

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 16, 2014 9:30AM**  
Administration Building  
33 West Street  
Keene, NH 03431

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

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

**GUESTS:** Westmoreland Selectperson J. Hammond

Chairman Pratt opened the meeting at 9:30AM and recognized Sheriff Rivera who discussed a request to reallocate capital project funds for bulletproof vests that were acquired for significantly less than anticipated, to the acquisition of equipment for Deputy Patrol rifles. Following discussion it was determined that the Sheriff will put forth a written request to be presented to the Delegation Executive Committee for review and consideration if he wishes to seek re-allocation of the funds.

The Sheriff then requested permission to spend \$998.00 from the Drug Enforcement fund for four (4) bullet proof vest for bailiffs at the courthouse who provide security at the building entry point. **The Commissioners discussed the request at length and Commissioner Zerba moved to support the request to expend \$998.00 from the Drug Enforcement fund for the purchase of four (4) bulletproof vest to be used by the bailiffs with a requirement that the Sheriff bring the request to Executive Committee for review and consideration, and then if appropriate to the Delegation for approval. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**Grants Manager Bansley was then recognized and she presented a request to accept a \$10,000.00 Grant for the Greater Monadnock Medical Reserve Corps (GMMRC) for Development, Training, and Preparedness efforts. Following a short discussion Commissioner Rogers moved to accept the grant and Commissioner Zerba seconded the motion. Upon vote the motion passed unanimously.** Commissioner Pratt then signed the documents to receive the grant.

Chairman Pratt recognized County Administrator Wozmak for the purpose of providing the weekly operational update.

Administrator Wozmak discussed the Old Courthouse renovation costs and discussed the role that the Construction Manager MacMillin has in the project. He covered the timeline that is being produced for all phases of the project and the concurrent project cost projections that are being developed and will be shared with the Delegation Sub-committee and subsequently with the full delegation.

Wozmak then discussed a draft motion that will be presented at the upcoming delegation meeting in August for the Maplewood Task Report and provided copies of the motions for the Commissioners consideration.

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The Administrator then discussed a meeting with NhSolarGardens and covered the potential recovery of electrical costs from a solar installation at the Department of Corrections site. He went on to say that based on the presentation there would be no cost to the County to install the equipment and in fact NhSolarGardens would pay a fee to County for the leasing of space for the installation. Based on the presentation, the County could possibly save approximately ten percent (10%) of its electrical costs per year. He went on to say that additional investigation into the proposal and the company seemed to be warranted and ACA Bouchard will contact the company for financial, technical, and operational details.

Wozmak then discussed the work recently completed on Winter Street and at the front of the Old Courthouse. He reported that the site work at the Old Courthouse was almost complete and that the County had not incurred any costs in completing the work as it was covered in the road reconstruction cost planning. He went on to say that the work on Center Street on the other side of the Old Courthouse was about to begin and would take about a month to complete.

Finance Director Trombly then presented the State MS-45 (Annual County Financial Report) for submission to State Department of Revenue, and requested that the Clerk, Commissioner Zerba sign the document so that it can be submitted. **Following discussion Commissioner Zerba moved to authorize the signing of the MS-45 and to submit the document to the State. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.** Commissioner Zerba then signed the document and Director Trombly will submit it to the State tomorrow.

A discussion of the status of 2014 approved Capital Projects was then taken up and Director Trombly reviewed by department the status of each Capital Project. A request for additional funds for the replacement of the underground oil tank at 33 West Street was discussed. Once response to the RFP for the tank replacement have been received a decision to seek any additional funds will be made.

Commissioner Pratt asked that a Capital Project Updates item be added to the Commissioners Master Agenda Items list for the purpose of tracking to completion the outstanding Capital Projects.

The review of the list of Capital Projects continued and Commissioner Pratt expressed his concern that some of the department were not moving quickly to acquire what seemed to be important items that were requested. Commissioner Zerba stated that he thought that some department managers tend to hold-off on acquiring capital items until the annual budget is passed usually in late March and as such, the time from budget item approval to acquisition does not seem excessive. Commissioner Pratt asked that each department head report on the progress of acquiring the requested items and provide a time line for the completion of each project to Director Trombly who will present an update on the projects in approximately one (1) month.

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The Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest as presented and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of July 9, 2014 and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the Commissioners Calendar and the Master Item tracking list and made no changes.

The Weekly Census was then reviewed a short discussion of the Maplewood resident population and Department of Corrections Federal Prisoner holds was concluded.

Commissioner Rogers then discussed his recent meeting with the Drug Court staff and said that he came away very impressed with not only the staff but the quality of the entire program. He said that he thought the program was going very well and that he was pleased with the commitment that he saw from all members of the Drug Court team.

Director Trombly updated the Commissioners on the Regional Prosecutors Program and informed them of a request from the County Attorney McLaughlin to increase a part-time regional prosecutor position to full-time based on a significant increase in case load. The County Attorney will be coordinating a meeting of the participating towns to discuss the need to increase the Prosecutor coverage back to two (2) full-time prosecutors from the currently reduced level of 1.5.

The Commissioners expressed their desire to make sure all towns are invited to the meeting. Director Trombly will follow-up with County Attorney McLaughlin to make sure all towns in the County are invited and will keep the Commissioners apprised of the date and time of the meeting.

**At 11:12AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt 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 seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

**As a result of the deliberations in non-public session: No decisions were made and no was vote taken.**

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**At 11:58AM The Commissioners unanimously voted to return to public session.**

**At 11:59AM there being no further business to discuss, Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk