

MINUTES
Cheshire County Commissioner Meeting
Saturday, January 6, 2007 9 AM
Conference Room, Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Representatives Allen, Burrige, Butcher, Butterworth, Butynski, Chase, Dunn, Eaton, Emerson, Espiefs, Hunt, Johnson, Leraudeau, Loll, Parkhurst, Plifka, Richardson, Robertson, Sad, Weber, Weed; County Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Terry Warren Ex. Asst.

The meeting was opened at 9:10 AM. Chairman Zerba asked Commissioner Pratt to take the floor for the meeting. He explained the letter that was sent to everyone from Rep. Chase regarding the history on the jail siting. He stated that there would not be a site presented unless the representatives indicate their support of a site. He stated that no decisions on a site would be made today.

Commissioner Pratt explained that in the package received by the group today is the executive summary, the Bennett and Liebert Reports as well as a Compendium list of sites considered. He explained that the Liebert Report, page 114 and 115, has a list of the pros and cons, which indicate expansion of the current jail, but that should be ignored because FEMA has advised us that we cannot do an expansion on that site. He explained that the Bennett report is the most relevant document and he would go over the report with the group on the most important information. He reviewed the number of inmates married, employed and education status, prior arrests, misdemeanor/felony status, and sentence lengths. Superintendent Van Wickler explained vertical prosecution issues, which include getting the prosecutors involved sooner and trials being scheduled sooner, and that there are many hands involved in the prosecution of an individual.

Rep. Leraudeau asked what is the feeling among other superintendents regarding jail statistics. Superintendent Van Wickler stated that many of the individuals in jail have mental health issues and most jailers are not in the position of overseeing inmates with mental health issues. Commissioner Pratt explained that Cheshire County has a mental health professional at the jail and he had volunteered and completed the correction officer training. Rep. Butcher stated that she thought the criminal justice group should be meeting at least a couple of times a year and she doesn't understand the connection of the criminal justice council issue to jail siting. Rep. Chase stated that he could understand and appreciate the connection and why the criminal justice group has not been able to get going.

Rep. Chase stated that the report indicates that having an adequate facility is predicated on having meetings of the criminal justice group. Commissioner Pratt suggested that everyone read page 5 of Chapter 5. He also reminded everyone of the ongoing discussion about a regional prosecutor under the county attorney's office.

He stated that he is going to set a date to visit Strafford County jail, and anyone who wanted to visit him was welcome. Superintendent Van Wickler stated that he feels substance abuse housing is needed more than a transitional housing unit at the jail. Commissioner Pratt stated that he believes the key reason for a new house of corrections was for the facility to be a place to include programs for rehabilitation. Rep. Sad asked if there is a map available indicating all the sites listed on the handout given this morning.

Rep. Hunt stated that the only job of the Delegation is the taxpayer and not in siting the jail, which is the responsibility of the Commissioners. Hunt said he does not agree that the Delegation ought to be having a discussion about programs or philosophies regarding the jail. The Commissioners are the ones to be bring those programs forward to the Delegation for funding. Rep. Robertson stated that if we can help the inmates it would help families and local and state budgets. A short break was taken at this time.

Rep. Butcher asked about how we can make this a green building and when that would be a consideration. Commissioner Pratt stated that when a site is chosen, it would be the time to indicate the criteria for the building. Rep. Eaton stated that they would spend some time on the criteria at another time. Commissioner Pratt stated that it is in the Delegation hands on how long a time is taken to make a decision. Rep. Hunt stated that to him the bottom line is how do we get this jail built in Keene. There was some discussion on re-affirming the criteria.

Rep. Espieffs stated that the visit to Strafford County jail would help in establishing criteria. Rep. Weed moved that the criteria noted in the letter from Rep. Chase be established as the criteria for the jail, Rep. Eaton seconded. Discussion followed. Rep. Hunt stated that criteria have no meaning except it would be dependent on each individual's opinion. Rep. Weed stated that he feels it is a social issue to establish a rehab model. Rep. Hunt stated that the county jail would not make a big difference because most of the inmates are pretrial. Rep. Robertson stated that drug and alcohol treatment and anger management issues could be addressed at the jail. Rep. Chase stated that the criteria are guidelines, not strict rules. Rep. Espieffs moved to table the motion. Rep. Weed stated that he withdraws the motion, Rep. Espieffs seconded.

Rep. Hunt stated that #30 (the former drive-in theater on Optical Avenue) on the list of sites is a prime location for the jail, in his opinion and he does not understand why this site has not received more attention. There was some discussion about looking closer at this site. The Hill property was also discussed and it was felt that it would be appropriate to look closer at this site as well.

Nonpublic session – At 11:12 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, Rogers and Moore. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:32 PM

The large group meeting ended at 12:33 PM, and the Commissioners met over lunch and discussed the input from the meeting. There being no further business, the meeting adjourned at 1:30 PM.



Minutes approved at the January 17 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 10, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Pratt; Superintendent Van Wickler; HR Manager Hurley; Finance Director Trombly; Ex. Asst. Warren. (Administrator Wozmak was in Concord attending a joint Finance and Ways and Means Committee orientation).

Chairman Zerba opened the meeting at 9 AM.

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

MINUTES: Commissioner Pratt moved to approve the minutes of Jan. 6, Commissioner Zerba seconded, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of Dec. 20, Commissioner Zerba seconded, voted unanimously.

- 1. Nonpublic session – At 9:05 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to approve the hiring of Shasta Wesche, a 6 year per diem employee with LNA experience to regular employee status at Grade 5 Step 6 at \$12.33. The Commissioners unanimously voted to return to public session at 9:10 AM.**
- 2. Nonpublic session – At 9:10 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to approve the hiring of Susan Record as a LNA with 15 years experience at Grade 5 Step 13 at \$14.66. The Commissioners unanimously voted to return to public session at 9:11 AM.**
- 3. Nonpublic session – At 9:11 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to approve the promotion of LPN Tim Stockton as interim nurse manager at Grade 4 Step 6.5 at \$16.83. The Commissioners unanimously voted to return to public session at 9:12 AM.**
- 4. Nonpublic session – At 9:12 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken**

to accept the recommendation of the HR Manager and DNS to offer a vacant nurse manager position to Doreen Sheltra based on her 13 years experience as a nurse and her nursing management experience generally as well as at specific experience at Maplewood as a nurse manager, to Grade 6 Step 10 at \$24.95. The Commissioners unanimously voted to return to public session at 9:14 AM.

5. **Nonpublic session** – At 9:14 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 Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to offer a staff RN position in the TLC unit to Mark Malloy based on his 7 years of nursing experience to Grade 5 Step 7 at \$20.91. The Commissioners unanimously voted to return to public session at 9:15 AM.**
6. Commissioner Pratt asked Wendy about her involvement with the evaluation and she explained to the Commissioners how she is involved in the evaluation process.
7. **Commissioner Zerba moved to act on the Delegation's December 13th vote to apply for Community Development Block Grant funds to support the Monadnock Economic Development Corporation (MEDC)/Trikeenan Tileworks project in an amount of \$500,000 noting that this effort will help to create 25 new jobs. Commissioner Zerba also moved to adopt the Housing and Community Development Plan and the Residential Antidisplacement-Relocation Assistance Plan. Commissioner Zerba's final motion was to accept the grant, if approved, and to enter into a contract with the State of New Hampshire along with authorizing the Commissioners to execute any documents necessary for the project. The motions were seconded by Commissioner Pratt, voted unanimously.** Commissioner Pratt asked if Administrator Wozmak has reviewed the motions prior to the presentation to the Delegation, Terry advised that they were reviewed before the meeting.
8. Chairman Zerba signed the letter to CDFA verifying an affirmative vote on the CDBG application.
9. The calendar was reviewed
10. There was discussion about revising the Criminal Justice Advisory Council and a meeting will be scheduled for Feb. 16, 10 AM – 12 noon in the Jury Assembly Room. This meeting will bring together the judges, local prosecutor, probation, county attorney, victim witness advocates, Superintendent Van Wickler, Commissioners, Administrator Wozmak, Gerry Pelletier, Ken Jue, the five officers of the Delegation (Eaton, Mitchell, Richardson, Butynski and Emerson) and Sheriff Foote. Commissioner Pratt will contact the judges to confirm the date. The Bennett report will be made available to the group in addition to the power point presentation given by David Bennett at the Symposium held several years ago for key people involved in jail issues and the public. Discussion on the meeting will continue.
11. An outing to the Strafford County Jail is scheduled for January 26 (snow date the 27th). Superintendent Van Wickler will confirm the date with the jail superintendent. The Maplewood bus will be used to transport, Terry will confirm this. They will meet at the parking lot next to Circuit City and leave at 9 AM. Terry will advise the Delegation and request RSVP for the date.
12. Superintendent Van Wickler stated that he is down to 109 inmates today, from the 128 on Sunday. There are 11 women, one federal inmate. All correction officer staff positions are filled, but the nursing position is still open.
13. Director Trombly distributed a chart of the CPI from the Department of Labor web site. It indicates an increase of 3.3% in the CPI. Commissioner Pratt suggested that she prepare a chart for the executive committee indicating the COLA at 3.3, 2.75, 2.5 and 2.25 and prepare a list of how much difference in money that would be to employees.
14. **Nonpublic session** – At 10:47 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 and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:08 AM.

15. The Commissioners recessed at 11:10 and met at 2:30 PM in the County Attorney's office in order to discuss the regional prosecutor program and restarting the criminal justice advisory committee. Administrator Wozmak attended this meeting. County Administrator Heed will continue to dialogue with the police chiefs. Commissioner Pratt will begin the dialog with the selectmen.

There being no further business, Chairman Zerba ended the meeting at 3:30 PM.



Minutes approved at the January 17 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 17, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Farm Manager Putnam; County Attorney Heed; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of Dec. 20 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Jan. 10 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Matt Suchodolski and Keith Tiebault were present to present the applications for the three CDBG programs.
 - ◆ **Commissioner Pratt moved to affirm the Housing and Community Development Plan and the Antidisplacement and Relocation Assistance Plan as adopted by the County Delegation; to apply for CDBG funds for the Maplewood Nursing Home Water Improvements; and to authorize the Commissioners (through the Chairman) to apply for and accept Community Development Block funds and to authorize the Commissioners (through the Chairman) to execute any documents necessary to effect the grant, seconded by Commissioner Zerba, voted unanimously.**
 - ◆ **Commissioner Pratt moved to affirm the Housing and Community Development Plan and the Antidisplacement and Relocation Assistance Plan as adopted by the County Delegation; to apply for CDBG funds for the SCS Center and/or Headstart Facility; and to authorize the Commissioners (through the Chairman) to apply for and accept Community Development Block funds and to authorize the Commissioners (through the Chairman) to execute any documents necessary to effect the grant, seconded by Commissioner Zerba, voted unanimously.**
 - ◆ **Commissioner Pratt moved to allow Jack Wozmak to enter into an agreement with Southwestern Community Services (SCS) regarding the County's eligibility to apply for up to \$500,000 in CDBG funds. If both applications are awarded, this contract will define the division of funds between the County and SCS, seconded by Commissioner Zerba, voted unanimously.**
2. Commissioners Pratt and Zerba addressed the fact that the farm will lose inmate labor and how it will affect the farm, and how David sees the farm going forward, including financially. David said that the future of the farm depends on the market. He feels that the farm is doing well compared to a family farm, if you took the salaries off the top, which most farms do not get. He stated that it is set up to use inmate labor but it is the Commissioners' choice to change that decision. He stated that New Hampshire is losing its rural character and many other states have passed legislation to assist rural farms. He stated that the best way to keep open space is to keep it as a farm. He also stated that we have about \$500,000 in livestock, and equipment and equity in the buildings, in addition to 54 acres of tillable land. Some of this land is valuable, some are not. He does not see any great income for the

county to least the buildings. Commissioner Pratt asked if there is anyone including David, who would be interested in leasing the farm for their own use. David stated that he does not think he can get the financing for himself. There was a discussion about how it would take about three years to make the farm an organic farm. Costs for feed and hay would be at least two times what he is paying now. The Commissioners thanked David for his input. Commissioner Pratt stated that David needs to know that the Delegation is looking at the money going into the farm and how they are looking to cut the 20% tax increase from the budget.

3. Commissioner Pratt stated that the cub scouts have approached him to have a flag fly from a county building. He stated that they received the flag from a troop in Iraq and they would like to have the flag fly from Swanzey town hall, a county building, the state building and then Washington. Commissioner Pratt will arrange to set a date to fly the flag over the courthouse.
4. Commissioner Pratt asked if there is a time line on finding a jail site. Administrator Wozmak stated that he is hoping to have the information collected by mid February.
5. Commissioner Pratt stated that he was tasked to get local town government stand on the issue of a regional prosecutor. He spoke to eight towns, has a response from 7; Alstead, Chesterfield, Hinsdale, Marlborough, Sullivan, Swanzey, Troy (no response as of today), and Walpole. He stated that most were delighted to hear that something was being done about the issue. He asked that a meeting be set up for next Wednesday with the police chiefs from the eight towns, and the selectmen. Peter Heed arrived at the meeting for the discussion. He and Jack Wozmak will meet and follow up with the chiefs and selectmen. Peter stated that he thinks the chiefs seem to be in favor of a regional prosecutor. Commissioner Pratt will contact the town selectmen of the eight towns and Peter will contact the police chiefs about a meeting next Wednesday at 10 AM in the jury assembly room. An invitation will also be sent out. The funding the towns have allocated will be used to fund the regional prosecutor, and this will be brought before the executive committee.
6. A meeting will be held on February 16, from 10 to 12 for the Criminal Justice Advisory Committee (CJAC). We will discuss electronic monitoring vs work release; clarify the line of authority of the superintendent to release inmates as interpreted by Superior Court and District Court; and mental health issues and the issue of the aged in the jail.
7. There was a discussion on the COLA rate and Director Trombly distributed a chart indicating the varied COLA scenarios of 3.3, 2.75, 2.5 and 2.25. Commissioner Pratt stated that if 3.3 is the average annual, that is what we should go with. He stated that we nor the executive committee should be picking or choosing what rates are the lowest as of that date, but choose the average of the year. Director Trombly will prepare a bell curve on the merit increases given last year.
8. **Nonpublic Session: At 11:12, Commissioner Pratt moved to go into non-public session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:29 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:30 AM.



Minutes approved at the January 31 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 24, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Wendy Putnam; Ex. Assistant Warren; Treasurer West; Barbara Bryce

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Commissioner Zerba commended Barbara Bryce's willingness to take on the responsibility of deputy treasurer. She was sworn in today by Superintendent Van Wickler.
2. Wendy Putnam stated that she was made aware of an additional cost to be added to the phone system. There would be an additional cost of \$1937.71 for surge protection for the cable to be installed between the courthouse and 33 West. She will get pricing from facilities to purchase and install this cable surge protection, but she would prefer the company do the work because they would then be responsible in case of a problem. This work would have to be completed before the phone lines are installed mid March. She doesn't need a response from the Commissioners immediately.
3. There was a discussion on the time and attendance computer program in the budget so that Commissioner Rogers and Pratt will be updated on the subcommittee established Monday by the executive Committee. Wendy stated that there will be a demo of the program Monday.
4. Commissioner Rogers moved to approve Roger Zerba as Chairman, himself as Vice Chair and Jack Pratt as clerk, seconded by Commissioner Pratt, voted unanimously.
5. **Nonpublic session** – At 9:28 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to request the County Administrator to draft a letter to Attorney J. R. Davis in response to his request. The Commissioners unanimously voted to return to public session at 9:51 AM.**

The meeting was suspended at 9:51 AM and reconvened after the Regional Prosecutor meeting. Meeting reconvened at 11:40 AM.

6. Administrator Wozmak met with the developer regarding the site the Commissioners are considering. There was discussion on the scheduling the Delegation meeting and public hearing.
7. There was discussion on the revised budget amounts for Human Services, which resulted in a expense decrease of \$125,000.
8. **Nonpublic session** – At 12:18 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:22 PM.**

There being no further business, Chairman Zerba ended the meeting at 12:22 PM.

A handwritten signature in black ink, appearing to be 'J. Pratt', written over a vertical line.

Minutes approved at the January 31 meeting John Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 31, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of Jan. 17, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of Jan. 24, Commissioner Rogers seconded, voted unanimously.

1. There was a discussion regarding the reporter at the Keene Sentinel with whom the Commissioners had issues with in the past because of her lack of truthfulness. It was decided that staff be directed not to talk to her at all.
2. **Nonpublic session** – At 9:20 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss a matter which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:28 AM.**
3. The sheriff brought NH Dept. of Safety paperwork to be signed by Chairman Zerba. This document indicates the number of deputies in the sheriff's office and relates to certain grant possibilities.
4. **Nonpublic session** – At 10:32 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the MOU as drafted. The Commissioners unanimously voted to return to public session at 10:44 AM.**
5. **Nonpublic session** – At 9:32 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to continue working with legal counsel on this matter. The Commissioners unanimously voted to return to public session at 11:34 AM.**
6. The Commissioners agreed to direct the Treasurer to apply for a TAN for \$10,500,000.
7. The Cheshire County Board of Commissioners voted to forward an application for the Drinking Water State Revolving Fund in order to support the necessary improvements to the Cheshire County

Water Treatment Plant located in Westmoreland, NH. Authorization was given to Sheryl Trombly, Finance Director to act as the authorized representative in order to oversee necessary requirements of the loan. Additionally it was resolved that provisions will be made for assuming proper and efficient operation and maintenance of the facility after the completion of the construction.

There being no further business, the meeting ended at 11:35 AM.
Minutes approved at the Feb. 21 meeting

A handwritten signature in black ink, appearing to read 'John Pratt', is written over a vertical line that serves as a signature separator.

John Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 14, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Rogers and Pratt; Superintendent Van Wickler; HR Manager Hurley; Finance Director Trombly; Ex. Asst. Warren.

Commissioner Pratt opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Commissioner Pratt moved that the Hill property be presented as the recommended jail site to the Delegation, Commissioner Rogers seconded, voted unanimously.
2. Administrator Wozmak showed the Commissioners a plan of the jail and utilities on the Hill site. The sellers are agreeable to share the costs of the infrastructure as the whole site develops. A memorandum of understanding will be signed between the county and the developer.
3. Commissioner Pratt said that the Swanzey Cub Scouts want to raise a flag, which they received from soldiers in Iraq, at the courthouse. It has been scheduled for February 27 at 8 AM. A document will be prepared to commemorate the event.
4. The Commissioners confirmed that June 9 can be set as the open barn day at the farm.
5. Superintendent Van Wickler stated that the census at the jail is 102, 97 in house.
6. Superintendent Van Wickler updated the Commissioners on a recent suicide attempt at the jail. He stated that he was asked by the newspaper for information regarding the incident and that he declined to comment on the matter, due to the personal nature of the event.
7. Van Wickler reported that one of the Correctional Officers has been mobilized and will be going to Iraq.
8. Wendy Hurley spoke about the staffing levels. She expects we will be fully staffed at Maplewood within a couple of weeks.
9. Superintendent Van Wickler spoke to the possibility of inmates doing laundry and work programs at the jail.
10. Administrator Wozmak stated that Peter Heed was at a police chiefs meeting and he is ready to go forward with the Swanzey Regional Prosecutor's program.
11. There was a discussion on the Swanzey Regional Prosecutor program and the MOU between the county and the towns and how the document should read. A copy of a proposed MOU was reviewed and will be sent to the towns when revised. It will be brought before the Delegation on February 21 in Concord for a vote and again at the meeting in March. A meeting to sign the agreement is set for March 1 at 5 PM in the jury assembly room will be for the Commissioners, County Attorney, Finance Director, and partner towns, both selectmen and police chiefs.
12. **Nonpublic session** – At 10:58 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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 Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to authorize the county attorney to hire Elizabeth Cleary as assistant county attorney as Grade 7, Step 3, based on her background and experience, effective March 1. The Commissioners unanimously voted to return to public session at 11:08 AM.**
13. **Nonpublic session** – At 11:09 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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 Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken, however upon a 2/3 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 the members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 11:49 AM.

- 14. Nonpublic session – At 11:51 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers 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 Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to hire D C, LPN at Grade 4, Step 11 ½ , based on 7 years of experience of nursing experience to Grade 5 Step 7 at \$20.91. The Commissioners unanimously voted to return to public session at 11.54 AM.**

There being no further business, Chairman Zerba ended the meeting at 3:30 PM.



Minutes approved at the Feb. 28 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 21, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Rogers, Zerba and Pratt; HR Manager Hurley; DNS don Luekin; Finance Director Trombly; Ex. Asst. Warren.

Commissioner Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of January 31, Commissioner Rogers seconded, voted unanimously.

1. **Nonpublic session** – At 9:02 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendations of the HR manager and DNS to terminate the employment of Toni Blair, effective March 3, 2007. The Commissioners unanimously voted to return to public session at 9:10 AM.**
2. **Nonpublic session** – At 9:11 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation to terminate the employment of Teresa Haskins unless a death certificate is produced prior to March 3, 2007. The Commissioners unanimously voted to return to public session at 9:18 AM.**
3. **Nonpublic session** – At 9:19 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the resignation of Danette Downing effective March 21, 2007 with a continued leave of absence until that date. The Commissioners unanimously voted to return to public session at 9:47 AM.**
4. As Commissioner Zerba was not present at the meeting in which the vote was taken, and he wished to show his agreement with the motion, **Commissioner Rogers moved to reconsider the vote for the Hill site for the county jail, seconded by Commissioner Pratt, voted unanimously. Commissioner Rogers moved to approve the Hill property be presented as the jail site to the Delegation and recommend the Delegation appropriate \$37,000,000 to build the jail, Commissioner Pratt seconded, voted unanimously.**
5. Matt Suchodolski from SWRPC provided the County with the CDBG application for water plant improvements at MNH were presented to the Commissioners. CDFA would like to do a site visit next week.
6. A Southwestern Community Services (SCS) request for a release of \$350,000 funds for the housing

rehab grant was signed by Chairman Zerba.

7. The CDBG housing rehabilitation services agreement between the county and SCS was signed by the Chairman.
8. The provision of services agreement between the county and Southwestern Regional Planning Commission was signed by the Chairman for the water system improvement CDBG.
9. The calendar was reviewed.
10. Administrator Wozmak updated the Commissioners on his discussion with Senator Gregg's office regarding the riverbank erosion project. Wozmak said that originally, there was special funding for our project to be in this years federal budget. However, as a result of elections, all special project funding has been removed from the federal budget. Therefore, our project will not be funded in the upcoming federal budget. We will continue working with Sen. Gregg's office to include this funding for next fiscal year.
11. Director Trombly distributed the cost report for the Hill jail site. Commissioner Pratt recommended that the Delegation be informed today that the bond be brought in at \$37 million.
12. The letter to the attorney that was drafted regarding the Trotter estate was rewritten by Atty. Freund. Commissioner Pratt stated that Atty. Freund be authorized to send the letter as he prepared.

There being no further business, Chairman Zerba ended the meeting at 10:47 AM.



Minutes approved at the Feb. 28 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 28, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Rogers and Pratt; Superintendent Van Wickler; Administrator Wozmak; County Attorney Heed; Finance Director Trombly; Ex. Asst. Warren.

Commissioner Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of Feb. 14, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of Feb. 21, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners discussed the notice for the public hearing on the jail to be held on March 5, 2007. The amount of the bond stated in the notice was in an amount not specifically approved by the Commissioners. **Commissioner Pratt moved that any official notice from the county be approved by a member of the board, either the Chair, Vice Chair or Clerk, Commissioner Rogers seconded, voted unanimously.**
2. **Nonpublic session** – At 9:02 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to authorize the county attorney to hire John Webb as assistant county attorney at Grade 7, Step 4, based on his background and experience, effective Feb. 26. The Commissioners unanimously voted to return to public session at 9:10 AM.**
3. There was discussion on the regional prosecutor program and the meeting that is scheduled for tomorrow, March 1.
4. The Calendar was reviewed.
5. The CDFA group stopped in to introduce themselves to the Commissioners. They are on their way to the water treatment plant in Westmoreland. They distributed the list of grant applications for this round of funds. They will be making a recommendation to the advisory committee after all their site visits.
6. Superintendent Van Wickler stated that the census at the jail is 109, with 13 women. They are at 100% staffing with only a vacancy in the medical department. The gym is being used to house inmates.
7. There was discussion on the motion to be presented to the Delegation on funding for the jail project. The notice of the meeting and the bond vote was sent to the paper several weeks ago in order to comply with the legal meeting notice requirements. It was only last week that the figure of \$39 million was received from the architect and presented to the Delegation on February 21. The Commissioners decided that, while not legally required, a new notice should be put in the paper with the revised figure of \$37 million, and an email sent out to the Delegation explaining the conflict in numbers. The Commissioners decided that when the bids come in and if they are over budget, it would be decided at that time how to work with the funds allocated. The Commissioners decided that they would prepare a brief presentation before the meeting on March 5.
8. The Commissioners received a federal express package regarding the Tax Anticipation Note (TAN),

which required their signatures. Commissioner Zerba called the Treasurer to ask him to come in to sign the paperwork.

9. There was discussion about the public hearings regarding the Governor's proposed state budget next week on the budget. Administrator Wozmak or Commissioner Zerba will be attending.
10. **Nonpublic session** – At 11:11 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:16 AM.**
11. **Nonpublic session** – At 11:16 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Rogers 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:36 AM.**
12. The Commissioners signed the paperwork for the TANS. **Commissioner Rogers moved to authorize the issuance of the Notes as set forth in the document; to sell said Notes to the purchasers set forth in document; to authorize signing the Notes and affix the county seal; to authorize Treasurer to deliver the notes to the purchaser; to execute and deliver all documents as may be necessary; and to employ Citizens Bank New Hampshire as paying agent, seconded by Commissioner Pratt, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 11:40 AM.



Minutes approved at the March 14 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 7, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba and Pratt; Superintendent Van Wickler; Administrator Wozmak; DNS donLeukin; HR Mgr. Hurley; Facilities Mgr. King; Finance Director Trombly; Ex. Asst. Warren.

Commissioner Zerba opened the meeting at 9:05 AM.

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

1. Commissioners reviewed the calendar.
2. Reminders are to be sent out regarding the CJAC meeting on April 20.
3. Director Trombly advised the Commissioners that the audit is complete. The Auditor has volunteered to come before the Commissioners to discuss the audit procedure and requirements. Treasurer West will be invited to that meeting.
4. There was discussion about the upcoming meeting with Superior Court Justice Broderick being held on March 16 in the District Court, to discuss the future of combining the courts, superior, probate, district and family court. The Commissioners and Jack Wozmak will be attending the meeting.
5. Manager King spoke about the time logs that he has had his staff prepare in response to allegations about the staff not completing work in a timely manner. Superintendent Van Wickler stated that his assigned .5 FTE works successfully in the building. There was some discussion on the possibility of an increase in the number of personnel in the new jail. They decided that Doug Scribner would be asked to add an element to the work order program to respond to departments as to the priority of the work order request.
6. **Nonpublic session** – At 10:07 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to offer an alternative position to Deb Simmons with a performance improvement over the next 90 days and if returned to duty within the nursing department, that she be on probation for another 60 days. The Commissioners unanimously voted to return to public session at 10:35 AM.**
7. Superintendent Van Wickler distributed a written request for an employee who has requested same sex benefits for her partner and that we review the EO statement in the employee handbook. The employee is requesting either health benefits or a statement in the hand book addressing the fact that we do not give benefits to same sex unions. Administrator Wozmak stated that it should be fully explored, and Commissioner Zerba stated that no decisions should be made until Commissioner Rogers is present.
8. Superintendent Van Wickler present his request to hire a CO as a temporary replacement for the CO that will be mobilized. Administrator Wozmak stated that he believes it is within the discretion of the superintendent to hire someone as a replacement expending the same funds as the position is currently, the Commissioners agreed.
9. Superintendent Van Wickler had a discussion with the Commissioner of the state DOC, Commissioner Wren. It was in reference to the fact that some judges are sentencing criminals to consecutive sentences of one year, thereby working out their sentencing at the jail instead of the prison. Legislation was passed last year in which the state would have to pay the county for every day

over one year at the jail. Commissioner Wren would like to ignore this bill because he feels that there is a reciprocal unwritten agreement between the state and county jails wherein the state takes inmates from the jail to put them in the SPU when necessary. Commissioner Pratt suggested that this is the direction the superintendent follow and when an inmate is sent to SPU, Superintendent Wren be advised to ensure that the inmate is accepted, and the Commissioners advised if they are not accepted. Superintendent Van Wickler stated that he wants to do what is right and follow the law, and wanted the Commissioners to know about the situation.

10. There was discussion about the Delegation meeting next week. The Commissioners decided that they would meet next week before the meeting on the 12th at 5:30 PM.
11. The census at the jail is 105 with 15 females, one federal inmate.
12. Commissioner Pratt asked about the water problems that resulted in a loss of 250,000 gallons of water without anyone knowing about it this past weekend. Administrator Wozmak stated that the back flushing did not shut off and it resulted in the water in the tank being emptied. Commissioner Pratt asked if there is an alarm or something to let people know it was happening. Administrator Wozmak stated that there is a gauge in facilities, but no one knew it was happening. Administrator Wozmak said he will ask Barry King to discuss this issue with the Commissioners.
13. Chairman Zerba attended the House finance committee meeting last night and he presented a funding reconsideration to add the funds back into the budget that were taken out for nursing homes. Administrator Wozmak advised the Commissioners that there is a meeting in Concord on Monday regarding pandemic planning.

There being no further business, Chairman Zerba ended the meeting at 12:20 PM.



Jack Pratt, Clerk

Minutes approved at the March 28 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 14, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Superintendent Van Wickler; Administrator Wozmak; DNS donLeukin; HR Mgr. Hurley; Ex. Asst. Warren; Sheriff Foote.

Commissioner Zerba opened the meeting at 9:05 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved to approve the minutes of February 28, Commissioner Pratt seconded, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Matt Suchodolski of SWRP presented the close out report for the Stone Arch Village, which was signed by Chairman Zerba.
3. The memorandum of understanding for the housing rehab program for historic homes, relative to the CDBG program was signed by Chairman Zerba after Matt explained the program.
4. **Nonpublic session** – At 9:16 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the DNS to advance Mark Malloy RN to the position of Nurse Manager at a Grade 6 M, Step 11 (24.57) effective March 11. The Commissioners unanimously voted to return to public session at 9:31 AM.**
5. **Nonpublic session** – At 9:32 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 and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize the DNS to hire Dorothy Brehis RN at a Grade 5 Step 10 (\$22.51) based on her years of experience. The Commissioners unanimously voted to return to public session at 9:40 AM.**
6. **Nonpublic session** – At 9:41 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept with regret the resignation of Bob Hemenway and to thank him for his years of service to Cheshire County and to wish him well as he moves forward with his career. The Commissioners unanimously voted to return to public session at 9:46 AM.**
7. The Commissioners decided that the meeting next week at the HOC should start at 11 AM instead of 9 AM so the Commissioners can meet with more than one shift of HOC employees.
8. The jail census is 109, 15 female, 1 fed.
9. Chairman Zerba spoke about the tour the Commissioners did last week at the nursing home. Administrator Wozmak noted that the building is 35 years old and needs repairs. He suggested that some proshare funds be used to bring in an architect/engineer to take a walk around of the building and make suggestions for repairs. Commissioner Pratt stated that he would like to take a tour of a

state of the art nursing home. This will be arranged by Administrator Wozmak.

10. Chairman Zerba thanked Commissioners Rogers and Pratt, Superintendent Van Wickler, Administrator Wozmak and all staff for all their work done to get us where we are today regarding a jail site. Commissioner Rogers stated that he wanted to thank Rick for his input at the meeting.
11. Chairman Zerba stated that he would like Administrator Wozmak keep them apprised of what is happening with the jail project. Commissioner Pratt stated that he would like information on the issue of whether or not it is feasible and/or cheaper to bring the nursing home laundry to the jail. He asked Rick if it would be a good policy to do the laundry at the jail. There was further discussion on the value of the inmates doing the laundry at the jail.
12. Chairman Zerba discussed the pandemic planning that was discussed at a state meeting in Concord. There was a discussion on where the sheriff's mobile command center should be kept. The sheriff was asked to come to the meeting to discuss the unit and its use, and was asked to provide detail specs or drawings on the unit.
13. The request for the clarification of benefits for same sex unions was reviewed again. It was decided that the Delegation be informed of the issue prior to the Commissioners going forward. A statement was read by Commissioner Zerba and will be sent to the Delegation by email and regular mail. *"The Commissioners have been requested to reconsider the county's policy on medical/dental benefits for employees whose same sex relationships have been recognized or solemnized in another jurisdiction. Previous Boards of Commissioners have declined to agree to such a change. The present Board of Commissioners has considered the financial impact of a change and believe that there would be a minimal financial impact on the county. Subject to any restrictions imposed by our health insurance administrator, the Commissioners wish to change the present policy to allow medical/dental insurance benefits for employees who are involved in same sex unions recognized as valid in the jurisdiction where the union occurred. Prior to making this change, we wish to inform the Delegation of our intention to make this change and to seek your input."*
14. Sheriff Foote stopped by to discuss the issue of the mobile command unit. Commissioner Pratt stated that he thought this unit was able to do dispatch in a disaster. The sheriff stated that it replicates the dispatch center. It will provide audio recording and phone system. The unit will allow the sheriff to bring training to the towns. The unit is about 40 feet long. The sheriff will provide a photo or schematic of the unit to the Commissioners.
15. Commissioner Rogers asked about maintenance at the HOC and the superintendent stated that they always get the newest guy hired. Commissioner Rogers stated that there should be a dedicated person.

There being no further business, Chairman Zerba ended the meeting at 12:18 PM.



Minutes approved at the March 28 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 21, 2007 11 AM
HOC, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Superintendent Van Wickler; Administrator Wozmak; Ex. Asst. Warren; Finance Director Trombly

Commissioner Zerba opened the meeting at 11 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. **Nonpublic session** – At 11:01 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of County Attorney Heed to hire Pamela Wilson at Grade 3 Step 5 (\$14.40) based on her years of experience. The Commissioners unanimously voted to return to public session at 11:02 AM.**
2. The Commissioners reviewed the calendar.
3. It was noted for the record that for daylight savings time, employees are paid for seven hours in the spring because of the hour lost, and are paid for nine hours in the fall for the hour gained.
4. Rev. Huckins was introduced to the Commissioners and he described the work he does at the jail. He explained he is in charge of the spiritual growth of the inmates and he is available for the staff as well. Superintendent Van Wickler stated that the pastor is considered one of the staff because of his work. He has always been available for crisis counseling. Hank Colby spoke to the pastor's commitment to the inmates and he presented a token of appreciation of the DOC and employees. Pastor Huckins noted his appreciation for all the volunteers who have contributed to the inmates care.
5. The Commissioners are reconsidering the prescription drug card program and will be discussed further.
6. **Nonpublic session** – At 11:40 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Director of Finance to promote Lennie Leary to FT payroll coordinator at a Grade 4, Step 1.5. The Commissioners unanimously voted to return to public session at 11:45 AM.**
7. Director Trombly advised the Commissioners that the costs for 25 acres that is rented by the farm has increased. In 2006, it cost \$500, in 2007 it will cost \$750, in 2008 it will be \$1000. The Commissioners would like to take a tour of the farm.
8. The Delegation made a statement that they approved allowing health benefits coverage for same sex unions. Director Trombly has contacted Walter Rohr who determined with Cigna that it would be added to our insurance. The change will allow employees in a legal same sex union to be added to their insurance right away. Director Trombly will contact UNH for the language to add this policy to the employee manual. **Commissioner Pratt moved the Commissioners adopt a policy to provide health insurance for those in legal civil unions and adopt the language when received, Commissioners Rogers seconded, voted unanimously.**
9. The Commissioners have been invited to a breakfast with Senator Kelly with Jim Beeler of Genesis

regarding the DHHS budget and how it affects the county nursing homes. There was discussion on the issue of funding from the state for nursing home care. Administrator Wozmak stated that the Commissioners need to study the issue and determine the county response to the issue.

10. A break was taken at this time for lunch. Several departments of the HOC gave a presentation to the Commissioners on the work they are involved. They included Priscilla DeHotman, classification supervisor; Jean Schneider, medical services coordinator; Barnes Peterson, mental health coordinator, who distributed a statistical report for 2001-2006 with the various mental health diagnosis of inmates; Penny Davis, executive assistant; Hank Colby, Dir. Of Inmate Programs, electronic monitoring, work release, and volunteers; Rob Hummell Director of Training and staff development who distributed a copy of the 2007 training schedule; and John Mousseau, safety and security. Superintendent Van Wickler noted that personnel disciplinary actions are done by him and Manager Hurley when necessary. Commissioner Zerba noted that he has never interviewed an inmate who had a complaint about their treatment by the staff.
11. The meeting reconvened in the cafeteria for the awards. The life saving medal was presented to CPL Tara Neese and Lydia Lamson, LPN. The medal of valor was presented to the following officers for exceptional reaction in an emergency situation:

Officer Joseph Campbell
Officer Scott Casella
Officer First Class Sandy Fallon
Corporal Timothy Knowles
Officer Scott Mclaughlin
Officer First Class Ed Merrill

Volunteer Chaplain Robert Huckins was recognized for his exceptional spiritual leadership for the offenders in Westmoreland.

For his upcoming mobilization to Iraq, the commissioners gave Officer Kevin Berlied a letter of appreciation and support. A proclamation was read by Commissioner Zerba and given to Officer Berlied:

Whereas The Cheshire County Board of Commissioners support the Armed Forces, Reserve and National Guard of the United States of America and
Whereas Correctional Officer Kevin Berlied has been called to military duty,

It is hereby proclaimed on 21 March, 2007 that the Cheshire County Board of Commissioners expresses their appreciation to Officer Berlied on behalf of the citizens of Cheshire County and the State of New Hampshire for your dedication to duty and selfless service in answering her call.

Signed by:
Cheshire County Board of Commissioners

Roger Zerba
Chairman

Stillman D. Rogers
Vice Chairman

John Pratt
Clerk

Sergeant Cilla Dehotman was promoted to Lieutenant as the director of inmate objective jail classification.

12. The Commissioners interviewed two inmates and two correctional officers. They then proceeded to the inspection of the facility.
13. The Gym was inspected. Twenty beds are occupied in the room. A phone has been set up in the gym

for the inmate's use.

- 14.** The cafeteria was visited. The intake shower for new inmates was inspected. The inmates in the gym have to use this shower. The clothing storage room was visited and several inmates were present folding the clean clothing just received. The inmate program director's office was visited. There was discussion on what additional programs could be offered to the inmates when the new jail is built.
- 15.** The Medical department was visited and Barnes Peterson, mental health coordinator explained the use of the area to the Commissioners.
- 16.** The Administrative offices were visited and the Commissioners noted the stained ceiling, which was explained that it was a result of the inmates overflowing the toilets. The superintendent noted that the ceiling in this area is replaced on a regular basis because of the flooding.
- 17.** The Lower Control Room was visited and the Commissioners spoke to the CO's about their work.
- 18.** The safety and security office was visited. The Superintendent explained that for every incident at the jail, an incident report is filled out and reviewed. Lt. Mousseau demonstrated a weapon retention technique used by the CO's. He also showed the Commissioners an equipment change, from the PR-24 baton to the ASP expandable baton. A video on taser use was show to the Commissioners.
- 19.** The maximum security section of the jail was visited.
- 20.** The pretrial population was viewed.
- 21.** The upper control room was visited and the Commissioners spoke to the CO's about their work.

There being no further business, Chairman Zerba ended the meeting at 5:05 PM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature separator.

Minutes approved at the April 4 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 28, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly

Commissioner Zerba opened the meeting at 11 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of March 7, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of March 14, seconded by Commissioner Zerba, voted unanimously.

1. The Commissioners reviewed the calendar. It was noted that a meeting with the City should be added on April 12 at 1:30 PM should be added to the calendar. This meeting will be to discuss the courts in downtown Keene.
2. The Commissioners will follow up with phone calls to those invited to the CJAC meeting on April 20. Commissioner Rogers will contact Superior Court, Commissioner Pratt will contact District Court.
3. Director Trombly discussed the revolving loan fund agreement for the work to be done on the water treatment plant.
4. Administrator Wozmak discussed the contract with Landmark Health Care Solutions. This is to help us with out knowledge of medical coding that can help us at increasing revenues for MNH with more precise billing for services. He will arrange for a second discussion at the next Commissioners meeting.
5. The Commissioners agreed that the old telephones would be offered for sale to employees. Facilities will handle the sale of the phones.
6. Director Trombly advised the Commissioners that this years revenue from the Hemenway Funds account was received and is in the amount of approximately \$15,000.
7. Wozmak briefly discussed Swing beds as a possibility to fill empty nursing home beds while meeting the backlog of the waiting list for assisted living. There are several regulatory issues and logistical issues, but he wanted the Commissioners to know he is considering such a change.
8. The Commissioners voted to move forward with the county prescription card program and that it will be administered from the Commissioner's office.
9. The Commissioners discussed establishing a Delegation subcommittee regarding a long term plan for the county for the nursing home.
- 10. Nonpublic session – At 11:17 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:50 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:51 AM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is positioned to the left of a vertical line.

Jack Pratt, Clerk

Minutes approved at the April 4 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 4, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; HR Mgr Hurley; DNS don Luekin; Manager King; Asst. NH Administrator Kindopp

Commissioner Zerba opened the meeting at 9:06 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of March 21, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of March 28, seconded by Commissioner Rogers, voted unanimously.

1. The Commissioners reviewed the calendar. There was discussion about the upcoming meeting on the courts needs.
2. Manager King spoke about some water damage that will have to be repaired by digging down below the water table. The work can be done for about \$6900. The work will be done in a few months, when the water table is expected to be lower.
3. Manager King updated the Commissioners on what is going on in facilities.
4. **Nonpublic session** – At 9:35 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of the DNS to promote Dodie Sheltra to Asst. DNS, Grade 6, Step 12 at \$27.09 an hour, based on her experience, effective 4/1/07. The Commissioners unanimously voted to return to public session at 9:37 AM.**
5. **Nonpublic session** – At 9:37 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to approve the recommendation of the DNS to promote Brenda Hatt and Nancy Farrell to the position of MDS coordinators, Grade 5, Sept 11.5 at \$24.14 and hour, based on their experience, effective 4/1/07. The Commissioners unanimously voted to return to public session at 9:41 AM.**
6. **Nonpublic session** – At 9:43 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:31 AM.**

7. Administrator Wozmak reviewed a report on the hours worked by the nurses at the nursing home. The report indicated a reduction in registry hours and an increase in employee hours, thereby reducing the budget expense for nursing.
8. The lease for the courthouse expires on June 30 2007 and the courts have indicated a 0% increase in rent. The Commissioners stated that they would like to know how many other counties lease their courthouses and their arrangements with the counties. There is not enough time to respond before their date of April 6. We will respond with a statement indicating that we could not make a decision in a couple of days, nor could we agree to the 0% increase.
9. Bob Barinella from Landmark Health Solutions was introduced. He explained his proposal to the nursing home. He noted that with a higher acuity, the more funding there is available. They will provide education and training to the nursing home that will improve care and improve reimbursements with better documentation. Their program is a care planning tool and a reimbursement tool. They will look at each resident with a multidisciplinary approach. The team is trained to know what skilled nursing means and what that includes. The assessment of our program indicates we are meeting the MDS, but we are not fully capturing the true acuity level of residents. The proposal will educate employees on what the regulations are. He stated that it doesn't add or reduce the work, but clarifies what they are doing. DNS don Luekin stated that she feels the work done with residents is not documents fully, therefore not reimbursed fully. It is planned that the program goes on for twelve months and the use of the program by MNH is evaluated after that time.
Commissioner Pratt made a motion to accept the recommendation of the staff to enter into a contract with Landmark for an amount of about \$27,230 for a year, and to authorize the Asst. NH Administrator to enter into the contract, Commissioner Rogers seconded, voted unanimously.

There being no further business, Chairman Zerba ended the meeting at 11:05 AM.



Minutes approved at the April 11 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 11, 2007 4:30 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Superintendent Van Wickler; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Commissioner Zerba opened the meeting at 4:30 PM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Pratt moved to approve the minutes of April 4, seconded by Commissioner Rogers, voted unanimously.

1. The Commissioners reviewed the calendar.
2. Commissioner Zerba reported on the recent NHAC meeting. Bob Hemenway is the new executive director at NHAC. Also, the House has restored \$26M of the \$29M for county nursing homes, removed in the governor's proposed budget. The budget is now going to the Senate.
3. The first quarter budget review is scheduled for May 21 at MNH, time to be determined, either 9 or 10 AM.
4. **Commissioner Pratt moved to authorize the County Administrator, or his designee, to sign the Army Corps of Engineers project cooperation agreement relevant to the river bank erosion on county owned land in Westmoreland, Commissioner Rogers seconded, voted unanimously.**
5. Commissioner Pratt moved to authorize the County Administrator, or his designee, to negotiate and execute the contract for services with H. L Turner for the design work associated with the water system at the new jail, Commissioner Rogers seconded, voted unanimously.
6. Commissioner Pratt moved to authorize the County Administrator to negotiate and execute a purchase and sale agreement for at least 13.3 acres of the Hill property, for the jail, Commissioner Rogers seconded, voted unanimously.
7. Commissioner Pratt moved to authorize the County Administrator, or his designee, to negotiate and execute a contract with a geotech firm for work on the Hill Property, recommended by SMRT after competitive bidding, Commissioner Rogers seconded, voted unanimously.
8. Commissioner Pratt moved to authorize the County Administrator to negotiate a contract with Steve Brackett for an environmental assessment of the Hill property, Commissioner Rogers seconded, voted unanimously.
9. There was a discussion about the transitional housing building at the new jail site involving Southwest Community Services and whether or not we are able to go forward with this concept because of possible legal questions regarding the bond funds.
10. The Spellman server upgrade is needed at the HOC, and is in the current budget. Superintendent Van Wickler noted that it would be best to go forward with the company who provided the software and hardware and he requests that the bidding process be waived. Lieutenant Rob Hummel confirmed that using the original supplier would be cost effective because they would cover the equipment and software already in use. **Commissioner Rogers moved to authorize waiving the bid process for the Spellman server for the HOC, Commissioner Pratt seconded, voted unanimously.** Rob stated that \$26,000 is for software and \$31,000 is for the hardware.
11. The operating expenses of the courthouse have increased by 7.99%. Commissioner Pratt suggested that there be a 4% increase in the lease.
12. The Census of the jail is 97; 1 on work release, 3 on electronic monitoring.

13. Superintendent Van Wickler noted that there is an inmate at the jail who had protestors outside the jail requesting his release.
14. The Superintendent was nominated and awarded the Presidents award by Antioch University.
15. The Superintendent explained about the inmate who sent a letter to the Commissioners about his treatment at the jail. He feels that he deserves to have a copy of his medical records, and feels that he should receive additional care for an injury, although this has not been recommended by the medical staff. The Superintendent stated that the inmates do not get a copy of their medical records, although they are able to review their records.
16. The engagement letter for bond council was brought before the Commissioners. Commissioner Rogers moved to authorize Director Trombly to execute the letter, seconded by Commissioner Pratt, voted unanimously.
17. The upcoming meeting with the city was discussed.
18. Commissioner Rogers moved to authorize the County Administrator to withdraw the county's CDBG application for the water treatment plant, Commissioner Pratt seconded, voted unanimously.

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

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature line.

Minutes approved at the April 18 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, April 12, 2007 1:30 PM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Mayor Blastos; City Manager MacLean

Commissioner Zerba opened the meeting at 1:30 PM.

The Commissioners and city officials met to discuss the location of the courthouse.

They decided that a city/county committee should meet to discuss issues that affect both the city and the county, including such things as:

- ◆ A county complex
- ◆ Technical school
- ◆ Jail

Those present agreed on the following:

- ◆ The Latchis building should be used as a temporary location for the Keene District Court and the Keene Family Court.
- ◆ 12 Court Street is the preferred site for the new court complex.
- ◆ The City renewed it's commitment to provide parking to meet the court's needs
- ◆ They agreed to work together to restore the \$250,000 previously allocated in the state's capital budget.

A resolution of support that included the above will be prepared and presented to the City Council for their agreement.

There being no further business, Chairman Zerba ended the meeting at 2:30 PM.



Minutes approved at the April 18 meeting

Jack Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 18, 2007 9 AM
33 West St., Keene NH

PRESENT: Commissioners Zerba and Pratt; Superintendent Van Wickler; Administrator Wozmak; Ex. Asst. Warren; Finance Director Trombly; HR Manager Hurley

Commissioner Zerba opened the meeting at 11 AM.

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

- 1. Nonpublic session** – At 11:01 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the DNS and Mgr Hurley to approve the position change for Lee Ann Fenell to Grade 6, Step 9, (\$25.14) effective April 15. The Commissioners unanimously voted to return to public session at 9:11 AM.**
2. There was some discussion on the reduction of the use of registry nurses at MNH. The Commissioners commended DNS don Luekin.
3. The letter to Commissioner Don Hill regarding the resolution by the county and city regarding the courthouses was reviewed. A change was made deleting the last paragraph and the following was added: “The mayor will present, with their support, a resolution to the city council on Thursday April 19, which will encompass these points”.
4. The Calendar was reviewed.
5. The letter regarding the New Hampshire Retirement System house bill was discussed. **Commissioner Pratt moved to approve the letter to senators in support of the amendment, Commissioner Zerba seconded, voted unanimously.**
6. Superintendent Van Wickler noted that there are 97 inmates, one federal prisoner and 13 women. He noted that there are no problems with rain or snow at the jail.
7. The Superintendent noted that he did a presentation on the jail to the Keene Rotary. He said that in preparing his presentation for them, not noted that the population has been low, which he attributes to the work of Probation and Parole. He is going to contact them to discuss it.
8. He noted that there has been a significant amount of aggression in the female area. To help resolve the problem, he assigned a CO to be stationed in the female area at a desk and it has curbed the aggression.
9. An inmate who has refused to give his fingerprints or to take a TB test has been put in administrative isolation until he agrees to do so. This is because of the possible infection or history that may change his classification. The Superintendent indicated that the inmate could become a part of the general population once he complies with the requirements.
10. Antioch NE nominated the HOC for the Presidents Community Partnership award and Barnes Peterson and Rick received the award on behalf of the HOC. This is because of their program to allow masters level interns work with the jail inmates. The Commissioners congratulated Rick.
11. Administrator Wozmak advised the Commissioners that he has signed the H.L. Turner contract for Water Supply Engineering Services and that work will begin within a week. He has also authorized the initial traffic review; the sewer design work; land survey is currently going on; the geotech proposals have gone out. He noted that we will probably work with the developer to get an excavation permit.

12. He met with Rhett Lamb, Keene Planning Director, yesterday with regard to subdivision of the land and road planning.
13. The costs of the environmental work with Steve Brackett has been cut in half because of work that has been already completed.
14. There is work going on for the site plan and where the building and roads will go.
15. There was discussion on leasing the Hill property in order to continue work even if we have not closed on the sale. The lease funds would be subtracted from the purchase price.
16. Commissioner Pratt asked if we know the footprint of the jail. Administrator Wozmak noted that on May 4 there will be a meeting and at that time we should be close to having that info. We should be able to make decisions after that date. There was discussion on the things that need to be looked at and decisions to be made about the new jail, which include laundry, transportation of inmates and the loss of inmate labor at MNH and the farm. Administrator Wozmak will prepare a list of the items that the Commissioners should be making about the jail within the next 30 days. Superintendent Van Wickler noted that he and his initial team have many decisions to make and they are trying to keep an open mind to new ideas and concepts.

The Commissioners recessed for a ten minute break.

17. An attorney has requested documents related to the purchase and sale agreement with the Hills for the property. Terry will prepare a letter acknowledging the request and she will review minutes and correspondence relative to his request, which Administrator Wozmak will review upon his return.
18. Commissioner Pratt went to a meeting regarding broadband and there was discussion about bringing broadband to Cheshire County.

There being no further business, Chairman Zerba ended the meeting at 11:20 AM.



Minutes approved at the April 25 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Friday, April 20, 2007 12:55 PM
33 West St., Keene NH

PRESENT: Commissioners Zerba and Pratt; Superintendent Van Wickler; Finance Director Trombly

Commissioner Zerba opened the meeting at 12:55 PM.

The Commissioners met to discuss an Order of notice that has been filed in Superior Court against Alan E and Theresa P. Hill. The County is not a party to the lawsuit.

As far as the Commissioners are aware, it has no affect on the jail project.

There being no further business, the meeting ended at 1:10 PM.

Minutes approved at the April 25 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 25, 2007 9 AM
33 West St., Keene NH

PRESENT: Commissioners Zerba and Pratt; Finance Director Trombly; Ex. Asst. Warren; Mgr. King; Gerry Pelletier/ASP

Commissioner Zerba opened the meeting at 9:02 AM.

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

MINUTES: Commissioner Pratt moved to accept the minutes of April 18, Commissioner Zerba seconded, voted unanimously.

Commissioner Pratt moved to accept the Minutes of April 20, Commissioner Zerba seconded, voted unanimously.

1. Manager King stated that the roof at MNH is not a problem. He had the roof inspected last year and it is in good shape. He stated that the leaks were because of horizontal rain. They did have roof leak problems at the jail.
2. A burner for the MNH boiler needs replacement. The cost is \$7684. This \$684 more than was budgeted. The Commissioners agreed that the purchase be made because of the need.
3. Granite State Rural Water approached Manager King to discuss making a presentation to the Commissioners regarding water production. The Commissioners agreed.
4. Tomorrow the Army Corps of Engineers will be looking at the riverbank stabilization project. Manager King will contact Commissioner Pratt with the name of the individual at the DES so he can call to see what the delay is on going forward with the project.
5. Commissioner Pratt received a letter from a constituent who complained that the county farm has been receiving tires and is storing them improperly. The note will be given to Jack to discuss with David.
6. Matt Suchodolski of Southwest Region Planning Commission presented the Commissioners paperwork for their signature for the housing rehab program. They also signed a code of ethics statement. The documents will be saved for Commissioner Rogers return. The financial management plan for the CDBG program was also signed. The authorization to submit payment requests was signed by the Commissioners. It will be held for Jack and Commissioner Rogers return.
7. Matt advised the Commissioners that the application for the head start center in Keene was approved.
8. The calendar was reviewed.
9. Gerry Pelletier noted that they are interviewing for the pretrial Alternative Sentencing position.
10. Commissioner Pratt requested that HR meet with the Commissioners to discuss when personnel issues responsibility is shifted from department to Commissioners and/or HR.
11. Director Trombly brought before the Commissioners the finalized statement regarding civil unions. Commissioner Pratt questioned the second bulleted item and requested that Director Trombly go to Cigna for clarification.
12. Director Trombly is meeting with Bond counsel David Barnes regarding the jail bond and tax exempt status.

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



Minutes approved at the May 2 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 2, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba and Pratt; Finance Director Trombly; Administrator Wozmak; Ex. Asst. Warren; Superintendent Van Wickler; DNS donLuekin; Mgr. Hurley; Wendy Putnam, Doug Scribner/Computers

Commissioner Zerba opened the meeting at 9:00 AM.

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

MINUTES: Commissioner Pratt moved to accept the minutes of April 25, Commissioner Zerba seconded, voted unanimously.

1. **Nonpublic session** – At 9:02 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 Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Dietary Director to allow a lateral move for Heather Cornier, who is now an asst. cook Grade 4 Step 10 to position of baker at Grade 4 Step 11, and move Brenda Hanson to Asst. Cook position at Grade 4, Step 1. The Commissioners unanimously voted to return to public session at 9:10 AM.**
2. **Nonpublic session** – At 9:11 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 Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.**
3. Wendy and Doug advised the Commissioners that they had been involved with broadband when it was originally proposed some years ago. They went to several meetings but have not heard anything since then. Commissioner Pratt had attended a broadband meeting and he suggested that the county be involved. He asked if Wendy or Doug were interested in his speaking to the Mayor regarding getting the county involved. They agreed that they would like to be involved.
4. Wendy and Doug noted that they were wrapping up on the new phone system.
5. New project is for a server upgrade; they are still investigating the time and attendance program.
6. Bill Marcello of SCS was in attendance to request letters of support for their senior housing project in Swanzy. The funding for this project is through HUD. The letters were prepared and one additional letter will be sent with Commissioner Pratt's signature.
7. **Nonpublic session** – At 9:45 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 and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of DNS don Luekin to hire a QC nurse Robin Iliopoulos, at Grade 5 Step 6 (\$21.07) based on her 10 years of experience, effective May 15. The Commissioners unanimously voted to return to public session at 9:50 AM.**
8. **Nonpublic session** – At 9:51 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 Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:06 AM.

9. Superintendent Van Wickler stated that there are 103 inmates, 11 women, and one federal inmate. He is down 4 FTE at the HOC. He noted that there has been some protesting outside the jail for two inmates.
10. The Superintendent gave the Commissioners a copy of the award received by the HOC from Antioch.
11. Friday the jail design committee is meeting. We have hired the geotech firm for work on the jail site. Surveys are being done for the property line, road and building locations.
12. The American Jail Association conference is being held in May 20 – 24 and SMRT recommended that someone from the county attend the meeting. Superintendent Van Wickler stated that he doesn't think it is a benefit to go, especially in light of the short timing. He suggested that if there is an American Jail Society conference in the future, that someone go to that meeting.
13. The Commissioners took a short break for the nursing home tour.
14. **Commissioner Pratt moved to accept the two year lease with the state for the courthouse, with an amendment that the third year option be removed from the contract, or that the third year be a mutually agreed upon term, Commissioner Zerba seconded, voted unanimously.** Administrator Wozmak will reply to the state regarding the removal of the third year.
15. The calendar was reviewed.
16. The NHAC membership fee was reviewed and the Commissioners agreed to the \$9940 fee.
17. **Commissioner Pratt moved to release the nonpublic session of Nov. 29, 2006 which was withheld until a majority of members agree that the divulgence of the information no longer affects adversely the reputation of any person or agency or renders the proposed action ineffective, Commissioner Zerba seconded, voted unanimously.** The decision was as follows:
"To re-examine a different location on the Hill site and go forward with the engineers to review the suitability of the site for a jail".
18. **Commissioner Pratt moved to release the nonpublic session of Feb. 14, 2007 which was withheld until a majority of members agree that the divulgence of the information no longer affects adversely the reputation of any person or agency or renders the proposed action ineffective, Commissioner Zerba seconded, voted unanimously.** The decision was as follows:
"The county administrator speak to Danette Downing regarding the status of her employment based on recommendation and counsel provided by the County Attorney".
19. Administrator Wozmak left a message with David Putnam regarding the tires near the road at the farm and he will follow up with him.
20. Administrator Wozmak and Director Trombly are working on a comparison of the laundry and will speak to it at another meeting.
21. Director Trombly will present the revised Cigna statement on civil unions.

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



Minutes approved at the May 9 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 9, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Administrator Wozmak; Ex. Asst. Warren; DNS donLuekin; Dodi Sheltra ADNS; Mgr. King

Commissioner Zerba opened the meeting at 9:00 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Pratt moved to accept the minutes of May 2, Commissioner Rogers seconded, voted unanimously.

1. Christa Koehler, from Clean Air Cool Planet, spoke about the organization, which is a voluntary program working for clean air and reducing emissions. They consult with city and county municipalities. They obtain funding for municipalities to work with Antioch graduate students to inventory buildings with software that they supply. She distributed a folder about the organization. This program would add the energy savings we use to their database. The second part of the program is working with the energy committees already established by 18 of the towns in the county, which will then inventory the town's buildings. CACP would do the public relations for the program. The Commissioners agreed to review the program and advise her about the county participation. The county would have to be the primary member according to the ICLE program. Commissioner Pratt asked that there be a meeting set up with SWRP and the Commissioners to determine our involvement.
2. The riverbank erosion project is expected to start in July/August and take about 4 months.
3. **Nonpublic session** – At 9:35 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the DNS to suspend Desiree Gagnon with pay pending further investigation until the next meeting or the call of the chair, effective today. The Commissioners unanimously voted to return to public session at 10:35 AM.**
4. The calendar was reviewed.
5. Director Trombly distributed the first quarter budget review and the letter explaining the budget to the executive committee. She will mail the report out on Friday.
6. The NASE (National Association for the Self Employed) letter to the Commissioners inviting them to the award presentation on June 9 at 12 noon, at Hillside Springs Farm was reviewed by the Commissioners.
7. The Commissioners discussed the proposed meeting with the state to discuss the court locations. Administrator Wozmak will contact Commissioner Hill at the Department of Administrative Services.
8. Administrator Wozmak updated the Commissioners on the pandemic plan, which includes using the nursing home in an emergency. Cheshire county has been asked to receive state funds for the continuation of pandemic planning. The state wants the counties to have a more active role in all health hazard programs. Administrator Wozmak asked the Commissioners if they are inclined to establish a public health program that may expand in the future. The Commissioners stated that they are not interested in having a public health program employee but fully support the county's role as

- recipient of funds for planning and to outsource the planning function using existing local agencies.
9. The Winchester selectmen called Rep. Lerandean asking if inmates are available to work to clean up the roads after the recent storm. Administrator Wozmak will contact Hank Colby and ask him to call the selectmen to see what they can do.
 10. Chairman Zerba reviewed an email regarding HHS Commissioner Stephens attempt to transfer funds from the nursing services line to the HCBC line. The Commissioners discussed the issue.
 11. **Nonpublic session** – At 12:09 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 roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:16 PM.**

There being no further business, the meeting ended at 12:17 PM.



Minutes approved at the May 16 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 16, 2007 9 AM
County Farm, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren; Farm Mgr. Putnam; Computer Tech Scribner; Mgr. King

Commissioner Zerba opened the meeting at 9:10 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Rogers moved to accept the minutes of May 9, Commissioner Pratt seconded, voted unanimously.

1. The Calendar was reviewed.
2. Administrator Wozmak state to the Commissioners that because people may want to look at the Latchis theater building, it would be a good idea to pay to have some work done cleaning up inside the building. He stated that he doesn't think a new roof should be built because of the possibility of adding another floor to the building. **Commissioner Pratt moved to use the funds reserved for a new roof to clean up the building, Commissioner Rogers seconded, voted unanimously.**
3. Farm Manager David Putnam gave the Commissioners an update on what is happening at the farm. On June 9 is Open Barn Day. Market prices for milk have come up a little and because of the bad weather, he has not been able to plant the corn.
4. Doug Scribner requested that the bid process be waived for the purchase of the servers for the sheriff. He would like to lease servers from Symquest at a rate of \$8942 for the balance of this year because they did the initial set up of the equipment and they would be responsible for serving the equipment we are leasing. \$8592 was budgeted for this item. **Commissioner Rogers moved to waive the bidding process for the sheriff's servers, Commissioner Pratt seconded, voted unanimously.**
5. Finance Director Trombly asked if the Commissioners wanted to look at the personnel manual supplements for the nursing home and the HOC that are in addition to the employee manual. They agreed that they wanted to see the manuals. Commissioner Pratt asked that a memo be sent to department managers that the Commissioners review the employee handbook and if there are any changes, it should be brought before the Commissioners.
6. The floor in the bathroom at the blood farm is being replaced. The tenant is paying the cost of actually refurbishing the bathroom. The County's role is limited to structural repairs.
7. The transfer switch at the WWTP is no longer working. Manager King has shopped around for a new switched at a cost of \$3200. He was advised to go ahead with the purchase and it will be posed to capital expenditures. **Commissioner Pratt moved to approve the purchase of the switch for \$3200, Commissioner Rogers seconded, voted unanimously.**
8. Manager King noted that about five windows at the Latchis need boarding up and will be done next week.
9. Administrator Wozmak met with Landmark and the land survey for the jail site is done. They indicate that we would need 14 acres or more of land rather than the 13 previously thought, because of the location of the power lines and the road. Discussions will continue with the developer.
10. Administrator Wozmak noted that in his discussion with Commissioner Donald Hill from the Department of Administrative Services in New Hampshire, he thought the Latchis might work as a temporary location for the Keene District Court and we should be working with the city. He will be at the meeting next week with the city and judges from the courts.

11. Administrator Wozmak set up a meeting with Tim Murphy, Christa and himself to discuss the Clean Air Clean Plant Project.
12. **Nonpublic session** – At 10:28 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken however upon a 2/3 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 the members, the aforesaid circumstances no longer apply. The Commissioners unanimously voted to return to public session at 10:45 AM.**

There being no further business, the meeting ended at 10:46 AM.



Minutes approved at the June 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 23, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Ex. Asst. Warren; Farm Mgr. Putnam; Mgr. King; DNS donLuekin; Safety Officer Fortner; Sheriff Foote

Commissioner Zerba opened the meeting at 9:00 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

1. The Calendar was reviewed.
2. Pam Fortner stated that the dispatch department needs new chairs and purchasing the three chairs will bring her budget low and reduce the funds for other departments. They need three chairs at about \$670 /630 each. Because the chairs are used 24/7, they take a beating. The chairs are made specifically for dispatch centers. The current chairs were bought in 2004 and need repairs and the company who made the chairs has gone out of business. The Commissioners stated that they felt it would have been better to bring this request before the executive committee during the budget cycle. Sheriff Foote stated that the chairs were not a problem at that time. **Commissioner Pratt moved to authorize the purchase of the chairs at an amount of \$2200, which includes shipping, Commissioner Rogers seconded, voted unanimously.**
3. The Sheriff brought before the Commissioners a grant of \$483 which will be used to pay a couple of deputies overtime to participate in a DWI traffic enforcement for two nights. Chairman Zerba signed the application for the grant. Commissioner Pratt requested that the Sheriff come back before the Commissioners if this program is a sobriety checkpoint program, and the Sheriff agreed to do so.
4. Bids for a vehicle for the HOC were presented by Manager King. He stated that an employee solicited bids and they were received after the bid closing date, because they were not within the specs of the car advertised during the bidding process. This vehicle was in the budget for \$27,000 and is used only for transportation for the HOC. Prior vehicles for the HOC were sheriff cars that were no longer being used by the sheriff, but since we are now leasing cars, they are no longer available. **Commissioner Pratt moved that any bids received after the cutoff date did not fall within consideration, Commissioner Rogers seconded, voted unanimously.** The Commissioners asked which of the bids Manager King recommends. He stated that he would like to bring them to Superintendent Van Wickler give his recommendations.
5. **Nonpublic session** – At 9:26 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, Rogers and Pratt. As a result of deliberations in nonpublic session, with her present at the meeting, a decision was reached and a vote taken to accept the recommendation of the DNS don Luekin to terminate the employee Desiree Gagnon, effective immediately. The Commissioners unanimously voted to return to public session at 10:04 AM.**
6. **Nonpublic session** – At 10:05 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize Sally Remillard to transfer from Administration at Grade 3 Step 9**

to Tech Grade 2 Step 9, effective 5/30/07. The Commissioners unanimously voted to return to public session at 10:13 AM.

7. The bids for the truck for the farm were received and Farm Manager King recommends the truck from Kruse Ziffer at \$23,144.18 for a 2007 Ford. A plow at a cost of \$4300 from Snow Plow in Gilsum and a truck body at a cost of \$5950 from Osgood Welding is needed, and the bidding was waived by the Commissioners. **Commissioner Rogers moved to approve the purchases at a cost of no higher than \$33,394, Commissioner Pratt seconded, voted unanimously.**
8. **Nonpublic session** – At 10:43 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Director of Finance and County administrator to promote Doug Scribner to computer tech Grade 5 Step 7, effective May 7. The Commissioners unanimously voted to return to public session at 10:51 AM.**
9. It was decided at the court meeting held on Monday that the study done of the Latchis building by Charles Michal will be sent to Commissioner Hill so he can see if the design can work for the courts.
10. There was discussion about the email received from the probation department regarding their offices being located at the jail building. The Commissioners discussed where various judicial departments could be located, whether near the jail or potentially at the Latchis building. In the event the dorm is built, they possibly could be added to that building.
11. Director Trombly will get figures from Charles Michal on the per square foot costs for the Latchis building.

There being no further business, the meeting ended at 11:44 AM.



Minutes approved at the June 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 6, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Superintendent Van Wickler; Manager King; DNS don Luekin; Manager Hurley; Register Hubal; Finance Director Trombly; Ex. Asst. Warren

Commissioner Zerba opened the meeting at 9:00 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Pratt moved to accept the minutes of May 16, Commissioner Rogers seconded, voted unanimously.

MINUTES: Commissioner Rogers moved to accept the minutes of May 23, Commissioner Pratt seconded, voted unanimously.

13. Manager King presented two bids received for cleaning the Latchis building. They were from Wilkes Construction for \$5800, and Kenneth Wright Sitework for \$11,625. Manager King recommends we accept the bid from Wilkes, and that the work should start immediately. **Commissioner Pratt moved to accept the Wilkes bids for \$5800, Commissioner Rogers seconded, voted unanimously.** Funds will come from the roof repair funds. Signage at the building has been put up that hard hats must be worn in the building.
14. **Nonpublic session** – At 9:10 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the HR Manager and DNS to approve the hiring to fill the position of Assistant to the DNS at Grade 3, Step 7, \$15.14, based on the applicant's 7 years experience and computer knowledge. The Commissioners unanimously voted to return to public session at 9:15 AM.**
15. The calendar was reviewed. The Commissioner's meeting scheduled for June 13 was changed to June 14 at 9 AM.
16. Register Hubal advised the Commissioners that she was approached by the City of Keene as to moving her archival records to 350 Marlborough Street. She would have to break her contract with her current storage facility at a cost of \$1007. To use the city facility, it will cost \$60 less a month. There was discussion on completing the contract term and then moving the records; the cost of moving the records versus our moving the records. It was decided that an option would be presented to the city that the first six months of storage be free (to avoid paying two storage facility fees) and we would sign a contract with them for 18 months. The Commissioners asked the register to make this offer to the city.
17. The census at the jail is 102, with three pregnant females; five inmates are on work release and eight inmates are on electronic monitoring.
18. **Nonpublic session** – At 9:46 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a**

roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of 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.

19. **Nonpublic session** – At 9:56 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:12 PM.**
20. There was discussion on the proposed Delegation meeting on June 27 in order to present the LEEDS certification information received from SMRT. They have determined that it would cost about \$140,000 additional to receive the LEEDS certification. However, they can follow the LEEDS requirements but not maintain the paperwork at no additional costs.
21. Administrator Wozmak explained the issue with the right of way to get to our property in Westmoreland and the request from an attorney for us to release the right of way we have. The Commissioners agreed that they did not want to give up the right of way. **Commissioner Rogers moved to reject the release of the easement at 185 Butterfield Hill Road, Commissioner Zerba seconded, voted unanimously.**
22. Administrator Wozmak stated that the farm truck bid had an error in the length of the truck body and the correct length adds \$1000 to the cost. It is expected that the farm operating expenses and the money received from the sale of the old truck can cover the overage. Since no other bidder was within the cost change of \$1000, it was determined that it was not necessary to go out to bid again. **Commissioner Rogers moved to allow the farm truck purchase to exceed the additional cost of \$1000 and that the expense be budget neutral, Commissioner Zerba seconded, voted unanimously.**
23. The county computer system firewall broke down last week and we are currently using a loaned firewall for our computer system. A new firewall will cost \$4931, and it is expected that the department will be under budget this year by enough funds to cover the unexpected expense of firewall replacement. There was discussion whether the county should budget next year for a redundant firewall. This can be considered in the next budget cycle. **Commissioner Rogers moved to authorize the expenditure of \$4931 for the purchase of a new firewall, Commissioner Zerba seconded, voted unanimously.**
24. Administrator Wozmak is planning to contact NH Administrative Services Commissioner Don Hill regarding the Latchis building project to keep the project moving forward. CAD files of the Latchis have already been provided to the state to allow them to design the district court in this building.

There being no further business, the meeting ended at 1:10 PM.



John M. Pratt, Clerk

Minutes approved at the June 14 meeting

MINUTES
Cheshire County Commissioners Meeting
Monday, June 11, 2007 9:20 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt

Commissioner Zerba opened the meeting at 9:20 AM.

Nonpublic session – At 9:20 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba moved to go into non-public session to discuss consideration of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:05 AM.**

There being no further business, the meeting ended at 11:06 AM.

Minutes approved at the June 14 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 13, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Superintendent Van Wickler; Asst. Administrator Kindopp; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of June 6 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of June 11 be approved, seconded by Commissioner Rogers, voted unanimously.

1. The calendar was reviewed. The July 4 meeting was cancelled.
2. Administrator Wozmak noted that he received an email from the ACOE that the bids came in for the Partridge Brook project and were \$100,000 higher than expected and they are meeting on Friday and hope to bring the cost down. They want to know if we can come up with an additional \$35,000 needed for our share. After discussion, the Commissioners determined that adding the additional funds was warranted and that the funds should be taken from the proshare funds. Commissioner Pratt noted that the agreement between the ACOE and the county the project cost \$824,000 and that \$274,000 was the county share.
3. The census at the jail is 110 inmates, 97 in the building; 7 on electronic monitoring; 6 on work release; no federal inmates; 12 women.
4. Superintendent Van Wickler will be addressing the Lions club next week.
5. Superintendent Van Wickler had a meeting with Gerry Pelletier regarding a day reporting center. They will continue this conversation.
6. There was discussion about the LEEDS certification for the new jail. The Commissioners wanted to meet with the Delegation but were advised that it is the end of their year and they are very busy. Administrator Wozmak will prepare a memo to the Delegation about the LEEDS costs, requirements and certification. The Commissioners still feel that an expenditure of \$140,000 to maintain LEEDS certification paperwork is not necessary and that they can better use the funds to pay for LEEDS requirements without the certification.
7. Administrator Wozmak updated the Commissioners on the conference he attended for Primex.
8. Administrator Wozmak will contact Commissioner Hill regarding the status of the CAD document sent to him on the Latchis building. He will also contact John MacLean regarding the meeting with the city and county.
9. We are still waiting for bids for the water treatment plant.
10. **Nonpublic session** – At 10 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:40 AM.**

11. **Nonpublic session** – At 10:42 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to continue working with legal counsel on this matter. The Commissioners unanimously voted to return to public session at 11:11 AM.**
12. **Nonpublic session** – At 11:12 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:33 AM.**
13. Mimi Barber advised the Commissioners that she will need \$151,945 in additional funds from the proshare funds when received. The Commissioners agreed that she should receive the funds.

There being no further business, Chairman Zerba ended the meeting at 12:06 PM.



Minutes approved at the June 27 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 20, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Superintendent Van Wickler; Finance Dir. Trombly; Manager King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

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

1. **Nonpublic session** – At 9:02 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:15 AM.**
2. Manager King requested the Commissioners to authorize him to hire a seasonal helper to do some of the summer work that used to be done by one of the swamp bats, but he is finding it difficult to find one who has time to work. The Commissioners approved hiring a summer employee, which is an already budgeted item for the 2007 budget.
3. Two bids were received for the rubbish removal; Waste Management at \$2587 a month (\$31,044 year) Monadnock Disposal at \$3575 a month (\$42,900 year). Budgeted amount for 2007 was \$22,344. **Commissioner Rogers moved to award the rubbish disposal contract to Waste Management at \$2587, seconded by Commissioner Pratt, voted unanimously.**
4. Commissioner Rogers wanted to recognize the award received by Superintendent Van Wickler from Antioch.
5. As requested by Commissioner Pratt, Director Trombly will review the letter received from DHHS, transmitting the rebate on the drug program and will advise the Commissioners the results of her calculations.
6. Christine Brehm was present to request a letter of support from the Superintendent for grant funding she would like to submit. The grant is for re-entry services for inmates released from a jail. The grant would put in place two case managers for female inmates. There is no financial obligation on the part of the county. **Commissioner Pratt moved to authorize the Superintendent to write a letter of support, Commissioner Rogers seconded, voted unanimously.** The Commissioners were invited to come to see the housing that has been established for released female inmates.
7. Census at the jail is 109, 7 inmates on work release, 7 on electronic monitoring, 4 weekend sentenced. The Superintendent noted that he scrutinized the work release inmates and feels that there are two he believes could have been put on electronic monitoring. There are no federal inmates at this time.
8. Rep. Butcher spoke to Commissioner Pratt stating that she recommends that two individuals who have been involved with the LEEDS certification process attend the Delegation meeting on June 28. The Commissioners felt that it was up to the chairman of the Delegation to make that decision and an email will be sent to him asking if he wishes to follow up on this. The Commissioners feel that the certification is not a necessity as long as they follow the requirements and if the Delegation is going to require this additional expense for the certification, the additional amount should be allocated to the funding for the jail.
9. There was some discussion on the status of the courthouse.

10. Director Trombly presented a request from an employee is asking for their pay from last week to be paid this week because they are in need of funds. **Commissioner Rogers moved that the Employee Handbook pay policy states that advances of pay is prohibited and that this would hold in this case also, Commissioner Zerba seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 10:49 AM.



Minutes approved at the June 27 meeting

John M. Pratt, Clerk

**Minutes
Commissioners Meeting
Monday, June 25, 2007 3 PM
33 West Street, Keene, NH**

Present: Commissioners Zerba, Rogers, Pratt; Finance Director Trombly; Human Resources Manager Hurley.

The emergency meeting was called to order by Chairman Zerba at 3:10pm.

As the state's budget is currently being deliberated, the impact on Cheshire County was discussed. In Human Services, the proposal is to shift 100% of the Nursing Home and HCBC costs to the county with the state picking up 100% of the costs of OAA, ATPD, Provider Payments, Clawback and Board and Care of Children. The net negative impact to Cheshire County is \$1.65M. In addition, we have been advised that our ProShare Funds have been reduced by about \$300,000. The attached letter is to be sent to the delegation, NHAC president Stacy and Stratford County Commissioner Maglaras, chair of the County, State Finance Commission. Also, a copy will be given to The Keene Sentinel.

Nonpublic session – At 4:10 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 5:12 PM.**

There being no further business, Chairman Zerba ended the meeting at 5:15 PM.



Minutes approved at the June 27 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 27, 2007 2:48 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren

Chairman Zerba opened the meeting at 2:48 PM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of June 13 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of June 20 be approved, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of June 25 be approved, seconded by Commissioner Pratt, voted unanimously.

1. Superintendent Van Wickler spoke to the bids received for the HOC vehicle. He stated that he did not want to choose one of the cars, because he wasn't sure of the specifications sent out, what he wanted was a 6 person vehicle. He said he preferred to purchase a Charger. **Commissioner Pratt moved that the Superintendent send out another RFQ based on his needs, Commissioner Rogers seconded, voted unanimously.**
2. All Commissioners agreed that Chairman Zerba sign the paperwork for the pheasant release on our property in Westmoreland.
3. Director Trombly sent an email to the Delegation regarding the additional funds needed for the riverbank erosion project. However, she received a call from the ACOE that more funds are needed than originally thought. The amount is now \$70,000 and not the \$35,000 as originally thought. This will be presented to the Delegation Thursday night at their meeting.
4. There was discussion on the disbursement of the proshare funds. Director Trombly noted that it was thought that the proshare funds could be used for the time and attendance computer program, but that could be put aside this year.
5. Commissioner Pratt noted that he received a call from Treasurer West that he is negotiating with Citizens Banks for the jail bond. He was told that as of July 31 there will be a fee for bonding of about 1% of the bond amount. The Commissioners asked if we can go to bond before that date. There was discussion on bonding and the options available.
6. **Nonpublic session** – At 4:16 PM 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 4:28 PM.**
7. **Nonpublic Session** - At 4:40 PM, **Commissioner Zerba moved to go into non-public session to discuss a matter, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having**

requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 4:55 PM.

There being no further business, Chairman Zerba ended the meeting at 5:00 PM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature separator.

Minutes approved at July 11 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 11, 2007 2 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Assistant Warren

Chairman Zerba opened the meeting at 2:02 PM.

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

MINUTES: Commissioner Pratt moved that the minutes of June 27 be approved, seconded by Commissioner Zerba, voted unanimously.

1. Superintendent Van Wickler presented the bids received for the car for the HOC. He recommends the Impala at a cost of \$17,834. **Commissioner Pratt moved to authorize the purchase of the 2007 Impala from Walier Chevrolet, Commissioner Zerba seconded, voted unanimously, voted unanimously.** Budgeted amount for the car was \$27,000.
2. The Superintendent distributed a copy of an incident report prepared by one of the corrections officers. As a result of his bravery he will be presented with a Medal of Valor next week at the Commissioner's meeting.
3. Census at the jail is 103; 8 work release, 8 electronic monitoring, 5 weekenders, with 12 women. There was discussion about the weekenders and the drain they are on the system. The Superintendent will research some statistics that will help the Commissioners better understand how many weekenders there are and which court is generating these sentences.
4. The calendar was reviewed.
5. The Commissioners discussed the make up of the executive committee for the NHAC. They suggested one person from each of the following departments: nursing, human services, HOC, finance, Commissioners. A decision will be made next week.
6. The contract for the recruiter in order to fill the positions of speech, staff OT and PT, and PT was approved to go forward for signing. There is funding in the budget because of positions that have not been filled. The cost for the service will be \$10,000 for each hired position.
7. The report of the proshare funds distribution was discussed. The suggestions presented and approved by the Commissioners is as follows:

Total Received	\$348,284.00
Human Service Categoricals	\$ 86,164.00
Partridgebrook Erosion Project	\$ 70,000.00
Nursing Home Feasibility Study	\$ 40,000.00
Surplus	\$100,120.00
MNH Admin Legal (Union)	\$ 25,000.00
MNH Landmark Healthcare Contract	\$ 27,000.00

There was discussion regarding the proshare figures given to us at the beginning of the year and the fact that what we received was half of that number.

8. **Commissioner Pratt moved to approve signing the contract regarding terms of engagement from Devine Millimet on behalf of NHAC, Commissioner Zerba seconded, voted unanimous.**

9. **Nonpublic session** – At 3:49 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 and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize the HR manager to promote C.P. from Cook I to dietary evening supervisor at a grade 5 step 2, \$11.54, effective immediately. The Commissioners unanimously voted to return to public session at 3:54 PM.**
10. **Nonpublic Session** - At 3:55 PM, 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 Pratt. As a result of deliberations in nonpublic session, a decision was made to authorize a stipend for B.L. in the amount of \$1.50 per hour, effective from the date she assumed additional duties and to continue until the position of food service director is filled. The Commissioners unanimously voted to return to public session at 3:59 PM.
11. Commissioner Zerba stated that, after a teleconference with the bonding agent at Citizens Bank, the jail bond should not be sought at this time because there are still too many questions to be answered regarding the jail. After discussion, the Commissioners agreed that there are still too many open items regarding the scope of the project to move forward with bonding at this time.
12. Administrator Wozmak stated that he will be the Supervising Administrator for Sullivan County Nursing Home for a period of 70 days to allow the newest administrator to receive his New Hampshire license.

There being no further business, Chairman Zerba ended the meeting at 4:15 PM.



John M. Pratt, Clerk

Minutes approved at July 18 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 18, 2007 9 AM
HOC, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Superintendent Van Wickler; Manager King

Chairman Zerba opened the meeting at 9 AM.

MINUTES: Commissioner Rogers moved that the minutes of July 11 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Manager King presented a request for Cryptosporidium testing for the water plant. The Cost for this will be \$4500 for the balance of 2007. This testing will become a requirement in the upcoming years and we would like to begin some sampling now in order to properly design the water system upgrades to meet future federal water quality regulations. **Commissioner Rogers moved to approve the expenditure, Commissioner Pratt seconded, voted unanimously.**
2. Director Trombly discussed with the Commissioners the Kronos Time and Attendance program and its value for the county. The Commissioners asked her to contact the Delegation subcommittee, Reps. Hunt, Sad and Weber, and get a report from them on their review of the program for the county.
3. Superintendent Van Wickler presented a Medal of Valor award to Corrections Officer Thomas Bishop for his courage in a difficult situation. The Commissioners congratulated CO Bishop.
4. Superintendent Van Wickler gave an update on the health of the pregnant inmates.
5. Lt. Dehotman was introduced to the Commissioners and gave an update on the inmates at the HOC. There are 86 inmates in house, 101 total; 12 female, 45 pretrial, 4 weekend, 7 work release. There was a discussion about the weekend inmates because of the manhours required for bringing in and releasing out the weekenders and the Commissioners stated that they would like the subject be researched further, and for the Superintendent to speak to Attorney Heed. She feels that there would be about 20 inmates on work release according to the classification standards they use.
6. Lt. Mousseau oversees the safety and security of the facility, and the scheduling. Only 4-5 officers are left to train on the new baton. He noted that there are two electric doors in the day room that do not work. Superintendent Van Wickler stated that there is a great deal of electrical equipment, such as looks, that are breaking down. He noted that there are several issues they have with maintenance at the HOC. Administrator Wozmak was requested by the Commissioners to follow up with maintenance about the electrical locks. There was continued discussion on the maintenance issues at the jail. Superintendent Van Wickler explained that he wishes to have a full-time maintenance person who will work in this facility for the next three years, but who will also be involved in the construction meetings for the new jail.
7. Jean Schneider, LPN, Medical Services Coordinator, and Dr. Heneghan met with the Commissioners. Dr. Heneghan stated that she feels the relationship between the HOC and CMC is working out very well. One of the doctors from family practice comes in once a week and the physician assistant, David Segal, comes in two times a week. They work to deliver the same level of quality of care as one would get if they went to the Clinic. She stated that dental issues are a big problem with the inmates, but mental health issues are the most prevalent.
8. A short break was taken. Lt. Hummel noted that training of officers is going well. 35% of the CO's have been with the HOC over 5 years. Recruiting is ongoing. Information on inmates is important

therefore IT issues important. The transition team is ongoing and they will be developing policies and procedures for the new facility. 74% have been through the academy training. There was discussion on the hiring for the new facility and how the process will proceed.

9. Barnes Peterson, out mental health clinician, noted that he has worked with about 70 of the 86 inmates at the HOC. This year they had 5 doctoral level trainees from Antioch Graduate School from September to June. He presented a new inmate program he is using that is called "Getting off the Criminal Justice Merry-go-round". This program includes steps to make inmates aware of their thinking and habits that lead them into the criminal justice path. He also spoke to critical incident management and debriefing, which is a way to process a critical event for staff members. There was discussion about his connection to the Mental Health Court.
10. The Commissioners appointments to the NHAC executive committee were: Kathryn Kindopp, Mimi Barber, Commissioner Rogers, Rick Van Wickler and Sheryl Trombly.
11. **Nonpublic session** – At 1:10 PM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 1:29 PM.**
12. The Commissioners reviewed the calendar. It was decided to cancel the July 25 meeting, to hold a special nonpublic meeting on July 30 at 9:30 AM at MNH, to cancel the August 1 meeting and the August 8 meeting to be held at MNH.
13. The Superintendent presented the graduation diplomas to the two CO's who just graduated from the Corrections Academy, Scott McLaughlin, Kristina Bacala. They spoke to the training received and how it reinforces what they learned at the HOC. The Commissioners congratulated the officers.
14. There was a short recess before the Commissioners met with several CO's and inmates in nonpublic session.

There being no further business, Chairman Zerba ended the meeting at 3:30 PM.



John M. Pratt, Clerk

Minutes approved at the Sept. 26 meeting

Cheshire County Commissioners Meeting
Thursday, August 9, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Facilities Manager King, Farm Manager Putnam; Asst. NH Administrator Kindopp

Chairman Zerba opened the meeting at 9:05 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. There was a discussion on the lawsuit by the NH counties against the state and which billing will be paid to the state for services.
2. Manager King presented a request to hire LM as a general facilities employee at a Grade 5, Step 8 at \$13.39 an hour. **Commissioner Rogers moved to approve the hire as requested by the facilities Manager, Commissioner Pratt seconded, voted unanimously.**
3. There was discussion about the Farm Committee meeting held last night. It seemed that the citizens present at the meeting support a conservation easement of the land to protect the watershed. There was question about recreational uses of the land. The discussion will continue. Commissioner Pratt stated that the discussion may be premature unless we close the farm. He stated that the only reason to support an easement is if they determine to get rid of the farm. The land could then be used for a county park, sold for development, or as a floodway. The moment the land is established as an easement, the value is reduced by 2/3, and is it the Commissioners duty to sell the land for the highest value for the taxpayer.
4. Administrator Wozmak noted that \$3200 has been received from the US District Court relative to a class action settlement against Hil-Rom due to the nursing home beds being overpriced.
5. Manager King stated that a rail is being installed at the Latchis to enable people to get in to the building. Chairman Rogers noted that he visited the Latchis Theater yesterday.
6. **Commissioner Pratt moved and Commissioner Rogers seconded to decouple the Keene District Court project from the Merrimack Superior Court project and to pass this non-binding vote on to the NH Dept of Administrative Services.**
7. The Joint Loss committee asked the Commissioners to speak to the city regarding crosswalk safety in front of 33 West St. The request will be forwarded to Chief Walker for his action.
8. The Commissioners discussed the letter from Hillsborough Ford complaining about the bidding process for the new cruiser.
9. Commissioners changed the August 15 meeting to August 17.
10. It was noted that there was a bill for \$11,718 for an inmate at the HOC. This will be discussed further on August 22 with the Superintendent.
11. Manager Putnam noted that the corn chopper repair costs will be \$1300. There was discussion regarding repair of the equipment vs replacement at \$800. Dave will view equipment and report to Administrator Wozmak and it will be decided whether the expense of repair should be transferred to capital funds expenditure.
12. The Commissioners discussed sending DOT Commissioner Charles Lahey a letter asking for an update on the status of bridges in Cheshire County.
13. Kathryn Kindopp presented the mattress replacement program that is in the budget and requested authorization to purchase the mattresses at a cost of \$36,738.82. There was a discussion on the guidelines and standards for mattresses for nursing home residents. Two quotes were received but the

Asst. Nursing Home administrator recommends the quote from Direct Supply. **Commissioners unanimously moved to approved the purchase.**

14. Nick Manoles and Monica Panait from Primex met with the Commissioners to review the county's history with Primex. They advised the Commissioners that Cheshire County has the lowest claim rates of all counties in New Hampshire.
15. The jail site plan work is expected to be completed by Labor Day and will submitted to the DES in order to get the earth moving started. Commissioner Rogers noted that the Delegation should be updated with this information at the next meeting.
16. There was a discussion on the proclamation received from the state regarding the value of the work done by NH counties.

There being no further business, Chairman Zerba ended the meeting at 11:50 AM.



Minutes approved at the Sept. 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Friday, August 17, 2007 9 AM
33 West St. Keene, NH

PRESENT: Commissioners Zerba, and Rogers; Administrator Wozmak; Finance Director Trombly; Sheriff Foote; HOC Superintendent Van Wickler; HS Administrator Barber

Chairman Zerba opened the meeting at 9 AM.

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

1. Matt Suchodolski was present to request signature by the Chair for the Head Start project contract agreement. Chairman Zerba was nominated and confirmed to be the environmental certifying officer for this application.
2. Jack Dugan from MEDC was present to advise the Commissioners that the railroad land development has begun. Tidland Corporation has requested a CDBG application for expansion. A Delegation meeting will be needed for approval of the county support for this project. The funds requested is \$450,000, 80% of the funds is for a training program and 20% for expansion. They are requesting County support of this project.
There was discussion about the Trikeenen project, which did not complete its requirements for the CDBG funds.
3. Sheriff Foote noted that when he presented his original request for grant funding for use of deputies for road checks was asked to come back before the Commissioners if they were DWI checks. County Attorney Heed is doing the police road stop training. Since Commissioner Pratt was concerned about this request, he will be advised of this.
4. The sheriff's bloodhound is still being trained.
5. Census at the jail today is 117, 98 in house, 9 women, one of the women is a federal, 6 on work release and three weekends. Superintendent Van Wickler noted that there has been some difficulty with keeping the facility cool, as is usual for this time of year. The County Administrator has been working with Facilities Dept to redouble efforts to moderate the temperature of the building.
6. The discussion regarding the high medical billing of a specific inmate will be held over until Commissioner Pratt is present.
7. There was discussion regarding the tasers use at the HOC. The Superintendent reported that the recently purchased tasers at the jail utilize video recording to monitor the circumstances of their use.
8. The bloodhound was brought over for the Commissioners to see.
9. **Nonpublic session: At 9:40 Commissioner Zerba moved to go in to nonpublic session to discussion the hiring of any person as a public employee. The motion was approved by Commissioners Rogers and Zerba. A decision was reached and a vote taken to accept the recommendation of the DNS and HR Mgr. to hire G.H. as a staff RN at a Grade 5 Step 6 (\$21.07) based on her experience and background. The Commissioners unanimously voted to return to public session at 9:52 AM.**
10. **Nonpublic session: At 9:53 Commissioner Zerba moved to go in to nonpublic session to discussion the hiring of any person as a public employee. The motion was approved by Commissioners Rogers and Zerba. A decision was reached and a vote taken to accept the recommendation of the DNS and HR Mgr. to hire J.S. as a nurse manager at a Grade 6 Step 5 (\$22.79) based on her clinical experience and background. The Commissioners unanimously voted to return to public session at 10 AM.**

11. **Nonpublic session: At 10:01 Commissioner Zerba moved to go in to nonpublic session to discussion the hiring of any person as a public employee. The motion was approved by Commissioners Rogers and Zerba. A decision was reached and a vote taken to accept the recommendation of the Asst. Administrator to hire K.C. as Director of Physical Therapy at a Grade 7 Step 10 (\$30.36) based on her experience and background, in accordance with the written conditional offer of employment. The Commissioners unanimously voted to return to public session at 10:12 AM.**
12. **A motion was made and a unanimous vote taken for the vice chairman to be appointed as clerk in the absence of the clerk.**
13. There was a discussion about the calls received by Commissioner Pratt regarding rate increases in assisted living and menu concerns.
14. Asst. Administrator presented several unpredicted dietary department needs, which include a blender, griddles and hot plates on the floors. **A motion was made and a unanimous vote taken to authorize \$1000 for the purchase of replacement equipment, recognizing the high balance remaining in the capital budget.**
15. The Asst. Administrator advised the Commissioners that there would be a speech therapist visiting the nursing home brought about through the work of headhunters, because of the difficulty of hiring.
16. Director Trombly updated the Commissioners of the general finance staffing.
17. She also advised them that the Kronos time and attendance computer program would be purchased soon. **A motion was made by Commissioner Rogers and seconded by Commissioner Zerba approved that the finance director be authorized to sign the contract for the software.**
18. Director Trombly stated that the bond sale would be on September 5 for the jail. The funds will be available around September 15, 2007. She requested that one of the Commissioners be available during the telephone call that will discuss the bond.
19. HS Administrator Barber advised the Commissioners that the incentive funds suggested dates are November 8 and November 15.

There being no further business, Chairman Zerba ended the meeting at 11:21 AM.



Minutes approved at the Sept. 6 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 22, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Manager King, DNS don Lukin; HR Mgr. Hurley

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Mgr King presented the results of the RFQ for bids on our oil, diesel and unleaded gas needs.

TYPE	BARROWS & FISHER	CHESHIRE OIL	SPRAGUE ENERGY	GLOBAL OIL
#2 Oil	2.419*	2.48		
#4 Fuel			\$83.21/BBL	76.73/BBL*
Diesel Fuel	2.2915*			
Unleaded	2.4595*			

***Awarded contract.**

The bids were solicited with an ad in the Sentinel and seven specific solicitations. **Commissioner Rogers moved that the fuel contracts be awarded as recommended by Mgr. King, Commissioner Pratt seconded, voted unanimously.**

2. Manager King updated the Commissioners on the Riverbank erosion project. The trees have been removed and the river silt taken out. The repair will be done for up to 30 feet out and have an outflow extension of eight feet.
3. Manager King updated the Commissioners on the water treatment plant.
4. He also updated the Commissioners regarding the seepage at the nursing home in the ground floor offices. The cost to repair the damage will be \$7000, which has not been budgeted in the 2007 budget. **Commissioner Pratt moved to authorize the expenditure, Commissioner Rogers seconded, voted unanimously.**
5. There was a discussion on the incentive funds.
6. **Nonpublic session: At 9:35 AM Commissioner Zerba moved to go in to nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requesting an open meeting. The motion was approved by Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken to promote A.S. to the position of Central Supply Clerk at a Grade 2M Step 4 (\$12.71) effective 8/19/07. The Commissioners unanimously voted to return to public session at 9:50 AM.**
7. **Nonpublic session: At 9:52 AM Commissioner Zerba moved to go in to nonpublic 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 afency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved by Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken to arrange**

a subsequent meeting with union council concerning the union election. The Commissioners unanimously voted to return to public session at 10:11 AM.

8. DNS Mindy don Luekin updated the Commissioners on the nursing department. She distributed a clinical career ladder handout for general consideration by the Commissioners. Mindy is working on this project to establish a career plan for employees. There was a discussion on the nursing needs of the county and other health facilities, and the need for the NHTC to take up the issue. She also noted that she is contemplating adding two additional staff positions.
9. There was a discussion on the timing of the Moody's telephone call regarding the Jail Bond and the availability of one of the Commissioners for the meeting.
10. The Commissioners agenda was changed to meet in Keene on August 29 and to reschedule the HOC inspection.
11. There was a discussion confirming the logic of a 20 year jail bond versus a 30 year bond. This is in light of other county bonds and the extra \$8 million dollar cost of a 30 year bond. **Commissioner Rogers moved apply for a 20 year jail bond at \$37 million, Commissioner Zerba seconded, voted unanimously.** There was a discussion on the funding of a new HOC, federal inmates and capacity expectations.
12. The meeting with the planning department about the jail was discussed.
13. **Nonpublic session: At 12:54 PM Commissioner Zerba moved to go in to nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requesting an open meeting. The motion was approved by Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken to increase the Commissioner's travel line budget by \$6000 to reimburse travel expenses for the county administrator. The Commissioners unanimously voted to return to public session at 1:20 PM.**

There being no further business, Chairman Zerba ended the meeting at 1:22 PM.



Minutes approved at Oct. 17 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 29, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Manager King, Manager Putnam; Asst. NH Administrator Asst. Administrator Kindopp; HS Administrator Barber

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Asst. Administrator Kindopp presented a request to sign a recruiting agreement, a second one, to facilitate the hiring of Physical Therapist, Speech Therapist and Occupational Therapist for the nursing home. **Commissioner Pratt moved to approve the second contract which includes an \$8000 finders fee (paid when the employee actually begins work), Commissioner Zerba seconded, voted unanimously.**
2. Asst. Administrator Kindopp updated the Commissioners on the visit from the speech therapist. They are currently in negotiation.
3. Manager King presented the Water Treatment Plant upgrade bid proposal responses, three responses were received. The response from Louis Berger Group was the most complete bid received and Mgr. King recommended the Commissioners accept their bid. **Commissioner Zerba moved to accept the bid for the water treatment plan upgrade design contract by the Louis Berger Group at \$126,500, Commissioner Pratt seconded, voted unanimously.**
4. The drainage work at the nursing home around the ground floor offices where water was leaking was occurring has been completed.
5. **Nonpublic session: At 9:33 AM Commissioner Zerba moved to go in to nonpublic 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. The motion was approved by Commissioners Pratt and Zerba. No decision was reached and no vote taken. The Commissioners unanimously voted to return to public session at 10:30 AM.**
6. Changes were made to the Commissioners meetings, Sept. 5 changed to September 6; September 12 changed to Sept. 13, time changed because of meetings held at MNH at 7:15 am and 2:30 PM to enable the Commissioners to attend these meetings.
7. Superintendent Van Wickler has requested that a maintenance person specifically for the jail be hired under the supervision of the Superintendent. The request will be tabled for now and taken under consideration in the next budget cycle if a request is submitted by the Superintendent at budget time.
8. Mimi Barber updated the Commissioners on the incentive funds disbursement and the counties agreement to pay the May and June bill to the state, noting that the payment was under duress. The counties are gathering information as to the prior payments made. The bills will be processed as usual but not paid.

There being no further business, Chairman Zerba ended the meeting at 11 AM.

Minutes approved at the Sept. 19 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, September 6, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Asst. NH Administrator Kindopp; Manager King

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the minutes of Aug. 9, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the minutes of August 17, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioners calendar was reviewed and the date of the September 26 meeting is changed from 9 AM to 3 PM. It was also noted that the Regional Prosecutor meeting time is tentatively set for 5 PM on September 26.
2. Manager King noted that there is an electrician he wants to hire who has 25 years experience, at grade 7, step 5 (\$15.28), **Commissioner Rogers moved to accept the recommendation of Manager King, Commissioner Pratt seconded, voted unanimously.**
3. Manager King advised the Commissioners that a plumbing problem at MNH is due to aging pipes.
4. Manager King updated the Commissioners about his visits to see the Troy NH WWTP and the Woodsville NH WTP settling tank.
5. Superintendent Van Wickler discussed the inmate medical bill and advised them that the hospital understood that the county would not be liable at the time the service was delivered.
6. The Superintendent noted that there are 10 inmates on electronic monitoring, the census is 116, 8 on work release. He also noted that there are significant maintenance issues at the HOC.
7. The jail site plan is about to be submitted to Dept. of Environments Services and Wozmak will be making a personal visit to discuss the plan with DES staff.
8. **Nonpublic session: At 10:25 AM Commissioner Pratt moved to go in to nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requesting an open meeting. The motion was approved by Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken to pay N.G. of the finance office a bonus of \$1 per hour on a temporary basis for additional work completed in accounts payable, retroactive to July 30, 2007. The Commissioners unanimously voted to return to public session at 10:47 AM.**
9. Director Trombly advised the Commissioners that a new health insurance law regarding coverage is being reviewed. She will follow up with them.
10. **Nonpublic session: At 11 AM Commissioner Rogers moved to go in to nonpublic session to discuss the hiring of any person as a public employee. The motion was approved by Commissioners Rogers, Pratt and Zerba. No decision was reached and a vote taken, to accept the recommendation of the Asst. NH Administrator to hire M.F. as an occupational therapist at a Grade 6, Step 8 (\$24.52) in accordance with the conditional letter of employment. The Commissioners unanimously voted to return to public session at 11:30 AM.**

11. The Commissioners took a tour of the nursing home.
12. Director Trombly presented the bids received for the jail bond and requested Commissioners approval to go forward. **Commissioner Pratt moved to authorize the Finance Director to accept the lowest bid for the 20- year jail bond. Commissioner Rogers seconded, voted unanimously.**
13. Director Trombly discussed the receipt of the Moody's rating, which was very high this year but that Moody's raised concerns at the decreasing fund balance and the extent to which the fund balance has been used to minimize tax increases. They feel that this practice should stop lest it jeopardize a good rating for the next borrowing.
14. Trombly noted that there is legislation pending expanding the definition of dependent relative to health insurance.
15. Administrator Wozmak updated the Commissioners on the laundry department at MNH. He also advised them that he will be moderating a public discussion on *Youth and Recovery* involving the use of alcohol and drugs in teenagers and students. He updated them on his upcoming business trips to Washington DC and Georgia.
16. **Nonpublic session: At 12:30 PM Commissioner Zerba moved to go in to nonpublic 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. The motion was approved by Commissioners Pratt and Zerba. No decision was reached and no vote taken. The Commissioners unanimously voted to return to public session at 2:58 PM.**

There being no further business, Chairman Zerba ended the meeting at 3 PM.

Minutes approved at the Sept. 26 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Sept. 12, 2007 Following 7:15 AM MNH Meeting
House of Corrections, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Lt. Priscilla DeHotman, Lt. Rob Hummel

Chairman Zerba opened the meeting at 7:15 AM

1. The calendar was reviewed.
2. The three Commissioners and 6 employees were in attendance at the 7:15 AM meeting. This was an informational meeting for employees regarding the union. Chairman Zerba gave an introduction and Commissioner Rogers commented regarding the procedures. It was noted that not everyone knows if they can vote and it was noted that a letter could be sent to employees, if it is legal to do so. The ballots will merely be Yes/No ballots, no names on the ballot; there will be booths for privacy. Some employees noted that there is not enough time to vote. The meeting was adjourned to reconvene at the HOC for the semiannual inspection. The meeting was suspended at 8:30 AM.
3. Meeting reconvened at 8:45 AM at the HOC.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Aug. 29 be approved, seconded by Commissioner Pratt, voted unanimously.

4. The Commissioners discussed the notices to be posted at the request of the PLRB.
5. Superintendent Van Wickler stated that there are 112 inmates at the HOC, 97 of them in house; 11 are on electronic monitoring, 6 on work release, 4 weekenders and one federal inmate. There was a great deal of discussion regarding the sentencing given to inmates. Administrator Wozmak was requested to speak to Judges Burke and Mangones to discuss the history of weekend sentencing versus electronic monitoring. A draft for suggested weekend sentencing policy will be prepared.
6. The Commissioners took a tour of the jail. They visited the dayroom, which had just been painted.
7. They were advised that the electronic door locks were not working and they had requested maintenance to repair.
8. The recreation room is still occupied with inmates.
9. The Commissioners were shown the tasers and how and when they are used.
10. The riot equipment was shown to the Commissioners and riot procedures were explained.
11. Dining room was visited and the Commissioners shared the same lunch as was served to the inmates.
12. The upper and lower control rooms were visited and the Commissioners spoke to the CO's on duty.
13. The cell blocks were visited.
14. There was a discussion about the union vote that will be held at MNH. Commissioner Pratt explained new legislation regarding the signatures required for a union. New legislation will no longer require a vote. A request has been made for information to be provided on law enforcement (correction/sheriff employees). Commissioner Rogers indicated that this new system is misleading as there has been no requirements to change the cards, which could still indicate than by signing the card it will provide them with information only. Meeting suspended at 2:15 PM.
15. At 2:30 PM, meeting was reconvened at MNH and the Commissioners meet with the employees again to answer any questions they may have regarding the union, three employees attended.

16. **Nonpublic session: At 3:30 PM Commissioner Zerba moved to go in to nonpublic 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. The motion was approved by Commissioners Pratt and Zerba. No decision was reached and no vote taken. The Commissioners unanimously voted to return to public session at 4:15 PM.**

There being no further business, Chairman Zerba ended the meeting at 4:20 PM.



John M. Pratt, Clerk

Minutes approved with changes on Oct. 24, 2007

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Sept. 19, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Register Hubal

Chairman Zerba opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of Aug. 29 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Commissioner's calendar was reviewed. The Delegation meeting on Monday, Sept. 24 was discussed to review the issues that will be presented.
2. Director Trombly brought before the Commissioners SB 197, which changes legislation to include providing health insurance for dependents 19 to 25.
3. **Nonpublic Session: At 9:20 AM, Commissioner Zerba moved 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 by Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken to accept the recommendation of HR manager and Food Service Manager to promote HC to the position of Head Cook at Grade 6 Step 7 (\$14.31) The Commissioners vote unanimously to return to public session at 9:30 AM.**
4. **Nonpublic Session: At 9:30 AM, Commissioner Zerba moved to discuss a matter which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a voice vote from Commissioners Rogers, Pratt and Zerba. A decision was reached and a vote taken, however, upon a 2/3 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. The Commissioners vote unanimously to return to public session at 10:30 AM.**
5. Administrator Wozmak updated the Commissioners on the riverbank erosion project.
6. The Regional Prosecutor meeting dated was scheduled for Tuesday, Oct. 30 at 5 PM. The Commissioners will consider changing the date and time of their weekly meeting.
7. Register Hubal requested the Commissioners tour the deeds department today to review her space needs.
8. Director Trombly reviewed the request for proposals for arbitrage, which will be discussed at a subsequent meeting after the proposals have been received.
9. There was a discussion on SB 216 changes how unions are certified and the PLRB position, which was voted for by our Delegation 16-4.
10. There was a discussion about the NHACo annual conference and Commissioner Pratt noted that he thought the Commissioners should attend the conference.

11. There was a discussion on the request of Rep. Johnson for information about the Vermont Yankee plant. Administrator Wozmak noted that Pam Fortner holds emergency drills at the nursing home. The Commissioners requested she advise when the next drill will be held.
12. There was a discussion on the weekend sentencing policy and Administrator Wozmak will prepare a suggested draft.

There being no further business, Chairman Zerba ended the meeting at 11:35 AM.



Minutes approved at the Oct. 10 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 26, 2007 1 PM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Asst. NH Administrator Kindopp; Ex. Assistant Warren

Chairman Zerba opened the meeting at 1:05 PM.

MINUTES: Commissioner Rogers moved that the minutes of Sept. 6 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Sept. 19 be approved, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. Kathryn gave the Commissioners a review of the HIPAA regulations because of their attendance at a morning meeting at MNH next week.
2. The Calendar was reviewed.
3. Director Trombly will send out a letter to employees to take a census on the potential number of dependents that may be added to our health insurance plan because of the new legislation requiring coverage for children between 19 and 25. This will give us an idea of the increase that it would be to our health insurance. **Commissioner Pratt moved that the county adopt the conditions (requiring offering coverage of children between the ages of 19 – 25 on their parent’s health plan) of Michelle’s Law to our health plan, Commissioner Rogers seconded, voted unanimously.**
4. The funding for the riverbank erosion project has been resolved without additional funding from the county and is proceeding.
5. Chairman Zerba signed the close our certificate for the CDBG Housing rehab project.
6. There was a discussion regarding Administrator Wozmak involvement with Sullivan county’s nursing home. The Commissioners would like to discuss this further with him.
7. Director Trombly advised the Commissioners that MNH has been named as a beneficiary in a former resident’s will.
8. \$434,926 is expected in proshare funds.
9. Director Trombly advised the Commissioners regarding the applying for a TANS, versus that Citizens bank will give us a line of credit and the only cost is the interest rate.
10. Commissioner Rogers updated Commissioner Pratt on the results of the Delegation meeting Monday. The CDBG project was approved. There was discussion about the jail. There was a discussion about our Moody’s status regarding fund balance.

The meeting was recessed at 2:20 PM to meet later in the day.

At 4:30 PM the meeting reconvened for a nonpublic session. **At 4:30 PM Commissioner Zerba moved to go in to nonpublic 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. The motion was approved by Commissioners Pratt and Zerba. No decision was reached and no vote taken.**

The Commissioners unanimously voted to return to public session at 5:40 PM.

There being no further business, Chairman Zerba ended the meeting at 5:41 PM.

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that serves as a signature line.

Minutes approved at Oct. 17 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 3, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; Asst. NH Admin. Kindopp; HR Mgr. Hurley

The MNH morning meeting opened at 9:05. It was noted that the census is 142 with four residents in the hospital. The group reviewed their goals for the week. There was discussion about various resident issues. The meeting ended at 9:30 AM.

Chairman Zerba opened the Commissioners meeting at 9:35 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Asst Administrator Kindopp distributed the agreement with the University Associates in Psychology for residents. She believes that some of the residents would benefit from psychological services. The billing for services would be done by them. The referral for services would come from the medical director. The individual CV's of the practitioners will be requested and then reviewed by the medical director. Commissioner Pratt asked for additional information on the company. Kathryn will provide this to the Commissioners.
2. There was a discussion on the results of the union vote last week.
3. Administrator Wozmak noted that we are in good condition with the city regarding the jail project. He stated that there is not enough time to do any substantive work on the jail before the ground breaking. A sign will be prepared for the site indicating this is the site for the future jail.
4. Administrator Wozmak took three architects from the state to view the Latchis building.
5. Administrator Wozmak will be meeting with John MacLean to review the agreement with the city for the Winter St. parking lot. The Commissioners requested estimates for work such as repaving, plowing and adding a gate system for the parking lot.
6. The closing on the jail site is done.
7. There is a meeting on Friday with the ACOE regarding the erosion project.
8. One of the patient lifts at MNH is broken and it needs to be replaced at a cost of \$6000.
9. Manager Hurley noted that there were 17 hires in the past several weeks, all hired at Step 1. She noted that she has 9 resumes for the HS position.
10. The calendar was reviewed.
11. The Commissioners agreed to go along with the prevailing side when a decision is made by NHACo as directed by the counties. They are deciding whether they will take the funds or refrain from taking them in order to follow up with the legislation the feds are fighting. There was a discussion on the proshare funds and how they would be used for the county.
12. There was discussion comparing a TAN to a line of credit. It was suggested that Treasurer West go out to determine the best direction. Chairman Zerba has already contacted the treasurer to proceed.

There being no further business, Chairman Zerba ended the meeting at 11:58 AM.



Minutes approved at Oct. 17 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 10, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Assistant Warren; HS Administrator Barber

Chairman Zerba opened the Commissioners meeting at 9:35 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Sept. 13 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 19 be approved, seconded by Commissioner Rogers, voted unanimously.

1. The invitation for the groundbreaking ceremony for the jail in November was reviewed and approved. There was discussion on the list of those to be invited. The list is to be reviewed by the Commissioners.
2. Administrator Wozmak noted that the riverbank erosion project is going forward.
3. Chairman Zerba requested that the staffing analysis for the HOC be presented to the Commissioners next week at the meeting at the HOC.
4. Mimi Barber updated the Commissioners on HB2 committee and the State/County finance committee. The Finance committee decided to have workgroups establish the various HS programs. She went to a meeting on parental reimbursement. There was a discussion at the meeting as to how much money (in terms of percentage) that the county(ies) would receive for their efforts at collecting court-ordered parental reimbursement. A report of the meeting will be prepared and distributed to the county members of the finance committee. She described the procedures established for parental reimbursement.
5. The brochure for University Associates was reviewed by the Commissioners.
6. **Commissioner Pratt moved to release the nonpublic session of May 16, 2007 which was withheld until a majority of members agree that the divulgence of the information no longer affects adversely the reputation of any person or agency or renders the proposed action ineffective, Commissioner Rogers seconded, voted unanimously.** The decision was as follows:
"To intervene in a matter of Ideal vs Hill property. Commissioner Pratt moved to table the motion, Chairman Zerba seconded, motion tabled"
7. *Calendar was reviewed.*
8. *Jail design meeting is on Monday, 10/22 at 1 PM at MacMillin.*

There being no further business, Chairman Zerba ended the meeting at 10:37 AM.



Minutes approved at the Oct. 30 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 17, 2007 9 AM
HOC, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:02 AM.

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

MINUTES: Commissioner Rogers moved that the minutes of Aug. 22 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Sep. 26 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Oct. 3 be approved, seconded by Commissioner Rogers, voted unanimously.

1. **Nonpublic session** – At 9:04 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of the DNS to approve the compensation of JG, as a LNA at Grade 5 Step 6.5 at \$12.89. The Commissioners unanimously voted to return to public session at 9:24 AM.**
2. Mindy noted that she is continuing to work on the career ladder plan and expects to have a presentation in about four months.
3. There was a request for an extension of due date for incentive funds and the Commissioners agreed with Mimi not to grant the extension as it would give one group a benefit not given to all those interested.
4. The Holiday Schedule was reviewed for 2008 and approved with 11 holidays. This will be distributed.
5. Census at the jail is 111, 6 on work release, 9 on electronic monitoring, 3 weekend, and 8 females.
6. It was noted that the electronic locks are still not working. There was discussion about the weekly meetings with maintenance which only last for a couple of weeks and then stopped. Mgr. King was asked to come to the meeting and he noted that he sends maintenance people to the HOC when he gets a work order and that a meeting wasn't needed if there wasn't a work order. He stated that four people have looked at the locks and they don't know what is causing the problem. He noted that he will put the locks on top priority. He confirmed that the weekly meetings will continue.
7. There are two CO's in the academy. Friday, Oct. 26 is graduation.
8. Superintendent Van Wickler noted that there will be an "extra" academy session and he would like to send two Co's to the session at \$550 per CO. There was a long discussion on the training done by the academy and what is done at the HOC. The Superintendent asked whether the Commissioners would agree for four CO's to be certified based on the inhouse training, which he considered equal to the academy. The Commissioners agreed that as long as he has the funding, he should apply for the certification for the CO's.

9. He also noted that he had been asked for instructors for the academy session and it would be about several days spent at the academy. The Commissioners agreed to this.
10. Manager King noted that the cost for the Winter St. Lot repairs and maintenance would be about \$150,000, including gated access. He has received advise that the maintenance for the gated access is not reliable or recommended. To remove, regrade and repave the lot would be about \$100,000, with about \$17,000 maintenance including plowing. There are 84 parking spaces, the city uses 35.
11. There was a discussion on placing a speed limit for boats on the Connecticut River. Manager King reviewed the process to establish a limit. Administrator Wozmak will start the process with a letter to the Commissioner of the Dept. of Safety.
12. There was a discussion on the presentation to the planning board meeting on Oct. 22.
13. Director Trombly distributed the historical analysis of personnel requests.
14. Superintendent Van Wickler presented the staffing analysis for the HOC. The analysis is to make sure the appropriate number of people are hired for the HOC and that they are assigned in the appropriate area of the jail. An analysis is done over and over in order to work with the design of the jail. An analysis is done to prevent having too many or too few staff, to prevent having the wrong kind of staff or improperly assigned staff, and to ensure efficient scheduling practice. He noted that this is not the final staffing pattern analysis, it is an ongoing process.
 - 17 CO positions are in the living areas, two east, two west and 3 field. Everything that happens in that day room is the responsibility of the one person in that unit. Supervising mail, heating, supplies, emergencies, disturbances, video visitation, write reports, cell searches, meals, and cleanliness.
 - Patrol personnel are mobile and back up the CO's in the living areas in the event of a disturbance. There are 3-5, including a supervisor on the ERT team.
 - A total of ten control room operators (coverage of two 24/7 in central control) control all the doors and monitor cameras and alarms, visitors, phones and radio calls, liaison to emergency services.
 - Five processing officers (coverage of one 24/7) to oversee the incoming inmates; booking/releases, manage detox offenders, suicide watch, bail process, liaison with local agencies, AFIS processing, electronic file, secure and account for property; supervise interview rooms. A processing CO using back up when necessary. This is a highly active area because of the number of inmates processed.
 - No one is assigned in dietary (by contract)/laundry. Security coverage for 1st and 2nd shift, 3 CO
 - Three shift sergeants for operational safety, security and officer supervision and one booking sergeant and one classification sergeant.
 - Two people in maintenance to maintain the plant, emergencies, grounds, waste disposal, plowing, landscape, fuels, generator, vehicles, mechanical room.
 - Five people in medical services, 1 PA, 1 mental health coordinator, 1 RN, 2 LPN
 - 9 positions for administration, (2 additional positions adding Case manager and receptionist)
 - This scenario does not consider frequent inmate transports from Keene to Maplewood, which would require another three (not necessarily CO positions).

The Superintendent expects to have the positions cross trained once they are proficient in their assigned duties. The proposed schedule means they need 13 positions for minimum successful staffing. With a shift relief factor of 1.61 (which does not consider vacancy periods that may result in overtime hours), there will have to be an increase of 28 positions to CO staff and 6 "other" positions. There are currently 42.5 positions, for a total of 77 positions. The new building size will increase by 313%, staffing increase is 70%.

For 90 minutes the Commissioners discussed the rational of each position anticipated to be necessary.

There being no further business, Chairman Zerba ended the meeting at 1:20 PM.

A handwritten signature in black ink, appearing to read 'J. M. Pratt', is written over a vertical line that serves as a signature line.

John M. Pratt, Clerk

Minutes approved on Oct. 24, 2007

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 24, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler, Ex. Assistant Warren; County Treasurer Stuart West.

Chairman Zerba opened the meeting at 9:04 AM.

MINUTES: Commissioner Pratt moved that the minutes of Sept. 13 4 be approved as revised, seconded by Commissioner Rogers, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 17 be approved as revised, seconded by Commissioner Pratt, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The Treasurer was invited to attend this meeting to have, what is the first, official discussion with the Commissioners of the estimated draw down on the funds for jail construction. A draw down schedule was distributed to the Commissioners and the Treasurer. The schedule showed how the investment of those funds would coincide with the need to have the funds available to meet obligations. The charts indicate how the funds will be disbursed for the jail construction from September 2007 to December 2009. There was discussion on what is included in some of the lines of expenditure and Administrator Wozmak and Director Trombly explained the detailed expenditures to date that support the estimated draw down schedule. Commissioner Pratt asked for an analysis of the expenditures on a quarterly basis. Pratt stated that it appeared that there would not be enough cash available (based on the maturity dates of the Treasurer's investments) to meet the draw down schedule for the jail project. There was a lengthy discussion about the variety of factors that could affect the draw down and how the Finance Director would handle obligations if there were a delay in having invested funds available. Director Trombly said that we would likely need a Line of Credit, on which we would pay interest if used or we could borrow from the General Fund without cost if funds are available. Commissioner Pratt asked if MacMillin would be meeting with the Commissioners giving an update on costs and work done. Administrator Wozmak noted that there would be meetings to keep everyone up to date on the funding and building process. Commissioner Pratt noted that the Treasurer attend some of the meetings in order to keep up with the funding needs. Commissioner Pratt asked the Treasurer to make certain that he communicates regularly with the Commissioners regarding decisions concerning the availability of funds as the project moves forward such that there be no problem having the necessary funds to meet county obligations. The Treasurer said that he understood the issue and the concerns.
2. There was a presentation regarding arbitrage from First Southwest Co. He gave a presentation on the costs for his company to calculate and follow spend down and interest income for arbitrage rebates. He said that typically an arbitrage consultant is brought in early to assist in developing an appropriate investment plan to balance the need and obligation to make interest on excess funds and the potential to have to pay 100% of excess interest to the IRS. In this instance, he recommended that we bring someone on as soon as possible since the funds had already been invested. His company costs are \$2000 a year with some additional costs depending on the actual work done. The Commissioners thanked him for his presentation.

3. There was a second presentation regarding arbitrage from Mr. Wm. Pascucci from Amtek. He distributed a copy of the arbitrage regulations and gave a very thorough presentation of the IRS regulations regarding arbitrage. He reviewed his recommendations for the jail bond fund interest and rebates reserves and concluded that at present, since we had already invested the funds at a higher interest rate that we are paying, there was a substantial likelihood that some or all of the excess interest earned will have to be paid to the IRS. He said that the best practice is to engage an arbitrage expert prior to making investment decisions. His company could prepare monthly updates initially, once all things are prepared, tracking the interest earned over the next few years to make a determination of the amount of interest that would need to be rebated to the IRS. The rebated amount could be lower if interest rates fall, or higher if interest rates rise. At the end of the project, he said, we cannot make a higher overall rate of interest off the excess funds than the rate at which the funds were borrowed. Commissioner Pratt noted that we decided to set up a separate account for the jail funds.
Commissioner Zerba made a motion to engage Amtek to provide arbitrage services to the county in accordance with their proposal. Commissioner Pratt seconded the motion. The Commissioners voted unanimously to hire Amtek for our arbitrage work and authorized Administrator Wozmak will sign all necessary paperwork. The Commissioners asked the Treasurer if he was all set with this matter or had any questions. He said no and left the meeting at that point.
4. There are 107 inmates, 9 women, 5 work release, 9 electronic monitoring and 3 weekend, no federal inmates.
5. RVW advised the Commissioners that two CO's were assaulted by inmates who were under the influence of a substance.
6. He reminded the Commissioners of the graduation on Friday.
7. He requested that a travel expense be paid for an inmate to return home from the canteen fund. The Commissioners agreed that the funds be taken from that account.
8. The calendar was reviewed.
9. **Non-Public session. At 11:50AM, Commissioner Zerba moved to enter 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. Seconded by Pratt, approved unanimously upon a roll call vote. As a result of the deliberations in nonpublic session a decision was reached and a vote taken, however, upon a 2/3 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 the members, the aforesaid circumstances no longer apply. The Commissioners returned to public session at 12:23PM.**

There being no other business, the meeting was adjourned at 12:24PM.



Minutes approved at the Oct. 30 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Tuesday, Oct. 31, 2007 2 PM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Finance Director Trombly; Ex. Assistant Warren; Ex. Asst. Ray

Chairman Zerba opened the meeting at 2 PM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 10 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 24 be approved, seconded by Commissioner Pratt, voted unanimously.

1. Ann Ray presented a request to the Commissioners that the proceeds of an auction of items in storage be put towards the United Way funds being collected. We are below our goal of \$8000. There was discussion on contributions in prior years and the use of funds from sales of items in storage. The Commissioners agreed that the funds from the sale be put towards the auxiliary's budget. The Commissioners agreed that a day off be offered to those employees who have contributed to United Way, hoping that it will draw additional contributors.
2. There was discussion on some of the items listed on the manifest and Director Trombly was requested to inquire into the expenditure.
3. There was discussion on the agenda for the meeting to be held that evening regarding the regional prosecutor. Director Trombly distributed the 2008 estimated regional prosecutors billing and the Commissioners reviewed the paperwork.
4. The line of credit paperwork was signed by the Commissioners.
5. **Commissioner Pratt moved that an expenditure of \$2800 for the county's share of the NHACo costs for an expert witness for pending litigation relative to HB 2, Commissioner Rogers seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 4:12 PM.



Minutes approved at the Nov. 8 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Thursday, Nov. 8, 2007 9 AM
33 West Street, Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Asst. NH Administrator Kindopp; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Rogers moved that the minutes of Oct. 31 be approved, seconded by Commissioner Pratt, voted unanimously.

6. The calendar was reviewed.
7. There was a discussion on the private pay rate at the nursing home. The current rate is \$225 a day and it was suggested that the rate be raised to \$250. The cost to us is \$252.36. The Commissioners suggested that local private pay rates be brought before them. The item will be carried to next week waiting for additional information from Director Trombly.
8. Director Trombly noted that the current COLA rate is 2.3% and suggested that it be used for the COLA rate for the 2008 salary increases. **Commissioner Pratt moved to set the 2008 COLA rate at 2.3% for 2008 salary increases, Commissioner Rogers seconded, voted unanimously.**
9. Director Trombly distributed the 2008 budget proposed summary of changes. There was discussion on the proposed changes to the budget.
10. Commissioner Rogers will write the letter to Mayor-elect Pregent with congratulations and information about the county budget.
11. Kathryn presented the contract to the Commissioners for a search for a speech therapist for the nursing home. The contract cost is \$8000 for a successful placement. **Commissioner Pratt moved to accept the proposal and authorized Kathryn to proceed with the contract with Reflex Staffing for \$8000 for a speech therapist placement, Commissioner Rogers seconded, voted unanimously.**
12. The city stated that they will clean the catch basin at 33 West, but want the county to sign a paper that holds them harmless from any damage that may occur. **Commissioner Rogers moved that the paperwork be signed that holds the city harmless from any damage that may occur from their work on the basin, Commissioner Pratt seconded, voted unanimously.**
13. **Commissioner Rogers proposed a position be created to research and prepare paperwork for grants for the county, Commissioner Pratt seconded, voted unanimously.** The position would increase the budget by an amount to be determined by the Fin. Director.
14. There was a discussion on the savings from using the precast cells for the jail.

There being no further business, Chairman Zerba ended the meeting at 11: 48 AM.



Minutes approved at the Nov. 14 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Nov. 14, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Asst NH Administrator Kindopp; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:00 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 8 be approved, seconded by Commissioner Rogers, voted unanimously.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. The calendar was reviewed.
2. Director Trombly noted that the new policy allowing dependents between 19 and 25 on their parents insurance would not affect our insurance greatly. She recommended we start the policy on January 1 2008. The Commissioners reaffirmed their vote of Sept. 26 to authorize inclusion in our policy.
3. Superintendent Van Wickler noted that the census at the jail is 99, with 11 on electronic monitoring, 3 weekend, 4 on work release, there are no feds and there are 10 women.
4. He noted that he has been invited to attend a conference in New Orleans on drug policies and only has to cover the cost of the airfare at a cost of about \$320. The Commissioners agreed that he may use budget funds for this trip. The organization who invited him is Law Enforcement Against Prohibition who believe that the government policy on drug enforcement is a failed program that consumes much money with little results.
5. The recently approved travel expense for a released inmate (to get them back home by bus) was greatly appreciated. The inmate called upon their arrival and expressed their appreciation. The Superintendent thanked the Finance Director and the County Administrator for putting together a solution within an hour of the inmate's release.
6. There was discussion on the groundbreaking ceremony held last week. Commissioner Pratt noted that it was a well attended and meaningful event and he thanks the Sheriff for his work in traffic control.
Commissioner Pratt moved that the Superintendent's remarks be incorporated into these minutes and the annual report, Commissioner Rogers seconded, voted unanimously.

“Senator, Honorable Cheshire County Delegation, Board of Commissioners, County Administrator, Honorable Courts, Distinguished Court Officers, Corrections Staff, Chiefs of Police, Colleagues, Friends and Constituency ~

Thank you for coming to what is certainly one of the most important moments in Cheshire County's history – the breaking of ground to symbolize the beginning of construction of a new jail. This event today will symbolize progression, change and innovation.

Since civilization began, there has been a need for detention facilities and houses of correction. Civilized society will never be without the need for this essential service to its communities.

Lest we trample on the Constitution of the United States, may this project be the result of our intellect, maturity and responsibility rather than our anguish, ignorance or prejudice.

This jail is a modern tool responding to modern times and will be piloted by our professional staff who has done so much with so little. We have challenged our staff over several years with a nearly impossible task: Our current conditions of confinement and unequalled expectations of professional conduct in spite of it.

The correctional staff has answered our call heroically and set the example for professionals to follow in every field.

If there is any hope for an offender to change, which is society's assignment for us in corrections, then we must ourselves be willing to change and move beyond simple acts of hope and become ambassadors and purveyors of that change. This ceremony is indicative of our community's desire and commitment to do just that.

We have approached this project cautiously and patiently and exercising the power of a free democracy have finally arrived at this day. Our challenge, which we accept, is to responsibly answer every need of every individual connected to this process from constituent to the offender and provide the best return possible regarding your needs and concerns. As we move forward, may the spirit of peace overwhelm us all.

Thank you all very much." Richard N. Van Wickler, Superintendent

7. Jan, Ken and Jennifer from Fitz Vogt gave a presentation on their services for assisted living. There was discussion on the variables of the menu and choices to be made by residents with their program. An increase of 10% in the food budget would give these choices. It was noted that the residents would have more interaction with dietary staff and help them to learn what the residents want. There was discussion on the need to keep services from the nursing home separate from assisted living. The Commissioners agreed it sounds like a good program.
8. Documents for the close out of the Stone Arch Village were signed by Chairman Zerba.
9. Director Trombly distributed a document with the private pay rates for local nursing homes, which were comparable to our proposed increase. **Commissioner Pratt moved to increase the private pay rate to \$250 a day, Commissioner Rogers seconded, voted unanimously.**
10. Commissioner Pratt noted his receipt of a report of the capital determination and hold harmless work group recommendations and was acknowledged by the board as received.
11. The letter to the mayor elect was reviewed and will be revised.
12. A press release for the county prescription drug discount card program was reviewed and approved. These cards will be distributed around the county.
13. There was discussion on the Commissioners proposed budget. **Commissioner Pratt moved to approve the Commissioner's Proposed 2008 budget of \$36,783,292, Commissioner Rogers seconded, voted unanimously.** Commissioner Rogers noted that he feels the budget is rational, defensible and prudent. The Commissioners agreed that they will meet with Rep. Butynski, Chair of the Executive Committee sometime next week.

There being no further business, Chairman Zerba ended the meeting at 2:20 PM.



Minutes approved at the Dec. 12 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Monday, Nov. 26, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Mgr. King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 11:12 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

1. Mgr. King advised the Commissioners about the washout in the parking lot at MNH. It needs a catch basin and some piping to bring any flood water down the hill. He has received a quote of \$4500 from Wilkes. Insurance will pay \$3500 and we have to pay the balance. **Commissioner Pratt moved that we enter into a contract to have the work completed at a cost of \$4500 and as time is of the essence, the job should be completed immediately without going out for additional price quotes, Commissioner Rogers seconded, voted unanimously.**
2. The calendar was reviewed.
3. The letter to the executive committee on the 2008 budget was reviewed.
4. **Commissioner Pratt moved to approve the letter to the treasurer requesting his presented at the Executive Committee meeting on Dec. 12 to present our request to raise \$20 million in TANs for the 2008 budget, Commissioner Rogers seconded, voted unanimously.**
5. **Commissioner Rogers moved to approve and sign the letter to Mayor-Elect Pregel, seconded by Commissioner Pratt, voted unanimously.**
6. Director Trombly presented the rate increase to the TLC unit from \$240 to \$285. **Commissioner Pratt moved to approve the rate increase for TLC from \$240 to \$285, Commissioner Rogers seconded, voted unanimously.**
7. **Commissioner Pratt moved that the paperwork for the CDBG Head Start program be signed by the Commissioners, Commissioner Rogers seconded, voted unanimously.**
8. **Commissioner Pratt moved to authorize the chairman to sign the mortgage discharge for the SCS project, Commissioner Rogers seconded, voted unanimously.**
9. The Commissioners reviewed and approved the Commissioner's calendar for 2008, adding two additional meetings at the HOC.
10. Administrator Wozmak distributed the letter to the state board of examiners appointing Kathryn Kindopp as nursing home administrator.

There being no further business, Chairman Zerba ended the meeting at 12:38 PM.



Minutes approved at the Dec. 12 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Dec. 5, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Mgr. King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

- 1. Nonpublic session** – At 9:01 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgr. King to approve the compensation of DJ, as WTP/WWTP backup and Maintenance II at Grade 6 Step 15 at \$17.44 because of his experience and licensing. The Commissioners unanimously voted to return to public session at 9:08 AM.**
- 2. Nonpublic session** – At 9:15 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:29 AM.**
- 3.** Doug Scribner advised the Commissioners of the failure of the back up tape drive. The unit has to be replaced as soon as possible and the Commissioners agreed that the expenditure was urgent and should be done. He stated that he received two quotes, Symquest at \$2600 and Hewlett Packard at \$3000. He will purchase the Symquest unit.
- 4.** Director Trombly noted that the audit starts next week.
- 5.** The calendar was reviewed.
- 6.** The state awarded the Keene District Court courthouse feasibility project to SMRT and they will be preparing a proposal to submit to the state regarding the Latchis and, ultimately, combining the KDC with the Superior Court at the current location of the Superior Court.
- 7.** Director Trombly has received a three year agreement with Primex with a 5% discount for each year. **Commissioner Pratt moved to authorize her to enter into contract with Primex, Commissioner Rogers seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 10:22 AM.



Minutes approved at the Dec. 12 meeting

John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Dec. 5, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Mgr. King; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MANIFEST: Commissioner Rogers moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.

- 1. Nonpublic session** – At 9:01 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, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was made and a vote taken to accept the recommendation of Mgr. King to approve the compensation of DJ, as WTP/WWTP backup and Maintenance II at Grade 6 Step 15 at \$17.44 because of his experience and licensing. The Commissioners unanimously voted to return to public session at 9:08 AM.**
- 2. Nonpublic session** – At 9:15 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, Rogers and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:29 AM.**
- 3.** Doug Scribner advised the Commissioners of the failure of the back up tape drive. The unit has to be replaced as soon as possible and the Commissioners agreed that the expenditure was urgent and should be done. He stated that he received two quotes, Symquest at \$2600 and Hewlett Packard at \$3000. He will purchase the Symquest unit.
- 4.** Director Trombly noted that the audit starts next week.
- 5.** The calendar was reviewed.
- 6.** The state awarded the Keene District Court courthouse feasibility project to SMRT and they will be preparing a proposal to submit to the state regarding the Latchis and, ultimately, combining the KDC with the Superior Court at the current location of the Superior Court.
- 7.** Director Trombly has received a three year agreement with Primex with a 5% discount for each year. **Commissioner Pratt moved to authorize her to enter into contract with Primex, Commissioner Rogers seconded, voted unanimously.**

There being no further business, Chairman Zerba ended the meeting at 10:22 AM.



John M. Pratt, Clerk

Minutes approved at the Dec. 12 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Dec. 12, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Mgr King; Mgr Hurley; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 14 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Nov. 26 be approved, seconded by Commissioner Zerba, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of Dec. 5 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. **Nonpublic session** – At 9:10 AM pursuant to RSA 91-A (II) (a), (b) and (c), **Commissioner Zerba 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to suspend HD with pay until Dec. 19. The Commissioners unanimously voted to return to public session at 9:50 AM.**
2. Superintendent Van Wickler thanked the Commissioners for allowing him to go to New Orleans for the conference being held by Law Enforcement Against Prohibition and he feels that it was one of the best he has attended. He learned a lot and met a lot of contacts.
3. The census is 95, 10 electronic monitoring, 3 work release, 3 weekend, two females are from Sullivan County because of their overcrowding.
4. There is one CO vacancy. They have been interviewing but have not found anyone yet.
5. The Superintendent will be doing his program on managing aggressive behavior for state employees working in the state house.
6. There was discussion on the incarceration of an elderly individual to the HOC and that the issue of housing elders will have to be addressed.
7. The Calendar was reviewed.
8. There was discussion on the pay policy for union employees on the negotiating teams. Administrator Wozmak asked the Commissioners think about the situation and how to establish policy.
9. Administrator Wozmak explained the brief written by a relative of a resident at MNH regarding guardianship.
10. **Commissioner Pratt moved to accept the payment of \$8037.40 received from the Trotter estate and to waive the legal fees due of \$7988.18, Commissioner Zerba seconded, voted unanimously.**

11. Administrator Wozmak noted that our physical therapy director will only be working part time.
Commissioner Pratt moved that SD be paid, on a temporary basis, \$1.50 an hour additional to work as supervisor, Commissioner Zerba seconded, voted unanimously.
12. **Commissioner Pratt moved to approve increasing the mileage rate to the IRS rate of \$0.505, Commissioner Zerba seconded, voted unanimously.**
13. **Commissioner Pratt moved to approve signing the letter from the NHAC to our representatives in Washington, regarding CMS, seconded by Commissioner Zerba, voted unanimously.**
14. Manager King noted that the wash out in the parking lot is not covered by insurance so the county will have to pay the whole cost of \$4500.

There being no further business, Chairman Zerba ended the meeting at 11:40 AM.



John M. Pratt, Clerk

Minutes approved at the Jan. 9 meeting

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Dec. 19, 2007 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Steve Roberge, UNH CE; Ex. Assistant Warren

Chairman Zerba opened the meeting at 9:04 AM.

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

1. The calendar was reviewed.
2. The Commissioners discussed the situation with the incentive funds request submittal was late. It was decided that if the DHHS Commissioner feels that the county Commissioners ruling should be changed to allow the late submittal then they should make the exception.
3. Administrator Wozmak gave an overview of the tree harvesting plan. The area to be harvested can be seen from Partridge Brook Road. The plan is to get rid of the pine and allow the hardwood to grow. Steve Roberge noted that the land management plan notes 2007 as the year to harvest the hemlock on the Chesterfield property. Chairman Zerba noted that the farm manager needs to oversee the Chesterfield property. The Commissioners expressed their wish that Administrator Wozmak advise the farm manager to work towards harvesting the land.
4. **Commissioner Pratt moved that a policy be established to allow up to 20 hours total to be allowed for pay for employees to use for contract negotiations in 2007-2008, subject to Commissioners authorization, seconded by Commissioner Rogers, voted unanimously.** The amount for future negotiations will be determined at that time.
5. Commissioner Pratt noted that the bidding timeline for the jail should be that the bidding packages go out sometime in January. Signed contract and bids are expected sometime the end of February.
6. The conservation Commissioner questioned the location of the water tower and an access road to the tower. They will be sending a letter to the DES. The Louis Berger Group will meet with the DES on this issue. Administrator Wozmak believes that we will know of any issues by mid January.
7. Terry will call Helen at city hall to set a meeting with the Mayor Elect, the three Commissioners, the city manager, and the county administrator.
8. **Nonpublic session** – At 11:08 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, without that employee having requested an open meeting; and the 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, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was approved upon a roll call vote of Commissioners Zerba, Rogers and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken, however, upon a 2/3 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. The Commissioners unanimously voted to return to public session at 11:45 AM.**

There being no further business, Chairman Zerba ended the meeting at 11:46 AM.

Minutes approved at the Jan. 9 meeting



John M. Pratt, Clerk

MINUTES
Cheshire County Commissioners Meeting
Friday, Dec. 28, 2007 10 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Sheriff Foote; Mgr. King; Administrator Kindopp

Chairman Zerba opened the meeting at 10 AM.

MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Rogers, voted unanimously.

1. A notice of a grant conference to be held in Concord on January 28, 2008 was received from U.S. Representative Paul Hodes.
2. A letter to the Chief Justice reiterating the county's position on support of the Keene District Court and Cheshire County Superior Court was signed for mailing.
3. Sheriff Foote reported on a recent training of the department's bloodhound in South Carolina by the National Police Bloodhound Association.
4. Sheriff Foote noted that he wants to expand the dispatch recorder to provide capacity to answer police calls for Fitzwilliam. The expected costs is about \$7425. Fitzwilliam will contribute about \$1000 of the installation costs. **Commissioner Rogers moved to authorize the expenditure and to waive the bidding requirement, seconded by Commissioner Pratt, voted unanimously.**
5. The Commissioners authorized Manager King to spend \$2200 to install a raw water meter as required by the NH DES.
6. There was a discussion about the parking at 33 West per a complaint by the Register of Deeds. Manager King met with her and they have the following suggestions:
 - ❖ Action Plan - Employee parking permits – Manager King will speak to Lt. Hanson
 - ❖ Action Plan – New towing policy – new sign that cars will be towed immediately, no longer will illegally parked cars receive warnings
 - ❖ Exit for both driveways only on to West St. was considered but is on hold.
7. Assisted living staffing request includes the following and the Commissioners authorized this to be added to the budget at the Ex. Committee level.
 - ❖ RN on call
 - ❖ 3-9 nurse 7 days a week
8. Administrator Kindopp reported that on Jan. 16 there will be a retirement party for Louise Slayton.
9. Director Trombly presented the following rollover of funds:

❖ Kronos computer program - \$13,658	Approved by Commissioners
❖ Feasibility study for MNH \$40,000	Approved by Commissioners
❖ Entrapment Equipment \$4740	Approved by Commissioners
❖ Dopler \$1200	Approved by Commissioners
❖ Blodgett oven \$12,500	Approved by Commissioners
❖ Steamer \$10,500	Approved by Commissioners
❖ Gas grill \$7500	Approved by Commissioners
10. There is a collateral agreement with Citizens Bank through the Bank of New York. Director Trombly to get the necessary signatures from Commissioner Pratt, Zerba, Treasurer and Finance Director.
11. TAN borrowing process should be soon. Director Trombly to advise Chairman Zerba the steps to be taken.

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

Minutes approved at the Jan. 9 meeting

A handwritten signature in black ink, appearing to read 'J. Pratt', is written over a vertical line that extends downwards from the signature.

John M. Pratt, Clerk