

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday February 27, 2014 9:30AM**  
Administration Building  
33 West Street, Keene, NH

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**PRESENT:** Commissioners Pratt, and Zerba.

**STAFF:** County Administrator Wozmak, Superintendent Van Wickler, Maplewood Task Force Chairman Hoffman, and Assistant County Administrator (ACA) Bouchard.

**At 09:30AM** – Commissioner Pratt opened the meeting and recognized Maplewood Task Force Chairman John Hoffman. Hoffman provided a detailed recap of the trip to the Chelsea, MA Green House Project in the Leonard Florence Center for Living Building. Hoffman said that the building and grounds were high-end construction and in excellent condition and that the quality of the programs and the operation of the facility also seemed to be uniformly excellent. It was learned that the operation is currently running three (3) of the wings as short term rehab units and that the facility had five-hundred (500) short-term admittances in 2013. Hoffman went on to say that the facility was very home like and that the residents seemed to think of as a home and not an institutional care center. It was also learned that the facility is in an excellent fiscal position due to the success of the short-term rehab program and the very strong support from a number of local foundations that the facility receives.

Hoffman then discussed the second trip to the Foxhill Green House project facility located in Westwood, MA scheduled for Monday March 10, 2014. This is a more traditional Green House Project facility in that it consists of two (2) standalone cottage style buildings of about 8,300 sq. ft. that house ten (10) residents each. This would most like be the configuration of a Green House Project facility if one were to be built in the County.

A discussion of the costs for new construction arose and how the preferred approach to a facility would likely include a coalition of a number of community organizations if a Green House Project where to be built locally.

Superintendent Van Wickler was then recognized and provided the Commissioners with the following report.

Department of Corrections Quarterly Commissioners Briefing:

1. Problems / opportunities
  - A. NHAC Correctional Officer certification By Laws follow up.
2. General status of workload. We have completed;
  - A. Complete review and update of all job descriptions
  - B. Policies and training on Prison Rape Elimination Act (PREA) completed.
3. Expense Tracking. Unremarkable. Awaiting budget passage.

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4. Personnel

A. FMLA / injury issues; {Names withheld due to HIPPA}

1. Broken ankle @ Work, Surgery TAD
2. Pregnancy TAD
3. Broken ankle on personal time. Surgery OUT
4. Recent Surgery, awaiting results OUT
5. Recent neck surgery TAD
6. Pending surgery, probable TAD.

B. Mobilization update

All three who were mobilized are back home. 2 are back to work.

C. One Probationary Termination on 25 Feb.

Vacancies – 0

Uncertified: ~ 8

5. Additional Resources Required; None.

6. Changes; None

7. Etc.; Non Public session to discuss a matter of pending litigation.

Van Wickler then discussed the PREA audits that will need to be done this year as a result of federal legislation regarding preventing rape in correctional settings.

**At 10:29AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Commissioner Zerba seconded the motion and upon vote the motion passed with two Yea's.**

**As a result of the deliberations in nonpublic session No decisions were made and no vote taken.**

**At 10:42AM Commissioner Pratt moved to exit non-public session and was seconded by Commissioner Zerba. Upon vote the motion passed with two (2) Yea's.**

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Administrator Wozmak the presented the weekly operational recap and said that the 2013 Annual Report of the County was underway and that a draft for the Commissioners department would be prepared for review and approval.

Wozmak then underscored the earlier conversations both at the Executive Committee meeting and the Commissioners meeting that there is no longer power to the old jail. During the recent installation of a new emergency generator at the wastewater treatment plant, power needed to be re-directed from the old jail to a new distribution box as a matter of safety located outside the building. The electrical contractor was not willing to reconnect to the building due to continued deterioration within the building stemming from the roof leaks which continue to saturate the ceilings and cause the ceilings and fixtures to fall, damaging the wiring. Hence, there is no way to know how safe the existing wiring is. This led to consideration to placing a temporary power line with construction lights in the facility in order to have lighting in the building for assessment of the building and the safety of staff when accessing the building. The Commissioners were not feeling that there was really any need to do this given the condition of the building.

Wozmak then reported on the conversation that he had with the NH State Administrative Office of the Courts concerning the relocation of records from the old courthouse. He said that the AOC stated that Cheshire County was the only county in the state who held all of their own records up until the new courthouse was occupied and that the procedure that has been set-up where the public can request documents from the archives and have them delivered the next day was working well for the rest of the state. The State has said they are open to continue discussions regarding the accessibility of these records if it appears that there are significant problems accessing documents.

The Commissioners calendar was then reviewed and no changes noted.

The Commissioners reviewed the census.

The Master Item Agenda list was then reviewed:

The remaining open action items were reviewed and no change in status was noted from the previous week's report.

Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest as presented and the motion was seconded by Commissioner Pratt. Upon vote the motion passed with two (2) Yea's.**

**The Commissioners then reviewed the minutes of February 19, 2014 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Pratt seconded the motion and upon vote the motion passed with two (2) Yea's.**

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At 12:24AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Pratt and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
R Zerba, Clerk