design Committee would consist of the Commissioners, Administrator Wozmak, Manager King and HOC(House of Correction) employees.

The revised RFQ was distributed. This will be sent out to about ten entities.

Manager King has staked out 3.6 acres (400' x 400') near the present jail site representing the approximate amount of space that a new facility, with buffer and access roadway, might consume. The Commissioners will visit the site when they can.

Superintendent Van Wickler mentioned a newspaper article regarding planned cuts in the state's corrections budget. This new legislation, if passed, might affect the number of inmates over the next few years by increasing the number of sentences on a first-time basis for driving while intoxicated. Administrator Wozmak stated that, if the Commissioners wished, he could draft a letter in order to let either the members of the Delegation or the public know what the financial effect of this legislation could be to the county.

Administrator Farmer gave the Commissioners an update on the nursing home. The Census is at 146; there was a 30% increase of revenue and an 8% increase in expenses over last year; a new nurse practitioner has been hired, Melanie Kardoff. They are working on streamlining the admissions process by reducing the number of individuals visited. Physical therapy is looking into expanded uses of the therapy pool and reassessing the Shepard Program. The new Occupational Therapist – Registered is working out well. The Infection Control Department is developing policy and a new committee formed. Dietary has hired Kim Sylvester for Dietary Director. Activities has new hours and there will be a heightened focus in the Therapeutic Living Center. Orientation and in-services are being assessed. Lorraine Morrow is the Assisted Living Manager; Darlene Adams is the Consulting Nurse. Administrator Farmer updated the Commissioners on the contract with Cheshire Medical.

He is looking into adjusting our rate for the TLC unit as it has not been done since 1997. He is also looking at revamping TLC focus, and at an option of a transition unit from TLC. He is also looking into the option of converting some beds to a brain trauma unit.

The Commissioners reviewed the dedication page for the annual report, and approved it as it as written.

The Commissioners reviewed a letter from County Atty. Albrecht regarding hiring of an administrative Assistant at base salary. The Commissioners approved of the hire.

Primex is reviewing some of the \$163,378.00 in legal bills from the Beeler case for possible coverage through our insurance policy.

Manager King asked for a waiver on bids for a part for the nursing home boiler, as NE Mechanical is the only company that can fulfill the specs. The Commissioners agreed that if it is not an emergency, he should go out to bid, even though it appears there is only one vendor capable of performing the work.

The Commissioners continued their review of the employee manual.

There being no further business, Chairman Zerba ended the meeting at 12:45 PM.

Minutes approved at April 14, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 14, 2004 5:30 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Maplewood Administrator Farmer; Sheriff Foote; Finance Director Trombly; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 5:35 PM.

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

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

**Calendar** The Commissioners reviewed the calendar.

**Old Business**

Administrator Wozmak is waiting feedback from Bill Marcello of Southwest Community Services and Jack Dugan from Mondanock Economic Development Corp. regarding the Latchis building.

**New Business**

Administrator Farmer presented a request regarding an employee that left County employment at Maplewood three months ago and wishes to return. If she starts at step 1 for LNA's, she will be making less than what she made when she left. He would like to put her at the salary level she was on when she left. Commissioner Moore moved to authorize Administrator Farmer to hire Sandra Needham at a step greater than Step 1, Commissioner Zerba seconded, voted unanimously. This was noted as an exception to the policy that one loses all benefits of longevity upon separation and is based on the brief absence from county employment. Administrator Farmer stated that since the Housekeeping and Laundry supervisors have had increased responsibilities added to their jobs, he felt their job descriptions and pay classification should be changed. Their job descriptions were revised and the scoring system used to determine classification. He is requesting a change for Robin Bratcher of Housekeeping to \$13.24 and Linda McClening of Laundry to \$13.03.

Commissioner Moore moved to approve the grade and step changes for the Laundry and Housekeeping supervisors as requested by Administrator Farmer, Commissioner Sistare seconded, voted unanimously. Sheriff Foote explained his request to the Commissioners to support his grant application for Homeland Security/NH Dept. of Safety funds. The grant amount is \$24,689.90 for the purpose of purchasing a dispatcher console with related hardware, software and installation, which will add another dispatch console to the present system, for a total of 3 dispatch consoles. The grant does not require any match and is budget neutral. Director Trombly stated that as a grant it has to be presented to the delegation for approval. The Commissioners asked Administrator Wozmak to explain the request to Chairman Espieffs and ask if the Delegation would vote on the grant while they are in session in Concord.

The Sheriff updated the Commissioners on the jail cell construction. The cement floor has been broken up and they will be working on the drains.

The deputy working part time for the town of Gilsum is working out well. The Sheriff said that he has received inquiries from other towns.

Administrator Wozmak advised the Commissioners of the fact that there has been an issue with the parking at the courthouse because of the shortage of spaces. Additional spaces are needed because of new employees at the courts, sheriffs' office, Crisis Prevention Services and the County Attorney. Administrator Wozmak will bring a copy of the map of the lot to the next Commissioners meeting.

**Jail**

There has been a vacant Licensed Practical Nurse position at the House Of Corrections and Superintendent Van Wickler has interviewed an individual interested in the position but has ten years experience and the Superintendent would like to offer her a step greater than 1 in the grade. He would like to hire her at step 5 for \$15.26 an hour. Commissioner Sistare moved that they accept the recommendation of the Superintendent

for the new hire at Grade 4, step 5, Commissioner Moore seconded, voted unanimously.

The population at the jail is approximately 96-98 inmates; 8 females, 12 federal prisoners.

There have been no issues with the farm and farm labor.

The Superintendent will be on military duty next week.

Commissioner Moore nominated Chairman Zerba to head the Jail Advisory board, Chairman Zerba accepted.

The Superintendent will advise him of the schedule.

Superintendent Van Wickler reviewed two legislative bills, which will affect the House of Corrections.

The Commissioners were given a copy of the employee manual with its changes. They will finalize the manual next week at their regular meeting.

There was a discussion about the Incentive Bonus policy. Commissioner Zerba stated that the perfect attendance policy should mean perfect attendance, no use of sick time, and without tardiness. Administrator Wozmak will work on the wording for a new policy. The Commissioners agreed that the additional eight hours given at the end of the year is to be eliminated.

Administrator Wozmak explained that the Human Resources job description has been revised and the title changed to Human Resources Manager. The position has been re-scored according to the Pay and Classification Study and it has been made into a Grade 6 Step 1 position at \$18.80 an hour. Commissioner Moore moved to promote Wendy Hurley to the position of HR manager Grade 6 Step 1, Commissioner Sistare seconded, voted unanimously.

Nonpublic Session - At 6:37 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 roll call 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 6:50 PM.

There being no further business, Chairman Zerba ended the meeting at 6:52 PM.

Minutes approved at the April 21, meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 21, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Facilities Manager Barry King; Finance Director Trombly; Larry Troeller from SCS; Payroll Coordinator Danette Downing; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 8:32 AM.

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

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

**Calendar** The Commissioners reviewed the calendar.

**New Business**

Larry Troeller from Southwest Community Services presented their request for support from the Commissioners to apply for another housing preservation grant for \$50,000, from the USDA in order to provide deferred payment loans for very low-income homeowners. SCS is asking for the County's continued support for this housing rehab project. The grant funds will be directed to SCS and the only thing needed from the County is support of the program. The Commissioners reaffirmed their support for this program that has provided very badly needed repairs to those individuals with the least ability to pay for it themselves. Manager King presented the one bid received from Northeast Mechanical for \$5560 for the water level control for the second boiler at MNH. They were the sole respondent to the advertisement. It was funded in the capital budget at \$6,000.00. Commissioner Moore moved to award the bid to Northeast Mechanical for \$5560, Commissioner Sistare seconded, voted unanimously.

The Army Corps of Engineers has agreed to accept the riverbank erosion repairs as one of their projects. The Corps of Engineers will fund the first \$40,000 of the work to be done, the county would be required to pay 35% of any amount over \$40,000. Some funds from the Waste Water Treatment Plant capital reserves could be transferred for this work. The Corps of Engineers needs to know if we are prepared to pay our share of the costs. Commissioner Sistare moved to transfer up to \$100,000 from the WWTP capital reserves for the purpose of repairing the river erosion from last year's storm, and presenting the project and transfer of funds request to the delegation at the next Delegation meeting. Commissioner Moore seconded, voted unanimously. Manager King said that he has completed the draft of the RFP for the sludge removal from the wastewater treatment lagoons in Westmoreland. He asked if the Commissioners had any interest in reviewing the RFP. They did not, preferring that Administrator Wozmak review the RFP.

**Old Business**

Administrator Wozmak and Manager King are meeting with Honeywell representative next Monday to further discuss the energy conservation proposal they have submitted. Administrator Wozmak said that his purpose in meeting with Honeywell was to more clearly define the cost/benefit analysis for the County in terms of energy savings, given that entering into this contract would replace nearly \$2 million of equipment.

**New Business**

Administrator Wozmak and the Commissioners reviewed continued need for additional parking in the Winter Street lot. The Commissioners reviewed the map of the Winter Street parking lot. The Commissioners will take the issue under advisement.

Administrator Wozmak asked the Commissioners how we should respond when a resident of Westmoreland calls and wishes to comment on the jail construction project. The Commissioners agreed that we should ask the resident to send their comments in writing to our office. We will also add a link to the web site for e-mail to be sent to our office. Letters must contain names and address of the resident. Anonymous letters will not be accepted. When letters are received, they will be noted in the minutes of the Commissioners' meetings. Director Trombly will prepare an overview of the first quarter budget for the Commissioners at the next meeting.

There was discussion regarding the space issues downtown.

Commissioner Zerba asked what the procedure would be if a vote were taken and information received afterwards resulted in the Commissioners wishing to reconsider a vote. Commissioner Moore said that a vote, once taken, should not be overturned, but that future similar votes should be reflective of the new information. There was no further discussion on the subject.

Nonpublic Session - At 9:26 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 roll call 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 9:35 AM.

The Commissioners reviewed the revised perfect attendance bonus policy. The policy will be reviewed and finalized next week.

The Commissioners continued review of the employee manual.

There being no further business, Chairman Zerba ended the meeting at 12:25 PM.

Minutes approved at April 28, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 28, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, and Moore; Administrator Wozmak; Facilities Manager Barry King; Finance Director Trombly; Corrections Superintendent Van Wickler; Human Resources Manager Wendy Hurley; Terry Warren, Ex. Assistant  
Chairman Zerba opened the meeting at 5:00 PM.

**MINUTES:** Commissioner Moore moved that the minutes of April 21 be approved, motion seconded by Commissioner Zerba, voted unanimously.

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

Calendar

The Commissioners reviewed the calendar.

**New Business**

Manager King advised the Commissioners of the bids received for the electrical transfer switches for MNH. The item was budgeted for in 2004 for \$8,000. Three bids were received, from Hamblet Electric for \$8,450; Amer Electric for \$7,530 and Powers Generator for \$7,910. He recommended that the bid be awarded to Amer Electric. Commissioner Moore moved to award the bid for the transfer switched to Amer Electric for \$7,530, Commissioner Zerba seconded, voted unanimously.

The first quarter overview of the budget was distributed by Director Trombly. She reviewed the analysis for the Commissioners. The budget remaining is very close to 75%, which is where it should be at this point in the year.

Director Trombly reviewed the investment bids received by Treasurer DeYoung. Four bids were received: Bank of NH – rate of 1.10%; Citizens rate at 1.80%; Fleet rate of 1.40%; Granite Bank rate of 1.15%. In accordance with the Treasurer's statutory authority, Citizen's Bank was awarded the bid.

A date for the first quarter budget executive committee meeting was discussed. A delegation meeting also needs to be scheduled. The Commissioners agreed on May 17 for the meeting. The delegation meeting will be to discuss the sheriff grant (Homeland Security money to purchase additional dispatch center equipment); the Army Corps of Engineers riverbank storm erosion repair; the Honeywell energy conservation contract; the downtown campus building project; the request by the Register of Deeds for flat computer screens, paid for out of the Surcharge Account and possibly a reaffirmation of a CDBG application. Administrator Wozmak will contact Reps Espieffs and Hunt to confirm the meeting details.

The Commissioners welcomed Wendy Hurley as the new HR Manager. Wendy brought up the issue of facial piercing, which comes up in the workplace periodically, and she feels that there may be a safety issue with workers at the nursing home wearing facial jewelry. Superintendent Van Wickler will share the HOC policy with Wendy and the Commissioners will review the policy for possible insertion in the employee handbook. Administrator Wozmak brought before the Commissioners the fact that twice a year we have been advertising for proposals for the County's allocation of CDBG program funds. At a previous meeting, there had been some question as to the need to advertise. The Commissioners agreed that it was not necessary to advertise the CDBG fund availability.

The Commissioners reviewed the revised perfect attendance bonus policy. It was decided that the new policy would be mailed to employees in next week's paychecks. Commissioner Moore moved to adopt the new perfect attendance policy, which is effective immediately, Commissioner Zerba seconded, voted unanimously.

**Old Business**

Administrator Wozmak and Manager King have another meeting with Honeywell on Thursday. They will continue review of the contract relating to the proposal for energy conservation measures.

Delegation Chairman, Rep. Espieffs had contacted Administrator Wozmak requesting that they allow another member of the delegation on to the Jail Construction Advisory Committee. The Commissioners decided that

they would rather not change the composition of the committee, but that the committee is a meeting open to the members of the delegation.

### **Jail**

Superintendent Van Wickler will be inviting the Sheriff to join the Jail Construction Advisory Committee. The County Attorney had agreed to be on the committee, and the President of the Cheshire County Police Chiefs Association and a Ph.D. in the Criminal Justice Program at Keene State College has agreed to join the committee.

### **Other Business**

Administrator Wozmak advised the Commissioners how our web site has a counter and as of this week, there were over 12,000 visitors to our site.

Commissioner Moore stated that he has received calls from members of the Master Gardener's program. They are concerned about the removal of the garden because of the jail construction. There was a discussion regarding the issue and the consensus was that there is a hope that the master garden could be incorporated into the landscaping and entrance of the new jail.

Commissioner Zerba asked about the New Hampshire Association of Counties strategic planning committee. Administrator Wozmak has been chairman of the committee for several years and he stated that the committee helps the NHAC clarify the direction they are going. Administrator Wozmak feels that it is one of the most effective functions of the NHAC. He stated that the retreats are useful in bringing the counties together to focus on relevant issues affecting County operations and taxpayer issues.

Administrator Wozmak advised the Commissioners that the CDBG project on upper Court Street was denied but that the Keene Housing will be resubmit the application again in July. The Commissioners agreed to continue their support of the CDBG housing application. To reapply, KHA will have to come before the Commissioners and possibly the Delegation again.

Superintendent Van Wickler stated that Bikers Week in Laconia is approaching and Belknap County is requesting that Cheshire County house some of their inmates for the week. He recommends that we continue to assist them as we have for many years during Bike Week. The Belknap inmates are housed as a longstanding courtesy.

There being no further business, Chairman Zerba ended the meeting at 6:35 PM.

Minutes approved at the May 12, meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 5, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Sistare, and Moore; Administrator Wozmak; Finance Director Trombly; Maplewood Administrator Farmer; DNS Kemp; Physical Therapy Director Kindopp; Occupational Therapy Director Cutler; Dietary Director Sylvester; Terry Warren, Ex. Assistant  
Commissioner Sistare opened the meeting at 8:30 AM.

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

**Calendar**

The Commissioners reviewed the calendar. There was some discussion on the scheduled interview dates relative to the Jail RFQ.

**Old Business**

Old business was reviewed. Administrator Wozmak distributed the revised Honeywell energy program document. There would be a cost of approximately \$1.1 million for equipment upgrades, but this would result in a percentage of energy savings of 61% in oil; 3% in gas; 37% in water and sewer; and 2% in electric. Over 15 years, it should result in an overall savings of 28% in energy expenses. The energy use has been measured and will be measured again at the end of one year. If we have not reduced energy consumption as predicted, Honeywell will compensate us to the extent of the shortfall.

The contract does not include the jail because of the proposed new jail, but Honeywell has volunteered to make recommendations for energy savings for the new facility. Funding for the program was discussed with the options being to either go with a leasing arrangement or roll the cost into the jail construction bond and possibly save some interest expense.

**New Business**

Food Service Director Kim Sylvester presented proposed changes to the job description for the assistant food manager. She recommends changing the position from grade 4 to grade 2, and removing the supervisory capacity of the position. Administrator Farmer recommends the change. Commissioner Sistare moved to approve the reclassification of the assistant food service manager from grade 4 (\$11.89) to grade 2, step 6 (\$12.16), Commissioner Moore seconded, voted unanimously. Director Sylvester also proposed the following changes to the dietary department: Danielle McAllister promoted from Assistant Cook to Cook 1, Grade change from 4T step 4 to grade 5T step 5, pay change from \$10.12 to \$11.32; Deborah Struthers promoted from Dietary Aide to Assistant Cook Grade change from 2T step 3 to 4T step 2, pay change from \$8.75 to \$9.63; Rebecca Sault promoted from Dietary Aide to Assistant Cook Grade change from 2T step 3 to 4T step 2, pay change from \$8.75 to \$9.63. Commissioner Moore moved to approve the changes as listed, Commissioner Sistare seconded, voted unanimously. The changes will result in an overall reduction in wage expenses.

PT Director Kindopp distributed an employee release form that would be completed and approved for use of the therapy pool. She recommends that the pool be open during Monday – Friday, when the fitness room is open for use. There was discussion on the proposal for pool use, which was previously distributed to the Commissioners. There would be some cost factors associated with the additional pool use, including water, electric and chemicals. There may be an increase of up to \$500. There was some discussion on the proposal. The Commissioners agreed that the new program can proceed on a trial basis for three months to determine the interest in the program, and perhaps including a small fee for the use.

OT Director Cutler presented to the Commissioners a request to transfer an LNA, who is transferring from the Nursing Dept to the OT Dept as the OT Aide. There would be a change from a Grade 6 step 5 to a Grade 5 Step 9. There would be no impact on the OT budget line. The OT aide from the OT department has transferred back to nursing to LNA 3. Commissioner Sistare moved to approve the changes, Commissioner Moore seconded, voted unanimously.

Administrator Farmer stated that the letter regarding the change of medical directorship for the nursing home is ready to be mailed to residents and family members at Maplewood.

Administrator Farmer distributed the Corporate Compliance committee minutes of April 22. Twice yearly, the Commissioners are provided with these minutes in accordance with our Corporate Compliance Plan.

Bob Silk of Cheshire County Fairgrounds and Hank Colby of the HOC have asked the Commissioners to visit the fairgrounds and see the work the inmates have done. The Commissioners will visit the fairgrounds after their meeting on June 16, at approximately 10 AM.

The Commissioners will visit the master garden, the proposed jail site and the waste water treatment plant after today's meeting. They will also inspect the riverbank erosion site that is presently being evaluated by the Army Corps of Engineers, who will be restoring/protecting the wastewater lagoons from being undermined by the erosion.

Nonpublic Session - At 9:17 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 Sistare and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the Director of Nursing and the nursing home administrator to terminate the employment of Lynn Bruce, LPN, in accordance with RSA 28:10A, effective May 15, 2004. The Commissioners unanimously voted to return to public session at 9:37 AM.

There being no further business, Commissioner Sistare ended the meeting at 9:45 AM.

Minutes approved at the May 12, meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 12, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare, and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Superintendent Van Wickler; HR Manager Hurley; Register Hubal; Terry Warren, Ex. Assistant

Commissioner Zerba opened the meeting 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 April 28, Commissioner Sistare seconded, voted unanimously.

Commissioner Sistare moved to approve the minutes of May 5, Commissioner Moore seconded, voted unanimously.

**Calendar**

The Commissioners reviewed the calendar.

**Nonpublic Session**

Nonpublic Session - At 5:05 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 roll call 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 (1) accept the recommendation of the HR Manager to hire from within an HR Assistant at Grade 3 Step 4, thus allowing an existing employee to move into the position without a reduction in pay; (2) to authorize the Finance Director to reimburse Flora Anderson \$2500 to compensate for an error in retirement fund calculations. The Commissioners unanimously voted to return to public session at 5:15 PM.

**Old Business**

Old business was reviewed. Administrator Wozmak distributed a Commissioners' memo to be sent to the delegation regarding the recommendation of he and Manager King to go forward with the Honeywell energy management contract. The Honeywell spreadsheet indicating costs and savings was distributed and discussed. The Commissioners agreed to go forward with the proposal and that the memo and copy of the contract be sent to the delegation. The delegation will be asked to support the multi-year project.

**New Business**

Administrator Wozmak gave the Commissioners an overview of the costs that would be incurred with going forward with Option 1, moving to 350 Marlboro Street, in comparison to Option 2, an expansion of 33 West Street. If we lease at 350 Marlboro Street, the annual costs would be \$139,884 a year for 15 years. The bond expense would be about \$2.6 million, which includes the renovations for Deeds at 33 West St. Option 2 includes expanding 33 West St. to allow all county departments to remain at 33 West St. Administrator Wozmak asked the Commissioners which site they prefer and when we should pursue an expansion. The Commissioners agreed that they no longer desire to pursue a lease at 350 Marlboro Street. The next step would be to go forward to the delegation for authorization to expend funds from the budget in order to refine a plan for 33 West. The Commissioners agreed to proceed and to send a memo to the delegation in preparation of Monday's meeting regarding their position.

**Jail**

Superintendent Van Wickler stated that this Thursday he and Administrator Wozmak would be interviewing the four architectural teams that submitted proposals in response to our RFQ. Administrator Wozmak, Superintendent Van Wickler and Manager King will review the results of the interviews and present their recommendation to the Commissioners at next weeks meeting.

The solid waste management report that was prepared by the intern was distributed to the Commissioners. It is hoped that we can continue with another intern to conduct further research on solid waste management in

this region. Commissioner Sistare suggested that a letter be prepared explaining the focus of the report and it be sent to the town selectmen along with the report.

Administrator Wozmak suggested that the county join the Solid Waste Association of North America, which is an association of municipal waste organizations. This will facilitate access to current solid waste resource information that will be of assistance to the interns. The cost is \$110 a year. The Commissioners agreed that the county should join.

The first quarter budget meeting will be at 9 AM on Monday and the delegation meeting at 9:30 AM. The agenda for the delegation meeting was reviewed.

There being no further business, Chairman Zerba ended the meeting at 6:00 PM.

Minutes approved at the May 19, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 19, 2004 8:30 AM**  
**County Farm, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Moore; Administrator Wozmak; Facilities Manager King; Farm Manager Putnam; Terry Warren, Ex. Assistant

Commissioner Zerba opened the meeting at 8:30 AM.

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

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

Calendar

The Commissioners reviewed the calendar.

**Old Business**

There are no updates on old business.

**New Business**

Administrator Wozmak reviewed the interview process for the selection of the architectural/engineering services for the new correctional facility. This included reviewing written materials, oral interviews and finally scoring the applicants. It is the recommendation of the review committee (Administrator Wozmak, Superintendent Van Wickler and Manager King) that the job be awarded to SMRT. The next step will be to conduct negotiations with the company regarding the terms and conditions of a contract, including price. There was some discussion about the interviews and Commissioner Zerba noted that he attended 3 of 4 interviews as an observer. The entities that were interviewed are noted below with the average score: Kaestle-Boos: 60.66 points on written submission and 26 points on oral interview; Rosser Intern'l: 83.66 points on written submission and 24.66 points on oral interview; Equus: 90 points on written submission and 28 points on oral interview; SMRT: 91.66 points on written submission and 31 points on oral interview. Commissioner Moore moved to accept the recommendation of the committee to proceed to negotiate the A/E contract with SMRT. Commissioner Zerba seconded, voted unanimously.

There was discussion on the space needs issue for downtown and the delegation request to look into expansion using the courthouse parking lot. Administrator Wozmak will contact an architect regarding the delegation interest in a two-story parking lot with a third floor for office space primarily for Deeds. Manager Putnam gave a status report on the farm. The price of milk is up and is expected to continue to go up into July and August. He expects the timber to be cut within a month. The land in Chesterfield is land locked and Manager Putnam would like to go to the selectmen of Chesterfield to get a right-of-way to our land in order to bring the cut wood out. Administrator Wozmak and Manager Putnam will go to the selectmen to discuss the issue. Manager Putnam said that things are going well between the farm and the jail with respect to inmate labor. The old piggery barn needs to be taken down. Manager Putnam suggested the fire department burn it down as an exercise. Commissioner Moore moved to authorize Manager Putnam to destroy the old piggery barn as an exercise for the fire department, Commissioner Zerba seconded, voted unanimously. Open barn day will be on June 19.

There being no further business, Chairman Zerba adjourned the meeting at 9:20 AM.

Minutes approved at the May 26, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 26, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Facilities Manager King; HOC Superintendent Van Wickler, Penny Vitale HOC Ex. Asst.; Human Services Director Barber; Terry Warren, Ex. Assistant

Commissioner Zerba opened the meeting at 5:00 PM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of May 19, Commissioner Sistare seconded, voted unanimously.

Calendar

The Commissioners reviewed the calendar.

Nonpublic Session - At 5:03 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 roll call 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 accept the recommendation of the Facilities Manager to move Howard Grace from Grade 6, Step 6 to Grade 6 Step 12 in recognition of his licensure as a water treatment plan operator, Grade I. The Commissioners unanimously voted to return to public session at 5:07 PM.

**Old Business**

Administrator Wozmak updated the Commissioners on the Latchis Building. Monadnock Economic Development Corp. is scheduled to have a meeting with the new owners of Lindy's Diner regarding an easement for our property. Additionally, all projects at the CDFA are stalled because they do not have a director.

**New Business**

HS Director Barber reviewed the requests from Cheshire County Towns that responded to the offer from the county to donate two kayaks to that town. Three towns responded, Jaffrey, Troy and Winchester. After discussion, Commissioner Zerba moved that the kayaks be given to Winchester, Commissioner Sistare seconded, voted unanimously.

Director Barber distributed and reviewed the Community Youth Profile grant recommendations made by the CYP committee (consisting of Director Barber, Commissioner Zerba, Rep. Dunn and Lauren Bressett). She reviewed some of the requests for funds. The various requests were reviewed. Commissioner Sistare moved to approve the recommendations as submitted, Commissioner Moore seconded, voted unanimously. The grant recommendation report is attached to these minutes.

Administrator Wozmak advised the Commissioners of a meeting he will be attending May 27 at Keene State College. HS Commissioner Stephens will be discussing how Medicaid can be changed.

Administrator Wozmak distributed a letter he has prepared to send to Senator Eaton regarding planning for court operations in Cheshire County. The Commissioners reviewed and approved the letter.

Administrator Wozmak has been in contact with SMRT to clarify the contract.

Superintendent Van Wickler stated that the National Alliance of the Mentally Ill toured the jail yesterday and expressed their concern about treatment for the mentally ill offenders.

Nonpublic Session - At 5:50 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 roll call 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 authorize the HOC Superintendent to hire a

corrections secretary at a Grade 3 at a step greater than Step 1 but not greater than Step 4. The Commissioners unanimously voted to return to public session at 5:57 PM.

Nonpublic Session - At 6:05 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 roll call 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 commend County Administrator Wozmak on his performance time and dedication to county affairs and to continue his compensation at Grade 11, Step 13 until his April anniversary date in 2005. The Commissioners unanimously voted to return to public session at 6:15 AM.

There being no further business, Chairman Zerba adjourned the meeting at 6:20 AM.

Minutes approved at the June 2, 2004 meeting Robert Moore,

<b>APPLICANT</b>	<b>REQ 2005</b>	<b>REC 2005</b>	<b>BRIEF DESCRIPTION OF PROPOSAL</b>
Cheshire County 4-H Council PEDAL Program	765.00	765.00	A bicycle-based program to help children stay healthy, to reduce air and water pollution and to increase local prosperity.
<b>Emerson Elementary School</b> Leadership Program	4,687.50	4,500.00	The Emerson Elementary School 5 <sup>th</sup> and 6 <sup>th</sup> 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 a Leadership Program for the entire student population in Grade 5 and Grade 6 at the Emerson School in Fitzwilliam, NH. This program Involves 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. Our overall goal is to have each of the grade 5 and 6 students be exposed to, develop and demonstrate positive leadership skills within and outside the school community.
Gilsum Recreation Committee	5,000.00	0.00	Our goal is to complete the restoration of the Gilsum Community recreation fields and public playground located at the Elementary School grounds and adjacent town lands begun last year. This year’s efforts will focus on restoring the tennis court and the basketball court to provide more recreation options for teens and adults.
RAMS Association & Rindge Police Department	9,090.00	3,590.00	We are requesting funding for the Rindge Memorial School and Community Playground located in Rindge, NH. The purpose of this project is to provide a safe and structured area for the youth population of Rindge to congregate which provides physical and mental challenges to develop and promote greater self-confidence, self-esteem, and self-image within each youth. In addition, components of the play area will be dedicated to strategic games to develop and promote teamwork and skills in conflict resolution. The end result of the project includes greater physical fitness, a positive sense of self, abilities to deal with every day issues encountered by youth including, but in no way limited to, negative peer pressure and/or bullying. Our goal is to have a safe, non-threatening area where all youth can congregate within the community and to provide a common meeting ground for youth and town officials to interact and foster long-term positive relationships.
The Moving Company Dance Center Creative Arts at Keene	5,000.00	5,000.00	or CAKE, as it is affectionately known – is a multi-arts summer program designed to provide a constructive, educational, and inspirational creative outlet for children aged 9 – 16 in Keene, New Hampshire and the surrounding area – essentially, Cheshire County. A production of the Moving Company Dance Center, in partnership with ACTING Out, Life Art Community Resource Center, Monadnock Family Services, Ray’s Camera, the Keene Sentinel, the Savings Bank of Walpole, CAKE provides 140 hours of quality arts education with teachers who have proven ability to work with youth. It is the only multi-

			arts program in the area. Since its inception three years ago, this program has developed a reputation of excellence and continues to expand in both programs offered and the number of youth served.
Town of Jaffrey After School Youth Program	7,720.00	5,000.00	The target population for the After School Youth Program is middle school students attending school in Jaffrey. In order to appeal to a broad range of interests, the Program will include arts and cultural activities at the Library and recreation and sports at the Recreation Department. The Program will be structured so that one or more activities are available after school on any given day, five days a week throughout the year. The Recreation department has the infrastructure in place to provide an after school program but does not have a staff member available. The library has staff available during this time frame but lacks other resources to make the program work.
<a href="http://www.itsaboutus.org">Www.itsaboutus.org</a>	5,000.00	5,000.00	Increase Cheshire County parents (of middle and High school-aged youths) awareness of healthy, safe & sober opportunities for youth, and resources and support for parents, through development of website for Cheshire County parents
	37,262.50	23,855.00	

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 2, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Facilities Manager King; HOC Superintendent Van Wickler; Finance Director Trombly; Nursing Home Administrator Farmer; Terry Warren, Ex. Assistant

Commissioner Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Moore moved to approve as corrected the minutes of May 26, Commissioner Sistare seconded, voted unanimously.

Calendar

The Commissioners reviewed the calendar.

There were no updates to old business.

**New Business**

Administrator Wozmak advised the Commissioners that he attended the meeting last week with State Commissioner of Health and Human Services John Stephen. He stated that there was standing room only and that many people spoke to the proposed cuts to the Medicaid budget.

Administrator Wozmak called to the attention of Commissioner Moore the invitation to the UNH Cooperative Extension Annual meeting. Commissioner Moore will contact them.

Manager King stated that he understands that according to county policy, employees who give their notice of leaving forfeit the ability to use sick time. He has a long-term employee that is retiring and is reluctant to give a long notice because he would forfeit the ability to use sick time. Manager King is requesting waiver of this policy in the case of this retiring employee. Commissioner Sistare moved to waive the policy (item #12 under Sick Leave Policy) regarding loss of sick time once notice is given, for this case of a retiring employee, Commissioner Moore seconded, voted unanimously.

Commissioner Moore seconded, voted unanimously.

Manager King gave the Commissioners an update on the status of the Sheriff's Department holding cells, which will be completed soon.

Manager King stated that the Blood Farm Barn has been taken apart. Mr. Wozmak will advise our insurance carrier that this building should be removed from our policy.

Administrator Farmer advised the Commissioners that the medical director change for the nursing home is progressing. Lab services for the nursing home will be transferred to Cheshire Medical Center as well. The biography for the new medical director, Gary Shapiro, MD, was distributed to the Commissioners and has been mailed out to residents of the nursing home.

The Therapeutic Living Unit nurse's station has been relocated and a new sitting area for residents has been created. Administrator Farmer invited the Commissioners to visit. Policies have been re-written and the original purpose of the TLC unit is the focus.

The Census for the nursing home is 143, with three admissions planned for this week.

The number of resident falls has decreased substantially due to redoubled efforts by the nursing home staff.

The annual audit, which is usually done in August, is expected to be completed sooner

Commissioner Sistare asked how much the GASB (General Accounting Standard Board) requirements affected our budget. Director Trombly stated that it was about an additional \$20,000 above usual costs. She stated that some of the costs would be one-time costs.

**Jail Update**

Administrator Wozmak and Superintendent Van Wickler had a teleconference with the architects in order to discuss the project. There will be another meeting today to discuss the contract terms and conditions and then a schedule will be prepared and a contract should be available next week for the Commissioners to review.

Superintendent Van Wickler updated the Commissioners regarding a 17-year-old inmate. His mother has made several chiropractic appointments for her son, because she says he has scoliosis. The DOC cannot release him for the appointments because his medical records do not indicate he has scoliosis, and his mother

is upset by this determination. Superintendent Van Wickler advised her that she should contact her son's lawyer if she feels that there is an issue. He also recommended her to call the Commissioners.

There being no further business, the Commissioners continued with their review of the employee policy manual.

Chairman Zerba adjourned the meeting at 9:40 AM.

Minutes approved at the June 9 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 9, 2004 9:00 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, and Moore; Administrator Wozmak; Facilities Manager King; Finance Director Trombly; Terry Warren, Ex. Assistant  
Commissioner Zerba opened the meeting at 9:00 AM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of June 2, Commissioner Zerba seconded, voted unanimously.

**Calendar**

The Commissioners reviewed the calendar. Commissioners Zerba, Moore, and Manager King stated that they would go to the Springfield Vermont jail tour with Administrator Wozmak.

**New Business**

Manager King presented the bids received for the HOC boiler, which was budgeted for \$60,000. Three bids were received and Manager King recommended that the bid be awarded to G. H. Philbrick. Commissioner Moore moved to accept the bid from G. A. Philbrick at \$59,250, as recommended by Manager King, Commissioner Moore seconded, voted unanimously.

<b>Company</b>	<b>Bid Amount</b>
G. H. Philbrick	\$59,250
Dillon Boiler	\$89,875
Economy Mechanical	\$69,569

The Army Corps of Engineers has contacted administrator Wozmak with the costs for the Connecticut riverbank erosion project. The total costs are expected to be about \$800,000 and our share of the costs will be about \$250,000. There was discussion about where the funds for the project can be drawn. Director Trombly stated that she feels the amount for the project can be covered with surplus funds. Additional discussion and work is needed before going forward and Administrator Wozmak stated that he was awaiting a formal letter from the Army Corps of Engineers, which might provide more details.

Administrator Wozmak provided an update to the Commissioners regarding the jail construction project. He advised them that it would be proper for them to vote to authorize him to execute contracts after consultation with the Board. Such authorization would allow faster progress on paperwork matters during the various negotiation stages. Commissioner Moore moved to authorize Administrator Wozmak to execute the agreement for SMRT to begin the preliminary site work using the existing jail site funds, Commissioner Zerba seconded, voted unanimously.

Administrator Wozmak is following up regarding the Latchis Theater, having made contact with a CDFA board member to urge action on the project, notwithstanding the lack of an Executive Director at CDFA. Commissioner Moore asked Director Trombly the status of the funds owed to the county by Fire Mutual Aid. Director Trombly stated that of the \$36,000 owed to us, they have paid \$10,000.

Commissioner Zerba agreed to be the county representative on the NHAC awards committee.

Two revisions to the employee handbook were distributed to the Commissioners. One policy was a revision to the Driving County Vehicles policy, which was changed to read

"C. Driving County Vehicles

Some positions at Cheshire County require an employee to drive a Cheshire County vehicle. All drivers of county owned vehicles are required to produce and carry a valid driver's license and must be 21 years or older for Cheshire County insurance purposes.

All persons who operate a Cheshire County vehicle will be required to comply with all state and federal driving laws. Use of tobacco products, alcohol, and/or illegal drugs is not permitted in any Cheshire County vehicle. A seat belt must be worn at all times when the vehicle is in motion.

Any employee whose job description includes traveling with a County vehicle is required to produce a valid Motor Vehicle Operators license in order to use a county vehicle when traveling on county business. If business travel is required by a Cheshire County employee in a company vehicle, Cheshire County may check employees driving record. Any changes to the status of an employee's operator's license, such as loss or suspension of license, the employee is required to inform their supervisor immediately. Failure to do so may result in disciplinary action. Cheshire County reserves the right to retain a paper copy of an employee's license in a confidential file. Accidents, injuries or potential mechanical problems to county vehicles are to be reported at once to your Elected Official/ Department Manager and/or your immediate supervisor. Employees who are charged with traffic violations will be solely responsible for all liabilities that result from such actions.

Cheshire County reserves the right to revoke the privilege to operate a Cheshire County vehicle for any reason at any time."

The Commissioners approved the change to the employee manual. The second change was to the compensatory time section. Director Trombly explained the compensatory time policy to the Commissioners. They agreed to the change to reduce accumulation of compensatory time to 16 hours maximum for all employees; department managers are to monitor the hours.

The Commissioners discussed the need to schedule a delegation meeting in order to vote on the Army Corps of Engineers proposal for the riverbank rebuilding and to reconsider the downtown campus motion. There being no further business, Chairman Zerba adjourned the meeting at 10:00 AM.

Minutes approved at the June 16, 2004 meeting      Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 16, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; Director of Nursing Kemp; Finance Director Trombly; Terry Warren, Ex. Assistant Commissioner Zerba opened the meeting at 8:30 AM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of June 2, Commissioner Sistare seconded, voted unanimously.

**Calendar**

The Commissioners reviewed the calendar. The Commissioners, Manager King and Administrator Wozmak stated that they would meet in Westmoreland to depart for the Springfield Vermont jail tour.

**Old Business**

Administrator Wozmak has spoken to the board member at the CDFA to discuss the Latchis building project progress, which has been slow due to the lack of an Executive Director at the Community Development Finance Authority (CDFA).

**New Business**

The Commissioners reviewed the proposed new format for the budget backup information for the 2005 budget. This book will replace the binders prepared for budget review. The Commissioners approved the new format.

The Commissioners accepted as informational, a letter from a resident of Westmoreland, Louise Slayton, who expressed her views regarding the location of the new jail and that she would rather it be at the gravel pit site rather than at the farm land site.

Superintendent Van Wickler stated that we have 26 inmates transferred from Belknap County Department of Corrections due to Bike Week in Laconia. Cheshire County Corrections has, for several years, assisted Belknap County by making space in their jail by taking some of their inmates during bike week.

The inmate population at the jail is 110, including the inmates from Belknap.

Administrator Wozmak stated that during the site review taken with the engineers Monday, the engineer had the following observations:

The gravel pit would cost more than estimated to prepare the site for construction.

More fill is needed than was previously expected for the existing site.

A preliminary agreement with the architect was signed on Monday authorizing certain hourly services to resolve flood plain, site and building reuse issues. Resolving these issues will help to set the stage for the master contract for architectural services.

**Other Business**

Senate Bill 376 passed without the governor's signature. Administrator Wozmak explained the bill, which is relative to the proshare funds disbursement to the counties. The bill will result in a deficit in the state budget because the funds must be distributed fully to the counties rather than the state taking a share.

Administrator Wozmak is waiting a letter from the Army Corps of Engineers regarding rebuilding of the riverbank in Westmoreland.

Chairman Zerba stated that he has visited the Sheriff's holding cells and they are 99% completed and the sheriff is very happy with the work.

**Nonpublic Session**

At 8:55 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the hiring of a public employee. 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 and a vote taken to authorize the Director of Nursing to hire at a step greater than 1 for the following

positions: at step 3, a 3-11 LPN with ten years experience; at step 6, a 3-11 LPN with 25 years experience.  
The Commissioners unanimously voted to return to public session at 9:05 AM.  
There being no further business, Chairman Zerba adjourned the meeting at 9:10 AM.

Minutes approved at the June 23, 2004 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 23, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; Linda Mangones from Keene Housing Authority; Matt Suchodolsky and William Poppe from Southwest Regional Planning Commission; Vince and Larry, vehicle test dummies on behalf of National Safety Month.

Commissioner Zerba opened the meeting at 5:00 PM.

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

**MINUTES:** Commissioner Sistare moved to approve the minutes of June 16, Commissioner Moore seconded, voted unanimously.

Calendar

The Commissioners reviewed the calendar.

**Old Business**

Administrator Wozmak updated the Commissioners on the status of the Latchis property. Apparently the Community Development Finance Authority board (CDFA) has not approved the Latchis for inclusion within the Downtown Initiative (DI) funding program, contrary to our long-held understanding from the former (late) director of the agency. The CDFA board was not even aware that the late director approved funds to pay for the feasibility study on the project. At this point, CDFA is saying that all additional DI project submissions are on hold while they re-evaluate the entire DI program. CDFA still is without an Executive Director although an offer has been made to an individual from Massachusetts. Thus, the project is in limbo.

**New Business**

At 5:00 PM, a public hearing was opened for purposes of a mid-grant public hearing on the housing rehabilitation project. In attendance were Linda Mangones from the Keene Housing Authority (KHA), William Poppe and Matthew Suchodolsky from Southwest Regional Planning Commission (SWRPC). The project purpose is to assist with the rehabilitation of homes for residents with low- and moderate incomes and involves Cheshire County government, Southwest Regional Planning Commission and Southwestern Community Services. The total CDBG funds that have been received for this program is \$350,000. To date, \$156,352 in CDBG funds has been used to complete 17 residential rehabilitation projects in the county. There is \$193,648 funds remaining with a planned closeout of the project by December 2004. Commissioner Sistare asked that they consider advertising the availability of these funds to make certain that it is both well communicated and that the money is all spent. After the update provided by these individuals, Commissioner Zerba asked if any member of the public wished to comment. No members of the public wished to comment. The staff of SWRPC noted that any person could submit written complaints and/or grievances to SWRPC at 22 Central Square, Keene, NH or to the KHA at 105 Castle Street, Keene. All complaints and grievances will be answered within 15 days of receipt. The public hearing was then closed.

Ms. Mangones, KHA, asked for Commissioner support for the reapplication of the CDBG grant for the Stone Arch Village project. Commissioner Sistare moved to reapply for Community Development Block Grant funds, not to exceed \$980,000.00, to be used by the Keene Housing Authority to develop workforce housing on Court Street in Keene; that the Commissioners reaffirm the Housing and Community Development Plan and Displacement and Relocation Plan previously adopted; that the Commissioners 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, seconded by Commissioner Moore, voted unanimously.

Vince and Larry, the official crash-test dummies, visited the Commissioners in honor of National Safety Month. They handed out safety related information and autographed a picture of them that had appeared in The Keene Sentinel.

The Commissioners reviewed and approved the new Deferred Payment Loan Agreement and Promissory Note pertaining to tuition reimbursement.

The Commissioners executed, notarized and returned to Ms. Mangones the CDBG grant contract for the MEDC/Janos Technology, Inc. grant #04-408-CCED. Ms. Mangones will provide us with a copy once the Governor and Executive Council have also executed the contract.

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

Minutes approved at June 30, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 30, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler, Ex. Asst. Penny Vitale; Finance Director Trombly; Facilities Manager King; Ex. Asst. Terry Warren

Commissioner Zerba opened the meeting at 8:30 AM.

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

**MINUTES:** Commissioner Sistare moved to approve the minutes of June 23, Commissioner Moore seconded, voted unanimously.

**Calendar**

The Commissioners reviewed the calendar.

**New Business**

1. Manager King presented the two bids received for the lagoon sludge removal. There is \$47,000 in the budget for this work to be completed. Senesac Inc. submitted a bid for \$30,000, Welch's Water and Wastewater Services submitted a bid for \$145,000. Manager King recommended the bid to be awarded to Senesac. Commissioner Sistare moved to accept the recommendation to award the bid to Senesac, Commissioner Moore seconded, voted unanimously. Manager King asked that the budgeted balance of \$17,000 is held for any additional costs that may be incurred for the sludge removal, and the Commissioners agreed. Manager King stated that they are expected to start the work in about two weeks and it will take about two weeks to complete.
2. Manager King advised the Commissioners that the county is working towards ADA compliance and he has received a list of requirements from them that must be followed. ADA postings will be placed and a grievance procedure is required. Manager King will be the ADA coordinator. The grievance process and ADA notice policies were approved by the Commissioners. A copy of the procedure and the posting will be attached to these minutes. Administrator Wozmak said that we are anticipating a proposal for an ADA compliance company to assist us in the compliance efforts due to the ADA training complexities and the timeline for ADA compliance.
3. Manager King advised the Commissioners that 89 toilets would be replaced at MNH. They are low water use and will save us about one million gallons of water a year.
4. Superintendent Van Wickler asked the Commissioners if they would like to visit several other county jails, such as Carroll and Merrimack Counties. They decided that they would visit Carroll County jail in July and Merrimack County in the last week of August. Superintendent Van Wickler will also bring the DOC employees to visit the jails.
5. Population at the jail is 104, with 12 female inmates and 18 federal inmates.
6. There is no new information relative to the jail construction other than two staff work sessions with the architect on July 2nd and July 16th. At the first meeting with the architects, the civil engineers asked why the pasture to the left of the barn was not considered as a possible jail site. A visit was made to the pasture and the engineers will check the soil maps and flood plain issues to see if this site would be better than the existing site (which is to the right of the barn).
7. Director Trombly stated that there is an agreement requiring Commissioners signatures regarding the proshare funds in the reading file. The Commissioners agreed to adhere to the agreement dated June 29, 2004, between the NH Department of Health and Human Services and the county. The amount received was \$929,439, and we are able to use \$563,187. The transaction includes additional funds of \$366,252 for the

adjustment made for the nursing facilities assessment. These additional funds will be set aside as a liability until the state confirms that we can use the funds. If the transaction is not approved by the federal government allowing for the additional funds, the money will be returned to the state when requested.

8. Administrator Wozmak said that the Army Corps of Engineers has come up two repair options for the river erosion project. The cheapest option is approximately \$400,000 with the second option approximately \$800,000 for the restoration work on the riverbank in Westmoreland. The Army Corps are still evaluating the most suitable plan. They will send a letter of agreement in the near future to authorize the project to move forward.

9. Administrator Wozmak has requested that Director Trombly be a signer on the CDBG requisitions. The Commissioners agreed and signed the required paperwork.

#### Nonpublic Session

At 8:58 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. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to authorize the Superintendent to temporarily increase by \$3.33 an hour the compensation of a staff nurse during the absence of the HOC medical services manager, effective July 4, 2004. The Commissioners unanimously voted to return to public session at 9:12 AM.

10. Commissioner Zerba and Administrator Wozmak met with Senator Tom Eaton regarding the courts. Justice Broderick would like to see the courts system centralized, combining Superior, Probate and District courts. There is a meeting on Tuesday, July 6 with the City of Keene and Senator Eaton invited the Commissioners and Administrator Wozmak.

#### 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 roll call 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 9:30 AM.

There being no further business, Chairman Zerba adjourned the meeting at 9:31 AM.

Minutes approved at the July 7 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 7, 2004, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly, Finance Director, Barry King, Facilities Manager, Adrian Farmer, Nursing Home Administrator  
Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of June 30th be approved, seconded by Commissioner Moore, voted unanimously.

Commissioner Zerba moved that the minutes of June 23, 2004 be amended by including the following language that was inadvertently omitted from the approved minutes:

Under **New Business**, item 1, add the phrase "and for an updating on the Cottage Street Project" such that the first sentence of this paragraph reads "At 5:00 PM, a public hearing was opened for purposes of a mid-grant public hearing on the housing rehabilitation project and for an updating on the Cottage Street Project". Add another paragraph to the end of item 1 stating the following: "Linda Mangones reported on the progress of the CDBG project to construct three apartments on Cottage Street. Construction of this project is almost complete, and has gone fairly well. The construction phase will be completed during early July, and three tenants will move into the apartments by the end of July. At that time, Ms. Mangones will close the project ahead of its December 31, 2004 deadline. An invitation for the Cottage Street open house on June 30 (since changed to July 6) was extended to the three Commissioners and to any interested members of the County staff." This information was inadvertently omitted from the minutes that were originally approved. The vote in favor to amend the minutes of June 23rd was unanimous.

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

The Commissioners review the calendar.

Finance Director Trombly spoke to the Commissioners about modifying the Travel and Meal Reimbursement Policy originally approved in August of 2003. She said most of the meal slips being submitted are for amounts greater than that allowed by the policy. She suggested that the 'in state' amount be increased to match the 'out of state' amount. After discussion, it was decided that the policy would be amended to have a one rate rather than two (in state and out of state) and the new per diem rates for breakfast, lunch & dinner will be what is currently the out of state rates. A MOTION was made by Commissioner Sistare, seconded by Commissioner Moore to accept the recommended changes. The motion was voted unanimously in favor of amending the policy as noted above.

**Jail Update.** There was a planning meeting with the corrections staff and the architect but no further information is available regarding the site considerations. The Commissioners and staff are awaiting a report regarding the feasibility of using the current site as well as reusing the current building.

Finance Director Trombly told the Commissioners that 2005 budget packets would be distributed around July 23rd and the department managers will have a month to compose their requests. The Commissioners said they will draft a cover letter of budget expectations that will accompany the budget packets.

Trombly also advised the Commissioners that we are hosting a meeting of the American Payroll Association on August 4th at Maplewood.

Facilities Manager King reported that the Honeywell energy conservation retrofit project is proceeding and that approximately 89 toilets are being replaced and/or modified to conserve water. The conversion is expected to save about one million gallons of water each year.

Director Trombly and Nursing Home Administrator Farmer reported that our Medicaid reimbursement rate for Maplewood has dropped from approximately \$128.00 per day to approximately \$123.00 per day. Trombly will be evaluating the financial impact of the rate reduction.

Nursing Home Administrator Farmer gave the Commissioners an update of conditions at the nursing home.

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 hiring of a public employee. 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 and a vote taken to authorize the Facilities Manager to fill the Electrical Technician position at a Grade 7, Step 7. The Commissioners unanimously voted to return to public session at 9:32 AM.

#### Nonpublic Session

At 9:33 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the hiring of a public employee. 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 and a vote taken to authorize the Nursing Home Administrator to increase from 32 to 40 the budget hours for a social worker in lieu of hiring a replacement part-time social worker. The Commissioners unanimously voted to return to public session at 9:37 AM.

#### Nonpublic Session

At 9:38 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 roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session, no decision was made and no vote was taken. The Commissioners unanimously voted to return to public session at 9:52 AM.

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

Minutes approved at the July 14 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 14, 2004, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Sheryl Trombly, Finance Director; Evelyn Hubal Register of Deeds; HOC Superintendent Van Wickler; Computer Coordinator Wendy Putnam; Terry Warren Ex. Assistant  
Chairman Zerba opened the meeting at 5:00 PM.

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

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

The Commissioners reviewed the calendar.

**New Business**

Director Trombly distributed the letter from the Commissioners and the guidelines for the 2005 budget distribution. The Commissioners agreed that their request would be for departments to level fund from line .19 down. The Commissioners also requested that since the guidelines contain all their requirements, there would be no need for a separate cover letter from the Commissioners.

Director Trombly distributed a copy of a proposed new policy that would provide "gap pay" to those called to military duty. The Commissioners agreed that they would like to review the policy before consideration. The policy would provide that the County would pay an activated employee the difference between his military pay and the pay they would make if they were they working. This would protect against financial hardship in the event of extended military service. Administrator Wozmak will determine how many county employees are at risk of activation. Commissioner Zerba asked Director Trombly to inquire as to other counties policies on this issue.

Register Hubal expressed her concern with the fact that because of the lack of space, she has had to pile books on the floor in the closing room and this is a lifting hazard to the employees. She stated that she would have to close off the closing room in order to store the books that will not fit on the shelves. Administrator Wozmak will work with Hubal on coordinating a short-term space plan and advise the Commissioners of any options for space that may be available. Register Hubal will make some contacts to locate someone that can advise on storage or space solutions specific to deeds and advise the Commissioners of the results.

Wendy Putnam advised the Commissioners that a committee has been formed to determine county voice, data and communication needs. This planning is part of the continuing work on communications between Keene and Westmoreland and is, in part, work that will coincide with the new correctional facility planning. Wendy stated that she had been to a meeting with the City of Keene in March regarding broadband. There will be a meeting Monday with the City and the Merton Group to discuss how the county can use and help bring broadband into the county. Wendy asked the Commissioners if they would like to attend the meeting with her.

Administrator Wozmak advised the Commissioners that SMRT would be here on July 28 for the Commissioner's meeting to discuss the site assessment and review the use of the existing building.

Administrator Wozmak provided the Commissioners with an update on general management issues he was worked on since the most recent meeting.

Superintendent Van Wickler spoke about the victim witness automated program being considered at the federal level. There is the possibility that short-term federal grant funds might become available for the software purchase. Superintendent Van Wickler stated that he feels the system of personal phone calls that we use at present is fine and he does not think we need to obtain an automated system. It will cost us approximately \$35,000 - \$40,000 acquisition cost and approximately \$16,000 yearly to maintain the system, which would be an additional county expense to accomplish the same service we currently provide without additional expense.

Administrator Wozmak gave the Commissioners an update on the Delegation Farm Study meeting held last week regarding a conservation easement of the county-owned land in Westmoreland and Chesterfield. The Commissioners felt that the issue is premature until the jail site has been actually been determined. In addition, it was noted that the County has been the steward of this land for nearly 200 years and that the easement would not necessarily add much protection, given the history of county ownership.

Administrator Wozmak updated the Commissioners on the parking needs at the courthouse and the parking space crunch on the Winter Street lot.

#### 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 consideration of a security related issue bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county corrections superintendents or their designees. 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 and a vote taken to approve the management contingency plan as recommended by the HOC Superintendent in the event the Superintendent is called to active duty for an extended period of time. The Commissioners unanimously voted to return to public session at 6:37 PM.

There being no further business, Chairman Zerba ended the meeting at 6:39 PM.

Minutes approved at the July 21, 2004 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 21, 2004, 8:30 AM**  
**House of Corrections, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, and Moore; Sheryl Trombly, Finance Director; Director of Nursing Lisa Kemp; HOC Capt. Robin Cook; Human Resources Manager Wendy Hurley; Terry Warren Ex. Assistant Chairman Zerba opened the meeting at 8:30 AM.

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

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

The Commissioners reviewed the calendar.

**New Business**

The Commissioners have decided to cancel the August 4 Commissioner's meeting.

Capt. Cook advised the Commissioners that there are presently 97 inmates at the jail, 13 females.

Director Trombly gave the Commissioners a copy of the cover letter that will be given to the departments when the 2005 budget work sets are distributed.

The Commissioners agreed to the August 23 date for the second quarter budget review with the executive committee. Terry Warren will contact John Hunt to confirm the date, and will prepare the paperwork for the meeting.

DNS Kemp stated that the census at the nursing home is 147. The 3-11 shift for nursing is still a problem. Nonpublic Session At 8:45 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 roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of DNS Kemp and HR Manager Hurley to approve a leave of absence for two weeks for Peggy Partridge. The Commissioners unanimously voted to return to public session at 9:55 AM.

The Commissioners agreed that the leave of absence policy in the employee manual should be revised to indicate that only an extended leave of absence needs to be approved by the Commissioners and the Department Manager/HR should review initial requests for a leave of absence.

At 9 AM, the Commissioners proceeded to meet privately with two inmates of the HOC and two correction officers, as part of their statutory review of the HOC, because their last HOC inspection review was shortened because of a town meeting they were to attend.

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

Minutes approved at the July 28 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 28, 2004, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; HOC Superintendent Van Wickler; Facilities Manager King; Arthur Thompson and David Lay, SMRT Architects; Farm Manager David Putnam; Terry Warren Ex. Assistant  
Chairman Zerba opened the meeting at 5:00 PM.

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

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

The Commissioners reviewed the calendar.

**New Business**

Chairman Zerba asked Superintendent Van Wickler to take the floor and he then introduced Mr. Thompson and Lay from SMRT, the principal architects on the jail project. Mr. Thompson commended the Commissioners for all the preparatory work done to determine the needs of the county relative to the jail. The report from SMRT made two determinations: one is that use of the existing building for the new building is not in the best interest of the county functionally or economically, in either the short or long term; secondly that considering the available land and development cost of the Site B, on the northwest side of the barn, the best option is to locate a new building on site A, as close as possible to the existing building. They recommend using the existing building for warehousing, training and nonsecure uses, but not for holding inmates. They also recommend that the new building not be connected to the existing building. He stated that if the existing building were to be reused all but the shell of the building would have to be replaced (electrical, mechanical, plumbing and roof). Given the cost of selective demolition, new construction is a better value for generally the same cost. A new building would also be more attractive than the old building remodeled. Mr. Lay explained the site drawings to the Commissioners and that the drawing is not of the building but a general footprint of the area potentially affected by the project. There was discussion and questions on the recommendations from the architect. Manager King explained that in order to use the existing building it must be ADA compliant, which could incur additional costs. Commissioner Sistare noted, however, that regardless of what was built, it would have to be ADA compliant so he was not that concerned about that issue. Chairman Zerba noted that the Liebert report recommends not reusing the present building. Commissioner Sistare expressed his hesitation at making a decision tonight, and that he feels we should question the boundary set by FEMA for the flood way. There was discussion relating to how the flood way is determined and if this decision can be adjusted. Mr. Lay said that the engineers inquired of FEMA as to the appeal process and it seems as though it would be a lengthy process with little likelihood of change. Lay said that even if FEMA backed off on the Flood Way demarcation, he would not recommend building in the flood way. Mr. Thompson stated that the drawings show the relative square footage of the proposed jail, not the exact design of the building. The decision needed tonight is whether site A (the existing site, including the Master Garden and corn field) or site B (the pasture on the NW side of the barn) is the site preferred by the Commissioners and whether to reuse the existing building or not. Administrator Wozmak stated that the flood way issue would not likely affect the decision as to whether or not we reuse the building, or whether we build on site A or B. By making a site decision this evening, the architects can prepare additional drawings and information for the next step in the process that will begin to show in detail the placement of the building and related functions on the chosen site. Commissioner Zerba moved to select Site A for the new building, conditioned on exploring utilization of parts of the existing building as is feasible, minimizing the impact on the barn and moving the footprint of the building as far northeast as possible, and, further, to verify the location of the floodway and the right of appeal to FEMA, Commissioners Moore seconded, voted unanimously.

Farm Manager Putnam stated that he has five milking machines. He is considering trading the present system he has for a new style system. It would be of equal value. Although milk prices have doubled since last year, they have just gone down some. Dave updated the Commissioners on the farm.

Chairman Zerba discussed our use of the county-owned tract of land in Chesterfield. He wonders if it would be wise to sell it. Manager Putnam stated if the county was to sell it, the oak trees should be removed first.

Chairman Zerba stated that he would like to walk the land. The Commissioners will walk the Chesterfield land on August 18 when the Commissioner's meeting is at the farm. Commissioner Sistare asked Mr.

Wozmak to review the deed for any restrictions.

Administrator Wozmak will be meeting with Lt. Hanson at the Sheriff's office to review the parking situation and update the parking lot map.

Administrator Wozmak updated the Commissioners on the meetings and discussions with the departments since the previous Commissioners meeting, and reviewed the conference in Colorado last week with the National Institute of Corrections.

Administrator Wozmak and Mr. King will meet with the ADA consultant this week to negotiate a contract. They have submitted a contract proposal for ADA compliance services.

The Governor's office has inquired about our Mental Health Court. We will be sending them some information about the court.

Administrator Wozmak met with Register Hubal who had some short term resolutions to help her space problems. These will be reviewed.

There being no further business, Chairman Zerba ended the meeting at 6:50 PM.

Minutes approved at the Aug. 11 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 11, 2004, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Residents of Westmoreland; Interested Public; Terry Warren Ex. Assistant

Chairman Zerba opened the meeting at 5:00 PM.

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

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

Chairman Zerba stated to those in attendance that this meeting is a public meeting, not a public hearing and therefore the Commissioners agenda will be completed first. He stated that they would listen to some of their concerns and he called on Mr. Blake who requested to be put on the agenda.

Chairman Zerba gave an overview of the background of where we are right now regarding the Jail.

The architectural engineering firm of SMRT has been chosen out of the proposals received. Their first job was to come up with sites, as there were multiple sites. There were two sites; Site A was the one next to the jail and the gravel pit. They determined that the gravel pit was too far away, but they found a second site, Site B, on the other side of the farm. They also found that FEMA has redrawn the flood plain and the flood way. The flood way cannot be built on, the flood plain can be built on providing the site is elevated.

Chairman Zerba explained the diagram prepared by SMRT indicating Site A and Site B. Their recommendation is for Site A. Chairman Zerba quoted from the minutes of July 28 " Mr. Lay explained the site drawings to the Commissioners and that the drawing is not of the building but a general footprint of the area potentially affected by the project." " Mr. Thompson stated that the drawings show the relative square footage of the proposed jail, not the exact design of the building." By making a site decision this evening, the architects can prepare additional drawings and information for the next step in the process that will begin to show in detail the placement of the building and related functions on the chosen site." Chairman Zerba read the motion made on July 28. "Commissioner Zerba moved to select Site A for the new building, conditioned on exploring utilization of parts of the existing building as is feasible, minimizing the impact on the barn and moving the footprint of the building as far northeast as possible, and, further, to verify the location of the floodway and the right of appeal to FEMA, Commissioner Moore seconded, voted unanimously."

Chairman Zerba read from the Westmoreland Selectmen memo of August 9. Item B addressed the amount of land used and that they felt it was overdone. The Commissioners agree, and they told the architects to reduce the space. Item C addressed the number of future inmates. The Commissioners have had three consultants reports completed, at a cost of over \$200,000, all of which determined the number of beds needed by going back over 18 years history of the jail. Item D addressed whether the project would conform to federal and local regulations. Chairman Zerba stated that whatever the regulations are, we would conform to them. He stated further that we are not subject to local zoning or site planning regulations. He further stated that the standards are different for a minimum security correction facility as opposed to a federal prison. Our county administrator, facilities manager and superintendent went to a workshop, paid for by the National Institute of Corrections, which covered minimum security facilities only. There are separate workshops for other types of facilities.

The Liebert Report stated that other measures needed to be established for inmates, such as the alternative sentencing program, in order to keep the number of inmates low. Since the beginning of our program, 171 people have been through the alternative sentencing program, and 50 through the mental health program. Since the correction facility is already located in its present site, real estate value already accounts for its presence in the area, Chairman Zerba responded to the question about real estate values in Westmoreland. There was a meeting with the architects today, which was attended by Commissioners Moore and Zerba, and various aspects of the facility were reviewed, but they indicated that the drawings will change as time pass, incorporating various changes and needs.

Mr. Blake thanked the Commissioners for putting the residents concerns on the agenda and he yielded the floor to Bruce Clement to present the ideas of the group. Mr. Clement read the letter of concerns to the Commissioners and the group. This letter will be added to the minutes.

Chairman Zerba addressed their concerns.

When the architects come back with final information, then we can come to the residents. But at this time, with no site chosen, there is nothing to go to the residents with

Waste water treatment plant. The present population is 110-115, that is not much more than the 150-bed plan. The architects have expressed no concern at this point.

The present plan includes a 150 bed, with single bunking, with a capability to go to a higher number, if the situation warrants. In the Bennett report, page 16, the projected size of the population could be 150, 170, 180, assuming we would properly manage the facility with programs such as electronic monitoring and the alternative sentencing program.

Rep. Laurent asked about the wastewater treatment plant erosion. Chairman Zerba stated that the Army Corps of Engineers has evaluated the site and has come back to us with two potential plans. One plan will cost about \$400,000, the other \$800,000, depending on the best structure chosen. The County pay the first \$40,000, after that it is a 35% share of the balance.

Resident Walter Derjue asked about the map of the floodway indicating that the lagoon is in the floodway.

Chair Zerba stated that according to the ACOE, it is properly elevated.

Resident Madeline Ullrich asked what was the problem with using the gravel site. Commissioner Sistare stated that utilities would have to be extended to the site, and both he and Commissioner Moore felt that the existing jail should be reused as part of the new jail space. He explained that is the reason for the conditions that we added to the motion last week. Ms Ullrich stated that as a resident she is not as concerned about the money as keeping the jail at the present site.

Resident Hunter stated that he is concerned how the sewerage will affect the river.

Rep. Weed stated that the Delegation's consideration was that in using the old building, the number of guards would be increased, which would cost about \$100,000 per year. Chairman Zerba stated that the consultant's recommendations state that the cost of the facility, over its lifespan, is only about 10% of the total cost.

Therefore, an inefficiently laid out building would have increased operational costs for the life of the building. The architect's recommendation is not to use the existing building for secure use.

Rep. Robertson stated that he is currently repairing a septic field and the state said that present standards must be followed. He asked if we have checked on the standard. Chairman Zerba stated that the engineers must get permits to do what is necessary, and they have never addressed the lagoon. It was a non-issue to the ACOE when they did their evaluation.

Rep. Laurent asked why they are considering operational costs, when if they had the jail closer to Keene, the operational costs would be lower. Chairman Zerba stated that the transportation costs have not been an issue.

Selectman Putnam asked if the board agrees that the county is going forward with the study for a \$23,000,000 jail as it was presented with programs, kitchen, and laundry. Commissioner Zerba stated it was.

Resident Dick Cate asked if the fill needed is going to take the 10,000 truckloads and they would be going over the town roads, the center of town and town bridges.

Marshall Patmos recommends that the Commissioners rescind their vote. He recommends that the gravel pit be chosen as the jail site. He believes we should tell the architects where we want it and for them to go ahead from their, saving the farmland.

Resident Evelyn Hunter stated that aesthetically it would be better not to have the jail on the river, we should be preserving the land.

Ann Sweet of Sullivan stated that she is concerned about placing the jail on prime agricultural land.

Resident Nancy Ranson asked why the facility is not being built in Keene as recommended by the consultant.

Chairman Zerba asked Rep. Laurent stated that it was NIMBY (not in my back yard).

Rep Slack said that her question is do the Commissioners have to come to the delegation to choose a site.

Chairman Zerba said no. Rep. Slack asked why we are not using the exiting building. Chairman Zerba stated that it was because of the increased operational costs, as stated previously, and that the building would have

to be completely gutted to use it, and that cost would be \$183 a square foot to renovate and new construction would be \$190 a square foot, and renovating would be inefficient and increase operating costs.

Rep. Robertson stated that he understood that when the delegation voted it was going to be on the gravel pit.

Rep. Weed stated that there were at least three sites looked at in Keene, and others that were looked at but didn't pan out. He understands that the gravel pit was always to be considered as a site.

Resident Susan Nelson asked the delegation to meet with the residents of Westmoreland and was told that it was not feasible because they would have to meet with all the towns. She asked about the costs to transport inmates. Chairman Zerba stated that he did not know, but it was part of the Sheriff's budget. She understands that it is about \$100 a trip and it takes about ten trips a day. She stated that at the Westmoreland meeting, it was said that the jail would be a minimum to maximum-security prison. She would like clarification of this. Chairman Zerba stated that he is not sure of the terminology. He stated that those who are sentenced for a year or less, they are sent to the jail.

The residents stated that they did not feel that enough work was done to find a site. They believe that the county only looked at two or three sites. Commissioner Sistare stated that there were twenty or thirty properties looked at and that information can be provided. He further stated that he would be willing to tell the engineers to stop work until a public hearing is held with the residents to debate the gravel site versus the present site.

Resident Evelyn Hunter asked what utilities would have to be brought up to the gravel pit. Commissioner Sistare stated its water, sewer and power. Commissioner Zerba stated that it has not been determined yet that a new wastewater treatment plan is needed. The lines would be run down to the existing one.

Resident Jim Blake asked about the site using so much farmland. Chairman stated that they are considering parking across the road. They are also looking at using the existing building for storage. Mr. Blake stated that the sheds have a lot of junk in them and are not used to their advantage.

Resident Steve Emery asked why the existing building will be torn down and why it cannot be used for the women's unit. Chairman Zerba stated that the architects have confirmed that the existing building is inefficient and not laid out properly and operational costs will increase.

Resident Lenny Nelson stated that he is glad to see the farm using inmate labor. Chairman Zerba stated that the inmate labor would also be used for the kitchen and laundry in the new facility.

Resident Tom Warner stated that local school construction has been voted down, why are we rebuilding a new jail when many schools are not being built or being renovated.

Resident Bruce Clement stated that he was on the site committee and they looked at the gravel pit but he does not believe that an evaluation was completed. He stated that with that information everyone would make a better choice for the jail site.

Resident June Hammond asked what the county is going to give to Westmoreland for letting us build a jail in Westmoreland. Chairman Zerba stated that we pay taxes of \$18,000 - \$19,000 a year, in addition a contribution was made towards a fire vehicle.

Commissioner Sistare moved to table the motion made at the July 28 meeting, choosing Site A as the site for the future jail, pending a formal public hearing tentatively to be held on September 8, presenting information from the architects on the gravel pit, before finalizing their decision on a site for the jail, Commissioner Moore seconded, voted unanimously. Selectman Putnam offered a town facility for the meeting.

There being no further business, Chairman Zerba ended the meeting at 6:40 PM.

Minutes approved with change at the Aug. 18, 2004 meeting  
return to the top of the page

Robert Moore, Clerk

[Click here to](#)

Correction: Paragraph 6 of page two, the sentence beginning "The County pays . . ." should be changed to "The Feds pay . . .".

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Aug. 18, 2004, 8:30 AM**  
**County Farm, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, and Moore; County Administrator Wozmak; Facilities Manager King; Finance Director Trombly; HR Manager Hurley; Farm Manager David Putnam

Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Moore moved that the minutes of Aug. 11 be approved, seconded by Commissioner Zerba, voted unanimously.

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

The Commissioners reviewed the calendar. Commissioner Moore will not be able to attend the September 1st meeting. Governor Benson will be at the County offices at 33 West Street on August 23rd between 2 and 5pm to meet with citizens.

**New Business**

The Commissioners discussed having additional meetings and decided that they would have them if the jail project requires it.

ADA compliance was discussed and a proposal for services was reviewed. A motion by Commissioner Moore, seconded by Commissioner Zerba, to authorize the Facilities Manager to enter into a contract for ADA consulting services up to \$9,000.00 for audits, reports and training. The motion passed unanimously. The Commissioners reviewed a letter from the NH Association of Counties regarding an invitation to the members of the House to attend the County Association annual conference. The Commissioners agreed that a letter of invitation should be sent to the members of the delegation with the caveat that there is no money budgeted.

Administrator Wozmak presented a proposed letter to be sent to the city and towns of Cheshire County regarding the CDBG Housing Rehabilitation program. The Commissioners approved the letter.

Commissioner Zerba said that he would be attending the retirement party for Carl Jacobs.

A newspaper advertisement for the public hearing to be held tentatively on September 8 at the Westmoreland School will be released after receipt of the report from SMRT Architects/Engineers.

Director Trombly gave an overview of the second quarter budget to the Commissioners. In general, the budget is in good condition with a surplus expected if things continue as they have this year.

A request for an additional telephone line for Alternative Sentencing has been presented. Administrator Wozmak will discuss the requirement with Tom Kenney. Item has been referred to a subsequent agenda for further information.

Manager King requested a shift in the budget for one FTE from MNH to Keene. The Commissioners authorized the shift in FTE to reflect current staffing with no financial impact to the budget.

Manager King updated the Commissioners on the Honeywell project. While most of the project so far is going well, there are functional problems with the low-flush toilets, which have yet to be worked out.

Manager King updated the Commissioners on the sludge removal at the wastewater treatment plant.

Manager King provided the Commissioners with a general update of projects and budget issues in the Facilities Department.

Manager King advised the Commissioners of the sewage pumping tank problem at the Courthouse, which is currently being assessed.

Farm Manager Putnam provided the Commissioners with an update of conditions at the farm.

The Commissioners discussed a tuition reimbursement request from Superintendent Van Wickler and agreed to place this on the next agenda.

Nonpublic Session At 9:09 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 roll call vote of Commissioners Zerba, and Moore. HR Manager Hurley, Director Trombly

and Administrator Wozmak were present. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of HR Manager to hire an Activity Aid/LNA at grade 5 step 4, based on prior experience. The Commissioners unanimously voted to return to public session at 9:14 AM.

Nonpublic Session At 9:15 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 roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the Finance Director and Human Services Manager to authorize the transfer of a finance employee, at Grade 3, Step 1, to the HS department at a Grade 2, Step 5. Commissioners unanimously voted to return to public session at 9:24 AM.

The Commissioners discussed the jail site issue and the Commissioners decision at their most recent meeting to table "Site A" and to re-evaluate the "gravel pit" in response to input from the citizens of Westmoreland. Administrator Wozmak asked for authorization to obtain geotechnical information on the gravel pit as well as an additional potential site located adjacent to the current nursing home in a plateau area east of the gravel pit but on the same side of the road. This area was mentioned by SMRT as being worth a preliminary evaluation. There was discussion about opening up another site search but that on balance, it is worth evaluating this site if it has the potential of being a compromise site. A compromise site would have (at a minimum) the dual benefit of both not being on farmland as well as being significantly closer to utilities than the gravel pit. The Commissioners voted unanimously to authorize Administrator Wozmak to go ahead with a preliminary site evaluation and soil testing (geotechnical assessment) using existing funds.

Administrator Wozmak provided the Commissioners with a general update on county departments.

Chairman Zerba ended the meeting at 11 AM, and the group proceeded to a site visit at the county-owned land in Chesterfield.

At the conclusion of the site visit, the Commissioners voted unanimously to authorize the County Administrator and the Farm Manager to approach the Town of Chesterfield to secure a Right of Way to this 46 acre property, which is currently land-locked.

Minutes approved at the Aug. 25 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Aug. 25, 2004, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; County Administrator Wozmak; Facilities Manager King; Superintendent Van Wickler; Finance Director Trombly; HR Manager Hurley; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

**MINUTES:** Commissioner Moore moved that the minutes of Aug. 18 be approved, seconded by Commissioner Zerba, voted unanimously.

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

#### Facilities

1. Manager King updated the Commissioners on the Honeywell energy conservation project. Thirty-two steam traps have been changed at the nursing home. The low flush toilets are still a problem, but they are working on it. Plumbing is being repaired at MNH. Most of Keene has been completed; new air conditioning units have been installed at the courthouse.
2. Sludge removal project is proceeding.
3. Boiler at the jail is no longer working, and they are expecting a replacement either later this week, or early next week. The inmates have been very cooperative at staging shower times to get by with less hot water.
4. The elevators at MNH are working, but need to be replaced. They are over 28 years old. New elevators will be put into the 2005 budget at a cost of approximately \$150,000.

#### Human Resources

1. Manager Hurley stated that she is actively recruiting, and speaking to graduates of nursing assistant classes.
2. The newsletter will be resuming publication in September.
3. She is working on preparing performance evaluation forms.

#### DOC

1. The Superintendent stated that the Volunteer Picnic was held this past Sunday and it was a successful day. Commissioner Zerba was in attendance along with Rep. Mitchell, Espieffs and Laurent.
2. The population at the jail is in the low 90's.

Nonpublic Session At 5:15 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 roll call vote of Commissioners Zerba, Sistare and Moore. HR Manager Hurley, Director Trombly, Administrator Wozmak, Manager King and Ex. Asst. Warren were present. As a result of the deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Manager King to hire a custodian for the courthouse at a Grade 2 Step 9, based on prior experience. The Commissioners unanimously voted to return to public session at 5:23 PM.

Nonpublic Session At 5:24 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 roll call vote of Commissioners Zerba, Sistare and Moore. HR Manager Hurley, Director Trombly, Administrator Wozmak and Ex. Asst. Warren were present. As a result of the deliberations in

nonpublic session, a decision was made and a vote taken to accept the recommendation of HR Manager to hire a Minimum Data Set Coordinator/Asst. Director of Nursing at a Grade 6 Step 7, based on experience and qualifications. The Commissioners unanimously voted to return to public session at 5:27 PM.

The Commissioners reviewed the calendar.

### **New Business**

1. The Commissioners discussed the gap military pay carried from a previous meeting. Director Trombly distributed a handout she prepared with an analysis of what other county policies are, and a proposed military leave policy. There was discussion on the various aspects of the proposal and the Commissioners will revisit the issue next week.
2. The Commissioners discussed the request from Superintendent Van Wickler for retroactive tuition reimbursement. Commissioner Sistare moved to deny the request, Commissioner Moore seconded, voted unanimously.
3. There was discussion on the scheduled meeting on Sept. 8 in Westmoreland. Administrator Wozmak stated that he would have the site layout by Sept. 7. Since there will be a school meeting at the Westmoreland School that evening at 6:30 PM, the Commissioners felt that they would prefer not having a meeting on the same evening, and they would have a meeting on Thursday, Sept. 9 instead. Terry Warren will confirm reservation of the town hall on Thursday, Sept. 9 for 7 PM. Administrator Wozmak distributed a 20-minute video about jails from the NIC. Time Warner Cable has agreed to broadcast the video. Pinetree Cable will be contacted to see if they will also broadcast the video. Administrator Wozmak suggested that a couple of videos be given to both the Keene Library and Westmoreland Library. A newspaper ad will be placed regarding the Commissioner public information meeting in Westmoreland on September 9th.
4. Administrator Wozmak confirmed that he has spoken to Register Hubal and she is willing to use the basement conference room to fulfill her space needs on an interim basis. The Commissioners discussed losing the conference room for meetings and whether there were any other alternatives. Director Trombly has checked the availability of the storefront space next door, which will be available in November. She will check other available properties. If Alternative Sentencing/Mental Health moves to the storefront, it will make the conference room upstairs available once again. The shelving, at a cost of \$58,000, necessary for Deeds to outfit the conference room would come from the Deeds Surcharge Account.
5. Director Trombly brought before the Commissioners a company that has approached her to conduct a review of county purchasing in order to assist in obtaining lower prices. Since every department does their own purchasing, we may not be getting the lowest prices. The Commissioners suggested that a memo be sent to department heads to review their purchases and ensure they are getting the best prices. Also, Administrator Wozmak indicated this issue can be reviewed with staff during the upcoming budget review.

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

Minutes approved at the Sept. 1 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 1, 2004, 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba and Sistare; County Administrator Wozmak; Facilities Manager King; Superintendent Van Wickler; MNH Administrator Farmer; Dr. Shapiro, MNH Medical Director; Finance Director Trombly; Ex. Asst. Warren; Jim Blake

Chairman Zerba opened the meeting at 8:34 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of Aug. 25 be approved, seconded by Commissioner Zerba, voted unanimously.

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

The Commissioners reviewed the calendar.

**Old Business**

1. Director Trombly distributed the proposed revisions to the military leave policy. She reviewed the items that have been changed from the original policy. The item will be carried until all the Commissioners are present.

**New Business**

1. The burning of the pig barn is delayed until Primex visits the site to ensure there are no hazardous materials present in the barn.
2. The outside agencies meeting with the Commissioners and the new executive committee and the delegation will be held on December 13. The Commissioners will hold their weekly meeting first at 8:30 AM and the agency/delegation meeting will be held at 9 AM. The new members of the Executive Committee will be invited to attend.
3. There was discussion on the Army Corps of Engineer riverbank erosion project. The Army Corps will be conducting a site visit on September 8th. State, Federal and local agencies involved in the project have been invited to view the erosion and to hear about the repair plan.
4. Commissioner Zerba informed Commissioner Sistare that the delegation chose Sept. 21 at 7:30PM for the next Delegation meeting, which will be held in the jury assembly room at the Courthouse.
5. Administrator Farmer gave the Commissioners an update on the nursing home.
6. Director Trombly stated that the 2005 budget is about 95% received. The books should be ready for the Commissioners by September 15.
7. Superintendent Van Wickler stated that the Population at the jail is in the 80's.
8. The new boiler for the House of Correction is being delivered today. It should be operational by the end of next week.
9. Administrator Wozmak updated the Commissioners on what is happening in the various departments.
10. Administrator Wozmak has asked to be on the agenda for the Chesterfield Selectmen's meeting to discuss the right of way request on county property in Chesterfield.
11. Manager King gave an update on the Honeywell energy conservation project.
12. Chairman Zerba stated that he understood Mr. Blake, a resident of Westmoreland, wished to speak. Mr. Blake asked that the location of the Sept. 9 meeting be changed to the school rather than the town hall. Ex. Assistant Warren will contact the school to check availability. Chairman Zerba accepted a letter that was signed by 6 citizens regarding the plans for a new correctional facility. Chairman Zerba stated they would review the letter but that the issues in the letter are not germane to what will be presented at the September 9

meeting. The meeting on the 9th will be limited to the site selection/soil analysis of the gravel pit the newly identified site near the nursing home and the estimated development issues. He stated that in his opinion, all the issues noted in the letter have already been dealt with.

Nonpublic Session At 9:40 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 roll call vote of Commissioners Zerba, and Sistare. Administrator Wozmak was present. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:55 AM.

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

Minutes approved at the Sept. 8, 2004 meeting                      Jonathan Sistare, Vice Chairman      Clerk, Pro Tem

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 8, 2004, 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Moore and Sistare; County Administrator Wozmak; Facilities Manager King; Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Warren; Residents of Westmoreland; Reps. Robertson and Laurent

Chairman Zerba opened the meeting at 5:00 PM.

**MINUTES:** Commissioner Sistare moved that the minutes of Sept. 1 be approved, seconded by Commissioner Zerba, voted unanimously.

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

The Commissioners reviewed the calendar.

**Old Business**

1. Old business was reviewed.
2. The Commissioners discussed the gap military pay policy as presented by Director Trombly. Commissioner Moore moved to accept the new policy as presented, Commissioner Sistare seconded, voted unanimously. The policy will be added to the employee manual.
3. Director Trombly spoke to Tom Kenney regarding the need for another telephone line for the alternative sentencing program. She feels that it is needed for their office and there are funds in their budget for it. The new phone line should be offset by a reduction in cell phone use. The Commissioners approved an additional phone line.

**New Business**

1. Superintendent Van Wickler stated that the Sheriff is getting two new vehicles and is turning in the two older ones. The Superintendent would like to have one of the vehicles for use by the HOC. It would be used by the Director of Inmate Programs to visit inmates on electronic monitoring; and for emergency visits to the doctor for inmates. The car could also be used for travel to training school and conferences. The Commissioners agreed to allow the Superintendent to receive one of the vehicles from the Sheriff without the need to trade another one in. This would raise to three, the number of vehicles at the HOC.
2. Administrator Wozmak spoke to the contractor doing the soil test borings at the jail sites. They have completed two of the four borings. Some preliminary information may be available soon.
3. Manager King expects more information next week regarding the ADA consultant's survey.
4. The Honeywell energy retrofit program is going well although the toilet problems remain. We have seen a 3,000 gallon per day reduction in water consumption so far. King also reported that we have received approval to begin the sludge removal from the Environmental Protection Agency.
5. The Army Corps of Engineer conducted a site visit regarding the river erosion project. Manager King will maintain records on the ice flow for the ACOE. The Army continues the design work, with input opportunities from the Westmoreland Conservation Commission, the Westmoreland Selectmen, the Connecticut River Watershed Association, the NH Dept of Environmental Services and the NH Fish and Game Dept.
6. Superintendent Van Wickler stated that the HOC has two staff vacancies, a LPN and a correction officer. An student intern from KSC will be working at the HOC.

7. Director Trombly and Administrator Wozmak met with IPG to review benefits for next year's budget. They are tentatively budgeting a 15% increase in health insurance costs.
8. Administrator Wozmak gave the Commissioners an update on various departments. He is on the agenda for the Sept. 16th Chesterfield Selectmen's meeting to discuss and receive permission to cut timber on the Chesterfield lot.
9. The commissioners were asked by Rep. Robertson about two potential county jail locations. The parcels under discussion are located in Swanzey and on Route 12 in Keene and were mentioned in a letter to the Commissioners from Westmoreland residents. Rep. Robertson believes the sites were not brought up or even considered when deciding on a jail site. Commissioner Zerba stated that any properties brought to the Commissioners were reviewed in one way or another.

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

Minutes approved at Sept. 15 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, September 9, 2004 7:00 PM**  
**Westmoreland School, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Terry Warren Ex. Asst.

Chairman Zerba opened the meeting at 7:00 PM.

Chairman Zerba opened the meeting with introductions of county personnel present. Chairman Zerba proceeded to give a history of the process of getting to where we are now in building a facility on county owned land in Westmoreland. He explained how the various sites were chosen, and described the four sites available as the garden site, the pasture site, the plateau site and the gravel pit site. Commissioner Sistare explained how a decision had been made and that the Commissioner's decision has been put aside in order to look at other sites on county land in Westmoreland, as requested by residents of the town. He said that we are gathered tonight to talk about the four sites, but not to go over what has already been decided.

Bruce Clement spoke, saying that a group of residents have been meeting and there are additional concerns by residents, and that a memo was given to the Commissioners containing the concerns. Chairman Zerba stated that a response was made to that memo. Since not all residents had seen the memo, Commissioner Sistare read the residents' memo to the commissioners and Chairman Zerba read the Commissioners response.

Rep. Dexter took the floor and was introduced as the delegation jail committee chairman. He explained how the process of looking at property for the jail was conducted. He explained that between 30 and 40 sites were reviewed and the committee's final decision was that the best solution was to leave the jail in Westmoreland on county property.

Rep. Pratt asked if the Commissioners knew about the Adams site when they came to the vote. Mr. Adams' son said that he understood from his father that he wanted the information kept nonpublic. Rep. Dexter stated that the property is over six miles from Keene and is too far, and additionally is near a school. Rep. Laurent stated that at the next delegation meeting he would make a motion to rescind the motion to go ahead with the jail in Westmoreland.

A statement was read by a resident that the Commissioners, delegation and county residents needed a fair and open process. He feels that there were omissions in the process, including the evaluation of all available sites, and that the process should stop. Chairman Zerba introduced the architects from SMRT, Mr. Lay and Mr. Stewart. They explained the plans and the four sites that are being looked at. He explained the biggest issues, which are land preparation and utility expenses. There were some questions to the architect, who explained how the building is designed in order to reduce future costs by planning the design for expansion in 20 years, rather than having to start all over again if and when overcrowding occurs.

Mr. Cate, a resident of the town, read another statement.

The veterinarian used by the farm spoke to how he felt the inmates who worked at the farm experienced something special by working with the animals at the farm. He urged the commissioners to consider the site where inmates can continue working with the animals.

Marshall Patmos, Chairman of the Cheshire County Conservation Committee read a letter to the Commissioners.

Chairman Zerba addressed the group regarding the sites available and that the choice preferred by the Commissioners as a compromise to the farmland site is the plateau site.

A resident requested that a sign be set up to identify the various sites.

The Commissioners were asked if there was any plan to close the farm. Chairman Zerba stated that there is no plan to close the farm.

A resident stated that the size for the jail is going to be larger than Home Depot, which is 15 acres. David Lay stated that they are expecting to build a jail on 6 - 6 ½ acres, with reduced lighting and glare, as suggested by residents.

One resident asked what the size of the building would be. David Lay stated that the proposed jail is 80,000 square feet, the current jail is 25,000 – 30,000 square feet. David Lay explained that there are many rules and regulations relating to the building of new jails, which require additional space for inmates. The current jail would be considered inadequate. Chairman Zerba stated that the size is based on the studies made by consultants based on past history and future expectations.

Superintendent Van Wickler gave the residents an overview of some of the inmates and why they are kept in our jail. He explained how the size of the jail was determined and how Cheshire County is committed to develop programs for inmates in order to reduce numbers. A resident asked who has the authority to determine whether state or federal prisoners are held in our jail. The Superintendent stated that by statute, every facility is required to hold federal prisoners, when needed. A resident stated that the people of Westmoreland are uncomfortable with the facility holding state or federal prisoners. There were some questions regarding safety and emergency procedures, which the Superintendent explained, were part of the facility protocol.

Rep. Robertson asked about the recidivism rate. Superintendent Van Wickler stated that access to services reduces recidivism.

Commissioner Sistare stated that he would like to hear if those present preferred the plateau site. The residents stated that they felt studies needed to be performed first, on traffic, the water and wastewater and on the Adams property. They repeatedly declined to give any preference.

There being no further business, Chairman Zerba ended the meeting at 8:45 PM.

Minutes approved at the Sept. 22 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 15, 2004 8:30 AM**  
**House of Corrections, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Keene State College Intern Lynn Mayville; Selectman Russell; Jim Blake; Bruce Clement; Bill Chase

Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of Sept. 8 be approved, seconded by Commissioner Moore, voted unanimously.

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

The Commissioners reviewed the calendar.

Superintendent Van Wickler updated the Commissioners about an inmate with a complex medical problem that will require expensive pharmaceuticals.

The Commissioners discussed the Deeds space needs memo that is to go to the Delegation. The Commissioners will seek approval for a \$58,000 expenditure from the Deeds Surcharge Account for shelving as part of the interim space plan for the Registry of Deeds. Related to this, they also discussed rental sites available for Alternative Sentencing/Mental Health consisting of between 1200 to 1400 square feet. Finding rental space will allow the Commissioners to reclaim what used to be the second floor conference room.

Administrator Wozmak gave the Commissioners an update on the Army Corps of Engineers and they discussed a memo that will be sent to the Delegation updating them in advance of a request for an appropriation of \$150,000 to be placed in Capital Reserves.

As a means to continue the dialog with residents of Westmoreland, the Commissioners discussed forming an advisory committee consisting of three residents of the town of Westmoreland. Westmoreland resident Bruce Clement agreed to submit names to Commissioner Zerba.

The Commissioners proceeded to conduct their statutory semiannual tour of the jail, beginning with the Sallyport, which is the entry port for offenders and also is used to deliver food and laundry. The Booking area was inspected. The Superintendent explained the purpose of the restraint chair. The inmate classification system for inmates was reviewed with the Commissioners. Use of the fingerprint machine for inmates was reviewed.

The Superintendent showed the Commissioners the weapons locker.

How and where the county uses inmate labor was described to the Commissioners. The inmates work on the farm, in the kitchen at the nursing home, and over 1000 hours of time is given to Cheshire Fairgrounds for maintenance and upkeep of the grounds.

Superintendent Van Wickler explained the inmate transportation system. The Sheriff does the transportation of the inmates to and from the courts. The Commissioners visited the different housing wings that are used

to hold the pretrial and sentenced inmates. The process of handling these inmates was explained to the Commissioners.

The Commissioners visited the intake holding cells, and were explained the interview process of the inmates.

The Commissioners visited the inmate dining room and reviewed the inmate programs that are held in this room. The Commissioners visited the single ADA accessible shower for use by inmates with special needs. The room where inmate clothing is stored was visited. There are six inmate computers kept in the dining room for lack of separate space, and use of the library, which is currently housed in the gymnasium for lack of space, was described to the Commissioners. Inmates do not have access to the Internet but use the computers for educational and training purposes.

The Commissioners visited the gym/multipurpose room used by the inmates. The Commissioners then visited the Administration area and the medical area where the physician's assistant, the RN or the LPN, brings the sick inmates for care.

The Commissioners visited a Field Training Officer training program being presented at the jail for the officers.

The Commissioners visited the inmate segregation unit. They then proceeded to the inmate isolation cell, and the inmate disciplinary board was described to the Commissioners.

The upper and lower control rooms were visited, and how direct supervision is carried out was described to the Commissioners. The process of inmate meal movement was described to the Commissioners.

The Commissioners ended the tour of the jail and went into nonpublic session to discuss rental property for the Alternative Sentencing Program in Keene.

**Nonpublic session** – At 11:45 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; The motion was approved upon a voice vote of Commissioners Zerba, 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 12:10 PM.

There being no further business, Chairman Zerba ended the meeting at 12:11 PM.

Minutes approved at Sept. 22 meeting.

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 22, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Facilities Director King; Ex. Asst. Terry Warren

Chairman Zerba opened the meeting at 5:00 PM.

**MINUTES:** Commissioner Zerba moved that the minutes of Sept. 9 be approved, seconded by Commissioner Sistare, voted unanimously. Commissioner Zerba moved that the minutes of Sept. 15 be approved, seconded by Commissioner Sistare, voted unanimously.

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

The Commissioners reviewed the calendar.

Chairman Zerba received a letter at home from Delbert and Ruth Meyer from Keene, expressing their opinion that the burden on the Keene taxpayers when property is taken off the tax rolls, be considered as to location of the jail.

Old business was reviewed.

Commissioner Moore briefly discussed the long-term plan for the farm and that it might be useful to formalize it.

#### Finance

1. Director Trombly attended a meeting in Concord on Monday regarding the bed tax and explained the results of this to the Commissioners. There is a formula being worked on that will funnel the net proceeds of the tax to the County in an amount not yet determined.
2. Director Trombly presented the proposed two year contract with the auditors, Mason & Rich, and asked for approval and authorization for the Finance Director to sign the contract. Commissioner Sistare asked when was the last time the contract went out to bid, Director Trombly stated that it was 2001, and at that time only two responses were received. Commissioner Sistare moved to authorize Director Trombly to enter into contract with Mason & Rich, at a cost of \$26,253.06 for 2005 and \$27,226.06 for 2006. Commissioner Moore seconded, voted unanimously.

#### DOC

1. Superintendent Van Wickler brought before the Commissioners the fact that the medical services coordinator at the HOC has had surgery and her FMLA has expired and asked the Commissioners' for a one week extension. Commissioner Moore moved to approve the request for a one week leave of absence beyond the FMLA leave period, Commissioner Sistare seconded, voted unanimously.
2. The Superintendent has done some research with the records in 2003 and found that the recidivism rate at the jail was 46%. That is, 46% of the individuals booked have been there before. Nineteen percent of the 46% were re-incarcerated within a one year period. He will have his staff continue to specifically determine the recidivism rate for earlier years so that the Commissioners and the Delegation can have exact statistics.

#### Facilities

1. Facilities Manager King stated that they expect to begin the sludge removal at the Westmoreland Wastewater treatment plant by the end of the week. The Honeywell energy conservation retrofit project is going well, except for the low water use toilets, which are not working well in most areas of the nursing home. We have reduced water consumption by about 15%.

County Administrator

Administrator Wozmak updated the Commissioners on the various departments. A site for Alternative Sentencing has been looked at and another will be visited.

Administrator Wozmak asked Commissioner Moore if he could be available at the Chesterfield selectman's public meeting at 6 PM on October 6 at the site of county property, where there will be discussion on the right of way that has been requested so that we can remove timber from County property.

**Nonpublic session** – At 6:15 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. 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 and a vote taken to ratify the elimination of a facilities position of maintenance II, effective Sept. 17, and to approve a severance package of one week for every year of employment for the employee. The Commissioners unanimously voted to return to public session at 6:29 PM.

**Nonpublic session** – At 6:30 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call 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 6:45 PM.

There being no further business, Chairman Zerba ended the meeting at 6:50 PM.

Minutes approved as noted on Sept. 29

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 29, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Terry Warren

Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of Sept. 22 be approved as noted, seconded by Commissioner Zerba, voted unanimously.

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

The Commissioners reviewed the calendar and decided to cancel the Commissioner's meeting of Oct. 6.

Old business was reviewed.

Chairman Zerba stated that he would be available to be at the Chesterfield meeting with the selectmen on October 6 regarding the right of way for the county property.

Parking at the courthouse is still a problem and Administrator Wozmak is going to meet with Lt. Hanson to discuss the additional needs she identified.

There was some discussion on a long-term plan for the farm. Administrator Wozmak will prepare a report giving the results of the farm incorporating the Hermonott report into their procedures.

#### DOC

1. Superintendent Van Wickler introduced the intern from Keene State College, Lynn Mayville, working at the HOC. She will be working on a recidivist list and determine the number of inmates from each town and the recidivism rate. She will also review the RSA's relative to the county government.
2. The Superintendent stated that in 2005 he would like to hire half the number of correctional officers needed for the new jail, so they will be prepared when the jail is built.
3. There was discussion on the jail advisory committee. The Superintendent stated that he has not called a meeting of this committee because he feels it is too soon to do so. This committee consists of members of the criminal justice system.
4. The census is currently in the 80's.

#### County Administrator

1. Administrator Wozmak updated the Commissioners on the various departments.
2. Administrator Wozmak stated that he has been interviewing several applicants for the Clerk of the Works position for the jail. He has narrowed the field and will bring those applicants before several of the county employees who will be working with the COW and the Commissioners. He expects the position to start working at the end of the year.
3. Administrator Wozmak spoke to the Department of Environmental Services last week and has suggested an open house at the wastewater treatment plant to show everyone how it operates. A package will be going out to the delegation with information about the open house and will include an invitation to the open house. Will try for the end of October.

## Finance

1. Director Trombly distributed a letter what will be going out to all the towns, explaining how the taxes are allocated. The Commissioners approved the letter.

## Jail

1. There was a discussion on the jail sites available. Clough Harbour will be doing an evaluation of the Aldrich/Borden property.

A budget report was distributed to the commissioners. Administrator Wozmak reviewed the results of the budget review done on Monday at MNH. The report is incorporated into these minutes.

Administrator Wozmak explained a new project at MNH. We will be setting up an outpatient clinic at Maplewood. This will be used to try to eliminate trips to the doctor and can be used by the residents of assisted living.

Director Trombly will bring the COLA estimates in next week for the Commissioners.

**Nonpublic session** – At 10:08 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration of the acquisition, sale or lease of real or personal property, which if discussed in public would likely benefit a party or parties whose interests are adverse to those of the general community. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session no decision was made and no votes taken. The Commissioners unanimously voted to return to public session at 10:15 AM.

**Nonpublic session** – At 10:15 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call 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 10:18 AM.

**Nonpublic session** – At 10:18 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call 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 10:37 AM.

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

Minutes approved at the Oct. 13 meeting

Robert Moore, Clerk

Minutes amended at Nov. 3 meeting to add the following:

**Nonpublic session** – At 10:38 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. 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 reached and a vote taken to authorize the County Administrator to hire a mental health court case manager at a Grade 5, step not to exceed step 5. The Commissioners unanimously voted to return to public session at 10:41 AM.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 1, 2004 10:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

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

Chairman Zerba opened the meeting at 10:26 AM and immediately went into nonpublic session.

**Nonpublic session** – At 10:26 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to accept the resignation of the nursing home administrator effective Sept. 30, 2004, and to appoint the county administrator as the interim nursing home administrator. The Commissioners unanimously voted to return to public session at 10:30 AM.

There being no further business, Chairman Zerba ended the meeting at 10:31 AM.

Minutes approved at the Oct. 27 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 13, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Director of Nursing Kemp; HR Manager Hurley; Ex. Asst. T. Warren

Chairman Zerba opened the meeting at 5:00 PM.

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

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

The Commissioners reviewed the calendar.

**Old Business** was reviewed.

**NEW BUSINESS**

1. Manager Hurley updated the Commissioners on the HR department.
2. DNS Kemp stated that things are going well in the nursing department.
3. Director Trombly stated that the nursing facility quality assessment returns (6% bed tax) for the period of 5/1/03 to 6/30/04 was paid, \$565,606 was sent.
4. Administrator Wozmak met with Clough Harbour and they will have a report on the Aldrich site by the end of next week. After that, we will be putting a report together ready for the meeting on the 26th. Mr. Blake asked what sites are the commissioners looking at. The Commissioners stated that they would be getting a report on the Aldrich site, and more updated information on the plateau site, which they will present to the delegation. Administrator Wozmak stated that an open house has been planned for the Water/Wastewater treatment plant for Oct. 25 from 10 AM to 1 PM.
5. **Nonpublic session** – At 5:20 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Administrator Wozmak, Manager Hurley and DNS Kemp were present. 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 reached and a vote taken to accept the recommendation of the HR manager to transfer a dietary aid to Assisted Living at the same grade and step. The Commissioners unanimously voted to return to public session at 5:24 PM.
6. **Nonpublic session** – At 5:24 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Administrator Wozmak, Manager Hurley and DNS Kemp were present. 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 reached and a vote taken to accept the recommendation of the Director of Nursing to terminate the employment of Eric Roy, pursuant to RSA 28:10A, effective October 23, 2004. The Commissioners unanimously voted to return to public session at 5:27 PM.
7. **Nonpublic session** – At 5:28 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Administrator Wozmak, Manager Hurley and DNS Kemp were present. The motion was approved upon a roll call vote of

Commissioners Zerba, and Moore. As a result of the deliberations in nonpublic session a decision was reached and a vote taken to increase the rate of pay (grade 4/10 to grade 4/12) of Kelly Fico upon her promotion to the position of LPN head nurse, effective 9/26/04. The Commissioners unanimously voted to return to public session at 5:29 PM

8. **Nonpublic session** – At 5:29 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Administrator Wozmak, Manager Hurley and DNS Kemp were present. 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 reached and a vote taken to approve RN Debbie Gott to be hired at a grade 5 step 5 recognizing her experience in nursing. The Commissioners unanimously voted to return to public session at 5:30 PM.

9. Director Trombly distributed the proposed changes on the 2005 budget and Administrator Wozmak reviewed the individual items. There was discussion on the changes made to the budget.

10. Administrator Wozmak updated the Commissioners on the various departments.

11. Fire Mutual Aid has sent in their appropriation for 2005, which has been increased by \$30,000.

Administrator Wozmak will contact FMA to set up a meeting with the Commissioners for the Oct. 27 meeting.

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

Minutes approved at the Oct. 27 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 27, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Director of Nursing Kemp; Finance Director Trombly; Human Services Dir. Barber; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:00 PM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of October 1, Commissioner Zerba seconded, voted unanimously. Commissioner Sistare moved to approve the minutes of October 13, Commissioner Moore seconded, voted unanimously.

The Commissioners reviewed the calendar.

Old business was reviewed and there is nothing to report.

**Nonpublic session** – At 5:05 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. 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 reached and a vote taken to authorize the DNS to hire an Assistant Dir. Of Nursing at a maximum Grade 6, Step 12, based on her years of experience in nursing management. The Commissioners unanimously voted to return to public session at 5:12 PM.

**New Business**

1. Director Barber reviewed the parental reimbursement policy, and the request of Rep. Tilton for a report on the amount of parental reimbursement collected in Cheshire County. Ms. Barber explained that there are standard guidelines in determining the amount of money and time that parents are permitted to reimburse the state for services provided to children. She explained that if she determines, by reviewing financial statements, that an amount less than the guidelines states would be accepted, the number of payments are increased and this recommendation to a change the guidelines is brought before the courts for approval by a judge and becomes a court order. The guidelines were established by the state in cooperation with county human service managers. Administrator Wozmak will draft a response to Rep. Tilton and invite her to attend a Commissioners meeting to discuss this matter further.
2. Administrator Wozmak distributed a memo regarding the personnel requests for 2005. The Commissioners will review the requests and make personnel decisions at their meeting next week.
3. Paul Szoc and John Manning from Fire Mutual Aid (FMA) attended the meeting to discuss the 2005 budget. A draft copy of an assessment sheet was distributed by Paul Szoc. There was discussion on the payment structure for FMA to reduce the balance that FMA owes to the county. The County will take an offset each month from January to June to eliminate the debt. Szoc and Manning said this plan would be agreeable to them.
4. The budget review update sheet was distributed and reviewed. There was discussion on the items reviewed. Director Trombly provided information to the Commissioners regarding the rate of inflation. There was discussion on the merit raise system and the interplay between the merit increase and the cost of living increase.
5. There was discussion on the Commissioners Christmas party at which longevity awards are presented. The event will be held at Maplewood.

6. Terry Warren facilitated the Community Development Block Grant public meeting held on October 20 at 5 PM in the basement conference room at 33 West Street. A report on this meeting was read to the Commissioners. This meeting was held for an update on the Monadnock Incubator Project on Roxbury Street. Matt Suchodolski from Southwest Regional Planning and Terry Warren from the Cheshire County Commissioner's office were present, there were no members of the public present.

To date, there have been 7.7 FTE hired for two businesses at the project, a total of 13 are required by the grant. The 13 employees must be hired by the end of the grant next year.

There are two businesses in the facility, the Incubator Network and the Family YMCA Teen Center. Two to three more businesses can be set up in the facility. Construction is complete and the grant funds portion has been expended.

7. The Commissioners discussed the vote by the Delegation regarding the jail site selection. Mr. Wozmak will work with the engineers to refine the location of the site and will begin the process of contacting landowners.

There being no further business, Chairman Zerba adjourned the meeting at 7:15 PM.

Minutes approved at the Nov. 3, 2004 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 3, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; D. Putnam Farm Manager; HOC Superintendent Van Wicker; Facilities Manager King; Lt. Colby, Dir. Inmate Programs; Sgt. Smith, Classification Officer; Lynn Mayville, KSC Intern; OT Dir. Gina Cutler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:34 AM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of October 27, Commissioner Sistare seconded, voted unanimously. Commissioner Sistare moved to amend the minutes of September 29, adding a nonpublic session that was inadvertently omitted, Commissioner Moore seconded, voted unanimously. It was voted unanimously to amend the minutes of Sept. 29 by adding:

"**Nonpublic session** – At 10:38 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of any person as a public employee. 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 reached and a vote taken to authorize the County Administrator to hire a mental health court case manager at a Grade 5, step not to exceed step 5. The Commissioners unanimously voted to return to public session at 10:41 AM."

1. Farm Manager Putnam brought up for discussion his Plan B purchases for capital expenditures for the 2005 budget. He also presented a request that since he now has a vacant position, he requests additional pay in order to cover the position until it is filled. He will be working additional hours and is losing weekends and days off. Commissioner Zerba stated that he would prefer not making a decision on financial requests when first brought before the Commissioners in order for them to have some time to think about the requests. They will advise Manager Putnam on their decision.
2. Gina Cutler, Occupational Therapy Director requested that the OT aide be made into a forty-hour position from a 32-hour position effective immediately rather than wait until next year. There are funds in this year's budget because of the resignation of the speech therapist in the summer. Commissioner Moore moved to approve the OT aide position change from 32 hours a week to 40 hours a week, Commissioner Sistare seconded, voted unanimously.
3. Manager King brought before the Commissioners the Sprinkler upgrade bid for the courthouse. Only one bid was received in response to the RFQ. Fire Safety Fire Protection was the only bidder at a cost of \$22,725 (budgeted at \$35,000) and Manager King recommends acceptance of the bid. Commissioner Sistare moved to accept the bid, Commissioner Moore seconded, voted unanimously.
4. Manager King stated that he has an automobile from the Sheriff's office/**HOC** that he wishes to sell. The Commissioners agreed that the starting sale price on the automobile should be about \$2000 or best offer.
5. Manager King stated that the fuel and energy retrofit by Honeywell is continuing. He will bring a report on the savings to date to the commissioners within a few weeks.

The Commissioners reviewed the calendar.

6. The Commissioners discussed funding of the outside agencies for 2005. It was decided to level fund according to the Commissioner's Proposed Budget of 2004.

7. Director Trombly distributed a report that listed the changes that were made to the 2005 budget since the last budget review at the last Commissioner's meeting. The application of the bed tax funds and how the funds could be used in order to bring the budget to level funding for 2005 was discussed.
8. There will be a tour of the Merrimack Jail on November 17 and Commissioners Zerba and Moore will be attending. The Commissioner's meeting that day will be cancelled.
9. Administrator Wozmak has a 1 PM meeting today with Jack Dugan of Monadnock Economic Development Corp and another at 2:30 with Mr. Norton, both meetings relative to the property selected for the jail site.
10. Administrator Wozmak updated the Commissioners on some of the departments.

## **HOC**

1. The census at the jail is 95, 12 female, 13 federal inmates.
2. One of the correctional officers has been mobilized and there will be a vacancy at the HOC.
3. There have been several extensive medical issues at the HOC.
4. The Superintendent gave an overview of the recidivist report, which was distributed.
5. Superintendent Van Wickler gave a presentation on the proposed HOC staffing pattern analysis for the new jail. He explained how he came to the number of employees he requested in the 2005 budget. There was discussion and questions on the plan presented. The discussion will be continued.

There being no further business, Chairman Zerba adjourned the meeting at 11:02 AM.

Minutes approved at the Nov. 10, 2004 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 10, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 5:05 PM.

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

**MINUTES:** Commissioner Moore moved to approve the minutes of November 3, Commissioner Sistare seconded, voted unanimously.

The Commissioners reviewed the calendar. Old business was reviewed.

1. Commissioner Zerba discussed the New Hampshire Association of Counties meeting at which the New Hampshire Medicaid Modernization plan ("GraniteCare") was discussed.
2. Director Trombly advised the Commissioners that there are funds in the CDBG housing program due to a payback of some of the loans made to homeowners. Southwestern Community Services (SCS) has asked if these funds could be used for a rehab of a building owned by them in Troy that houses low-moderate income people. The Commissioners felt that the funds should be used for assistance to homeowners that are on the existing waiting list or who would be eligible for the funds. They were not in favor of allowing the funds to be used by an agency, in this case SCS. Commissioner Zerba moved to take the returned funds and roll them into the housing rehab project consistent with the original program, Commissioner Moore seconded, voted unanimously.
3. The 2005 Holiday schedule was presented to the Commissioners. Commissioner Moore moved to approve the 2005 holiday schedule, Commissioner Sistare seconded, voted unanimously. There was discussion that Election Day be removed as a County holiday in the future.
4. A letter of reference for the former nursing home administrator was reviewed and approved for signature by the County Administrator.
5. Mr. Wozmak presented a Clough Harbour proposal for services related to the Keene jail site. The Commissioners authorized the Administrator to sign the contract for the work, which will consist of a topographic survey of the proposed jail/HOC site, a wetlands delineation and up to 10 geotechnical borings. The cost of the work will be \$33,500.00.
6. December 17th was selected as the date for the Commissioners Holiday party and Longevity Award ceremony, which will be held at Maplewood Nursing Home.
7. The Commissioners discussed having an orientation session for the new members of the delegation to acquaint them with Cheshire County affairs. The date of November 29 was selected. A letter will be sent to the Representatives-elect.
8. There was discussion on the funding for the outside agencies. The Commissioners decided that their proposed budget would have the Outside Agencies proposed at the 2004 level proposed by the Commissioners, not the level appropriated by the Delegation.
9. Director Trombly distributed the 2005 proposed budget. The medical and dental insurance rates have increased approximately 15%. The Commissioners discussed the COLA and merit raise percentages. The Commissioners approved a 2005 budget with no increase in taxes to be raised and instructed the Finance Director to proceed accordingly to finalize the budget for their last review before the budget is published.
10. Superintendent Van Wickler presented a revised proposal on the number of new employees he has requested for the HOC in 2005, in anticipation of a new facility. After much discussion, he agreed to accept

the overall amount of \$49,005 additional in the 2005 budget for purposes of recruiting and training new correctional officers. His plan calls for a recruiting push to increase the number of part-time officers who would become full time in June 2006. In June 2006 he would hire another 7 part time positions, which would become full time in June 2007, and in June 2007 he would hire the additional positions he needs.

**Nonpublic session** – At 6:50 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. 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 authorize the Human Services Director to hire a clerk at a grade 2 step 2 level. The Commissioners unanimously voted to return to public session at 6:52 PM.

The Commissioners made the following decisions regarding the Personnel Requests for 2005:

1. Approve the request of the County Attorney to add a new position for an additional Assistant County Attorney. The County Attorney should be prepared to defend this request to the Executive Committee and Delegation.
2. Deny the request of the County Attorney to adjust by two steps the base salary of one of the Assistant County Attorneys on the basis that the salary is adequately situated within the salary range recommended in the Pay and Classification Study.
3. Deny the request of the County Attorney to adjust by four steps the base salary of the Domestic Violence/Victim-Witness Coordinator on the basis that the salary is adequately situated within the salary range recommended in the Pay and Classification Study.
4. Deny the request of the County Attorney to increase from 35 to 40, the number of hours worked by the Administrative Assistant/Office Manager unless the County Attorney eliminates the third Administrative Assistant position.
5. Deny the request of the County Attorney to increase from 35 to 40 the number of hours worked by the Administrative Assistant unless the County Attorney eliminated the third Administrative Assistant position.
6. Approve the request of the Finance Director to change the Payroll Benefits Coordinator position from Grade 3/Step 11 to Grade 4/Step 9, based on a revised job description and re-scoring of the position using the Pay and Classification Study.
7. Approve the request of the Finance Director to change the Assistant Accountant position from a Grade 3/Step 4 to a Grade 4/Step 3 based on a revised job description and re-scoring of the position using the Pay and Classification Study.
8. Approve the request of the Computer Operations Technician to add an additional 0.6 FTE PC Specialist at a Grade 4M, Step 1.
9. Approve the request of the Register of Deeds to increase from 7.5 to 8.0 the hours per day worked by the Assistant Deputy Register of Deeds.
10. Approve the request of the Sheriff to change the Communications Supervisor position from a Grade 4/Step 3 to a Grade 5/Step 2 based on a revised job description and re-scoring of the position using the Pay and Classification Study.
11. Deny the request of the Sheriff to give a two-step increase to the Secretary in the Sheriff's Department and a change in the title of this position from "Secretary" to "Secretary/Office Manager", on the basis that the change is not sufficiently justified through either the job description or department size.
12. Deny in part and Approve in part the request of the Superintendent of the Department of Correction the request for 7 additional full-time Correctional Officers in anticipation of a new facility. The request is approved as noted above in these minutes, consistent with an occupancy schedule for the new facility. All schedules of new hires associated with the new facility may be modified depending upon the actual timeline of the new facility.
13. Approve the request of the Nursing Home Administrator to reduce the Nurse Practitioner position from 1.5 FTE to 1.0 FTE.

14. Deny the request of the Nursing Home Administrator to increase the Staff Development position from 35 to 40 hours per week.
15. Approve the request of the Nursing Home Administrator to change the Supply Clerk from Grade 4T/Step 3 to Grade 2M/Step 1 based on a revised job description and re-scoring of the position using the Pay and Classification Study.
16. Deny the request of the Nursing Home Administrator to eliminate a 1.0 FTE Social Worker position and thus maintaining the number of social workers at Maplewood 2.3 FTE's.
17. Deny the request of the Nursing Home Administrator to add the position of Secretary/Clerk to the Social Services Department.
18. Deny the request of the Nursing Home Administrator to change the PT Rehabilitation Technician from a Grade 3 to a Grade 4 based on the job description and re-scoring of the position by two independent reviewers using the Pay and Classification Study.
19. Approve the request of the County Administrator to add a clerical position to the Alternative Sentencing Program.
20. Deny the request of the County Administrator to add an additional Case Manager to the Alternative Sentencing Program based on a review by a consultant and conversations with staff.

There being no further business, Chairman Zerba adjourned the meeting at 7:10 PM.

Minutes approved at the 11/24/04 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 24, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:35 AM.

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

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

The Commissioners reviewed the calendar.

**HOC**

1. Superintendent Van Wickler stated that he is convening the jail advisory committee. The committee will consist of those individuals names submitted several months ago. It will be held on December 15 from noon to 2 PM in the jury assembly room.
2. Dr. Sterns last day is December 15 and then the clinic will take over care of the inmates. The nurse clinical services coordinator is retiring on January 1.
3. David Lay of SMRT, Barry King, Jack Wozmak and Superintendent Van Wickler will be interviewing the clerk of the works candidates on December 14th.
4. Rep. Elect Chase has called the Superintendent and will be meeting with him to discuss the mental health issues of the inmates
5. The Census at the jail is 85, 10 female and 11 federal prisoners.
6. **Nonpublic session** – At 8:47 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. 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 postpone any decision pending rehearing with notice to employee at the HOC. Rehearing scheduled for Dec. 10, 2004. The Commissioners unanimously voted to return to public session at 9:05 AM.
7. **Nonpublic session** – At 9:06 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Sistare and Moore. As a result of the deliberations in nonpublic session no decision was reached and no vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.
8. Director Trombly presented the 2005 IRS mileage rate of \$0.405. The Commissioners approved the increase in rate effective January 1.
9. The Incentive Funds report indicating the distribution of funds as determined by the committee was distributed to the Commissioners. That report will be incorporated into these minutes and will be included in the County Annual Report.
10. Discussions/negotiations are continuing with the jail site property owners.
11. Director Trombly distributed a draft of the letter to go to the Delegation with the Commissioners' Proposed Budget. The Commissioners agreed to the letter with some changes.

12. Director Trombly distributed the COLA and merit increase analysis that was requested by Commissioner Sistare . There was discussion on the analysis and how the merit system works.
13. The Commissioners approved the 2005 Commissioner Meeting Schedule as presented last week.
14. Administrator Wozmak stated that he has looked at the Pierce-Putnam building on Washington St. for the alternative sentencing/MHC. The cost is \$1700 per month. The Commissioners authorized him to present the lease proposal to the Executive Committee at the third quarter budget review meeting on November 29th and to the Delegation at their meeting on December 8th.
15. Administrator Wozmak updated the Commissioners on the various departments.
16. Director Trombly distributed the third quarter updates and explained the report, which indicates an estimated year-end surplus of \$1,173,775.

There being no further business, Chairman Zerba adjourned the meeting at 10:25 AM.

Minutes approved at the Dec. 8 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 1, 2004 8:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Capt. Cook; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:40 AM.

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

The Commissioners reviewed the calendar.

1. Deeds shelving is expected to be delivered around December 13. The installation of these shelves will take the basement conference room out of service and turn the room over to Deeds.
2. There was a discussion on some of the locations viewed for the Alternative Sentencing/Mental Health Court program. Mr. Wozmak asked for permission to enter into a lease for property located at 265 Washington Street, Keene. Wozmak said he will next get permission from the Executive Committee, then the Delegation before executing the lease.
3. We are waiting for the Clough-Harbour report on the Keene, Black Brook Corporate Park jail site.
4. Capt. Cook stated that there were 12 bookings at the jail in the last 24 hours.
5. Administrator Wozmak stated that the nurse practitioner has resigned to take a position in Concord.
6. Orientation for the new State Representatives went well on Monday, the 29th. Four of the 11 newly elected representatives attended.
7. **Nonpublic session** – At 9 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. 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 accept the recommendation of the Superintendent of the House of Corrections to terminate the employment of L. Ruffins, pursuant to 28:10a, effective December 10, 2004. The Commissioners unanimously voted to return to public session at 9:06 AM.

There being no further business, Chairman Zerba adjourned the meeting at 9:08 AM.

Minutes approved at the Dec. 8 meeting

Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 8, 2004 5:00 PM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; HOC Superintendent Van Wickler; Rep. Judson Dexter; Terry Warren, Ex. Assistant

Chairman Zerba opened the meeting at 5:15 PM.

**MINUTES:** Commissioner Sistare moved that the minutes of November 24 be approved, seconded by Commissioner Moore, voted unanimously. Commissioner Moore moved that the minutes of December 1 be approved, seconded by Commissioner Sistare, voted unanimously.

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

The Commissioners reviewed the calendar.

1. Superintendent Van Wickler presented a request for transfer of a Keene resident who is a Hillsborough HOC inmate, to Cheshire County. The inmate was sentenced to electronic monitoring, and they do not have electronic monitoring in Hillsborough. The Commissioners agreed to sign the paperwork that would allow the inmate to be transferred to Cheshire County HOC.
2. Superintendent Van Wickler stated that he is going to hire Jean Schneider as temporary medical services coordinator on the condition that she work on becoming a RN.
3. Superintendent Van Wickler stated that the advisory board will be meeting and he would like three members of the delegation be part of this committee. Rep. Dexter will ask for volunteers at tonight's meeting.
4. **Nonpublic session** – At 6:30 PM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. 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 reached and a vote taken to accept the recommendation of the Superintendent of Corrections that an LPN (C.B.) be hired at a grade 4, step 5, based on her experience. The Commissioners unanimously voted to return to public session at 6:35 PM.

There being no further business, Chairman Zerba ended the meeting at 6:38 PM.

Minutes approved at Dec. 15 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 15, 2004 8:30 AM**  
**33 West Street, Keene, NH**

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

Chairman Zerba opened the meeting at 8:40 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of December 8 be approved, seconded by Commissioner Moore, voted unanimously.

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

The Commissioners reviewed the calendar and agreed to cancel the meeting scheduled for 5 PM on Dec. 22.

1. The Commissioners met with the auditors to discuss the legal or auditing standards relating to establishing the annual Cost Of Living Adjustment (COLA) for employees. The Commissioners will present their recommended COLA to the Executive Committee for their consideration as part of the normal budget review process in January and February 2005.

2. Administrator Wozmak stated that the Alternative Sentencing/Mental Health Court program has looked at space previously occupied by the Salvation Army. This space will not be available until at least the end of February 2005 and would require construction of walls, the addition of a handicapped chair lift, among some other refinements to the space. Based on the fact that the rent is essentially the same as the site on Washington Street and given that the Washington Street is immediately available and ready for occupancy, Administrator Wozmak recommends moving forward with Washington Street as of January 1. The Commissioners authorized Mr. Wozmak to lease the Washington Street property.

3. **Nonpublic session** – At 9:40 AM, pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. 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 reached and a vote taken to authorize the county administrator to enter into negotiations with the landowners for the purchase of land for the jail construction project, and to report the results thereof. The Commissioners unanimously voted to return to public session at 9:55 AM.

4. The County Administrator provided an update on department activities, including the search for a nursing home administrator or an assistant administrator. The Finance Director provided an update on staffing vacancies in the Finance Office.

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

Minutes approved at 12/29/04 meeting Robert Moore, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 29, 2004 8:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Zerba, Sistare and Moore; Administrator Wozmak; Finance Director Trombly; Facilities Manager King; Ex. Asst. Warren

Chairman Zerba opened the meeting at 8:30 AM.

**MINUTES:** Commissioner Sistare moved that the minutes of December 15 be approved, seconded by Commissioner Moore, voted unanimously.

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

The Commissioners reviewed the calendar and agreed to change the meeting scheduled for 8:30 AM on January 5 to 2:30 PM.

1. Manager King stated he would like to roll over to the 2005 budget, \$33,000 budgeted for the power lines for 2004. He expects the expenditure will be made in 2005.
2. He would also like to roll over the unused funds, \$12,275, for the sprinkler system for the courthouse, which will be completed in 2005.
3. He also requested that the balance of funds for the resident furniture be rolled over into the 2005 budget. There was \$5000 budgeted but some purchases have been made recently, so it is the balance of that he would like rolled over.
4. Director Trombly stated that the architect's fee for downtown space needs, in the amount of \$30,000 have not been expended in addition to \$20,000 for roof replacement for the Latchis Building. Administrator Wozmak suggested we roll over the funds and bring them before the delegation in the event we need to use the funds to demolish the building for safety reasons or for temporary roofing until the final disposition of the property is determined.
5. Director Trombly stated that there is \$51,672 left in the storm erosion budget that has not been expended but will be needed for 2005 costs and should be rolled over to 2005.  
Commissioner Sistare moved to authorize the roll over of the funds as listed, Commissioner Moore seconded, voted unanimously.
6. Manager King has not received any bids on the 86 Oldsmobile Cutlass and he would like to advertise for the best offer and to talk to some of the local auto dealers about selling the car on consignment.  
Commissioner Sistare moved to authorize the facilities manager to speak to local automobile dealers and to advertise for the best offer for the car, Commissioner Moore seconded, voted unanimously.
7. The Honeywell contract is going well, it is about 96% complete. There is about \$35,000 we will be receiving as a rebate because the many of the water-saving toilets did not work as planned due to physical limitations within the facility that could not be corrected. Director Trombly stated that we should amend the budget to add the funds as revenue in order to offset the expense of the loss of savings expected. We would then apply it against the payments to Honeywell for the project. The Commissioners agreed.
8. The Commissioners reviewed the calendar. The Jan. 5 meeting has been changed from 8:30 AM to 2:30 PM so that the meeting is closer to the swearing-in ceremony for other county officials.
9. Director Trombly obtained the rates from Primex on Worker's Compensation and health insurance benefits in order to compare them to our present self-insured policy. There was discussion on county benefits and the self insurance policy versus using an insurance provider. Commissioner Sistare authorized the finance director to execute the contract with the third party administrator, Commissioner Moore seconded, voted unanimously.

10. Administrator Wozmak reviewed his progress on the Assistant Nursing Home Administrator position. He has interviewed Bob Hemenway, who was nursing home administrator for Sullivan County. He can begin on January 17. Commissioner Moore suggested that Bob Hemenway meet with the Commissioners at the next meeting. Administrator Wozmak will contact him and make the request for the January 5 meeting.

11. Jail update – Administrator Wozmak will have a meeting with the County's attorney regarding the drafting of the purchase and sale agreements for the jail properties.

12. A lease for the 265 Washington Street property for Alternative Sentencing/Mental Health Court is being prepared for one year (renewable for four additional terms), at a cost of \$1759 a month, for 2100 square feet. The county will be responsible to pay for increases in property tax and repairs under \$300 as well as utilities. Administrator Wozmak negotiated a 2 1/5 % yearly increase in rent (down from 5% proposed by the landlord). The lease starts on January 1. Commissioner Sistare moved to authorize the County Administrator to execute the lease, Commissioner Moore seconded, voted unanimously.

13. Director Trombly brought before the commissioners a three year contract with Primex for our Worker's Compensation, property and liability insurance at a 5% increase. Commissioner Moore signed the contract.

There being no further business, Chairman Zerba ended the meeting at 9:59 AM.

Minutes approved at the Jan. 5, 2005 meeting Robert Moore, Clerk