

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 9, 2014 9:30AM**  
Department of Corrections  
825 Marlboro Street, Keene, NH

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**PRESENT:** Commissioners Roger and Zerba (Commissioner Pratt absent with notice)

**STAFF:** County Administrator Wozmak, Director of Finance Trombly, Sheriff Rivera, and Assistant County Administrator (ACA) Bouchard.

**At 09:33AM** – Commissioner Rogers opened the meeting and recognized Administrator Wozmak who provided the weekly operations review:

- Administrator Wozmak discussed job responsibilities for a Volunteer Coordinator position being considered and discussed that would serve all County departments. He will send out a suggested job description to the Commissioners for reviews and comments and the agenda item will be carried over to next week's meeting.
- Wozmak then discussed the next Maplewood Task Force meeting that has been scheduled for April 22<sup>nd</sup> and will be held at Maplewood Nursing Home in Westmoreland
- Wozmak then covered the Maplewood / Green House feasibility study that is being prepared through the support and coordination of the Task Force Chair and the Monadnock Economic Development Corporation. The aim of the study is to ascertain the financial and operational ramifications of building a Green House development in Keene.
- Wozmak reviewed the RFP that was issued for renovation work at the Old Courthouse and reviewed the departments effected and the vendor responses received to date.

At 9:46AM the Commissioners recognized Sheriff Rivera who provided his 2014 second quarter report.

2014 Quarterly Report (1/1/2014 - 3/31/2014)

Services Rendered	743
Transports (till Mar 29)	557

Video Arraignments:

Keene Circuit Court	96
Jaffrey Circuit Court	4
Cheshire Superior	5
Other Court	1

Capias issued	65
Arrest	50
Investigations	24
Calls for service	12445

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- We've purchased 9 rifle caliber ballistic vest for the deputies. Deputies will carry the vest in the cruiser, in the event of an active shooter situation and the need for an extra layer of ballistic protection.
- We are in the process of installing 3 tablets, in lieu of laptops, in 3 of our cruisers.
- We are going through the hiring process of a deputy, expect to have the new deputy onboard by the end of the month, Police Academy is scheduled to start in May.
- We've hired a per diem Dispatcher. The Dispatcher has started his training and will eventually cover open shifts
- We've hired a new Court Security Officer, who is a former City Councilor and a well-respected member of the Keene community.
- We've signed an agreement for police services with the Town of Sullivan for 17.5 hrs. of patrol a week. Selectmen are pleased with the services we are providing.
- We revised our Town of Gilsum police services agreement to reflect true cost of patrol services effective April 1, 2014 and we are currently assisting the Town in the development of an Emergency Preparedness Plan.
- We are working closely with the County Administrator towards our move to the first floor.
- We received a 50% grant towards the improvement of our Records Management (IMC) backbone (new servers, back, upgrades, etc...)
- We are reviewing a NH Homeland Security grant, pending Commissioners approval that will allow us to activate the backup phones in the MCP and will also allow us to access communication by using broadband, in addition to our satellite access. (\$6000+)
- We have entered into several partnerships with community organizations, such as;

Monadnock Alcohol & Drug Abuse Coalition (MADAC)  
Monadnock Voices for Prevention (MVP)  
Healthy Monadnock 2020  
Cheshire Medical Center – Tobacco Coalition  
Safe Schools  
NH Drug Take Back Event (April 26, 2014)  
SAU 29 Substance Abuse Task Force

- A new Ford SUV Police Cruiser has been ordered
- The Keene Elks presented the Sheriff's Office with an indoor American Flag

The Commissioners thanked Sheriff Rivera for his report.

Administrator Wozmak then discussed the progress on the Blood Farm RFP to find a Realtor for potentially marketing the property. Wozmak reported that two (2) real estate firms initially responded but one (1) chose to withdraw following the interview process.

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Commissioner Rogers then suggested that an assessment be made with the assistance of a Commercial Real Estate firm to ascertain the viability of leasing the old jail in Westmoreland to a business client. Following a lengthy discussion it was decided to add Action Item #45 to the Commissioners Master Item list and to take up the discussion at a future meeting.

The Commissioners then continued their review of the Master Item list and discussed the request from Antioch to continue the MOU agreement for the use of the Maplewood Gardens plot as a vegetable production and educational site. Commissioner Rogers raised a concern on the liability clause contained in the MOU and the staff will forward the document to Primex for review and comment.

The Weekly Census was then reviewed and a discussion of a new MNH census category was discussed that would capture the cases where a resident is admitted to the nursing home under safety-net provisions and who do not have identifiable sources of income to pay for care. The new category will be called "No known source of funds" or a similar title. The purpose of this is to clearly identify residents for which County taxpayers assume full financial responsibility.

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

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

The Commissioners calendar was then reviewed and no changes noted.

At 10:45AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed with two (2) Yea's.**

Respectfully Submitted,  
R Zerba, Clerk