

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 6, 2010 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; County Attorney Heed; DNS Sheltra; Mgr. Hurley; Ex. Asst. Warren

Commissioner Pratt opened the meeting at 9:05 AM.

MINUTES: Commissioner Zerba moved that the minutes of Dec. 23 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. The calendar was reviewed.
2. Superintendent Van Wickler was asked about the jail open house schedule. He stated that he has only received one request to date.
3. The jail census is 132 in house, 7 weekenders, four feds, 12 females.
4. **Nonpublic session – At 9:15 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, 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 9:37 AM.**
5. **Nonpublic session – At 9:38 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS to authorize her request for unpaid LOA for LNA FV for maternity leave, effective 12/16/09, to March 9, 2010. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:41 AM.**
6. **Nonpublic session – At 9:42 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. A decision was made to accept the recommendation of County Attorney Heed to hire JG as prosecutor for superior court at grade 7 step 5 \$27.46, effective Feb. 1. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:52 AM.**
7. Steve Roberge was present from UNH Cooperative Extension to update the Commissioners on the happenings at Cooperative Extension. December is usually a slow month. There were 120 calls in December, mostly money management and food safety. He worked a lot with people on land use issues. About 14 farmers were visited and some inspections made for the Farm Service Agency. The 4H and other development programs have been working with Keene State College and some of the high schools regarding robotics programs. The backpacks were prepared over the month, which are for children of soldiers. Last night there was another Asian long horn

beetle program and all but three Cheshire County towns were represented. There was also one held on December 11 at the courthouse and it was well attended. Carl met with Chuck Weed regarding his input regarding the farm. Chairman Rogers asked about whether there is a plan for selling timber. Steve stated that there was a plan, but he thinks there should be a sale. It was decided that Director Trombly will contact David Putnam about harvesting the wood and then David and Steve will meet with the Commissioners to discuss the harvesting. The Commissioners thanked Steve for his presentation.

8. The census at MNH is 137.
9. **Commissioner Zerba moved to roll over \$7500 from the 2009 budget for a study to be completed by SWRP, Commissioner Pratt seconded, voted unanimously.**
10. The Feb. 17 meeting will be held at MNH and the March 3 meeting will be held at 33 West because of the auditors using the conference room at 33 West on Feb. 17.

There being no further business, Chairman Rogers ended the meeting at 11:15 AM.

Minutes approved at the Jan. 13 meeting

Roger Zerba, Clerk/S

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 13, 2010 9 AM
33 West Street, Keene

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

Chairman Rogers opened the meeting at 9:03 AM.

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

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

1. Public hearing opened at 9:03 AM. Linda Mangones, CDBG Grant Administrator explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Cheshire County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year.
The proposed application to the Community Development Finance Authority is for \$500,000 in Community Development Block Grant funds. The funds will be used for Second Chance for Success, transitional housing and training program for inmates released from the Cheshire County Jail. Ms. Mangones had a Summary Handout available. This project conforms with Cheshire County's Housing and Community Development Plan's Goal. Linda Mangones explained the Low-Moderate Income Benefit of the Second Chance for Success Project. Keith Thibault from SCS stated his appreciation in working with the county on this project. Chairman Rogers asked if there were any questions from the public, there being none, the public hearing was closed.
2. Public hearing opened. Ms. Mangones explained the proposed SCS Job Training Program project. This project is not ready for application at this time. The proposed project is to purchase the building adjacent to SCS offices for consolidation and expansion of their Job Training Program. The project conforms with Cheshire County's Housing and Community Development Plan Goal. The project will serve Low-Moderate income persons. Ms. Mangones had a Summary Handout available. Chairman Rogers asked if there were any questions from the public, there being none, the public hearing was closed.
3. Public hearing opened. Linda Mangones, CDBG Administrator, explained that the Housing and Community Development Plan is one that the Board adopted for the application for Unity Housing in June 2009. The Plan is due for review and re-adoption every three years. Ms. Mangones has updated the plan to include county owned property. A copy of the plan was available for review. Chairman Rogers asked if there were any questions from the public, there being none, the public hearing was closed.
4. Linda Mangones, CDBG Administrator, explained that if any displacement takes place as a result of either project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Under the certification section of the application, the county will certify that the Residential Antidisplacement & Relocation

(RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. Chairman Rogers asked if there were any questions from the public, there being none, the public hearing was closed.

5. Commissioner Zerba made a motion to approve the submittal of the application and vote to authorize the Chairman, Cheshire County Board of Commissioners to sign and submit the application, and upon approval of the CDBG application for Second Chance for Success, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract, seconded by Commissioner Pratt, voted unanimously.
6. Commissioner Zerba made a motion to approve the submittal of the application and vote to authorize the Chairman, Cheshire County Board of Commissioners to sign and submit the application, and upon approval of the CDBG application for SCS Job Training Project, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract, seconded by Commissioner Pratt, voted unanimously.
7. Commissioner Zerba made a motion to adopt the updated Housing and community Development Plan, seconded by Commissioner Pratt, voted unanimously.
8. Commissioner Zerba made a motion to adopt the Residential Antidisplacement and Relocation Assistance Plan, seconded by Commissioner Pratt, voted unanimously.
9. Administrator Wozmak spoke regarding the farm status request from the Commissioners last week and stated that he has left a message for Steve Roberge at the Cooperative Extension to call him to discuss the tree farm management and timber harvesting.
10. Administrator Wozmak spoke to Dave Putnam regarding a potential raw milk operation and the potential for selling ground beef at the farm and all the requirements of developing a new program for the farm. They spoke about what the gain might be and costs incurred. Administrator Wozmak stated that the point is whether the county should be in the milk or raw milk or ground beef business. Chairman Rogers asked him to prepare a proforma for February on the proposal.
11. Superintendent Van Wickler distributed a copy of the invitation that will be sent for the opening of the jail. The Commissioners will review the list and make additional suggestions.
12. The Superintendent has heard from CASA on the use of the jail for a fund raiser, for the date of March 24, and Keene Rotary for March 27. Fitz Vogt is going to prepare a budget for kitchen use by the agencies.
13. The Superintendent brought his request to hire a receptionist for the new jail before the Executive Committee of the Delegation. The Executive Committee responded that his request was dependent on the Commissioners approval. The Commissioners authorized Rick to start the search in February.
14. Census at the jail is 131, 4 feds.
15. There was a discussion on the RSA regarding costs to the DOC for out patient costs from DHMC/CMC.
16. **Nonpublic session – At 10:05 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of County Attorney Heed to hire JM as regional prosecutor for district court at Grade 7, step 1, effective immediately. The Commissioners unanimously voted to return to public session at 10:12 AM.**
17. **Nonpublic session – At 10:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers 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 vote of Commissioners Rogers, 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 10:18 AM.

18. Administrator Wozmak distributed documents regarding the courthouse and explained the costs involved. He will be meeting with state officials next Tuesday afternoon.

There being no further business, Chairman Rogers ended the meeting at 10:58 AM.

Minutes approved at the Jan. 20 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Jan. 20, 2010 9 AM
33 West Street, Keene

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

Chairman Rogers opened the meeting at 9:01 AM.

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

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

1. Census at the nursing home is 139.
2. Administrator Kindopp updated the Commissioners on conflicting federal regulations regarding class 2 drugs, one requiring a physician to submit a written prescription, another that the drugs must be given promptly, which causes a problem in the middle of the night and the physician gives phone authorization, but the drug cannot be given until a written authorization is submitted.
3. The roof is leaking at MNH and Barry is working on repairing it.
4. There was discussion about the dietary department needs when the DOC moves to Keene, reducing the number of staff. This will be looked into at a later date.
5. Census at the jail is 116, 1 work release, 5 electronic monitoring, 6 weekend.
6. The Superintendent is working on setting up a meeting with the judges regarding sentencing.
7. Superintendent Van Wickler will be cohosting with Cynthia Georgia on the radio on January 30. The Commissioners agreed he participate.
8. The date for the grand opening of the jail is Monday, March 29.
9. March 24 and 27 are the dates for the outside agencies fund raising and he will be meeting with them do discuss the Commissioners requirement and costs involved.
10. The calendar was reviewed.
11. Mr. Wozmak advised the commissioners that the Environmental Review on the court project will be beginning soon. It is a federal requirement that the county designate an Environmental Certifying Officer through a formal action of the Board. Commissioner Zerba moved that the County appoint the Chairman of the Board of Commissioners, Stillman Rogers, as the Environmental Certifying Officer in accordance with CFR Title 24; Part 58.4. Commissioner Pratt seconded, voted unanimously.
12. There was a discussion on the meeting Administrator Wozmak had with the state regarding the court development. They have requested that a schematic be prepared and lease costs determined in the form of a proposal.

There being no further business, Chairman Rogers ended the meeting at 10:59 AM.

Minutes approved at the Feb. 3 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 3, 2010 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; DNS Sheltra; Asst. DNS Woobert; Mgr. Hurley; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9:07 AM. Chairman Rogers assumed the chair at 9:20 AM.

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

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

1. The calendar was reviewed.
2. There was a discussion on the opening date of the new jail and the furniture set up.
3. DNS Sheltra requested approval for a LOA for six to eight weeks for a nurse who needs to take time for postpartum care. The Commissioners approved the request.
4. **Nonpublic session – At 9:22 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. A decision was made to accept the recommendation of DNS Sheltra to hire MM as night supervisor at Grade 6 step 10, \$26.36 based on her years of experience. Effective Feb. 8. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:24 AM.**
5. **Nonpublic session – At 9:25 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. A decision was made to accept the recommendation of DNS Sheltra to hire SR as TLC nurse fill in at Grade 4 step 12, \$20.38, based on her experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:31 AM.**
6. NHA Kindopp asked for authorization to fill two vacated 40 hour positions for housekeeping and dietary. After a review of the necessity for filling the positions the Commissioners approved the requested hiring.
7. Census at the nursing home is 140.
8. The Commissioners recessed in order to discuss union updates.
9. The Superintendent stated that there are approximately 140 inmates at the jail, but he did not have the specific breakdown of the inmate categories because he was giving a tour before the meeting.
10. Superintendent Van Wickler received two bids for trash removal and recycling for the new jail, one from Monadnock Disposal and one from Waste Management.

Monadnock Disposal	\$8138 for the year
Waste Management	\$29,634 for the year

Commissioner Pratt moved to accept the bid from Monadnock Disposal, seconded by Commissioner Zerba, voted unanimously.

11. The bids for the washer and dryers for the inmate areas have been received. Three bids were received.

Home Depot	\$6399.64
Home Depot - w/kits	\$5284.36
Yankee Equipment	\$5444.00

The Commissioners reviewed the bids and suggested that the superintendent request resubmission of the bids and other local companies in town be contacted. The differences between commercial vs. heavy duty should be reviewed. The bids received were rejected by a unanimous vote.

12. Superintendent Van Wickler asked for authorization to use inmate canteen funds to purchase TV's for the new jail. He had received two bids for the 14 TV's, brackets, receivers and headphones.

Cold River Connections	\$13,843
Gerkins (bid was nonconforming)	\$15,492

Commissioner Zerba moved to authorize using the canteen funds for the purchase and to award the bid to Cold River Connections, seconded by Commissioner Pratt, voted unanimously.

13. Superintendent Van Wickler noted that the date for the opening of the jail is moved to April and the fundraisers have to be moved also. He recommends April 19 as the grand opening and the fundraisers would be a week earlier. The inmates would be moved on the 20th. The Commissioners suggested the grand opening be April 11. Superintendent Van Wickler will check and come back before the Commissioners next week.

14. Commissioner Rogers spoke about a pending legislation regarding state prisoners violating parole/probation and their incarceration in local jails. The Superintendent and Commissioners will look into it further.

15. **Nonpublic session – At 11:29 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. No decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:35 AM.**

16. Director Trombly received a call from the regional prosecutor in Jaffrey regarding joining the regional prosecutor program. Administrator Wozmak will meet with them to determine costs and uses and bring it back before the Commissioners.

17. The meeting recessed at 12:30 to meet again on Thursday at 2 PM.

18. The Commissioners met on Thursday at 2 PM at 33 West St. to discuss the 2010 budget.

There being no further business, Chairman Rogers adjourned the meeting at 3:30 PM.

Minutes approved at the March 3 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Feb. 10, 2010 9 AM
33 West Street, Keene

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

Vice Chairman Pratt opened the meeting at 9:40 AM.

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

1. **Nonpublic session – At 9:43 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. A decision was made to accept the recommendation of DNS Sheltra to hire JM as LPN at Grade 4 step 12, \$20.38 based on her years of experience. Effective Feb. 11. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:50 AM.**
2. Barry King presented an issue with an employee. Joe Zitta was advised of his right to have this disciplinary hearing held in non-public session and stated a preference to hold the hearing in public session. requested an open session to discuss the issue. He, Mr. Zitta lost his driver's license because of a DWI, and as his position requires a drivers license, Barry requested Joe's removal from his position. The Commissioners asked Joe to present his case. Joe said that others could drive him if he is needed at another building. He said there was several months worth of work just in one building. The Commissioners reviewed the job description and the past practice in similar circumstances. The job description clearly requires a valid driver's license and the job requires that the employees be available for plowing and for on-call duty, both of which require a valid license to operate a motor vehicle. **Commissioner Pratt moved to terminate the employment of Mr. Zitta, effective ten days from this date, Commissioner Zerba seconded, voted unanimously.**
3. Barry King has been in contact with three electric brokers, Glacial Energy, Patriot Energy and Satori Energy. A presentation of the program for the Commissioners will be scheduled. The Commissioners are concerned that where the savings are based on are information received from different sources, does not seem to be consistent and the probability of savings is not clear. Barry will look into this further and will contact KSC who has a similar program. They suggested that an independent consultant be identified who might be able to provide some non-biased information given that the savings appear marginal under some circumstances.
4. At 10:59, the Commissioners recessed for a union update with Anne Sheer.
5. The Commissioners returned to session at 11:51.
6. Commissioner Rogers noted that he is following up on the suggestion of Town of Dublin Administrator Bill Raymond and Dublin Town Selectmen, to consider tax collection from the towns twice a year to reduce the interest paid for the county to borrow during the year. Commissioner Rogers has asked NHACO Commissioner Maglaras to go forward with the legislation and he will contact members of the Delegation.

There being no further business, Chairman Rogers ended the meeting at 12:08 PM.

Minutes approved at the March 3 meeting Roger Zerba, Clerk/s

MINUTES

Cheshire County Commissioners Meeting
Wednesday, Feb. 17, 2010 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Superintendent Van Wickler; DNS Sheltra; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

1. The Commissioners reviewed the revised budget cuts as presented by Administrator Wozmak.
2. Superintendent Van Wickler distributed to the Commissioners the menu for the grand opening of the Jail on April 11. He would like to confirm whether the Commissioners want an open house for the public. He would prefer a separate date for the public open house. Discussion to continue.
3. **Nonpublic session – At 9:40 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to remove the warning from TN’s personnel file and take under advisement the issue of the 10-day unpaid suspension. The employee and union representative agreed to the Commissioners deliberation period on the decision. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:35 AM.**
4. FitzVogt has hired a food service operator for the new jail. He will start on February 26. Commissioner Pratt asked if they have worked in other correction facilities and the Superintendent stated that they are at Merrimack.
5. Superintendent Van Wickler needs to have inmates at the jail in March for training in food service. He will then contact the nursing home and farm as to the last date of inmate labor.
6. Census at the jail is 132, 8 on electronic monitoring, 2 on work release, 3 weekend, 2 Feds.
7. The Commissioners did not agree to sign the silver start banner day proclamation.
8. **Nonpublic session – At 12:05 PM 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, Zerba and Pratt. As a result of deliberations in nonpublic session, the personnel issue of the earlier non-public session was taken under further advisement. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:30 PM.**
9. Commissioner Zerba read an article in the Keene Sentinel about a meeting that has been set with the Keene SAU Board Chair, Kathleen O’Donnell and the county officials, including the Commissioners and the Delegation, and he wondered if anyone has been advised of the meeting. No one has been. There was discussion about contacting Kathleen O’Donnell.

There being no further business, Chairman Rogers ended the meeting at 12:35 PM.

Minutes approved at the March 3 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 3, 2010 9 AM
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; DNS Sheltra; Mgr. Hurley; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:02 AM.

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

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

MINUTES: Commissioner Zerba moved that the minutes of Feb. 17 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. Census at the jail is 119 inmates in jail, not including 3 weekend, 9 electronic monitoring and five feds; there are 21 females.
2. An updated calendar for HOC opening events was distributed to the Commissioners. The schedule was reviewed.
3. The second rounds for the washer and dryer bids for the HOC were reviewed. Two bids were received:

Cocoplum	\$3843	(Frigidare)
Korvin	\$5620	(Whirlpool)

The Commissioners felt that the quality of Whirlpool is worth the additional costs. **Commissioner Pratt moved to accept the bid from Korvin, Commissioner Zerba seconded, voted unanimously.**

4. **Nonpublic session – At 9:35 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS to hire DM as part time scheduler at Grade 3 Step 1, \$13.36. The Commissioners unanimously voted to return to public session at 9:57 AM.**
5. We have been approved for \$105 a day for federal inmates at the jail.
6. Barry King spoke about a problem with a well that had a joint leak and was within the warranty period and is being repaired at no cost.
7. Barry spoke about purchasing electric power from a broker. He stated there are variable rates or a fixed rate to purchase. After discussion, the Commissioners asked him to find out the variable rates for six months in order to be able to compare the numbers if we had chosen fixed rates. We will continue to have to pay PSNH for lines. Barry will contact the four companies (Satori, Trans Canada, Patriot and Glacial) for the variable rates they offer.
8. Barry presented a request for his department to be allowed to accrue up to 30 hours comp time. The Commissioners discussed the issued and will take it under advisement.

9. The calendar was reviewed.
10. The Commissioners recessed to discuss union updates.
11. The Commissioners returned to the meeting.
12. There was a discussion on the meeting with the judges regarding electronic monitoring and weekend inmates.
13. Administrator Wozmak prepared and distributed a memo relating to the farm action plan to expand the scope of the farm. **Commissioner Zerba moved to authorize Administrator Wozmak go forward with the suggestions in the memo of March 3, Commissioner Pratt seconded, voted unanimously.**
14. **Nonpublic session – At 11:26 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was that upon TN's completion of an education program relating to workplace relationships and upon submission of evidence thereof, the 10 day suspended pay be reduced to two days and TN will receive eight days pay and accrued benefits. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:35 AM.**
15. The Commissioners reviewed the additional reductions to the budget.

There being no further business, Chairman Rogers ended the meeting at 11:53 AM.

Minutes approved at the March 3 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 10, 2010 9 AM
33 West St., Keene

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

Chairman Rogers opened the meeting at 9:07 AM.

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

1. The calendar was reviewed and approved.
2. The Commissioners discussed the upcoming meetings with the Delegation.
3. Superintendent Van Wickler noted that there are 113 inmates in house with an additional 11 on electronic monitoring and 4 weekenders, one in psych unit, five feds.
4. The Superintendent advised the Commissioners that he will be participating in an interview for NH public television tomorrow.
5. The Correctional Officer's taking the Spanish classes have finished the class. There were 12 who completed the course at a cost of approximately \$2700.
6. The courthouse task force meeting was held on March 8. Administrator Wozmak reviewed his discussion with Jack Dugan regarding the building and costs incurred with a new building. The Commissioners asked Mr. Wozmak to work with the City Manager to schedule a joint meeting with the City Council and the County Delegation to hear a presentation regarding the project.
7. The Commissioners recessed at 10:15 to discuss union updates.
8. The Commissioners returned to the meeting at 11:10. There was a farm meeting to discuss new projects per the memo Administrator Wozmak provided to the Commissioners and the Executive Committee for the farm and Administrator Wozmak has spoken to Primex regarding insurance coverage for the sale of raw milk from the farm.
9. The 2009 4th quarter budget review memo was reviewed by the Commissioners.
10. Director Trombly reviewed the tax cards for Westmoreland and how we are taxed on the land and buildings.

There being no further business, Chairman Rogers ended the meeting at 12:05 AM.

Minutes approved at the March 3 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 17, 2010 9 AM
33 West Sreet, Keene

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

Vice Chairman Pratt opened the meeting at 9:04 AM.

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

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

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

1. The Commissioners reviewed the calendar.
2. Vice Chair Pratt signed and acknowledged receipt of the Hemenway Funds of \$15K.
3. The visit from Bradley Hutchingson who dropped off an email he sent out regarding issues he has with an organization in town was discussed and the Commissioners were advised that he will be here at 10:15 next week.
4. Superintendent Van Wickler spoke about the delivery of the furniture, fixture and equipment at the HOC next week. The Superintendent updated the Commissioners on the move into the new building.
5. There was discussion about the employee turnover rates at the HOC.
6. There was a discussion on the use of the old building and whether the statutes being considered at the state level regarding gambling would offer any opportunities for the county given its riverside vista in Westmoreland and the empty jail.
7. There was a discussion on updates in going forward with other work at the farm. Administrator Wozmak met with the Farm Manager, the Mondanock Conservancy and Farm Credit East who have agreed to perform an update of the farm business operation report that was originally performed just about 10 years ago. This report will take into account our designs on selling raw milk, fresh beef and perhaps other business activities in addition to the selling of conservation easements, that will allow the farm operation to be self-sufficient. The farm consultant from Farm Credit East feels we are on the right track with plans to study diversified income sources and has seen similar, successful, actions taken at other farms in the northeast.
8. The County received paperwork for the renewal of the public health contract agreement for a grant to continue coordinating pandemic planning for the region. This amendment was presented to the Commissioners for signature. The following resolutions were adopted:
Commissioner Zerba moved that the county enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Public health Services; that the Vice Chairman of the Board of Commissioners is hereby authorized on behalf of the county to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions or modifications thereto, as he may deem necessary, desirable or appropriate, seconded by Commissioner Pratt, voted unanimously.
9. There was a discussion on the salary increases for elected officials. Administrator Wozmak will

speaking to Rep. Lerondeau about the executive committee meeting before the Delegation meeting Monday. Elected officials salaries must be voted upon prior to the June opening of the filing period for the next election.

10. The electric power proposals Barry collected were brought before the Commissioners. They asked that additional information on the variable rates be obtained and the information presented again.
11. Director Trombly advised the Commissioners that the executive committee budget is now on the county web site.

There being no further business, Vice Chairman Pratt ended the meeting at 11:04 AM.

Minutes approved at the March 24 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 24, 2010 9 AM
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. Hurley; Dir. Lawson; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:03 AM.

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

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

1. Chairman Rogers signed the release of funds and certification for the CDBG project.
2. Chairman Rogers signed the CDBG semi-annual report for the period of July 1 to December 31, 2009.
3. **Commissioner Pratt moved that a letter of support of Broadband for the area be signed and sent to the Asst. Commissioner at the Department of Commerce, Commissioner Zerba seconded, voted unanimously.**
4. The census at MNH is 134.
5. Director Trombly updated the Commissioners on the meeting she attended regarding Health and Human Services with State HHS Commissioner Toumpas. He stated that his budget has been cut by \$40 million and the Governor asked him to find another \$60 million in his budget to cover shortfalls from other departments, while more people need assistance. This will result in another reduction of the nursing home rate in addition to the \$10 a day a room reduction we have received already. Essentially by the State legislators, senators and Governor not willing to increase any "taxes" at the State level, this will be an increased "tax" at the local property tax level as it will increase the subsidy of the nursing home. The County Commissioners discussed how to make certain that local property tax payers and local elected officials understand the taxes that are increased at the local level when the state "saves" money through budget cuts at the state level. They discussed a moratorium of nursing home admissions and other discussions with the NH Association of Counties at the upcoming Executive Committee meeting of the NHAC.
6. David Putnam participated by phone to the Commissioners meeting regarding a purchase for a used bobcat, there is \$17K in the budget for the purchase. David has called several farm equipment dealers and Hendys has one for \$10K, but he cannot get answers about the condition of the equipment. A dealer in Charlestown has a used bobcat that he was able to get the price down to \$16K. **Commissioner Zerba moved to approve the purchase at \$16K. and to waive the bidding process due to the lack of effective comparability on a used equipment sale. Commissioner Pratt seconded, voted unanimously.**
7. **Nonpublic session – At 9:50 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, that employee having requested a nonpublic meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the dietary director to terminate RW effective ten days from the today's date. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:10 AM.**

8. The Commissioners approved the use of Housing Rehab Program Income to pay for a new septic system at a property in Troy that met the requirements of the Housing Rehab program.
9. The Commissioners received a complaint from a county employee regarding a comment made by a state representative at the meeting on Monday, March 22. The Commissioners prepared a response letter to the Chair of the Delegation with a copy to the state representative.
10. The calendar was reviewed.
11. There was a discussion on the courthouse development.

There being no further business, Chairman Rogers ended the meeting at 11:03 AM.

Minutes approved at the March 31 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 31, 2010 9 AM
33 West St., Keene, NH

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Steve Roberge, Carl Majewski/UNH CE; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

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

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

1. Kathryn noted that the census at MNH is 136.
2. She would like to make a capital purchase spending \$20K in the budget for bed frames. She alerted three companies for bids, but only heard from two.

First Senior Care	\$19,411.29	\$829.05 S & H
Direct Supply	\$19,355.28	No additional costs

She recommended purchasing from Direct Supply as they have provided bed frames for us last year.

Commissioner Pratt moved to approve Direct Supply for the purchase, Commissioner Zerba seconded, voted unanimously.

3. Kathryn expressed her concern about the nursing home and the way it looks. It needs paint, repairs and she understands that facilities is short handed, but it reflects on the building.
4. There was a discussion about the NHAC council meeting on Friday.
5. Steve Roberge and Carl Majewski were present to update the Commissioners on the work done at UNH CE. There is a hemlock tree pest that was found in Winchester in a natural forest, which will result in any exports of hemlock out of the county being quarantined and require a certification before movement. The towns at risk have been notified of the issue. The asian long horn beetle has not been found, but they are looking for them. Steve spoke about the wood stove purchase incentive program by the DES, to improve the air quality of the area. Carl asked for permission to advertise for available garden plots on the land in Westmoreland. He distributed a contract for those who are interested and assigned plots, and this will require the plots be kept tidy and cared for. He would like to see it expanded in order to allow additional plot assignments. The Commissioners told him to go forward with the advertising. In May and June UNH CE will have several workshops for the public on gardening. The new slaughterhouse in Westminister is expected to open sometime this month. He doesn't have an official date yet. The commissioners thanked them for their presentation.
6. The Commissioners authorized the County Administrator and Commission chair to sign the application for an AmeriCorps position consistent with the farm study plan voted on by the Delegation and the grant recently received by the Conservation District.
7. **Nonpublic session – At 10:16 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of Mgr. King to hire ME as**

electrician at Grade 8 Step 5, \$18.08. The Commissioners unanimously voted to return to public session at 10:20 AM.

8. Mgr. King looked at the steam generator at KTS, which powers a great deal of the college, but is too hot to use in the summer. He feels the state would not allow the extreme high pressure at the nursing home, which is required for this unit.
9. Mgr. King stated that the electric power suppliers have until Friday to provide the information on the variable rates. He will have all the info available after Friday.
10. A new HVAC system for the alternative sentencing building is being installed, paid for by the landlord.
11. There was a discussion about the purchase of the truck for the nursing home and the cost in purchasing from the state. The Commissioners asked that Mgr. King put it out to bid and compare the bids received with the state bid.
12. There was a discussion on the last meeting about the use of the old jail when empty and the potential uses of the jail. There was discussion about the use of the building as a gambling site.
13. Superintendent Van Wickler contacted the Commissioner by phone to review the dates, time and the participation of the Commissioners in the grand opening of the jail.
14. Superintendent Van Wickler updated the Commissioners on what is happening at the new jail.
15. The grand opening agenda was discussed and will be re-reviewed next week.
16. Administrator Wozmak gave the Commissioners an update on the meeting held at CMC.

There being no further business, Chairman Rogers ended the meeting at 11:45 AM.

Minutes approved at the April 7 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 7, 2009 9 AM
House of Corrections, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King; DNS Sheltra; Doug Scribner; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:02 AM.

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

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

1. Doug presented his research on alternative ways of communicating with county employees. This would reduce the mileage employees would have to travel to attend meetings with other departments. He looked in to Skype, which can be done in various ways such as telephone or computer. He explained the various services and capability of using Skype. He researched one company, Logitech, who provides the service, allows each user at \$90 each a month. There was a discussion on the costs involved and the savings in mileage. Doug suggested that when we look forward to new buildings, we prepare them as well as the jail has been prepared for new communications.
2. Doug discussed the county wide antivirus program. We are currently with Symantec. For the past couple of months, there have been issues with spyware and tracking issues with our computers. Doug has looked into using a new application, Cyberroam, which is hardware rather than software based. They will offer us a five year lease at \$12,192. **Commissioner Pratt moved to authorize Doug to enter into a lease with Cyberroam for a computer security system, Commissioner Zerba seconded, voted unanimously.**
3. **Nonpublic session – At 10:11 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 Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the DNS to transfer DB as unit asst. at Grade 2 \$16.54. The Commissioners unanimously voted to return to public session at 10:29 AM.**
4. Mgr. King presented the quotes for electric power fees and variable rates:

Trans Canada	Fixed rate	6 mo.	.06915
		12 mo.	.0742
UMG	Fixed	12 mo.	.07819
Satori	Fixed	6 mo.	.07430
		12 mo.	.0799
	Variable	12 mo.	.07103
Patriot	Fixed	12 mo.	.0793
	Variable	mo. To mo.	.0613

The estimated savings in one year could be approximately \$87K with Patriot at the variable rate. Barry recommended that we go with Patriot on a month to month variable rate for a period of time

to see what the savings are. **Commissioner Pratt moved to instruct Barry King to seek a contract for review and signature by the Commissioners for electric service on a month to month basis with Patriot, Commissioner Zerba seconded, voted unanimously.**

The staff electrician will be starting on the 19th. Barry is continuing to address hiring a painter.

5. Kathryn noted that the census at MNH is 135.
6. Kathryn asked for permission to fill a vacant floor maintenance worker position. The Commissioners authorized her to go forward and fill the position.
7. Kathryn brought before the Commissioners a question from an employee regarding changing positions and compensation for that change to dietary aide. The Commissioners agreed that the position should remain at step 6 based on their longevity.
8. The Commissioners reviewed the agenda for the grand opening with Superintendent Van Wickler.
9. **Nonpublic session – At 11:50 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the Superintendent to authorize CB to Grade 10, Step 2 \$18.02 based on his experience. The Commissioners unanimously voted to return to public session at 12:02 PM.**
10. Superintendent Van Wickler noted that last night CASA held their fund raiser and acknowledged and thanked the Commissioners for allowing their fund raiser here at the HOC.

There being no further business, Chairman Rogers ended the meeting at 12:19 PM.

Minutes approved at the April 14 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 14, 2009 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Mgr. Putnam; DNS Sheltra; Capt. Croteau; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

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

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

1. Capt. Croteau presented the grant paperwork for the sheriff's highway safety patrol program that require the Commissioner's approval and signature. **Commissioner Zerba moved to approve the grant approval and to sign the paperwork for the grant, seconded by Commissioner Pratt, voted unanimously.**
2. **Commissioner Pratt moved that the Commissioners adopt and sign the Cheshire County Management Plan: Community Development Block Grant Project, and the Code of Ethics for CDBG Administration, seconded by Commissioner Zerba, voted unanimously.**
3. The letters to those who worked on the opening of the jail were signed by the Commissioners.
4. Dave Putnam presented quotes for the side shooter:

Salem Farm Supply	price w/attachments	\$6100
Pinnacle View	"	\$6280
Srirum Equipment	"	\$6444

Commissioner Pratt moved to authorize the purchase from Salem Farm Supply as low bidder, Commissioner Zerba seconded, voted unanimously.

5. David noted that the slaughterhouse in Vermont is opening.
6. **Nonpublic session – At 09:50 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to approve a housing subsidy of \$80 per week to the farm hand on the basis that farm labor is a fixed-pay rate, they work a minimum of 56 hours a week, without overtime and are on call for the farm 24/7. Voted two to one, motion passed. The Commissioners unanimously voted to return to public session at 10:14 AM.**
7. The Commissioners clarified with Barry King that they are able to close the electric-supply contract with Patriot with a 30 days notice. **Commissioner Pratt moved to approve the contract with Patriot, Commissioner Zerba seconded, voted unanimously.**
8. Kathryn gave Rick Van Wickler's report to the Commissioners because he is not able to be present today. There were over 1200 people who toured the jail and he has received very favorable feedback.
9. **Nonpublic session – At 10:30 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to approve the recommendation of the NHA and OT Director to hire DM at COTA at Grade 8T, Step 7, based on her 15 years experience effective May 3. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:40 AM.

10. Kathryn asked for authorization to fill the current vacant OT aide position. The Commissioners approved she go forward to fill the position.
11. Census at MNH is 135.
12. Kathryn asked for authorization to fill two vacant housekeeping positions for 40 hrs and 8 hrs. The Commissioners approved she go forward to fill the positions.
13. **Nonpublic session – At 10:49 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to approve the recommendation of the DNS to hire SC as LPN at grade 4, step 7 \$18.00 based on her 4 years experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 11 AM.**
14. **Nonpublic session – At 11:01 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 a person as a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to approve the recommendation of the DNS to hire ML as RN supervisor at grade 6, step 10 \$26.36. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:12 AM.**
15. The Commissioners took a short break to discuss union issues.
16. Commissioners approved filling the aid position for the TLC unit.
17. There was discussion on the process of resident family issues and how they are handled.

There being no further business, Chairman Rogers ended the meeting at 11:55 AM.

Minutes approved at the April 21 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 21, 2009 9 AM
33 West St., Keene

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

Chairman Rogers opened the meeting at 9:06 AM.

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

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

1. The Commissioners were given the letter from AFSCME asking for their presence at the mediation meeting on June 18. The commissioners will discuss this with Ann Scheer to discuss the issues and make a decision at a later date.
2. It was decided that Administrator Wozmak and Commissioner Rogers will attend the NHAC-sponsored Governor and Executive Council meeting at Primex next Wednesday. The Commissioners meeting will be rescheduled from 9 AM to 1:30 PM.
3. Census at the nursing home is 136.
4. **Nonpublic session – At 9:28 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made that the position of unit assistant will be re-posted with the appropriate pay range listed and bring the recommendations for hire back to the Commissioners. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:37 AM.**
5. Administrator Wozmak reviewed the meeting last night with HHS Commissioner Toumpas. Commissioner Toumpas advised that the state is making additional cuts to their budget and the costs for these services will eventually flow down to the county and towns in the form of property tax increases. The Commissioners discussed hosting a public and elected official forum to begin a dialog with the community as to the real impact of either funding expense transfers or a cessation or curtailment of services to citizens. There was a discussion on the deficit at the nursing home and costs we incur for Cheshire County residents in other nursing homes. Mr. Wozmak reminded the Commissioners that the county nursing home used to break even but with a slow consistent pattern of expense reductions at the state level, each Medicaid resident now costs the county tax payer \$30,000. It is expected that additional state budget reductions will essentially quietly force an increase in local property taxes or burden existing local resources. The Commissioners feel that out of respect for the tax payers, this discussion should be held in public so that local Selectmen and citizens can see the impact on reductions in state room and meals tax revenue, reduced state funding of retirement, reduced state funding of Medicaid, reduced state support of local agencies such as Monadnock Developmental Services, Monadnock Family Services, Southwest Community Services, AIDS services of the Monadnock Region, education funding etc. and the combined impact on the regressive property tax structure. It was noted that the reason for these state budget reductions was that the Governor

and our elected officials were not inclined to favor other tax increases. This, it is felt allows us to preserve the “New Hampshire Advantage”. No date has been chosen for this forum as program specifics need to be developed.

6. **Nonpublic session – At 10:20 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the Finance Director and HOC Superintendent to adjust the pay rate of CO 4 in order to correct an inequity. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:33 AM.**
7. **Commissioner Pratt moved to authorize Administrator Wozmak sign the contract for the daily contract for federal inmates, Commissioner Zerba seconded, voted unanimously.**

There being no further business, Chairman Rogers ended the meeting at 11:10 AM.

Minutes approved at the April 28 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 28, 2009 1:30 PM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Register Hubal; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 1:31 PM.

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

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

1. Register Hubal expressed her concern with the air downstairs. She thought it was too hot the other day. She would like to have two ceiling fans installed to circulate the air. Administrator Wozmak will contact Mgr. King to discuss resolutions to her issues.
2. She also stated that there is dirt coming in through the air conditioners in the front room and thought that it is coming through the dirty filters or spaces in the window. Administrator Wozmak will discuss this also with Mgr. King.
3. Register Hubal noted that she has a video camera overlooking the deeds area and it uses 8 hour video tapes and she would like to have a digital recorder. The Commissioners suggested she take the funds from the surcharge account or consider it in next year's budget since the budget has already been passed by the Delegation.
4. Register Hubal stated that she purchased a new copier but did not order the document feeder because she was using the fax machine for multi page document copying. She no longer uses the fax machine and would like to purchase a \$700 document feeder from the surcharge account. The Commissioners suggested that she look for a less expensive way to do this such as spending \$3.50 on a duplex phone jack and reconnecting the old fax machine which has a document feeder.
5. Evelyn asked to use the Commissioner's conference room once a month for a committee of alumni from Keene HS, the Commissioners agreed and advised that she should put the dates on the calendar to avoid any schedule conflicts with other meeting room users.
6. Superintendent Van Wickler stated that the move to the new jail went well. There are 143 inmates, 10 electronic monitoring, 0 weekend, 21 female and 5 federal.
7. Kathryn noted that she wanted to thank the dietary and laundry staff during the transition. Census at MNH is 138.
8. **Nonpublic session – At 2:40 PM 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the HR mgr. and NHA to transfer DB as a unit assistant at Grade 2 Step 13.5, \$16.43. Voted unanimously. The Commissioners unanimously voted to return to public session at 2:42 PM.**
9. The calendar was reviewed.

10. Administrator Wozmak noted that the funding for the CDFA transitional housing project has been awarded to us. Over the next couple of months SCS will start the planning for the building adjacent to the jail.
11. Administrator Wozmak updated the Commissioners on the proposed new court facility. He delivered the newest set of floor plans to the Bureau of Court Facilities on Tuesday and met with Steve Lorentzen in the State House Annex. Work continues between the architect and the state to refine the floor plans. MacMillin is getting ready to revise the cost estimate within the next couple weeks. Wozmak and Jack Dugan from MEDC met with the NH BFA regarding the New Market Tax Credit status and our positioning for these credits remains strong.
12. Administrator Wozmak and Commissioner Rogers updated the Commissioners on the NHAC meeting with the Governor and executive committee this morning, which was hosted by the Association of Counties at Primex in Concord.

There being no further business, Chairman Rogers ended the meeting at 3:28 PM.

Minutes approved at the May 5 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 5, 2009 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; NH Administrator Kindopp; Mgr. King; Mgr. Putnam; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:03 AM.

MINUTES: Commissioner Zerba moved that the minutes of April 28 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. Mgr. King updated the Commissioners on some of the repairs being made in the nursing home.
2. **Nonpublic session – At 9:27 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of the Mgr. King to hire KL as stationary engineer at Grade 7 Step 7, \$16.42. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:35 AM.**
3. Mgr. King put the 2000 Crown Vic with 142K miles out for bid and received a bid of \$101.01, the Commissioners approved the sale if he does not receive a better offer.
4. Mgr. King has contacted Argent Cable regarding programming at MNH and they will be coming here to check the issues.
5. Mgr. King reviewed some of the work needed at the old jail. There was discussion on the use of the building and the type of repairs needed for different uses. Commissioner Pratt would like a list of the uses for the old jail and what the costs would be. Mgr. King stated he will get together with Administrator Wozmak and Commissioner Rogers.
6. Mgr. Putnam showed the Commissioners the labels that have been designed by Lynn Zimmerman of Lucky Dog Design for the new venture of raw milk and chopped meat for the farm. The Commissioners expressed their preferences. The work on the labels was performed at no expense to the County. The Commissioners wish to extend their sincere thanks to Lynn Zimmerman of Lucky Dog Design for her contribution.
7. Census at MNH is 138.
8. The Commissioners requested Kathryn contact a decorator to determine the cost of using a decorator to make recommendations of a color palette for painting the nursing home interior. She will make some contacts and return to the Commissioners with recommendations.
9. The Commissioners recessed to discuss union issues.

There being no further business, Chairman Rogers ended the meeting at 1 PM.

Minutes approved at the May 12 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 12, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Doug Scribner, IT; Doug Iosue, Case manager; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:03 AM.

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

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

1. Doug Iosue and Lea Maynard presented a grant proposal for the Second Chance Act. There is \$750K from the department of Justice to provide video conferencing training for inmates. This includes medical and education teleconferencing. The grant allows us to buy the technical equipment, case management, connection to Keene State, Antioch, Cheshire Medical, PC Connection and others. The goal is to provide proper training so the inmates gain a skill. The grant is due June 10. The technical equipment will cost about \$200K+. Lea will make the local connections. Doug explained the additional costs involved, which is a 25% in kind match with some employee participation. There may be a cost of \$10K a year to continue this project if there is not another grant. Doug and Lea will address some of the questions the Commissioners had and Lea will return at 11AM with answers from the grant writer.
2. Doug Scribner said that Kathryn wanted the Commissioners to know that she has contacted Warrenstreet for decorating at MNH.
3. Doug advised that the census at MNH is 137.
4. Doug noted that he is thinking of changing our email and web site locations. Over the past couple of years our services have been taken care of by several different organizations and he wants to consolidate our services to one company. The Commissioners agreed that he go forward and keep them informed.
5. Next week the county will start the biometric scanner for the time clock. It will first be installed at MNH.
6. The request from the Monadnock Homeless Coalition requesting the use of the jail for storage for homeless people moving into a shelter. The Commissioners would like to discuss this further.
7. Director Trombly advised the Commissioners regarding the NHAC meeting with HHS Commissioner Toumpas last week. He is looking for input from the counties for assistance in the cuts they have to make. Commissioner Rogers noted that Commissioner Coumpas indicated there will be another rate reduction in the nursing home day rate. Commissioner Pratt stated that perhaps the state should allow us to accept medicaid residents instead of waiting for the state approval of an individual, which delays bringing new residents in, and costs us day rates.
8. Lea Maynard returned to let the Commissioners know that the grant writer needs two weeks to apply for the grant. She did not know if the grant is for more than one year. The whole idea came about as a program in memory of Penny Davis. Commissioner Pratt would like to know what are our chances considering the time frame of our inmates. They thanked her for her presentation.
9. There was a discussion relative to the funding of FMA.

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

Minutes approved at the May 26 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, May 26, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; HOC Capt. Clark; NH Administrator Kindopp; Mgr. King

Vice Chairman Pratt opened the meeting at 9:04 AM.

MINUTES: Commissioner Zerba moved that the minutes of May 12 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. The Commissioners approved the manifest but inquired about the Roto-roter invoice for services at the new jail. Administrator Wozmak will check on the details of the service.
2. HOC Capt. Clark, the Classifications Officer at the jail reported on the census at the new jail. There are 136 inmates in-house, eight on electronic monitoring and 4 on weekend sentences. Five on Work Release and there are 7 federal inmates.
3. Steve Roberge from the UNH Cooperative Extension provided an update of their activities. The staff has made 66 site visits to individual property owners for various reasons. There have been 35 workshops that had attendance of a total of about 640 participants, including a workshop for educators on Bullying, which attracted 50 attendees. They have also provided workshops on Lyme Disease and Ticks. The Tree Farm of the Year award went to Monadnock View Farm in Keene and there will be a recognition ceremony in the future.
Steve stated that due to the funding cuts from the county, the 4H Youth Development program has been cut back. Administrator Wozmak reported that the Coop Extension was very helpful in providing guidance and recommendations for the plantings and erosion control measures at the new jail in Keene. There was some discussion about the lease renewal for UNH Coop Ext out at Park Ave and it was noted that there may be some opportunity for the extension service to move back into a county-owned building if a new court facility is built. It was mentioned that perhaps a one-year lease extension would be prudent with no increase in rent, due to the state of the economy. Steve also discussed a timber sale for the county wood lot and that this winter we are hoping to produce \$10,000 to \$20,000 in timber sales.
Steve provided an update of the Asian Longhorn Beetle migration stating that none have been seen in Cheshire County yet. However, the Hemlock Woody Adelgid (HWA) is in the southern portion of the state and has been found in Winchester, Spofford, Pisgah Park, Richmond and Hinsdale. The HWA is transmitted by birds and generally follows migratory patterns. Earlier, there was official discussion of a quarantine but regulators are now more inclined to have sawmills registered with the state as a means of tracking potential transmission of the HWA.
4. The Commissioners reviewed the calendar, noting the joint City/County Delegation meeting on June 21, 2010 for the purposes of discussing the work on a new court facility on county owned land next to the current court building. Administrator Wozmak will draft a memo and notice for the delegation and post a public notice in the paper regarding the meeting.
5. Maplewood Administrator Kathryn Kindopp asked if two old chest type freezers could

- be donated to the Maplewood Auxilliary. They unanimously agreed to donate the freezers to the auxilliary for whatever purpose they deem useful.
6. **Facilities Manager King presented three bids for a plow truck, all of which were over the budgeted amount. After discussion, Commissioner Zerba moved to reject all the bids. Seconded by Commissioner Pratt. After further discussion, the motion was tabled to the next meeting.**
 7. **Mgr. King presented a situation where he wants to work a swap of plows, swapping a 9 foot plow with an 8 foot plow with a known individual and is seeking to waive the bidding requirement. Commissioner Pratt moved to waive the bidding requirement for this plow swap. Seconded by Zerba, Voted Unanimously.**
 8. **Mgr. King also discussed an above-ground fuel tank, installed quite a few years ago, but which was not registered with the state. He requested \$6,000 to engage a professional engineer to provide certain required technical plans that state DES is seeking to properly register the tank. The Commissioners authorized the expenditure.**
 9. **There was some discussion regarding the length of stay at Maplewood and assembling data to identify any changes in the profile of the average nursing home patient. County Administrator Wozmak will work with Nursing Home Administrator Kindopp to develop a data collection instrument.**
 10. **Communications Director Arlene Brewer from the Sheriff's department spoke to the Commissioners about a grant they have received to install a repeater tower to improve police communications. The total grant is for \$26,538 and is a joint County/City of Keene grant and the two jurisdictions will split the funds evenly. The Commissioners authorized the County Administrator to execute any necessary documents on behalf of the county.**
 11. **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 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 made to accept the recommendation of Mgr. King to hire RB as a painter at a grade 4 (\$11.09) who is a current employee for housekeeping for approximately 7 years, effective following a two week notice and the NHA is authorized to fill the vacant position created by this transfer. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:25 AM.**
 12. **Nonpublic session – At 10:26 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to deny the request of the facilities manager to waive house policy prohibiting the use of leave after notice of termination. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:42 AM.**
 13. **The Commissioner discussed the previous request by the Monadnock Homeless Coalition to use some of the old jail. They raised a number of questions and asked the County Administrator to have a discussion with Judy Sadoski from the City of Keene about the request.**

There being no further business, Vice Chairman Pratt ended the meeting at 12:15 PM.

Minutes approved at the June 9 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 2, 2010 9 AM
Maplewood Nursing Home, Westmoreland

PRESENT: Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp

Vice Chairman Pratt opened the meeting at 9:02 AM.

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

1. Jack Dugan, who was on the agenda, was unable to attend and will be rescheduled.
2. The Commissioners reviewed the calendar and noted that when they meet at the jail on the 16th of June, they want to discuss the status of federal inmates.
3. There are 133 inmates in-house at the HOC, eight on electronic monitoring and 4 on weekend sentences and 7 federal inmates.
4. There was no new update on union negotiations. A mediation session remains scheduled for June 18th.
5. The Commissioners discussed receiving an update of the county farm plan from the Conservation District and the Monadnock Conservancy who each have tasks on the sustainability of the farm operation. We will work on having them come to the Commissioners meeting on June 23rd at the farm.
6. The joint County/City meeting on June 21 at 7pm was discussed. It was suggested that the meeting should be led by the Mayor, the Chairman of the Delegation and the Chair of the Commissioners.
7. Maplewood Administrator Kindopp reported the nursing home census at 136. She also discussed feedback from the architect on what it might cost to engage a decorator to establish color schemes for the refurbishment of the nursing home. She will run an ad to solicit proposals for this work.
8. Administrator Wozmak reminded the Commissioners that he will be away next Wednesday.
9. The Commissioners voted to extend the leave of absence of RF by an additional 2 weeks to the date of June 7th, after which she will return to work on light duty.
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 and Pratt. As a result of deliberations in nonpublic session, a decision was made to reject the termination and uphold the appeal to reinstate SB without loss of pay. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:50 AM.**

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

Minutes approved at the June 9 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 9, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Superintendent Van Wickler; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

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

MINUTES: Commissioner Pratt moved that the minutes of June 2 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. Superintendent Van Wickler spoke about a couple of vacancies at the jail.
2. The new jail is performing well; there have been a couple of minor issues, but these were covered with MacMillin.
3. The Superintendent spoke to a contact at the marshal service in Vermont and New Hampshire to inquire regarding additional federal inmates. The biggest issue is a specific vehicle required for transport of inmates. He also spoke to someone at ICE and Vermont corrections and there is interest in using our jail for inmates. Commissioner Pratt volunteered to contact reps in Vermont regarding use of the jail.
4. Census at the jail: 155 inmates, 8 feds, 26 women, 2 weekenders, 8 electronic monitoring, 5 work release.
5. There was discussion about the inspection to be done next week at the jail. Commissioner Pratt noted that he would like to speak to a veteran CO and a new one, and someone working on programming.
6. There was a discussion on the relationship between the county and FMA and the future of the relationship.
7. Mgr. Hurley asked for authorization to hire replacement personnel for vacant positions, 1 housekeeping, 1 activities. The Commissioners approved the request to fill two positions.
8. The Commissioners discussed the environmental assessment that was performed on the site under consideration for a new courthouse. They voted to authorize the County Administrator, on behalf of the County, to seek a Phase II Environmental Review through the Southwest Regional Planning Commission of the site as a follow-up to the Phase I that has been completed. Voted Unanimously.

There being no further business, Chairman Rogers ended the meeting at 11:19 AM.

Minutes approved at the June 16 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 16, 2010 9 AM
HOC, 825 Marlborough Rd, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Superintendent Van Wickler; NH Administrator Kindopp; Doug Iosue, Case Mgr., Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 9 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. Keith Thibault of SCS advised the Commissioners that we have been awarded the grant for transitional housing and the building process has begun. The city will be doing a site plan review. The bid for building will start about the end of the year and construction beginning next spring. Commissioner Pratt asked whether local businesses are given extra points towards winning the contract. Keith noted that their closeness to the site gives the advantage of lower transportation costs. Laurie Jewett, Manager of the SCS Homeless Shelters, will be meeting with those using the building for input on the building needs. There was a discussion on the criteria for those who will be living in the facility. Doug Iosue noted that transportation for the residents could be an issue. The Commissioners had a lengthy discussion regarding the proposed operating budget and the county's MOU with SCS to subsidize the operation of the house. Mr. Thibault said that the actual budget needs to be further refined and that they will work to both reduce the amount of the estimated subsidy (currently estimated at \$72,000 annual maximum) and seek other funding sources such as grants and other government programs. The Commissioners were satisfied that SCS would take all possible measures to mitigate the county's exposure to the costs. Thibault said he understood the funding sensitivity at the county level and appreciated what the county has offered thus far.
2. Kathryn Kindopp called-in by phone to give the Commissioners an update on the nursing home. Census is 138. There is a receptionist position open and Kathryn asked for authorization to fill the position. The Commissioners agreed she go forward to fill the position.
3. There was a discussion on the concept of a public forum to discuss tax increases to the local property tax base as a result of state budget cuts. Planning and scoping discussions continue to take place about this complex yet important topic.
4. Superintendent Van Wickler updated the Commissioners on his continuing effort regarding federal inmates at the jail. He has contacted the Massachusetts U.S. Marshal's office and they are interested, pending our having transportation. He also contact Vermont DOC who will be here for a tour of the facility on July 14 and they Commissioners will hold their weekly meeting here on that date and changed July 21 to 33 West.
5. There was a discussion regarding the purchase of a van for use by the HOC for inmate transportation. The vehicle was put out to bid, Hillsboro Ford and Patsy's responded. The Commissioners inquired about the specifications, history of the bidding and the cost but determined that no vote was necessary as these funds are already within the budget for the jail project. They advised the staff to move forward with all due speed to secure our ability to transport federal inmates under the terms of the contract with the federal government. Census at the jail is 156: 23 female, 8 fed, 5 work release, 7 electronic monitoring, 3 weekend.

6. There was a discussion of video conferencing/arraignment at the jail and how to better use the equipment. The state has issued a purchase order for completion of the video conferencing capability for all three courts. The county will reimburse the state (from the existing allocation within the jail construction budget) the amount of the funds that are necessary to bring the jail into the video network. The Commissioners were advised that the collateral benefit of this purchase is that it will significantly augment the county's ability to do video conferencing between not only all county locations but the software even can operate with video arrangements in other locations.
7. Don, the HOC Dietary Director, was present to answer Commissioners questions. He noted that there is a level of training to be done with inmates. There are three inmates willing to pay the \$80 fee to take a culinary course at the jail. Administrator Wozmak noted that the food bill at MNH has gone down about \$26K a month, and the cost for food for the jail has been \$21K a month, plus the cost of building food inventory. Essentially the dietary operational costs have been budget neutral. There was a discussion on the set up of how meals are scheduled and planned. The Commissioners thanked Don for coming in today.
8. There was a discussion on the number of pretrial inmates who have been at the jail for extended periods of time. Commissioner Rogers was very concerned at the length of time some pretrial inmates were there and requested a list.
9. The calendar was reviewed.
10. The Commissioners will take a walk through of the old jail next week.
11. After a lunch break in the employee lunchroom, the inspection started.
12. The Commissioners spoke to five female inmates working in the kitchen. They also spoke to the food service director and prep cook, case manager and a volunteer GED tutor, who mentioned having 12 students taking the GED class; there was a discussion about the volunteer recognition process.
13. The Commissioners visited the laundry, with Corrections Officer John M as tour guide who explained the equipment, the process and labor issues.
14. The Commissioners visited Storage Room A and the delivery dock, discussing the process for food delivery, trash disposal procedure and the inmate clothing change and search procedure.
15. Capt. John Mousseau reviewed the control room and video procedures.
16. The Commissioners visited the recreation rooms, reviewed the TV headsets; booking and intake process and holding cells.
17. The inmate property storage room was visited and the process of use reviewed.
18. The interview room for the public defender was visited and function explained.
19. F- Block and the female intake process was reviewed.
20. The Classifications Officer reviewed the classification and cell assignment process.
21. Medical Services area tour was given by Barnes Peterson. He discussed the intern program in working with local colleges. Barnes is seeing 90 inmates and he reviewed the criteria for determining inmate participation. He noted that there are programs for handling stress management and trauma for women. He stated that of 135 inmates, 46 are on meds. He reviewed the classification form with the Commissioners. The Commissioners asked whether there was a need for a psych ARNP. Mr. Peterson said that each mental health clinician should not have more than 100 in their caseload. He has asked the superintendent for additional expanded medical/psych services for inmates. He reviewed the process for suicide observation. The Commissioners were inclined to feel that a psychiatric ARNP would be an appropriate clinical addition to the caseload of the jail. They encouraged Mr. Peterson to discuss this growth issue with the Superintendent.
22. The receiving and day work unit was visited.
23. Sgt. Randy Hall brought the Commissioners through the segregation area.
24. The Commissioners spoke to CO DeTurres in D Block.

25. CO Willis brought the Commissioners through K Block, which is considered a safer environment. Several inmates were interviewed.
26. The Commissioners discussed the fact that while the library meets our minimum legal requirements, there is not a complete law library. Administrator Wozmak said that they could evaluate what a complete library would cost and make a decision regarding both the funding of a library and the true need for it.
27. The staffing analysis was reviewed.
28. The facility inspection concluded at 3:30 PM.

There being no further business, Chairman Rogers ended the meeting at 3:32 PM.

Minutes approved at the July 30 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 23, 2010 9 AM
County Farm, Westmoreland

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Mgr. Putnam; Mgr. King; Amanda Costello; Ryan, Monadnock Conservancy; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:08 AM.

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

1. The calendar was reviewed.
2. Census at the jail is 141, 9 federal, 6 electronic monitoring, 3 weekend, 26 females.
3. There was a discussion about the drainage issues at the new jail site and the repairs recently made to correct the problem. Another detention basin was created and half the roof drains were diverted to the new basin. This has had a positive effect on the site run-off issue experienced during heavy rains.
4. There was a discussion about three CO's who recently terminated at the HOC. The Commissioners asked for additional information on the terminations.
5. Dave Putnam gave an update on the farm. Our own fresh beef and raw milk will be sold in about 10 days, waiting approval on the labels. As to the timber harvest, pine can go to the saw mills in the fall. Chairman Rogers asked about an advertising plan and Dave stated that he will be spreading the word at lunchtime at MNH and advertise in the Monadnock paper if necessary.
6. The Commissioners took a break to visit the old jail.
7. Amanda Costello from the Cheshire County Conservation Commission and Ryan Owen of Monadnock Conservancy were present to give an update on the farm. Ryan spoke about the conservation easement plan for the farmland. The easement was appraised at \$920K. He found that there is no funding available to purchase the property, due in large part to the fact that the land is already government owned. There was discussion about the various plans that could be established in order to go forward. One option could be that the county sell the farm to a private entity, either profit or non-profit, which might make it eligible for the conservation easement programs and funding offered by the federal government. Commissioner Pratt stated that the question is whether or not the county should continue running a farm. Amanda noted that in meeting with the farm committee they were looking for other directions and she has looked into SARE, which is Sustainable Agriculture Research and Education, a program of the United States Department of Agriculture, in addition to looking at uses for the old jail building. UNH Coop Ext, Antioch, Monadnock Developmental Services were involved in the focus group to determine the possibility of using it for public education on farming. The funding for an AmeriCorps volunteer did not work out. Antioch has agreed to do some research work on the building and uses. It was decided that a meeting should be held to discuss the options for an ownership change that would both preserve the agricultural/farming/dairy history of the farm while also making it eligible for other funding. This would most certainly be complex but may be possible.
8. A calf was born during the meeting, (Stillman IV). Meeting moved to MNH Assisted Living conference room.

9. Mgr. King presented a bid from Hillsboro Ford for the truck and plow he is to purchase this year for MNH, at a cost of \$32,581. **Commissioner Pratt moved to authorize the purchase of the truck, Commissioner Zerba seconded, voted unanimously.**
10. The new service agreement with Honeywell was received and the first year cost is \$127,750, the same as last year, with an increase of 2% for 2012 and 3% for 2013. **Commissioner Pratt moved to approve the contract, Commissioner Zerba seconded, voted unanimously.**
11. Barry gave the Commissioners an update on his department.
12. Director Trombly reviewed the proshare funds that are expected Friday; \$430K.
13. The feds have not made a decision on the FMAT funding for this year. If not funded, this could reduce money the county was otherwise expecting.
14. Due to state budget cuts, the MNH Medicaid bed rate went down about \$4-5 a day for each bed which means that the taxpayer subsidy for the nursing home will increase by a similar amount.
15. There was a discussion on the needs of Aids of Monadnock and their tax problems with the town of Gilsum. She has asked to come before the Commissioners. They agreed to see her next week.
16. A budget breakdown sheet for the jail construction project was distributed and reviewed. Although there are still invoices to process and work on-going, but trailing off, we expect to be under budget although the exact amount is unclear at this point. Finance Director Trombly advised the Commissioners that unused jail bond funds have limited use outside the scope of the project but could be used for bond obligations, for example.
17. Meeting recessed at 12:20 for lunch and then union negotiation update.

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

Minutes approved at the July 14 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 30, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; DNS Sheltra; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:01 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 16 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. Census at the jail is 150; 131 in house, 8 federal, 3 weekend, 6 electronic monitoring, 24 female, 4 work release.
2. Superintendent Van Wickler distributed several reports regarding terminated employees. He reviewed the information with the Commissioners. Commissioner Pratt asked questions regarding turn over of officers. One of the issues being that they are trained by us and then leave to join other law enforcement agencies because the salaries are higher. The Commissioners would like to see back up on salaries for law enforcement agencies in the area.
3. **Nonpublic session** – At 9:56 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to deny the request of the DNS to approve additional LOA for DC. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:01 AM.**
4. Susan MacNeil from Aids Services of Monadnock Region appeared before the Commissioners to see if the County would provide critical funding to them in the amount of \$11,386.75 to pay 2007 property taxes and avoid losing the house to the Town of Gilsum. The Selectmen have so far been unwilling to waive the taxes on the non-profit Cleve Jones Wellness House. The Commissioners had a long discussion regarding how unfortunate, if not illegal, it is for the Selectmen to refuse to grant the waiver. It is believe that this stems from the Selectmen's interest in forcing the agency out of its house and potentially out of town. Ms. MacNeil updated the Commissioners on the lawsuit that the agency had against the town, which was settled in the agency's favor through mediation, but only after several years of an expensive lawsuit for the town. The agency had free legal representation. The Commissioners recommended that she seek counsel to assess the legality of the personal animosity of the individual Selectmen, particularly following a similar lawsuit situation in the Town of Richmond. She noted that they expect to be financially stable beginning in approximately January 2012 as a result of federal funding and other large contributions from an undisclosed source that is pending at this time. She distributed paperwork indicating their revenue and expenses for 2009, 2010 and 2011 and reviewed the information with the Commissioners. She stated there is a fee for residents and now they have residents from Mary's Place, which was for women leaving jail and provides them training and housing. The residents of Mary's Place had earlier succumbed to a similar financial

fate due to a loss of state funding to their host organization. There was an extended discussion on the statutes relative to the building and its nonprofit status. **Commissioner Rogers moved to authorize a loan to the agency for an amount not to exceed \$12,000 from the Hemenway fund to ASMR at 0% interest for two years, with the ability to come back in two years for an extension or forgiveness of the loan, Commissioner Pratt seconded, voted unanimously.**

5. Kathryn noted that the census at MNH is 138.
6. She requested authorization to hire three vacant positions: 40-hour dietary, 8-hr environmental services, 20-hour scheduling position. The Commissioners unanimously approved that she go forward to fill the three positions.
7. Kathryn spoke about the RFQ for the interior paint choice work at the nursing home. She received five responses, but only three were viable based on the RFQ information requested and received. Since only one of the responders gave a quote, Kathryn was asked to contact the other two and get comparable proposals from each to do the work and to bring the issue back to them at a subsequent meeting.
8. The CDBG paperwork for the transitional housing was signed by Chairman Rogers and Clerk Zerba with a unanimous vote.
9. Administrator Wozmak explained the three ads that were put in the Sentinel for studies on LED, energy and wind power.
10. The Commissioners recessed for union updates.

There being no further business, Chairman Rogers ended the meeting at 12:45 AM.

Minutes approved at the July 14 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 14, 2010 9 AM
HOC, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Arlene Crowell, Dispatch; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:02 AM.

MINUTES: Commissioner Zerba moved that the minutes of June 23 be approved, seconded by Commissioner Pratt, voted unanimously.

MINUTES: Commissioner Pratt moved that the minutes of June 30 be approved, seconded by Commissioner Zerba, voted unanimously.

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

1. The Commissioners were advised about a grant we are applying for \$75K for energy efficiency and conservation. **Commissioner Pratt moved to approve application for the grant from the New Hampshire Energy Efficiency & Conservation Block Grant program administered by TRC Energy Services and authorize the county administrator or Finance Director to execute any and all documents necessary to receive and expend the grant funds, Commissioner Zerba seconded, voted unanimously.**
2. The close out documents for the housing rehab project was reviewed and signed by the Commissioners.
3. The Commissioners reviewed the calendar and changed the date of the July 28 meeting to July 27.
4. The Commissioners asked about the county farm action plan. Administrator Wozmak stated that we are not yet selling milk and that the beef will start sales next week. Wozmak explained that the action plan team members met with Antioch University to discuss receiving from them a proposal to have a group of students work on a sustainability plan for the farm. This is a modification of the original plan, necessary due to the inability to secure any interest in conservation easements from inquiries made by the Monadnock Conservancy. The fact that the county farmland has been owned by the county and, from a practical point of view, held in trust has virtually eliminated any likelihood of getting traditional conservation easements, according to Ryan Owens, Executive Director of the Monadnock Conservancy. The farm action plan team will continue to explore an ownership change in the land and farm operation that might make the land eligible for certain government funding programs or traditional conservation easements. This may require that the county sell the farm to a private owner under some set of conditions. Wozmak explained that much work needs to be done to see what sustainable farm, agriculture or woodland activities could take place there and what form of ownership would work for the land.
5. **Nonpublic session – At 9:27 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, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted**

unanimously. The Commissioners unanimously voted to return to public session at 9:38 AM.

6. Mgr. King asked for a waiver of the bid process to purchase a tamper switch for the sprinkler system, there is \$10K in the budget. Honeywell submitted a quote of \$8150. His request is because the present system is an existing Honeywell system and their parts would be compatible.
7. Mgr. King presented a letter from the scrap metal person called in to determine the value of scrap metal in the old jail. His letter noted that only during demolition would it be viable to complete scrap metal because it would be too labor intensive.
8. Mgr. King noted that the savings on electric for the nursing home was received and it was 1 cent per kwh. It was noted that since it is summer and high electric use because of air conditioning, the savings are minimal.
9. The Commissioners instructed Barry to go forward with installation of the bike stand on Washington St.
10. Director Trombly presented the JC Penny after school grant application overseen by UNH Cooperative Extension, which requires Commissioner approval. Commissioner Pratt asked if all the towns are notified of the grant funds availability, Commissioner Rogers asked that all school districts be notified of the grant. **Commissioner Pratt moved to approve the JC Penny grant application by UNH, Commissioner Zerba seconded, voted unanimously.**
11. Director Crowell brought before the Commissioners a budgeted upgrade to the sheriff phone system. By using equipment from the old jail, they will save about \$3K, costing about \$7K. This requires using First Choice, our current phone system. She asked for a waiver to bid and use First Choice as our supplier. **Commissioner Pratt moved to approve waiving the bid, Commissioner Zerba seconded, voted unanimously.**
12. Arlene asked for authorization to fill a vacant position in dispatch. The Commissioners approved that she go forward to fill the position.
13. Superintendent Van Wickler noted that he had state police dogs and Keene Police go through the jail to check for illegal substances, which is done from time to time on an unannounced basis. There were no illegal substances found anywhere in the jail.
14. There are 68 male beds and 26 female beds available at the HOC. There are 4 work release, 7 electronic monitoring, 3 weekend, 21 female, 7 feds.
15. It will be 2-3 weeks to get the radio installed in the new HOC bus. The other jail vehicle that would be used for transports is awaiting a cage, which has been backordered at Hillsboro Ford, according to the Superintendent.
16. The gentlemen from the Vermont DOC arrived for a tour of the jail and to meet with the Commissioners. There was a discussion about Vermont needs for inmate space.
17. There was discussion about the incentive funds program. The requirements of the formation of the selection committee were reviewed. The Commissioners stated that the formation of the committee is up to the chairman of the Delegation and they suggest that the state contact the chair. Administrator Wozmak will prepare a response to the state.
18. Administrator Wozmak noted that we are expecting three proposals for the energy audit RFP and two companies have expressed interest in the lighting retrofit project at the nursing home.

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

Minutes approved at the July 21 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 21, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp (by phone); Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9 AM.

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

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

1. Superintendent Van Wickler updated the Chairman about the visit from the Vermont DOC representatives last week.
2. There was a discussion about the ordering and installation of the two-way radio for the HOC bus and the time required to have this work done.
3. Census at the jail is 130 in house, with 6 feds; 16 women; 7 on electronic monitoring; 3 weekend; 3 work release.
4. Superintendent Van Wickler advised the Commissioners about the grand opening of the addition to the jail next week in Sullivan County.
5. Commissioner Pratt and Rogers suggested a small pamphlet for family and visitors of inmates as to the rules of visitation. The Superintendent will take their suggestions under advisement.
6. The superintendent discussed an order from the Keene District Court to provide transportation for an inmate for three mental health reviews. This will result in using CO's for transport (some for a large part of a day) which is not part of the HOC staffing. The superintendent, county administrator and Chairman will meet with the public defenders office to discuss the issue as such an order is likely beyond the effective power of the court over non-parties to an action or prosecution. The Superintendent will discuss this incident with the public defender's office.
7. **Nonpublic session – At 10:06 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to deny the request of BC with respect to accrued leave time and declined to waive policy requiring a 14-day notice in order to receive certain accrued leave. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:20 AM.**
8. The Commissioners were advised that union negotiations have been completed and a tentative agreement is being prepared and will be reviewed by both sides.
9. There was discussion regarding the design of the new courthouse and the upcoming design meeting next Tuesday. There are concerns that the proposed design does not take the security concerns of the Sheriff sufficiently into consideration and that we must do what we can to make sure those issues are addressed to the extent possible.
10. Kathryn Kindopp was called and she noted that the census at MNH is 140.

11. Kathryn asked for authorization to hire for an 8-hour vacant position in housekeeping. The Commissioners authorized her to go forward to fill the position.

There being no further business, Chairman Rogers ended the meeting at 11:43 AM.

Minutes approved at the July 28 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 28, 2010 9 AM
33 West St., Keene

PRESENT: Commissioners Pratt, Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Holly Gowdy, UNH CE; Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of July 21 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. Holly Gowdy was present to give an update on what the UNH CE has been working on since their last update. She noted that the advisory council did a survey of needs of the community. The Commissioners were invited to be co-hosts with UNH CE to a county conservation meeting on Sept. 24 at 7:30 AM to 10 AM in Troy. This has been put on the calendar. The next advisory council meeting is on August 16 at 6 PM, and the Commissioners were invited to attend. It will be held at 800 Park Ave. She reviewed the nutrition programs that have been held including the Side by Side program in Hinsdale; Senior Nutrition at Railroad Square Apts.; Home visits; Gilsum 4 week program; Troy 3 week summer program; Kitchen Kids at the Community Kitchen; and MFS parenting. She reviewed the programs in which Carl Majewski was involved, which included planting at the jail and planning a vegetable garden next year; 103 public contacts; 41 site visits; 15 soil tests; and six education programs. Steve Roberge made 37 public pool visits and insect sampling. Holly reviewed the 4-H program that she has worked on including Cheshire County field days in which 40 members participated; There was a State horse show in which 90 NH members participated, 7 of 9 members qualified for the Big E in September.
2. The Commissioners recessed in order to discuss union activities.
3. The Commissioners returned into session. Director Trombly distributed the budget amendments that will be presented to the Delegation. She reviewed the possible uses for the ARRA and proshare funds expected.
4. The census at MNH is 141.
5. Census at the jail: Population 153, 131 male, 22 female. 3 work release, 7 electronic monitoring, 3 weekends and 7 Federal holds.
6. Kathryn showed the Commissioners a copy of the letter sent to the state regarding the temporary loss of power and generator failure on June 22.

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

Minutes approved at the Aug. 4 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Aug. 4, 2010 9 AM
Maplewood Nursing Home, Westmoreland

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

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Zerba moved that the minutes of July 28 be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. The calendar was reviewed.
2. Census at the jail was 156, 2 work release, 8 electronic monitoring, 3 weekend, 32 women, 7 feds.
3. The HOC bus has arrived. Superintendent Van Wickler called Vermont, Massachusetts and New Hampshire marshals to let them know the bus has arrived. Vermont advised him that in order to place inmates in our jail we would have to be accredited by the NCCHC for medical accreditation. He has started the process to get the accreditation.
4. The inmate visitor's guide was given to the Commissioners.
5. A request from a film producer requesting to use the jail was presented by Superintendent Van Wickler. Terry advised everyone that Administrator Wozmak had been contacted several months ago and has been researching the individual and consequences of using the jail. The email will be referred to Administrator Wozmak.
6. **Nonpublic session – At 9:27 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, 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 HOC Superintendent that employee RW's request regarding retirement and use of vacation/sick time to cover the balance of time to his retirement date be granted. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:37 AM.**
7. The Commissioners took a short recess to see the new jail van.
8. Tim Murphy, from SWRP, presented a request for support from the Commissioners for a federal grant. The grant focuses on sustainable planning for economic and transportation planning. They are applying for a state level regional program. It is a three-year program. Tim referred to the packet he distributed to the Commissioners. The application is due in 2 ½ weeks. Commitment to the project must be presented, and this includes support from 50% of those involved. **Commissioner Pratt moved to sign and support the letter of support for the program, Commissioner Zerba seconded, voted unanimously.**
9. Commissioner Pratt asked Tim about the broadband coming into the county. It was noted that Rindge is the first town to receive it. Tim suggested that he can return before the Commissioners with those who can answer questions better about the broadband. He will work on setting up a date.

10. Mgr. King stated that duct work has been added to medication rooms to assure that the rooms do not exceed 78 degrees, in compliance with regulation. Several trees have been taken down. The Commissioners approved the beds, mattresses, blankets be donated to local agencies and food carts be sold.
11. The air conditioning at MNH has been down for three weeks. Two of the condensers on the chiller unit need replacing and are expected to be done this week by Honeywell.
12. Kathryn noted there are 140 residents at MNH.
13. **Nonpublic session – At 10:37 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to not continue additional extended LOA for MS but to allow health insurance coverage to continue to September 15 as it has been pre-paid. MS is to be given priority for rehire when she is able to return to work. Voted unanimously. The Commissioners unanimously voted to return to public session at 11 AM.**
14. **Nonpublic session – At 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 Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to accept the recommendation of NHA to increase pay of RN from \$19.15 to \$20.50 retroactive to the date on which she received her RN status (6/22/10). Voted unanimously. The Commissioners unanimously voted to return to public session at 11:07 AM.**
15. Kathryn asked for authorization to fill an eight hour environmental services position. The Commissioners authorized she go forward to fill the vacancy.
16. Kathryn presented two bids for the decorating work for the nursing home.

Chesterfield Interiors	\$125 per hour, approx. 10 hours
Warrenstreet	\$70 an hour, taking approx. 30 hours, \$450 reimbursables

After discussion, **Commissioner Pratt moved to award the bid to Warrenstreet, seconded by Commissioner Zerba, based on the demonstrated experience of Warrenstreet in dealing with nursing home and dementia residents, voted unanimously.**
17. Kathryn gave an update on the union contract.
18. There was discussion about the upcoming contract with the State of NH now that the County will act as the fiscal agent for the Monadnock Voices for Prevention. **Commissioner Pratt moved to enter into a contract with the state of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services, seconded by Commissioner Zerba, voted unanimously.**
19. Related to the above motion, **Commissioner Pratt moved to authorize Commissioner Rogers on behalf of the County to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he may deem necessary, desirable or appropriate, Commissioner Rogers being the duly elected Chairman of the Board of County Commissioners. Seconded by Commissioner Zerba. Voted Unanimously.**
20. Director Trombly noted that as of Sept. 7 there will be an on staff grant support specialist who will also serve as back-up for the finance operation. Trombly explained that this is not a new position, but the position has been vacant for about 6 months. Previously this position was titled “accountant” but the role was very similar. This minor transition is also consistent with

the actions the county has taken this year to be the regional fiscal agent for various grant projects sought by the community through the Regional Public Health initiative.

There being no further business, Chairman Rogers ended the meeting at 11:25 AM.

Minutes approved at the Aug. 4 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Aug. 11, 2010 9 AM
33 West Street, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NHA Kindopp; Ex. Asst. to the Superintendent, Gemma Lantry.

Chairman Rogers opened the meeting at 9 AM.

MINUTES: Commissioner Pratt moved that the minutes of Aug. 4 be approved, seconded by Commissioner Zerba , voted unanimously.

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

1. There was a discussion about open barn day. Administrator Wozmak said that he had consulted with the Farm Manager and that, due to the workload of getting the milk and beef sales and timber sales, that it is unlikely that there will be enough time to plan for an open barn day this year. In the past, the UNH Coop. Ext. service was the prime organizer, but due to budget cuts, their resources are stretched thin this year.
2. Administrator Wozmak handed out an agenda he received from the Granite State Fair Tax Coalition for a forum they are planning for September 21. They have asked him to be on the panel. He was seeing if the Commissioners had any objections to this invitation. The matter was taken under advisement.
3. The Memorandum of Understanding for the regional transportation plan was presented by NHA Kindopp and she was authorized to sign on behalf of the county. The goal is to examine options for regional transportation.
4. **At 9:34 AM Commissioner Rogers asked attendee Sarah Mullins, recently terminated during her probationary period at the HOC, if she wanted to have her grievance heard in public or non-public session. Ms Mullins chose an open hearing.** Employee brought her attorney, Mike McGrath from the law firm of Upton and Hatfield. Superintendent Van Wickler presented his position, which is consistent with his written submittal of suspension without pay in that she abandoned her post on July 4th without authority or permission to do so. Atty. McGrath stated that the issue was a misunderstanding regarding what was happening in the department. It was alleged by Atty. McGrath that there is a long history of other staff leaving before the end of the shift and that nothing is done in those instances. (ref. Pg. 168-173. There was reference to page 2 (the Schneider letter) and page 55 (letter from officer Delphs). The Commissioners stated that the input from Nurse Schneider is essential to the decision because there is a factual dispute as to whether she granted permission to leave early. Attorney McGrath requested that the Commissioners consider a suspension with pay under the circumstances. The Commissioners asked if there was a precedent and Administrator Wozmak said “no”, that there are times when an employed non-probationary employee is suspended with pay pending the results of an investigation but that here, where Ms. Mullins has already been terminated, that has not occurred. On the basis that the one week delay in the hearing was not the fault of Ms. Mullins and as an act of good faith and compassion, **Commissioner Pratt moved that Sarah Mullins, RN be provided with one week’s, Commissioner Zerba seconded, Chairman Rogers voted nay, motion passed by a vote of 2/1. Session suspended to 8/18 at 9:30 at the HOC.**

5. Superintendent Van Wicker gave an update on the jail, there are 153 inmates, 20 female, 7 feds, 2 work release, 8 electronic monitoring and 3 weekend.
6. Administrator Wozmak presented the state contract for BDAS contract, which was signed by the Commissioners.
7. The calendar was reviewed without comment or change.
8. The county administrator reported that sales of milk and beef has begun and the beef, in particular, the tenderloins, were selling like hotcakes. We are also selling one pound packages of fresh-frozen ground beef and beef patties.
9. Administrator Wozmak updated the Commissioners on the inquiries into the use of the county jail by a film producer. There was some reluctance and a concern over liability and how the old jail might be perceived. Wozmak stated that he will make further inquiries as to those who are seeking access to film.
10. The Commissioners discussed preparing a draft of a letter to FMA and the Delegation regarding their present relationship and what, if any, useful purpose the County has as a middle man for funding and the towns in the county.
11. Administrator Wozmak updated the Commissioners about the proposed new court facility. The proposal is heading to Governor and Executive Council. MEDC, the City and the County will be meeting in the upcoming months to continue to work on the many details that are critical to this project.
12. Wozmak handed out for review by the Commissioners a copy of the lease extension document regarding the Superior Court building. The Commissioners took the matter under advisement.

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

Minutes approved at the Aug. 18 meeting

Roger Zerba, Clerk/s

MINUTES
Cheshire County Commissioners Meeting
Wednesday, Aug. 18, 2010 9 AM
HOC, Keene

PRESENT: Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Superintendent Van Wickler; Ex. Asst. Lantry; Jean Schneider, RN; Nurse Mullins, RN; Attorney Michael McGrath; Sheriff Foote; Atty. McGrath; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:10 AM.

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

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

1. The calendar was reviewed.
2. The Commissioners discussed the agenda for the Delegation meeting on Monday.
3. The Commissioners agreed that Administrator Wozmak could participate in the Granite State Fair Tax Coalition.
4. Employee Nurse Mullins was asked if she wished to have a nonpublic session and she requested it be an open session. Administrator Wozmak presented the evidence the county has regarding the issue as to whether or not she had permission to leave her shift early. The issue is that she clocked out at 2039 hours and whether at 2015 hours her supervisor gave her permission to leave. The Commissioners stopped their regular meeting to conduct the personnel hearing on Sarah Mullins.

CO Delpha testified first and stated that he received a call from the supervisor. He was not sure of the time but the log states that the meal carts returned at 5:40 PM and the call was after that time. He said that the supervisor, Schneider, asked if Nurse Mullins was in the office, he said yes and transferred the call to the medical dept. CO Delpha testified that the supervisor called again about an hour later and was again transferred. In response to a question by Commissioner Pratt, he stated that in the second call, Schneider stated to him that Mullins had requested to leave early so she was just checking in again to see if it was still quiet. According to the log, she left at 20:41. Atty. McGrath asked the officer if the supervisor calls in every day, and the CO stated he thinks she calls in almost every day, if not every day. Atty. McGrath asked the CO if it was unusual for Nurse Mullins to confirm she was leaving, the CO stated it was not.

Nurse Schneider, the supervising nurse, testified next. Administrator Wozmak asked whether she called the jail on July 4th. She stated that she called the jail about 6:30-7 PM, although she could not recall the exact time. She stated that she calls because she is the day nurse and wants to know what is happening. She spoke to CO Delpha and he transferred her to Nurse Mullins. There was a discussion about what was going on at the jail with the inmates. In response to questioning, she stated that Nurse Mullins did not ask to leave early at the time of that call. Commissioner Pratt asked if she remembers what was said. She stated that there was nothing remarkable about the conversation, just asking what was happening. She doesn't remember the exact time. Administrator Wozmak asked if she made another call about an hour later to Nurse Mullins. Schneider said that she did not believe she made a second call; that there would be no reason for her to call one hour after her initial call. Administrator Wozmak asked if employees leave early, before shift end, the

supervisor stated yes. Administrator Wozmak asked what is the procedure for leaving early. Schneider stated that each time they leave early they would have to ask permission. Atty. McGrath asked how she knew Nurse Mullins was calling from her cell phone and does a cell phone work inside the jail. She stated she has caller ID and saw the number calling and that she does not know if her cell phone would work inside the jail, she has not used her cell in the jail. Atty. McGrath asked if this is not the first time she has given permission to leave early, she said it was not the first time. Atty. McGrath asked what she could recall of the conversation with CO Delpha, was she made aware it was a slow night, she stated yes. When she spoke to Nurse Mullins was she made aware it was slow, yes, she said. Atty. McGrath asked if the med pass would have to be done before leaving, and Schneider stated that everything would have to be done. Atty. McGrath asked if in that phone call, there would have been no reason to withhold permission to leave. Schneider said that there would be no reason to withhold it, but that it never came up until Mullins called her at 2115 hours. Atty. McGrath asked what the qualifications were for a Director of Medical Services in the department. Administrator Wozmak objected as to relevance, Chairman sustained the objection. Commissioner Pratt asked if she remembers the second call, supervisor stated she does not remember that call. He asked if an outside line can be obtained from the jail, she stated yes. Commissioner Pratt asked how she knew it was a cell phone, she stated she has caller ID. Atty. McGrath asked how many times Nurse Mullins has called her on her cell phone, Schneider stated she does not know. Administrator Wozmak asked if there was anything during the 9:15 call that gave an indication of where Nurse Mullins was calling from, like background noise, Schneider stated no, she couldn't remember. Commissioner Pratt asked if she only remembers the one phone call; she said yes. Commissioner Pratt asked do you recall any conversation about Nurse Mullins leaving early. Schneider said that the only time she asked about leaving early was at 2115 hours. Atty. McGrath asked if there is anything you said that could have been misunderstood in the conversation, such as anything that could have been construed as permission to leave. Schneider did not think so. He asked what they talked about. Schneider stated that they talked about inmates, what was happening. Commissioner Pratt asked if she has ever given permission to leave before the med pass and she said no. Atty. McGrath stated that the jail log indicates Nurse Mullins conducted final med pass at 20:02. Schneider said, that it was possible but she does not recall what the log entry was. Wozmak asked how often does a request to leave early happen? Schneider stated about once a week. Atty. McGrath stated that on July 17, a nurse left at 9:50, on July 10 at 9:29, on June 18 at 11:26. Administrator Wozmak stated that the issue is not that people leave early, it is whether they have received permission before leaving. Administrator Wozmak and Atty. McGrath stated that they have no further questions. Commissioner Pratt asked the Schneider that since it was a holiday were you expecting drunk drivers, etc, to be booked?, she stated yes, that holidays are usually very busy with people being arrested. He noted that the evening nurse leaves at 2200, and you come in at 6 AM. He asked what would be done if a person is brought in and needs a medical assessment?. She stated that if there is an issue with them, they would be taken to the hospital emergency room for an evaluation prior to being booked. Administrator Wozmak noted that there are no further witnesses.

Atty. McGrath asked Nurse Mullins what do you remember happening on July 4. Nurse Mullins stated that she received the first call at dinnertime, about 6 PM, and that Schneider usually calls in at least once a shift. Nurse Mullins gave a full report to Schneider and noted that nothing significant occurred. Mullins filled Schneider in on what was done and the med pass had to be done. Mullins stated that she did not ask for permission to leave early at this first phone call from Schneider. Mullins said that, yes, Schneider called a second time about an hour later and was given another update, this was about 7:30. She closed the office and spoke to CO Delpha via intercom and that she spoke to her supervisor [Schneider] and received permission to leave. She punched out about 2040 and went to the store, went home and made a call to Schneider on the way home at 9:15. She

stated that it was a confirmation call that she had, indeed, left the facility. Atty. McGrath asked if there was any conversation about the noise in the car. She said yes she was in her car and that Schneider commented on the wind noise she could hear over the phone. Atty. McGrath asked if there was anything said the next day, she said no, she worked a full week with nothing said. Nurse Mullins stated that Superintendent Van Wickler was surprised that people were leaving early. She also stated that other nurses leave early also. Atty. McGrath stated that her Aug. 2 letter to the Commissioners she explained why she thought the supervisor was now saying that you did not have permission to leave early. McGrath said that they consider this to be a whistle blower claim and his client believes there are underlying reasons why this has become an issue. Given the testimony of CO Delpha and the supervisor, there is a discrepancy in the testimony. Atty. McGrath stated that there are issues why this has become a reason for termination. Commissioner Pratt noted that the only issue is whether or not she had permission to leave early. Nurse Mullins noted that she had permission at the 7:30 phone call.

Atty. McGrath stated that if whistle blower issues excluded, we can go forward in a different forum. He asked if in the past permission been given in advance, Nurse Mullins stated yes, usually in bad weather. Nurse Mullins stated that she feels it was all a misunderstanding and this is all because of the Superintendent's surprised response about nursing staff leaving early. Atty. McGrath stated that it appears to be a misunderstanding and a blatant 'CYA'. Superintendent Van Wickler was surprised that nurses were leaving early. He stated that CO Delpha's testimony carries the case and we need to show why she was terminated. She has a spotless job record and she should be reinstated to her position and that she was wrongfully terminated.

Commissioner Pratt moved that the decision be taken under advisement, Commissioner Zerba seconded, Chairman Rogers asked for how long and it was determined it would be by next week, voted unanimously.

Atty. McGrath stated that his client is not being paid and that she continue to be paid until next week. Commissioner Pratt noted that the week's pay was a good faith recognition that the week-long delay was not due to Mullins and that out of compassion they voted to provide one week's pay until Schneider was available to testify. Chairman Rogers noted that he hopes to have the nonpublic deliberation today and will contact Atty. McGrath.

The Commissioners concluded their personnel session with Ms. Mullins and resumed the regular portion of the meeting.

5. Census at the jail is 146, 8 federal, 7 electronic monitoring, 3 weekend, 1 work release.
6. Superintendent Van Wickler noted that every week he is in contact with the three available options for additional federal inmates. He is going forward with the medical certification required by the State of Vermont.
7. Union contract has been accepted by the union member; 70 in favor to 13 against. There are no adjustments to the 2010 budget. The Delegation will have to ratify the Commissioners recommendation to accept the contract over the next two years budget. **Commissioner Pratt moved to accept the Collective Bargaining Agreement and recommend to the Delegation they approve the financial impacts of the COLA and Longevity increases in 2011 and 2012, Commissioner Zerba seconded, voted unanimously.**
8. There was a discussion about the relationship of the county with Fire Mutual Aid. Administrator Wozmak will prepare a draft memo.
9. The Commissioners received an update on the fresh beef and raw milk sales.
10. **Commissioner Pratt moved to approve the State of New Hampshire Superior Court lease extension as presented for the courthouse with the state, authorizing Administrator**

Wozmak to sign any and all documents, seconded by Commissioner Zerba, voted unanimously. The extension is for 12 months with the amount level funded.

- 11. There are 142 residents at MNH, according to Administrator Wozmak.
- 12. Wozmak said that there is a dietary 32 hour position open and the Commissioners authorized the Nursing Home Administrator to fill the position.
- 13. **Nonpublic session – At 11:29 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session in 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 upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to uphold the termination of probationary employee SM based on the reasons stated in the Commissioner’s written opinion as attached. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:11 PM.**

There being no further business, Chairman Rogers ended the meeting at 12:15 PM.

Minutes approved at the Aug. 25 meeting Roger Zerba, Clerk/s

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**CHESHIRE COUNTY COMMISSION  
OFFICE OF THE COUNTY COMMISSIONERS  
Memorandum**

**TO:** Sarah Mullins, RN  
20 Thatcher Hill Road  
Marlborough, NH 03455

Michael S. McGrath, Esq.  
Upton & Hatfield, Attorneys at Law  
10 Centre Street  
P.O. Box 1090  
Concord, NH 03302-1090

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

**DATE:** August 19, 2010

**SUBJECT:** **Grievance hearing on the termination of Sarah Mullins**

**The Background**

Ms. Mullins was hired by the Department of Corrections on September 28, 2009 as a staff nurse. For the past 10 months she had apparently performed satisfactorily and there are no adverse entries in the personnel file that contribute to the matter before us now.

**Ms. Mullins was terminated in a letter dated July 19, 2010, from the Superintendent. The letter indicated that she was terminated because she left her post without prior**

**authorization. It further indicated that she was a probationary employee and had not been employed long enough for RSA 28:10a to attach.**

**In this setting, Ms. Mullins is an at-will employee appealing her termination to the Commissioners under the county grievance policy.**

We began this hearing on August 11<sup>th</sup> and suspended the hearing in order that Nurse Jean Schneider could be made available as an essential witness. The hearing was resumed on August 18<sup>th</sup>.

### **Undisputed pertinent facts**

The following pertinent facts are undisputed:

1. Mullins was scheduled to work until 2200 hours (10PM).
2. At approximately 1900 hours, Jean Schneider (N1) called the jail to speak to Mullins.
3. The call at 1900 hours was received by Officer Delpha who passed the call to Mullins in the medical unit.
4. Mullins punched out on the time clock at 2039 hours. (8:39PM).
5. Mullins made a call on her cell phone to Schneider at 2115 hours (9:15PM).

Testimony was received from Superintendent Van Wickler, Officer Delpha, Jean Schneider and Sarah Mullins.

### **The Oral Testimony**

On August 11<sup>th</sup> at the first hearing on this matter, the Superintendent testified that Mullins left the facility at 2039 hours, without permission, and called Nurse Jean Schneider at 2115 to request permission to leave, when in fact, she had already left. The written documents offered by Schneider (who was unavailable on August 11<sup>th</sup>) was that Mullins requested permission to leave when Mullins called Schneider at 2115 hours from her cell phone.

At the August 11<sup>th</sup> hearing, Mullins testified that she received permission to leave during the 1900 phone call with Schneider. As this created a question of fact as to the substance of the 1900 call, Schneider was considered an essential witness and the hearing was suspended for 7 days until Schneider could be made available.

On August 18<sup>th</sup> the Commissioners resumed the hearing.

Officer Delpha testified that in fact, Schneider called at approximately 1900, a call he passed on to Nurse Mullins. He then testified that there was a second call from Schneider approximately an hour or so after the 1900 call. He stated that, before he passed the second call on to Nurse Mullins, Nurse Schneider told him that Mullins had requested to leave early and she [Schneider] wanted to check to see if things were still quiet.

Schneider testified that at approximately 1900, she called the jail and spoke to Officer Delpha about the status of the inmates' medical condition and general activity at the jail. She asked to have the call passed to Nurse Mullins. Delpha transferred the call to the medical department. Schneider stated that she received a nursing report from Mullins and they discussed what had gone on over the past two days as Schneider had been away. Schneider stated that there was no discussion with Mullins about leaving early during that conversation. Schneider was asked whether she made a second call to the jail approximately an hour after the 1900 call. Schneider said, 'no' that she did not believe that she made a second call and she said that there would be no reason for her to initiate a second call one hour after the first call. Schneider testified that at 2115, Mullins made a cell phone call to her.

She knew it was Mullins' cell phone because she had caller ID and the number showed up. During this call, Schneider said that Mullins requested to leave early as things were quiet and she had completed her medication pass and her work was done. Schneider testified that she granted the request during the 2115 telephone call on the basis of the information she received from Mullins.

Mullins testified at this second hearing that it was during this second call, one hour after the 1900 call, from Nurse Schneider that she made her request to leave early and that request was granted. In answer to a question from one of the Commissioners, Nurse Mullins stated that she did not bring up her request to leave early during Nurse Schneider's original call at 1900.

### **The Written Testimony**

In addition to receiving oral testimony at the two hearings, the Commissioners received written statements from all the witnesses who testified; Van Wickler (July 19), Schneider (July 19), Delpha (July 21) and Mullins (July 23).

Mullins, In her written statement submitted to the Superintendent dated 23 July 2010, writes that *“on the particular night in question she [Schneider] called at approximately 1900 and I informed her that all duties were done except last med pass and that I intended on finishing everything up and heading out early as the department was quiet. At that time consent was granted. I followed up at 2115 with her to inform her that I had in fact finished up and was going to be on call from my home 2 miles away until 2200 and had informed the control room officers of such.”*

Schneider, in her written statement of July 19, makes no mention of any phone call she made to the jail on July 4<sup>th</sup>. In her written statement she wrote: *“At 2115 you telephoned me at my home requesting permission to punch out and leave the facility.”*

Delpha in his written statement wrote: *“On the night of Jul 4<sup>th</sup> I received a call from (N1) Nurse Jean Schneider to be transferred to the medical office to Nurse Mullins. Later that evening Nurse Mullins stated that she had gotten the ok to leave early.”*

### **Discrepancies between Oral and Written Testimony**

The Commissioners were struck by the fact that not one of the written statements referenced a second phone call from Schneider to Mullins on the evening of July 4<sup>th</sup>.

Officer Delpha's written statement spoke of “a” phone call from Nurse Schneider and that it was Nurse Mullins who told him she had gotten an ok to leave early. His oral testimony is inconsistent with his written statement.

Nurse Mullins written statement spoke of receiving permission to leave early during the 1900 call. In her oral testimony she said she did not ask for permission to leave early during the 1900 call but only during the second call. Her oral statement is inconsistent with her written statement.

Assuming Officer Delpha to be an impartial third party witness to the events of July 4<sup>th</sup>, his oral testimony is inconsistent with Nurse Mullins' oral testimony. He stated that Nurse Schneider told him about Nurse Mullin's request to leave early **before** he transferred the call to Nurse Mullins, while Nurse Mullins testified that it was during this second call that she initially made her request to leave early.

### **Findings**

The Commissioners made the following findings:

- (1) The oral testimony of Officer Delpha lacks credibility, and, therefore, brings into serious question the existence of a second phone call from Nurse Schneider to the HOC on the evening of July 4<sup>th</sup>.
- (2) The oral testimony of Nurse Mullins that she asked for permission to leave early during the second Schneider phone call is in direct conflict with her written testimony that she asked and received permission during the 1900 call. Further, Nurse Mullins testified flatly that she did NOT ask for permission during the 1900 call.
- (3) Given the findings stated above, the Commissioners cannot find, by a preponderance of the evidence, that Nurse Mullins received permission to leave early prior to her clocking out at 2039 hours.

**Decision**

It is the unanimous decision of the Board of Cheshire County Commissioners to uphold the decision of the Superintendent of the House of Corrections relative to Nurse Sarah Mullins.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Aug. 25, 2010 9 AM**  
**33 West St., Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Thanh Nguyen; Doug Iosue; NH Administrator Kindopp; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:01 AM.

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

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

1. Thanh updated the Commissioners on the 43 people participating in the ASP, MHC and day program. About half are pretrial and half post trial.
2. Administrator Wozmak updated the Commissioners on the work Thanh has been doing with some of the assignments given him. He is working with Monadnock Alcohol Drug Coalition (MADAC) and the Monadnock Voices for Prevention on the medication take-back program which will collect the unwanted, unused and outdated drugs and to dispose of them properly. He said that there will be two national drug take-back days; one in September and one in November, both of which will likely take place in this region. Administrator Wozmak spoke about the fact that drinking water in many areas has been tested and contains the by-products of certain drugs. He said that no water treatment plant process or waste treatment process is sufficient to remove drugs from our drinking water, hence the importance of proper return or disposal. They are working with the media on a campaign about the safe disposal of drugs. The Sept. 25 event will be a campaign regarding a drop off point for drugs at the Keene Rec. Center. It is sponsored in part by the US Drug Enforcement Agency (DEA).
3. Commissioner Pratt spoke about a question by Superintendent Van Wickler regarding housing other justice departments in the transitional housing building such as ASP, MHC, probation and parole. Administrator Wozmak stated that it is a SCS building and there are many reasons not to have other departments in the building, but that he will pose the question to SCS.
4. There was a discussion of utilization of all of the alternatives to incarceration and the percentage of people who are pre-trial and those who have been adjudicated.
5. Administrator Wozmak advised the Commissioners that Thanh is also working the energy audit funded by ARRA funds through the state of New Hampshire and is working on a scoring plan in order to determine who would be awarded the bid. He will next work on the LED conversion project at MNH and help with administering that grant.
6. Doug Iosue gave the census at the jail. 143, 127 male, 16 female, 7 feds, 1 work release, 6 electronic monitoring, 3 weekend.
7. Doug discussed the Offender Rehab Support (OREST). Explanation of the organization follows:

**Offender Rehabilitation Support Team: OREST**

The Offender Rehabilitation Support Team (**OREST**) was initiated following the statewide two-day symposium on "Mental Illness, Substance Abuse and the Criminal Justice System" that was held in Concord in November 2008. This local coalition had its first meeting in January 2009 and has met every month to date since this time. The OREST group has enjoyed the participation of over 65 different individuals representing a wide spectrum of community partners and stakeholders,

including: law enforcement, public defenders, the County Attorney's office, family service/community providers, Cheshire Medical Center/Dartmouth Hitchcock Clinic Keene, substance abuse providers, DCYF, Housing Services, Employment/Vocational Services, Victim's Witness Advocates, and the Department of Corrections.

**OREST** has established the mission and purpose of the group, which is basically two-fold:

- A.** To identify and act upon opportunities for improvements in the local systems (criminal justice, mental health, substance abuse, social services, housing, etc), with the ultimate goal of reducing recidivism and obtaining better outcomes.
  - B.** To provide consultation for complex or "stuck" cases of individuals with mental illness and/or substance addiction cycling unsuccessfully within the criminal justice system. In regard to case review/consultation, we have developed criteria for review and consultation on particularly difficult or complex cases, as well as a mechanism for attending to confidentiality and informed consent.
8. The Commissioners discussed the management difficulties of multiple systems tracking either benefits or accruals for county employees. After discussion, **Commissioner Pratt made a motion that there be a single, uniform level of benefits and benefit accruals, to all extent possible, for the county employees, Commissioner Zerba seconded, voted unanimously.**
  9. There was a discussion on the motion and vote regarding FMA and that the Commissioners will recommend that the Delegation alter the county relationship with FMA. This will be discussed at the upcoming Delegation meeting.
  10. Census at MNH is 141.
  11. The interior decorator is making their first visit to MNH today.
  12. There is a 40-hour vacancy in housekeeping and the Commissioners approved NHA Kindopp go forward and fill the position.
  13. Administrator Wozmak noted that he asked for a consultant to do a study on what can be done at the nursing home to make it more efficient or what alternatives to county operation are available to the county. He asked permission to put approximately \$40,000 in the 2011 to produce such a report. He felt that an in-depth study should be done by outside consults, particularly as we ramp up a discussion about replacing the current nursing home in the relatively near future.
  14. Administrator Wozmak gave an update on the sales of fresh ground meat and raw milk at the farm.
  15. MNH is planning to have a silent auction of the items in the storage area on Sept. 3, 4, 5, and the bids will be opened on the 6<sup>th</sup>. The Commissioners approved of the plan.
  16. **Nonpublic session – At 11:26 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers 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 Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:36 AM.**
  17. The calendar was reviewed.

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

Minutes approved at the Sept. 1 meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 1, 2010 9 AM**  
**Maplewood Nursing Home, Westmoreland**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Doug Scribner; NH Administrator Kindopp; Mike Potter, ASP; Mgr. King; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:05 AM.

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

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

1. Doug Scribner spoke about the fact that the county leases our computers for three years from Dell. They are now offering four or five year leases with warranty on their computers. Doug recommends that we change from three years to four years because of the savings in the time the IT department spends for turnover, and the financial savings. There was discussion about the various programs available, the costs and the availability of software support. The Commissioners agreed that Doug go forward with the four-year contract at his discretion if it is the best route forward.
2. Mgr. King presented a proposal on fire extinguishers for which he received only one bid from Guyette Fire Protection. The contract is for two years at a total of \$781. The Commissioners agreed that he go forward with the contract.
3. Doug Iosue was contacted by phone and gave an update on the HOC. There are 141 inmates, 11 on electronic monitoring and 1 on work release, 10 feds, 17 female.
4. Mike Potter updated the Commissioners on the 42 participants in the ASP program (13 in ASP, 28 in MHC and 1 in DRC). The Commissioners asked what is the cost of the program per person as compared to the cost for having them in the jail. Mike stated that he does not have the numbers but there is a large savings comparing costs of the HOC to the ASP costs. There was a discussion about how long the participants continue their success after leaving the program. Commissioner Rogers asked if the county in some way could work to track these people to help assure that they are remaining compliant with medications and community services. Mike stated that some follow up can be done, but so many of those on the program move often and drop off the radar. Wozmak said that, based on the numbers of people who have gone thru our programs that it would take a full time person to do follow-up on the hundreds of former clients. He said that if the Commissioners wanted, he could inquire of some of the community-based treatment providers to see if such a service might be useful and/or supported.
5. Administrator Wozmak spoke about the change of management of the EF Lane Hotel and that Monadnock Economic Development Corporation (MEDC) is working to get refinancing. MEDC wants to apply for a \$500,000 economic development grant to purchase the building. Marriott Corporation has already make commitment to the renovation and management. The Delegation Meeting for permission to apply for the grant will be held on Sept. 20. The Commissioners public hearings regarding the CDBG grant will be on Sept. 22 at the regular Commissioners meeting beginning at 9am at 33 West St, Keene..

6. The incentive funds meetings are to be held in Keene on September 8<sup>th</sup> at 1PM and the Commissioners are members of the committee. Wozmak will send the committee list to the Commissioners.
7. Administrator Wozmak is meeting with the movie production people today down at the jail. A independent film company want to do some filming at the old jail. Wozmak said he vetted the company and also talked with the New Hampshire Film and Tourism office to check on them.
8. On Thursday, there are people from Land For Good who, with the Conservation Commission and Cooperative Extension, Farm Manager and Wozmak, will be tour the jail and holding a meeting about re-use of the old jail and how it might be incorporated into what happens at the farm.
9. Septmber 11<sup>th</sup> the Antioch New England students will be making their first visit to the farm in preparation for their work on a sustainability plan for the farm. It is hoped that between this work, and that of the Land For Good folks, that viable ideas can be developed. These ideas may include a change of ownership, which might vastly increase the availability for outside funds for a variety of purposes.
10. The census at MNH is 142.
11. The interior designer was at MNH last week and expects to return in two weeks with color suggestions for the nursing home.
12. Commissioner Rogers signed the letter authorizing Thanh Nguyen from the ASP department as Project Manager of the energy audit project.

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

Minutes approved at the Sept. 8 meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 8, 2010 9 AM**  
**33 West St., Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Finance Director Trombly; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:04 AM.

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

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

1. Mr. Martins of Westmoreland had a concern he shared with Commissioner Pratt. He stated that the Commissioner minutes have not been updated since the end of July and would like to know when they will be on the web site. Ex. Asst. Warren indicated that she will get to it as soon as possible.
2. Mr. Minch was present to share his concern with the traffic back up last Friday because of truck parking at the West St. entrance to our building. This is a common place for 18 wheelers to park to unload for the next building over, and someone had pulled in and could not go forward, and was trying to back out of the lot on to West St. He suggested making it a city street. The Commissioners indicated that the issue has been addressed by painting a line indicating county property and it will have NO PARKING painted on it. The traffic division of the Keene police will be called every time a truck blocks the entry. The Commissioners will take his suggestion under consideration.
3. The county Commissioners have been notified that we have been awarded the block grant in the amount of \$74K for energy efficiency and conservation.
4. There was a discussion about the new grant support specialist hired and that she will be looking into additional grants including the regional prosecutor program in addition to filling a vacant position.
5. The calendar was reviewed.
6. Kathryn Kindopp sent an email advising the Commissioners about the census at MNH, which is 139.
7. The Commissioners reviewed some of the questions they had on the collective bargaining agreement. **Commissioner Pratt moved that the Commissioners approve and sign the CBA, Commissioner Zerba seconded, voted unanimously.**
8. Director Trombly is waiting to hear from the treasurer regarding borrowing and will contact the Commissioners when needed.
9. Captain Clark called with the census at the jail: 155, electronic monitoring 6, weekenders 6, 19 females, 16 federal.

There being no further business, Chairman Rogers ended the meeting at 9:58 AM.

Minutes approved at the Sept. 15 meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 15, 2010 9 AM**  
**HOC, Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Sheriff Foote; Mgr. Hurley; Ex. Asst. Warren

Chairman Rogers opened the meeting at 9:09 AM.

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

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

1. Sheriff requested authorization from the Commissioners to fill one part time and one full time vacancy in the dispatch department. The Commissioners approved the request.
2. Sheriff Foote asked to increase the pay for the prisoner transportation bailiffs by \$15 a day. It would cost about \$1500 for the rest of this year. The state increased the per diem pay for court security bailiffs from \$65 to \$80 per day. The Sheriff believes it is only fair to do the same for the bailiffs who are involved in transporting prisoners even though the state will not be reimbursing the County for this expense. After much discussion, **Commissioner Pratt moved to approve the transportation pay for transportation bailiffs (used to accompany inmates to and from jail) be increased from \$65 to \$80 per day, seconded by Commissioner Zerba, voted unanimously.**
3. There was a discussion about the future needs of the sheriff's department for bailiffs when the new courthouse is built. The design of the new courthouse will require several more bailiffs or deputies to escort prisoners through the building to the various rooms in which prisoners visit with attorneys, etc., according to the Sheriff.
4. Superintendent Van Wickler stated that the census is 167, 17 federal, 17 females, 1 work release, 4 weekenders, 8 electronic monitoring.
5. The HOC inmate transports are increasing, which will result in increased revenue for travel and additional pay for CO's working on transports.
6. The Superintendent has added a transportation job description to the budget for a federal liaison to transport federal inmates. This is a result of the significant increase in communications and scheduling regarding the federal inmates, in addition to normal inmate transportation coordination. He noted that the federal inmates have doubled in one month.
7. Superintendent presented a request to hire a RN for the HOC at a higher rate than the starting rate for this position. **Commissioner Pratt moved to deny the request to exceed the request of Superintendent Van Wickler to offer a higher rate to SB as a new hire for the HOC RN position as the background and experience of the applicant did not warrant a higher rate of pay, Commissioner Zerba seconded, voted unanimously.**
8. **Nonpublic session – At 9:49 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session in 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 upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic**

session, no decision was made and no vote taken. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:20 AM.

9. There was discussion regarding the use of sick time for employees who are retiring. **Commissioner Zerba moved a modification of the accrued sick leave policy so that employees who have been employed at least 10 years and who are leaving county employment for retirement (defined as arranging to collect under the NHRS) could continue to access accrued sick leave time for legitimate illnesses through their final two weeks of work, Commissioner Pratt seconded, voted unanimously.**
10. The calendar was reviewed.
11. Kathryn Kindopp called in to give an update on MNH, census is 139.
12. Kathryn requested authorization to fill a 40 hour dietary vacancy, the Commissioners agreed that she go forward with the hire.
13. There will be a bomb threat drill next week at the nursing home and they will plan on evacuating one wing with the help of several local agencies and police.
14. There was a discussion about the NHRS increases in county contributions to the retirement system, costs that have been passed down to the county from the state. Finance Director Tromby said the increases for Group I retirement are expected to be up by 12.31% and that increases for Group II retirement will be up 25.57 %. In large part, these increases at the local level appear to relate to the State's failure to contribute sufficient funds to the pension fund to meet its long-term obligations. Hence, those funds must come from the local governments and the counties. There is a lawsuit that has been filed by local governments attempting to stop the state from shifting this burden to the local property tax payers and local governments.
15. Superintendent Van Wickler received a request that the inmates prepare whoopie pies to be sold at the pumpkin festival to help raise funds for the festival. We would be reimbursed for the costs. The Commissioners left the decision to the superintendent.
16. Superintendent Van Wickler stated that the Lions Club will be having a lunch at the jail in the near future. The Lion's pay for their lunches.
17. **Nonpublic session – At 11:15 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to reinstate SR, a former employee, as a LNA at grade 5 \$15.14 an hour for 40 hours a week based on her previous experience with the county. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:26 AM.**
18. There was a discussion about the FMA meeting Commissioner Zerba attended. Zerba said there were some comments about the recent Delegation meeting where the Commissioners talked about changing the nature of the relationship with FMA. It was mentioned that this was a topic that had been discussed with FMA management several times over the past two years and none of the Commissioners thought it would be a problem bring it up. However, the Delegation has decided not to alter the relationship.

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

Minutes approved at the Sept. 22 meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 22, 2010 9 AM**  
**33 West St., Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Ex. Asst. Warren; Linda Mangones, Lola Grab, KHA

Chairman Rogers opened the meeting at 9AM.

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

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

1. Commissioner Pratt moved to go into the first public hearing at 9 AM, Commissioner Zerba seconded, voted unanimously.

**FIRST PUBLIC HEARING – COMMUNITY DEVELOPMENT PROGRAM**

Lola Grab, CDBG Grant Administrator, explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Cheshire County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year. All CDBG projects must have a primary benefit for low and moderate income persons.

The proposed application to the Community Development Finance Authority is for \$500,000 in Community Development Block Grant funds to be used for the renovation of the EF Lane Hotel in Keene, NH. Mrs. Linda Mangones, CDBG Grant Administrator explained the project. Grant funds would be used to refurbish the Hotel as part of a change in management. Monadnock Economic Development Corporation (MEDC) will become the owner of the property with the cooperation of the current owner. MEDC will contract with Colwen Mgmt, a NH based company, to manage the property and oversee the renovation. Mrs. Mangones had a Summary Handout of the project available.

The floor was open to public comment. One member of the public asked about bidding outside the county. Linda explained that the CDBG funds would be used for furniture, fixtures, and working capital. There will not be a construction bid as Colwen Mgmt is associated with a construction company. Commissioner Pratt asked if we can have any assurance that they will pay prevailing wages. Linda stated that this can not be required as no CDBG funds are being used for construction, but she believes that they do use prevailing wages and will ask them. Chairman Rogers asked if there were any further questions, there being none, the public hearing closed at 9:23.

**SECOND PUBLIC HEARING – Housing and Community Development Plan (HCD)**

Chairman Rogers opened the second Public hearing at 9:23.

**Lola Grab, CDBG Administrator, explained the** Housing and Community Development Plan is one that the Board adopted for the application for Second Chance for Success in January 2010. The plan is due for review and re-adoption every three years. This project conforms with Cheshire County's Housing and Community Development Plan Goals. A copy of the plan and a summary were available for review.

The public was asked if there were any questions, there being none, the Public hearing was closed at 9:25.

**THIRD PUBLIC HEARING – Residential Antidisplacement & Relocation Plan (RARA)**  
Chairman Rogers opened the third public hearing at 9:25.

Lola Grab, CDBG Administrator, explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed. This would require that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Under the certification section of the application, the county will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. The Relocation Anti-displacement and Relocation Plan is the same one which was re-adopted for the Second Chance application, and a copy was available for review. There is no displacement or relocation anticipated from the EF Lane Hotel Renovation project. The Residential Antidisplacement & Relocation Plan is the one that the Board adopted for the application for Second Chance for Success in January 2010.

As there were no questions from the public, the Public hearing was closed at 9:27.

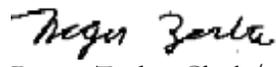
**Commissioner Pratt made a motion that the Commissioners approve and support the County's grant application to the Community Development Finance Authority of the State of New Hampshire for an amount not to exceed \$500,000 in Community Development Block Grant funds to be used by Monadnock Economic Development Corporation for the EF Lane Hotel Renovation in Keene, NH; that the County reaffirms the Housing and Community Development Plan and the Displacement and Relocation Plans previously adopted; that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and further, that the Chairman of the Cheshire County Commissioners and/or the County Administrator is authorized to execute any documents which may be necessary to effectuate the contract, including a contract with the Keene Housing Authority for the administration of the program, and, further, that the County Administrator shall be the Environmental Certifying Officer for the CDBG Program, seconded by Commissioner Zerba, voted unanimously.**

2. Census at the nursing home is 139.
3. Kathryn asked for authorization to fill a 16 hour dietary position. The Commissioners approved her request.
4. Kathryn advised the Commissioners that a local attorney asked for permission to video tape a resident who is involved in a lawsuit. Administrator Wozmak will speak to the attorney with our requirements.
5. Superintendent Van Wickler noted that the census at the jail is 166, 1 work release, 9 electronic monitoring, 5 weekend, 15 federal, 18 females.
6. There was a discussion on how much SB 500 (reducing the state prison population and

- purportedly putting under the supervision of parole/probation) will affect the county jail.
7. Superintendent Van Wickler was on the radio this morning and Rep. Lindsey called and asked why the jail does not have a law library. The Superintendent noted that it is not a requirement but he will look into availability by computer whose Internet access could be controlled to avoid having inmates cruising the Internet.
  8. The superintendent reminded the Commissioners that one of the inmates is receiving a high school diploma today.
  9. The academy starts in November and there will be two CO's attending. There was discussion about the remaining ten officers awaiting certification.
  10. The calendar was reviewed without change or addition.
  11. Last Saturday Administrator Wozmak had 19 Antioch students at the farm who will be preparing a sustainability program.
  12. The governor and executive council are meeting today to authorize administrative services to enter into a lease with MEDC regarding the proposed new courthouse in downtown Keene.
  13. There was \$273.25 received from milk and beef sales at the farm.
  14. There was discussion with Facilities Manager King regarding the vacancy of the boiler Operator (also previously called the Stationary Engineer). He would like to transfer an existing employee into that position. Commissioner Pratt made a motion to promote KK to Boiler Operator at a Grade 7 with a rate of \$14.22 with the instruction that Mr. King is to send KK for his Boiler Certification as soon as possible. Motion seconded by Zerba; Voted Unanimously.
  15. Nursing Home Administrator Kindopp requested permission to fill a dietary position. This permission was granted.

There being no further business, Chairman Rogers ended the meeting at 11:41 AM.

Minutes approved at the Sept. 29 meeting

  
Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, Sept. 29, 2010 9 AM**  
**33 West Street, Keene**

**PRESENT:** Commissioners Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Mgr. King (by phone); Ex. Asst. Warren

Vice Chairman Pratt opened the meeting at 9:04 AM.

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

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

1. Administrator Wozmak spoke to Executive Councilor Debra Pignatelli who advised that the Executive Council would meet in December to make a decision on the proposed lease between the State and MEDC regarding the new (proposed) court facility on Winter Street in Keene.
2. Census at the jail is 164, 9 on electronic monitoring, 5 weekend, 18 female, 15 federal and 1 work release.
3. Superintendent Van Wickler reviewed and distributed a statistical report regarding the jail census pattern at the jail and that it seems to be a spike in census happening every six weeks. The statistical profile does not indicate any specific source or reason for the increase.
4. Superintendent Van Wickler presented his request for an inmate orientation video, which he has received a price of \$1800 from a former Keene High student who previously worked on a video at the high school. Commissioner Pratt asked that he check with the National Institute of Corrections to see if there is a standard video that is distributed nationally. The Superintendent said he intended to use the inmate canteen fund to pay for the inmate orientation video.
5. Superintendent Van Wickler presented a request to hire a per diem RN, but she wants \$24.93 instead of the beginning pay of \$22.47. The Commissioners approved hiring TT as a per diem (not regularly scheduled and without benefits) RN at the rate of \$24.93, based on her years of experience.
6. The NHAC Corrections Affiliate asked the NHAV Executive Committee to extend the corrections academy by one additional week, making the academy a 5-week program. It was approved by the NHAC executive committee, but the superintendent voted against extending the curriculum because of the financial impact it would have. It becomes expensive to both pay the officers to attend the certification program and to cover their absence in the facility. He has about 25 officers who are not yet certified. This will increase CO training to five weeks, 200 hours.
7. Mgr. King brought before the Commissioners the fact that there was a lot of false alarms being transmitted to Mutual Aid from the old jail and he would like to modify the notification such that only the sprinkler system alarm would directly transmit to Mutual Aid. As smoke alarms save people and sprinkler alarms save buildings, it makes sense that only the sprinkler alarm gets transmitted. The fire department is in agreement with this plan and the Commissioners agreed also.
8. King stated that the new on call system (which takes the department manager out of the on-call schedule) is working well.
9. The producers of the independent movie Duxton County will be filming at the jail will begin on Oct. 20. The producers will be reimbursing or paying for any staff time needed to accompany

them during filming.

10. Census at MNH is 139.
11. Administrator Wozmak spoke about the County Conversations meeting held by UNH CE at East Hill Farm in Troy. He said he spoke to the Director of the Cooperative Extension, John Pike, regarding the increasing sensitivity of the Delegation regarding what the mission of CE is and whether they have drifted from their historical mission.
12. The farm has sold about \$400 of meat and milk.
13. The discussion on the courthouse continued. Administrator Wozmak noted that the time line will be longer than expected. He reviewed his memo to the Delegation with the Commissioners. He noted that we would have to amend the budget to give MEDC the funds to purchase the land, which will be returned to us. This will be brought before the Delegation in November.
14. The update on census for ASP is as follows: There are 9 people in the Alternative Sentencing Program, 36 in the mental health court program and one in day reporting. 28 are pre-trial and 18 are post adjudication.

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

Minutes approved at the October 6th meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 6, 2010 9 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; NH Administrator Kindopp; Mgr. King ; HR Manager Hurley, Steve Roberge, UNH Cooperative Extension.

Chairman Rogers opened the meeting at 9:07 AM.

**MINUTES: Commissioner Zerba moved that the minutes of Sept. 29 be approved, seconded by Commissioner Pratt, voted unanimously.**

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

1. There were no changes to the calendar.
2. Steve Roberge from the Cooperative Extension spoke to the Commissioners about the planning for the timber cut on county-owned land. They intend to look at an approximate 40 to 50 acre area and make selective cuts of marketable timber. The timeline will be that they will mark the trees to be cut, will wait for the ground to freeze and likely cut around December of January. The hope is to sell about \$10,000 to \$20,000 worth of timber. **Commissioner Pratt made a motion that the timber cut move forward as quickly as the weather allows, seconded by Commissioner Zerba. Voted Unanimously.**
3. Roberge gave the Commissioners an example of the Notice of Timber Sale, a sample Timber Sale Agreement as well as a Forest Summary of the Total Merchanable Forest Stocking for the Westmoreland property.
4. Barry King, Facilities Manager updated the Commissioners on the disappearance of the highway informational signs (two of them) that have disappeared from Route 12 and Route 63. King has contacted the DOT who has referred him to the people in charge of highway signs. It was questioned whether or not a police report should be filed or whether the signs were officially removed for some reason. Apparently, the signs were taken down by unbolting them from the stub sticking into the ground.
5. King reported that the new nurse-call system on one nursing floor is complete. Facilities staff ran 9,300 feet of wire and made 400 certified connections related to this software-driven system.
6. Nursing Home administrator Kindopp said there was 137 residents in the nursing home with 2 in the hospital and one new admission expected.
7. Kindopp said the architectural firm is continuing their work on color selections for the nursing home.
8. She also reported that they are working on implementing new nursing home regulations regarding documentation which has a much higher degree of detailed reporting for admissions and care related conditions. It was noted how troubling it is to have even more documenting and reporting in this industry.
9. Commissioner Pratt discussed the presentation of the budget books and registered his interest in separating the county departments from the outside agencies and also from the "county-related" agencies, like Mutual Aid over which the Commissioners and Delegation have little oversight. It was decided that the county departments would have a green cover, the outside agencies would have a yellow cover and Mutual Aid would have a red cover.
10. At the request of Director of Nursing Sheltra: **Nonpublic session – At 10:32 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 a public employee. The motion was approved upon a roll call vote of Commissioners Rogers, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to table any action on the hiring of SH. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:40 AM.**

11. **Nonpublic session – At 10:43 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to authorize the transfer of MM from RN Supervisor to the position of RN staff nurse and to reduce her rate of pay by \$3 per hour effective immediately and to continue to a date in the future, to be determined by the Finance Manager, whereupon her rate of pay will increase by \$1 per hour. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:55 AM.**
12. County Administrator Wozmak reported the statistics for the Alternative Sentencing Program and Mental Health Court. There are 9 in the ASP and 40 in the MHC with one remaining in the DRC. To date this year, there have been 39 in the ASP, 83 in the MHC and 14 in the DRC.
13. Commissioner Rogers made a motion that no new hire come forward to the Commissioners unless and until the HR hiring process had been completed. Seconded by Commissioner Zerba, voted Unanimously. HR and the County Administrator will establish a checklist which will have to be submitted to the Commissioners through the County Administrator prior to any new hire request being placed on the Commissioners agenda.

There being no further business, Chairman Pratt ended the meeting at 12:27 AM.

Minutes approved at the Oct 13, 2010 meeting

Roger Zerba, Clerk

**Cheshire County Commissioners Meeting  
Wednesday, October 13, 2010 9 AM  
33 West Street, Keene, NH**

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

Chairman Rogers opened the meeting at 9:07 AM.

**MINUTES:** Commissioner Zerba moved that the minutes of October 6th be approved, seconded by Commissioner Pratt, voted unanimously.

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

1. There were no changes to the calendar.
2. The Superintendent reported on conditions at the jail. The census is 169 with 3 on work release, 8 on electronic monitoring, 4 weekend sentences, 15 federal prisoners and 23 females. He reported that for the first time, the HOC has offered to use inmates to assist in the clean up of the Pumpkin Festival. He also reported that the jail kitchen will be making 3,000 whoopee pies for the community kitchen to sell at the pumpkin festival with the kitchen reimbursing the county for the cost of supplies. The Superintendent has been asked to be on the Rockingham County search/interview panel for the position of Superintendent of the Rockingham County Jail. There will be several corrections officers graduating on November 5<sup>th</sup> at the NH Police Academy to which the Commissioners are invited. He reported that the public access channel would be showing a video tour of the new jail on the local access channel 8 over the upcoming period.
3. **At 9:30 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, Pratt and Zerba. 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 9:40 AM.**
4. **At 10:00 AM, Pursuant to RSA 91-A (II)(a), (b) and (c), Commissioner Rogers moved to go into non-public session for 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 upon a roll call vote of Commissioner Rogers, Pratt and Zerba. As a result of the deliberations in non-public session, a decision was made and a vote taken to ask the County Administrator to investigate the level of coverage for the claim recently filed against the county. The Commissioners unanimously voted to return to public session at 11:10AM.**
5. The Commissioners reviewed the statistics for the various programs for alternatives to incarceration and several questions regarding the percentage that these cases are as against the total coming before the Keene District Court. They asked about the percentage that are repeat program participants and the number of participants who are employed while participating in the programs. These questions will be passed on to the program manager.

There being no further business, Chairman Pratt ended the meeting at 11:47 AM.

Minutes approved at the meeting Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 20, 2010 9 AM**  
**HOC, 825 Marlboro Street, Keene, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; HOC Superintendent Van Wickler, HR Manager Hurley, Nursing Home Administrator Kindopp, DNS Sheltra.

Chairman Rogers opened the meeting at 9:00 AM.

**MINUTES: Commissioner Zerba moved that the minutes of October 13th be approved, seconded by Commissioner Pratt, voted unanimously.**

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

1. There were no changes to the calendar.
2. The Superintendent reported on conditions and census at the jail. There are 155 inmates with 5 weekenders, 8 on electronic monitoring, 3 on work release and 15 federal inmates. The Commissioners requested that the Superintendent add the number of prisoner transports to his weekly report in order that they can gauge the workload that transports is creating. The Superintendent reported that all 3,000 of the whoopee pies that the jail made for the community kitchen were sold out early in the evening. Last week there was discussion about using inmates to help with the clean up of the pumpkin festival but after discussion with the Keene Police Chief, this plan was abandoned for a variety of reasons. Mr. Van Wickler reported that the culinary arts program for inmates will be starting and there are four inmates who have paid the \$80 fee to take part in the certificate program. There is a method of subsidizing those inmates unable to pay but interested in the program.
3. **At 9:44 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 an employee. The motion was approved upon a roll call vote of Commissioners Rogers, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted to deny the Superintendent's request to hire TT at a rate of pay greater than the current pay scale allows. The Commissioners unanimously voted to return to public session at 10:44 AM.**
4. The Superintendent reported that, as a necessity of becoming an accredited medical department for the State of Vermont, that a Registered Nurse is required to head the medical services department. As a result of this, he reported that the current medical services director, an LPN, has agreed to step down from that role and take a staff position. She accepted the director position as an LPN but no change was made to her grade at that time. After discussion, the Commissioners voted to authorize the transfer effective on a date to be determined by the Superintendent, said transfer to be without reduction in her equivalent hourly rate, based upon her years of service and her current positioning within the grade structure.
5. **At 10:47 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, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted to approve the transfer of H.B. to the position of Scheduler Coordinator/Employee Health Assistant at her current rate of pay, based on**

her many years of county service balanced against the different job position. The Commissioners unanimously voted to return to public session at 10:56 AM.

6. At 10:57 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, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted to authorize the promotion of L.F. to the position of Nurse Manager at a rate of \$27.00/hr based on her many years of experience with the county. The Commissioners unanimously voted to return to public session at 11:02 AM.
7. At 11:03 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, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted to approve the unpaid LOA of M.C. from October 2<sup>nd</sup> to November 2<sup>nd</sup> and to approve an unpaid LOAQ for E.W. for a maximum of 8 weeks. The Commissioners unanimously voted to return to public session at 11:13 AM.
8. At 11:23 AM, Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the interpretation of the collective bargaining agreement, an aspect of which is being subjected to a grievance. The motion was approved upon a roll call vote of Commissioners Rogers, Pratt and Zerba. 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 12:15 PM.
9. The Commissioners discussed holding the Employee Recognition luncheon on Wednesday, December 15, 2010, at Maplewood, following their regular weekly meeting whose location would be changed to Maplewood for that day.

There being no further business, Chairman Pratt ended the meeting at 12:18P.

Minutes approved at the October 27, 2010 meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 27, 2010 9 AM**  
**33 West Street, Keene**

**PRESENT:** Commissioners Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; HR Manager Hurley, Project Manager Thanh Nguyen.

Vice Chairman Pratt opened the meeting at 9:07 AM.

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

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

1. Thanh Nguyen gave the Commissioners an update on the work he has done assessing the proposals submitted to conduct an energy audit of county buildings. He explained that while we have been approved by the NH DOE to spend up to \$74,000 on this project, that the bidding came in much lower at least as to the successful bidder. We will be seeking to retain the total award to use on any recommendations flowing from the audit. The process of bidding was administered by the county with directives from the NH DOE and the Technical Advisor under contract with the NH DOE. Ten proposals were received and four companies interviewed by a panel of county staff and technical advisors from the state-contract company. McCormack company out of Maine was chosen based on the scoring used and the price quoted.
2. Thanh also updated the Commissioners on his work coordinating the Medication Take-back events, one of which took place last month in cooperation with the US DEA and the Keene Police Department and many volunteers from the Monadnock Voices for Prevention and Cheshire Medical Center. The next medication take-back is scheduled for November 13 in cooperation with the American Medicine Cabinet organization that is prompting this second nation-wide event. Six sites in the county are interested in participating in this regional approach to the recovery of unused medications and the County has had a pivotal role in facilitating, at no county expense, these discussions.
3. Thanh said his next project is to conduct a review of proposals for the lighting upgrade project at Maplewood Nursing Home, which is being paid for using US DOE funds in the amount of approximately \$326,000. He will keep the Commissioners informed of the bidding process and outcome.
4. Thanh gave the Commissioners an update on the statistics for the Alternative Sentencing Programs (including the Mental Health Court). There are currently 40 people total with 24 pre-trial and 16 post-trial. They are about evenly split between the ASP and the MHC. As a general program update, and in response to questions by the Commissioners, Thanh said that currently 5 of the participants are repeat customers but that only one has been here within the past 12 months. The other 4 were in the program three to four years ago. He explained that success is measured as a function of decreased recidivism which is defined as a decrease in the number of arrests (related to their substance abuse disorder or mental health problem) over the year after programs completion. Arrest records are examined annually to detect a reduction of arrests. Comparisons are made of the arrest records both before the program and then after the program. Our statistics show that there was an 83% decrease in the number of arrests from 2008 and 2009. As many as five years has passed for many graduates without an arrest, making the program very successful in breaking the pattern of recidivism. He reminded the

Commissioners that the purpose of the program is to reduce the number of times these people cycle in and out of jail; it is not to cure their mental illness. In response to a question, Thanh said that he is not sure what the total percentage of Keene District Court cases are referred to these programs as we don't know the actual number of KDC cases.

5. Mr. Wozmak, on behalf of the Nursing Home Administrator asked if the date on which the Commissioners regularly meet at MNH could be changed from the first Wednesday of the month to the last Wednesday of the month. The Commissioners agreed and asked Wozmak to make adjustments and as the schedule allows to move the calendar in this direction and to post the new calendar.
6. Wozmak reported that, using our new Grant Support Specialist within the Finance Department, we are currently managing approximately \$1.5 million in grants. We expect our grant management services will increase over time and expect to be able to cover the expenses of the person in this position. A representative from the NH Homeland Security Program Committee asked whether the county would be willing to advocate for some of the smaller towns as homeland security funds are going unspent and requests from municipalities is less than expected. We have agreed to offer to assist those towns should it be of value to them and will begin to reach out to them once we get a better understanding of the program and what can be purchased with these funds. The Commissioners said it would be useful for them to get periodic updates from her at their meetings.
7. Finance Director Trombly said the public hearing on the 2011 proposed Commissioners budget must be held on December 6, 2010, according to statute. This would be the Monday following the date the newly elected state representatives are sworn-in in Concord. At this meeting, it is anticipated that we will not only hold the public hearing on the Commissioners' Proposed Budget, but will also discuss the proposed new courthouse; hold the organizational meeting of the Delegation and hold an Executive Committee meeting to set the dates for review of the proposed budget.
8. Wozmak advised the Commissioners that he would be on vacation from December 25<sup>th</sup> through January 3<sup>rd</sup>.
9. The Commissioners authorized the filling of a 40-hour position in Dietary created due to a full-time employee moving from the area.
10. **At 11:00 AM, Pursuant to RSA 91-A (II)(a), (b) and (c), Commissioner Pratt moved to go into non-public session for 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 upon a roll call vote of Commissioner Pratt and Zerba. As a result of the deliberations in non-public session, no votes were taken and no decisions made. The Commissioners unanimously voted to return to public session at 11:15AM.**
11. Wozmak discussed the demolition of the Latchis Theater shell with the Commissioners. We have received an estimated cost of \$375,000. Wozmak recommended that we strongly consider demolishing this building whose best use going forward would likely be as parking, particularly in light of the need for displacement parking should the proposed new courthouse begin construction. He suggested we continue the current dialog with the City as to a parking arrangement flowing from our giving the land to the city for parking, which we would use, thus saving the county from being in the parking lot maintenance business. He recommended using ARRA funds and not tax dollars for this purpose, feeling that the opportunity to get some value out of the building without using tax money would be a useful approach.
12. There was discussion regarding a letter sent to the Commissioners, among others, from a Daniel Repucci who was apparently fired from the Winchester Police Department, according to

documents submitted by Mr. Repucci. He wants the Sheriff's Department to be investigated related to his case. The Superior Court upheld his termination, according to records supplied by Mr. Repucci. The Commissioners asked Wozmak to send a letter to him stating that the Commissioners had no statutory authority to investigate the Sheriff's office and that his complaint should be filed elsewhere.

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

Minutes approved at the October meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday, November 4, 2010 2 PM**  
**33 West Street, Keene**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Grant Support Specialist Cyndi Desrosiers.

Chairman Rogers opened the meeting at 2:04 PM.

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

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

1. Wozmak provided an update on the EF Lane Hotel CDBG project, which, notwithstanding the foreclosure process, is proceeding as planned.
2. Wozmak advised the Commissioners about the upcoming Antioch student presentations, scheduled for December 11, 2010 at a time and place to be determined. The presentations will be regarding the Westmoreland farm and jail land and potential alternate uses for this property. The students are part of the Antioch Sustainable MBA program. The Commissioners suggested inviting the Delegation, the Delegation Farm Committee, the Jail Re-use Committee and, in particular, the newly elected folks.
3. Trombly discussed the potential capital projects list to utilize the remaining ARRA funds that are now in-hand but yet unappropriated. After discussion, it was decided to narrow the list and represent it to the Commissioners.
4. Trombly provided a brief update on the RFP that was advertised for the county audit. This was advisory at this point as proposals are expected. The goal is to engage a separate firm to conduct the audit. Currently we use the same firm to both produce the financial statements and conduct the audit. Best practice is to separate those two functions.
5. Trombly brought forward proposal from the Sheriff's Dept and computer operations to set up a software capability that would allow regional police agencies to perhaps share the county IMC software currently used in the Sheriff's Department. The Commissioners wanted to make sure that either all towns were included or at least asked and that non-participating towns were spared from any financial burden from this proposal.
6. Desrosiers discussed with the Commissioners the grant research work she is doing, by request, for county departments and local agencies. Her position has been very well received and the county is currently managing nearly 12 grants with a value of \$1.5 million on behalf of the county and affiliated entities. Of notable interest is the fact that the income from these grants (administrative fees) are virtually paying for the costs of this position. The goal is to establish a strong pathway to non-tax dollar funding for projects or activities that might otherwise use tax dollars, Desrosiers said.
7. Wozmak said that the Swearing-in ceremony for county officials would be January 5, 2011 at approximately 9am. It will most likely be in the Jury Assembly Room of the Superior Court in order to save expenses. Previously, it was held at Keene State College but there were costs associated with using the room.
8. Wozmak advised the Commissioners that the Delegation meeting will be December 6, 2010, a date established by statute, where the Delegation will conduct their organizational meeting, hold a public hearing on the Commissioners Proposed 2011 Budget, and the Executive Committee will convene following this hearing to authorize the Treasurer to borrow in anticipation of taxes and to establish the dates on which the Executive Committee will review the proposed 2011 budget. The

Commissioners requested Wozmak to send a letter to Treasurer West requesting his presence at the December 6, 2010 meeting in order to seek authorization from the Executive Committee for the Treasurer to borrow in anticipation taxes for 2011.

9. Census at MNH is 136.
10. Administrator Wozmak spoke about the necessity of demolishing the Latchis Theater (the brick shell of the long-ago gutted theater). His recommendation is to use ARRA funds to accomplish this in time to create alternate parking should the proposed new court building begin to be built in the spring. The building continues to deteriorate and, but for the parking that it could provide, appears to now have little use as a structure, particularly in light of the proposed new court building. The county bought the Latchis about seven years ago for \$30,000.
11. Wozmak reported that he will be attending a public viewing of the jail water system at the new jail as a procedural step in requesting the City to take the system over as their own. A City Council meeting will follow the public site visit.
12. Wozmak updated the Commissioners on the sub-division of the current county property occupied by the Superior Court in order to have a piece of property that can be transferred to MEDC in anticipation of the new courthouse on the Winter Street lot. That sub-division will be submitted to the City on November 12<sup>th</sup>.
13. There will be a MACE (Multi-Agency Coordination Entity) exercise this coming Friday. The MACE is the county-sponsored emergency management site located in the Jury Assembly Room of Superior Court, which houses the various public health entities that would respond and manage a public health emergency. This work has been funded by state grants.
14. The jail census is 159, in-house, with a total of 179 under the control of corrections. This included 5 weekenders, 7 on electronic monitoring, 2 on work release and 16 federal inmates.
15. The Commissioners said that they are awaiting the lease to SCS of the transitional housing site and would like to get this lease signed soon. Wozmak will follow up with SCS.
16. The Commissioners review the letter to Mr. Repucci and made some changes and the letter is now ready to be sent.
17. **At 2:45 PM, Pursuant to RSA 91-A (II)(a), (b) and (c), Commissioner Pratt moved to go into non-public session for 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 upon a roll call vote of Commissioner Pratt and Zerba. As a result of the deliberations in non-public session, no votes were taken and no decisions made. The Commissioners unanimously voted to return to public session at 2:55 PM.**
18. **At 2:59 PM, Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Rogers moved to go into non-public session to discuss the hiring or transfer of an employee. The motion was approved upon a roll call vote of Commissioners Rogers, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted authorize employee C.M to change status from Per Diem to that of Temporary, Full-time Activity Aide at a rate of #11.75 (Grade 5M), voted unanimously. The Commissioners unanimously voted to return to public session at 3:09 PM.**

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

Minutes approved at the November 10th meeting

Roger Zerba, Clerk

## MINUTES

**Cheshire County Commissioners Meeting  
Wednesday, November 10, 2010 9 AM  
Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; Grant Support Specialist Cyndi Desrosiers; Commissioner-elect Aaron Patt.

Chairman Rogers opened the meeting at 9:08 AM.

**MINUTES: Commissioner Zerba moved that the minutes of November 4th be approved, seconded by Commissioner Pratt, voted unanimously.**

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

1. Finance Director Trombly briefed the Commissioners about the reduced revenue projections for the 2011 budget year. Nursing home revenues and census are lower and further state Medicaid rate reductions are expected. Also, certain one-time funding from the federal government is waning. The combined impact is that expected revenues for Maplewood Nursing Home will be about \$1.8 million less than in 2010, which is a substantial increase in the tax subsidization of the facility. Discussion ensued. The Commissioners will meet to have a working budget session on Tuesday, November 16<sup>th</sup> at 2 PM at 33 West Street as the Commissioners proposed budget needs to be wrapped up before the Thanksgiving holiday in order to maintain the statutory timeline for the December 6<sup>th</sup> public hearing.
2. Nursing Home Administrator Kindopp updated the Commissioners on the CMS ruling related to the van incident. The matter was referred to Primex for advice.
3. Changes were made to the Calendar and the meeting list will be updated and distributed.
4. At 10 AM, Trombly opened the bids received for audit services. She will review the proposals and return to the Commissioners with a recommendation.
5. Kindopp reported that there are 137 residents at the nursing home with several admissions under review.
6. Wozmak reported that he attended the November 4<sup>th</sup> city council hearing regarding the county request that the city assume ownership and responsibility for the water system improvements made by the county to service the new jail in Keene. The committee voted 3 to 2 to recommend against accepting the system. The Commissioners were disappointed and discussed the alternatives. Wozmak will meet with the City Manager to discuss the process at the full council level.
7. Wozmak updated the Commissioners on the subdivision plans being submitted to the city on the 12<sup>th</sup> regarding the proposed new courthouse on the Winter Street parking lot. This will establish a separate parcel of land that could be sold to the state or another buyer in the future.
8. There was further discussion about the Delegation meeting on December 6, 2010 and the timing of the Commissioners' proposed budget publication date.
9. Jack Dugan from the Monadnock Economic Development Corporation (MEDC) spoke to the Commissioners about the funding structure for the proposed new courthouse in Keene. There was much discussion about how to assess and distinguish the value of the land. The concept that the land had a value of \$1 million was discussed as against the necessity of the county actually providing MEDC with a \$1 million loan, which would be paid back at the closing with the county retaining a \$1 million note payable. There was much discussion as to how this was clearly a complicated funding structure. Dugan said that this funding structure is what was recommended and authorized by the Business Finance Authority, the entity through which the new market tax credits come. Dugan will continue work on a document that represents the agreement between MEDC and the

County as to terms, conditions and obligations relating to the property and the project. Dugan agreed to provide the Commissioners with the BFA information he is using and the lease he has negotiated with the state. He also discussed the options that the state and the county would have to purchase the property, with the county's purchase price being offset by a to-be-determined value. Dugan discussed a 3% return on the value of the land as a measure of the return on investment.

10. Kindopp was granted permission to fill a 40hour dietary position caused by an internal transfer.
11. The Commissioners asked about the painting schedule for Maplewood. Wozmak will check with Facilities Manager King.
12. **At 12:29 PM, Pursuant to RSA 91-A (II)(a), (b) and (c), Commissioner Rogers moved to go into non-public session for 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 upon a roll call vote of Commissioner Rogers and Zerba (Pratt was no longer present at the meeting). As a result of the deliberations in non-public session, no votes were taken and no decisions made. The Commissioners unanimously voted to return to public session at 12:43 PM.**
13. Wozmak reported that there are a total of 41 offenders in the mental health/alternative sentencing program and that they had 2 admissions and 2 discharges within the past week. The two discharges were due to program non-compliance.
14. Trombly discussed the nursing home private pay rates and the Commissioners want to wait to receive more information as to other rates in the area before making the decision about any increase. Residents of the nursing home need a 30-day notice for any increase, Trombly said, so the decision will need to be made soon.

There being no further business, Chairman Rogers ended the meeting at 1:15 PM.

Minutes approved at the November 23rd meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 17, 2010 9 AM**  
**House of Correction, 825 Marlborough Street, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; NH Administrator Kindopp; OT Gina Cutler; Commissioner-elect Aaron Patt.

Chairman Rogers opened the meeting at 9:00 AM.

**MINUTES:** There were no minutes approved at this meeting.

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

- Finance Director Trombly reviewed the audit proposals and recommends that the Commissioners accept the bid of Vachon and Clukay for the 3-year period. This will include a single audit and may cost less, overall, than we are currently paying. Mason & Rich will continue to prepare our financial statements. The list of bid prices will be on file in the Commissioners office. After a review of the bid prices and details submitted, the Commissioners voted to accept the proposal of Vachon and Clukay.
- Wozmak updated the Commissioners on the Antioch student presentations regarding a sustainable use plan for the farm and old jail building in Westmoreland. Right now the schedule is: Antioch University Community Room 9-2:15pm, December 11 Each group will present for 45 minutes and then have 10 minutes for Q&A. 9-10 will be Group 1, 10-10:10 Break, 10:15-11:15 will be Group 2, 11:15-11:25 Break, 11:25-12:25 will be Group 3, 12:25-1:15 will be Lunch and from 1:15-2:15 Group 4 will present.
- Kindopp reported that there are 137 residents at the nursing home with 6 skilled, 102 Medicaid and 29 Private pay.
- Wozmak advised the Commissioners of a training session sponsored by the County on December 14<sup>th</sup>. The title is ICS 402 for executives and appointed officials. It is intended to prepare us for incident command issues when emergencies happen. Commissioner-elect Patt said he would like to attend this training. This training is a requisite for our efforts to get Homeland Security funds for the regional towns and agencies.
- Wozmak reported that the mental health court/alternative sentencing program had 41 offenders, 21 of which were pre-trial. 32 of the total are in the mental health court program.
- **At 10:30 AM, Pursuant to RSA 91-A (II)(a), (b) and (c), Commissioner Zerba moved to go into non-public session for 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 upon a roll call vote of Commissioner Rogers and Zerba and Pratt. As a result of the deliberations in non-public session, no votes were taken and no decisions made. The Commissioners unanimously voted to return to public session at 10:34 AM.**
- **At 10:35 AM, Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested**

**an open meeting. The motion was approved upon a roll call vote of Commissioners Rogers, Pratt and Zerba. As a result of deliberations in nonpublic session, the Commissioners voted that D.M. may be granted a 4-week unpaid leave of absence and that staff evaluate options for coverage, subject to review at the end of the 4-week period. The Commissioners unanimously voted to return to public session at 10:46 AM.**

- The jail Superintendent updated the Commissioners on conditions at the jail. There are 177 inmates with 161 in house and 2 on work release, 8 on electronic monitoring, 8 weekenders, 15 federal inmates and 23 women. He updated the Commissioners on problems he is having with services provided by Keefe, the canteen services company. The Commissioners reviewed some day room videos of activities in the jail housing units.
- As to the continued budget discussion, the Commissioners made the following decisions after much discussion:
- As to the emergency generator request for 2011 at a cost of \$500,000, the request is denied at this time.
- As to the plow truck in the amount of \$37,000 submitted by Facilities Manager King, the Commissioners want more details as to this request as against the new plow truck purchased earlier this year.
- As to the request for wall carpeting in the amount of \$2,500 in the nursing home, the Commissioners asked if this were a purchase that the nursing home auxiliary might consider.
- As to the tub and lift on 2<sup>nd</sup> floor in the amount of \$15,000, the Commissioners wanted to know from the nursing home administrator how high a priority this capital expense is.
- As to the call system and labor on 4<sup>th</sup> floor in the amount of \$67,000, the Commissioners felt that this expense should wait until the larger study of the nursing home and its future is complete.
- As to timber sales, the Commissioners were asking about timber sales this year and what the expected harvest schedule will be.
- As to the nursing home steam kettles in dietary at a cost of \$40,000, the Commissioners recommend only buying one at \$20,000 (assuming there are two kettles), and assuming at least one can last another year.
- As to the nursing capital equipment, which totals \$74,150, they would ask the nursing home administrator to prioritize this list even though all listed expenditures in this category remain in the budget at this time.
- As to the Sheriff's capital equipment requests in the amount of \$532,837, this request remains in the budget for him to justify to the Executive Committee.
- As to the Maplewood Capital Improvements "Engineer to study A/C system" in the amount of \$35,000, this request is changed to become a broad operational study and long-term plan for the nursing home and the cost is increased to \$40,000.
- As to the 10 walkie-talkies requested by Facilities at a cost of \$4,000, this request is reduced by half to 5 walkie-talkies at a cost of \$2,000.
- The Facilities request for paving in the amount of \$20,000 remains in place as being justified and necessary.
- As to the replacement fire hydrant at the nursing home in the amount of \$6,000, this remains as requested in the budget as a life safety issue.
- As to the transfer switches at the nursing home in the amount of \$30,000, this request is denied at this time however the Commissioner would instruct that \$15,000 be budgeted to capital reserves for this purpose so that it can be funded over a two-year period.
- As to the personnel request by Computer Operations (IT) to add a position based on the growth

in systems both at the nursing home and at the new jail, combined with the new telephone system and the 6 physical locations covered by this department and the supporting documents provided, this request is approved.

- As to the Facilities request to increase on-call pay from \$4,620 to \$9,728, this request is approved due to the change in staff coverage (excluding the Department Manager from being on-call) requested by the Commissioners.
- As to the overtime increase request by Facilities from \$15,000 to \$17,000, this request is approved based again on the request of the Commissioners for a change in coverage combined with the loss of inmate labor during snow storms.
- As to the Facilities request to return two Keene facilities positions to 40-hour positions from 37.5-hour positions enacted last budget year, this request is provisionally approved contingent upon stronger justification that needs are not being filled with the lesser hours.
- As to the Facilities request to return one Keene custodian position to 40-hours from 35-hours enacted last budget year, this request is provisionally approved contingent upon more detailed justification as to the need.
- As to the Sheriff's request for 2 additional deputies, this request is forwarded to the Executive Committee for their consideration and will remain in the proposed budget.
- As to the Sheriff's request for a new position called the Night (Police Communications) Supervisor, this request is forwarded to the Executive Committee for their consideration and will remain in the proposed budget.
- As to the Sheriff's request to increase overtime from \$10,000 to \$23,152, this request is denied.
- As to the Department of Corrections request for a Licensed Alcohol and Drug Counselor (LADC), this request is amended in that the new position is approved but at a Grade 5M only in order to be consistent with other similar positions within the County system. The request originally was for this position to be a 6M. The Commissioners supported this position earlier when they examined the caseload of the mental health staff at the jail and reviewed the statistics of mentally ill inmates and those with substance abuse issues. The Commissioner would like to see a complete job description from the Superintendent, using the normal job description format.
- As to the Department of Corrections request for a new position of Transportation Officer, which would move an existing officer from a Grade 8T (Sergeant 1<sup>st</sup> Class) to a Grade of 6M, the Commissioners deny the request on the basis that the Grade change is excessive. The Commissioners support the efforts to form a liaison with the federal agencies from which we seek inmates, but this alone does not warrant such a significant Grade change. Further, the relationship with the federal agencies should be that of the Superintendent and not subordinate officers. There should also be a complete job description from the Superintendent, using the normal job description format.
- As to the request from the Superintendent to re-classify his Director-level staff to the rank of Captain, moving from a Grade 6 to a Grade 7, there is no documentation in the Personnel Request packet to support the request at this time. Documentation should be submitted for proper review.
- As to the Nursing Home Administrator's request to re-classify several positions within the nursing department, the Commissioners felt that while the concept of a career ladder is valid, this may not be the year to make the change. However, these changes will remain in place on the basis that the career ladder concept is valid, notwithstanding the financial impact of approximately \$4,000. The request would change the RN Nurse Managers from a Grade 6M to a Grade 7M and the Assistant Director of Nursing from a Grade 6M to a Grade 8M. The Director of Nursing is currently a Grade 9M. These changes would establish a career ladder

within nursing that could be beneficial.

- The Commissioners asked Finance Director Trombly for an update on where the 2011 budget stands based on their work. They asked to have it presented in a manner that distinguishes the expenditures over which they have control from those expenditures or revenues over which they have no control. Based on this newer budget presentation, Trombly presented the following numbers:
  1. The budgets of the independent elected officials (Delegation, County Attorney Treasurer, Registry of Deeds and Sheriff's Department) are increasing by 4.46% but revenues will be decreasing by 14.69%.
  2. The budgets over which the Commissioners have the most control, such as the nursing home, jail, farm, facilities, etc.) is increasing less than 1% (0.98%) but revenues have decreased by 13.14% with much of the revenue decreased the result of federal and state reductions over which we have little control.
  3. The non-discretionary budgets, those controlled by statutory obligation, debt or long-term contract (Medicaid funding primarily) is increased 3.55%. However, the Human Services budget is increased by 6.66% with a decrease in county debt service costs reducing the impact to 3.55%.
  4. Health and Dental insurance costs have increased by 7.82% and the staff has recommended we remain self-insured. CIGNA remains our third-party administrator, having met the lowest bid parameter as against bids some of which were a double-digit increase.
  5. The budgets for the Outside Agencies has increased 38.63% based on their requests, which will be forwarded to the Executive Committee for review.
  6. The budgets of the quasi-government/other government services (Mutual Aid, UNH Coop. Ext. Service, Conservation Commission) has increased 6.78% which includes a 7.20% increase in the SW Fire District Mutual Aid budget.
  7. The grand total increase in all expense categories is an increase of 2.74%, however as a result of the loss of revenue, taxes to be raised at this point, will be increased by 15.42% over 2010. The Commissioners Proposed 2011 budget will next be reviewed by the Executive Committee for additional adjustments and/or approval.

There being no further business, Chairman Rogers ended the meeting at 1:15 PM.

Minutes approved at the November 23rd meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Tuesday, November 23, 2010 2 PM**  
**County Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly;

Chairman Rogers opened the meeting at 2:00 PM

**MINUTES:** The minutes of November 10<sup>th</sup> and November 17<sup>th</sup> were approved.

**CALENDAR:** The Commissioners reviewed the calendar.

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

1. The Commissioners worked on a cover letter to accompany the Commissioners Proposed 2011 Budget. Staff will begin finalizing the changes, producing the budget and mailing to the towns and the City of Keene with a Budget Summary to appear in the Keene Sentinel no later than November 29, 2010.
2. The Commissioner received a recommendation from the Facilities Manager (through staff) to restore two of the Facilities-Keene positions to 40 hours and to replace one vacant full-time slot with a 30-hour person. This restores hours cut in the prior budget year yet saves money in that the vacant position is filled only to 30 hours a week, rather than 37.5. The Commissioner approved this as a trial pending the budget deliberations. The person filling the 30-hour slot is an existing county employee, transferring from MNH to Keene.
3. The Commissioner resumed their discussion regarding nursing home and assisted living private pay rates. They voted to increase the nursing home rate for ICF private pay residents 5% from \$270 to \$283.50, TLC private pay residents 5% from \$290 to \$304.50 and the assisted living rate by 4.17% increase from \$2,400 to \$2,500 effective January 1, 2011.
4. The Commissioners approved the new budget book format that presents the department budgets so as to better delineate expense and revenue discretionary control points.
5. Mimi Barber, retired Human Services Manager, spoke to the Commissioner about the Clement J. Woodward trust fund. This is a fund used to provide Keene residents with some financial assistance where the Trustees determine a need exists. Mimi has been a Trustee, along with a designee from the City and the Cheshire Medical Center for nearly two decades. The Commissioners voted to continue having Mimi Barber as the County Designee for this Trust Fund. For purposes of this record, a copy of a Trust document is attached to these minutes.
6. Commissioner Pratt moved to authorize the Finance Director to enter into a multi-year agreement with Primex, our insurance pool provider.
7. The Commissioners approved the 2011 Holiday Schedule.
8. Wozmak provided the Commissioners with an update of the Transitional Housing project slated to begin construction in the spring of 2011. Funding will be provided by the NH Special Needs Fund in the amount of \$700,000 and the CDBG in the amount of \$500,000. This housing will be to receive recently released offenders from the HOC and provide a programmatic re-entry into the community. SCS will be providing program services under contract with the County.
9. Wozmak distributed an update of the County Farm Action Plan that will be mailed to the Delegation and other interested parties in anticipation of the Antioch student presentations

addressing the long-term plan for the county farm and old jail building.

10. Cyndi Desrosiers, Grant Support Specialist, presented the Commissioners with a grant to execute relating to the Public Health Grant from the State of New Hampshire and also updated the Commissioners on her work with Mutual Aid and securing grant funding for 6 towns in the County to get new 'Minitor' brand fire department pagers. The participating towns are Jaffrey, Surry, Chesterfield, Alstead, Troy and Harrisville as this point.
11. Wozmak reported that there are 36 offenders in the Mental Health Court/Alternative Sentencing program with 25 being pre-trial. Thirty of the 36 are in the Mental Health Court referral program.

There being no further business, Chairman Rogers ended the meeting at 4:35 PM.

Minutes approved at the December 1st meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 1, 2010 9 AM**  
**County Administration Building**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Rogers, Pratt and Zerba; Administrator Wozmak; Finance Director Trombly; HR Manager Hurley.

Chairman Rogers opened the meeting at 9:05 AM.

**MINUTES:** The minutes of November 23<sup>rd</sup> were approved.

**CALENDAR:** The Commissioners reviewed the calendar.

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

1. The Commissioners reviewed the final draft of the Memorandum of Understanding with Southwest Community Services for the land to be used for the transitional housing building adjacent to the new county jail on Marlborough Street. The Chairman of the Commissioners executed the MOU which sets the stage for the County Administrator to execute the land lease.
2. The Commissioner reviewed the in-house, inside painting schedule for Maplewood submitted by the Facilities Manager.
3. The census at the jail is 147 with ten on electronic monitoring, three residing in other jails, twenty-seven females and fifteen federal inmates.
4. The census at the nursing home is 138, having had two deaths, one discharge home, 6 skilled residents and admissions in progress. One hundred and five residents are on Medicaid.
5. Cyndi Desrosiers, Grant Support Specialist, presented the Commissioners with a grant to execute relating to the Public Health Grant from the State of New Hampshire and also updated the Commissioners on her work with Mutual Aid and securing grant funding for 6 towns in the County to get new 'Minitor' brand fire department pagers. The participating towns are Jaffrey, Surry, Chesterfield, Alstead, Troy and Harrisville as this point.
6. Wozmak reported that there are 37 offenders in the Mental Health Court/Alternative Sentencing program with 27 being pre-trial. Thirty-one of the 37 are in the Mental Health Court referral program.
7. **At 9:25 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, Pratt and Zerba. As a result of deliberations in nonpublic session, a decision was reached and a vote taken. Commissioner Pratt moved that as to the request of T.P. for an unpaid leave of absence, the request is denied, seconded by Commissioner Zerba, voted unanimously. The Commissioners unanimously voted to return to public session at 9:39 AM.**
8. Thanh updated the Commissioner on his work on the Dept of Energy grants, which total \$400,000. He also updated them on his work as the project leader for the Medication Take-Back events that have been held recently and which have been very well received.
9. The Commissioners wished to acknowledge the letter of appreciation from employee M.S. in which she commended the Finance Director for exemplary services and assistance to M.S. during a most difficult time. They extended their thanks to Sheryl Trombly for her kind and thorough assistance provided to this employee.

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

Minutes approved at the December 8th meeting

Roger Zerba, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 8, 2010 9 AM**  
**HOC, 825 Marlborough Rd, Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Superintendent Van Wickler; NH Administrator Kindopp Via telephone, Grants Support Specialist Desrosiers.

Chairman Rogers opened the meeting at 9 AM.

**MINUTES: Commissioner Zerba moved that the minutes of December 1st be approved, seconded by Commissioner Pratt, voted unanimously.**

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

The Commissioners reviewed the calendar.

1. Ms. Desrosiers reviewed with the Commissioners a grant from the Dept of Justice and efforts to acquire computers and other equipment for the Sheriff's Department so that they don't have to be funded with county tax dollars. Commissioner Rogers signed the grant application. She also updated the Commissioners on a Dept of Transportation grant that would provide transportation for elderly and disabled medical patients. She explained that the bulk of Cheshire County is in "Region 5" but that Jaffrey, Rindge and Dublin are in "Region 6" along with some Hillsborough county towns. The County has agreed to be the fiscal agent for the Region 5 funding and has been asked to be the fiscal agent for Region 6 as well. Region 5 has \$53,000 available in the grant of which \$2,656 would come to the county in administrative fees. Region 6 has \$36,142 in grants with \$1,802 in administrative fees for the county. In both Regions, the American Red Cross will be working with Home Health Care (HCS) to provide the transportation services with the Red Cross contributing 100% of the required matching funds. In order that the county be able to reach out to all Cheshire County towns for this service, the Commissioner did not object to the County being the fiscal agent for Region 6 provided that no other Hillsborough County entity was able or willing to act in that capacity.
2. Desrosiers also reported that the NH Association of Counties had agreed to sponsor a breakfast meeting with the Legislators to apprise them of pending legislation regarding prescription drug take-back events which would make it easier to conduct unused drug collection events.
3. She also reported that she is evaluating a \$250,000 two-year grant from the Dept of Justice that could expand the alternative sentencing/mental health court into Superior Court and could also provide funding for the LADAC (licensed alcohol and drug counselor) position at the jail that has been requested in the 2011 county budget.
4. Desrosiers has also been researching a rural development grant that might be applicable to efforts to re-use the old jail in Westmoreland.
5. Wozmak reported that the farm budget has incurred \$206.72 in advertising costs related to the sale of milk and beef. This was a follow-up to a Commission question from last week.
6. Wozmak also asked the Commissioners their thoughts on a brief analysis to determine if the county-sponsored dental benefits maximum annual coverage should be increased from \$1,000 to something greater such as \$2,000 or \$1,500. They asked for more detail on claims exposure and how new claims would be covered and what would happen to premiums for employees.
7. Superintendent Van Wickler advised the Commissioners that the towns of Swanzey and Hinsdale participated in a defensive tactics training course at the jail.

8. He also advised the Commissioners that the Lion's Club held their meeting there last week.
9. The jail census is 146 in-house with 17 federal inmates, 28 females, 2 work release, 10 electronic monitoring and 5 week end sentences.
10. By telephone, Administrator Kindopp reported that the census at the nursing home is 139 with 104 Medicaid residents, 27 private pay and nine hospice residents.
11. Alternative Sentencing/Mental Health has 39 clients having received two admissions and having two discharges. Thirty clients are in the mental health court program with the remainder in the alternative sentencing program.
12. At 10:50AM, the Commissioners began their semi-annual inspection of conditions at the jail. They held a group meeting with 6 inmates that worked in the kitchen. They met with a group of approximately 15 correctional officers and staff. They reviewed recent safety incidents. These incidents are inmate on inmate altercations generally. No staff member has been assaulted in the new jail so far. They interviewed several staff members about working conditions at the new jail and how they differed from working at the old jail. They discussed the staffing pattern and provided the staff with a budget preview, underscoring how difficult a budget year they expect. They fielded a variety of questions from the officers.
13. Capt. Colby told them he now has 8 GED tutors and that the jail has awarded 5 successful GED certificates this year. He also said that the number of volunteers has increased to approximately 140 individuals.
14. The dietary manager reported that they are continuing with a culinary course for interested inmates and that the 6-week course has had 6 inmates so far. They receive a ServSafe Certificate upon completion, which can be useful when they are released.
15. Mental Health Clinician Peterson spoke of the nursing coverage and the number of medications that need to be passed and the increasing medical issues that they are dealing with. He supports the LADAC position that has been requested in that 70% of the inmates have a substance abuse issue. They currently use an intern from Antioch to try to address this in a small way. They offer groups in the jail.
16. They reviewed the officer training and certification process with the Director of Training. They discussed employee retention particularly of new officers in the direct supervision setting.
17. The Commissioners visited the laundry area and spoke to two female inmates.
18. A confidential interview was held with three male inmates, from different housing units. One was a federal prisoner. The Commissioners spent approximately 15 minutes with each inmate.

There being no further business, Chairman Rogers ended the meeting at 1:57 PM.

Minutes approved at the December 15th meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 15, 2010 9 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Administrator Wozmak; Capt. Hummel; SSGT Erwin; Activities Director Wilson; O'T Director Cutler; County Attorney Heed.

Chairman Rogers opened the meeting at 9:09 AM.

**MINUTES: Commissioner Zerba moved that the minutes of December 8th be approved, seconded by Commissioner Pratt, voted unanimously.**

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

The Commissioners reviewed the calendar with the change that the meeting of Dec. 29 would be at the HOC at 10AM in order to meet a visiting federal judge.

1. Activities Director Steve Wilson spoke to the Commissioners regarding his pending vacancy in his department, seeking to get permission to fill the position. The Commissioners spent considerable time questioning Mr. Wilson about the need to fill this position and the impact on Activities should this 32-hour position remain vacant, out of his total 5.6 FTE's. He provided this overview of his department. "Maplewood's 5.6 Activity staff plan, coordinate and implement activity programs seven days a week including weekends, one to two evening programs weekly as well as special events, community trips, small focus groups and all Holidays except for two. We have three floors of residents. Each floor is assigned One 40 hour and one 32-hour staff. Each staff is assigned a caseload of approximately 24.5 residents. The staff averages an offering of 40 programs a week. Most of the week day activities we provide are concurrent programs in the three areas of the building designed with consideration of the needs, interests, behaviors and abilities of the Residents. Beyond the extensive offerings of a variety of activities the staff also provided on the average of 75 individual visits and activities two to three times weekly for Residents who do not routinely engage in the planned activity programs. These visits may range from pet visits, card games and reminiscing to a hand massage, reading aloud and letter writing. Activity duties also include: maintaining the pet program, currently four very loved cats, two birds, two rabbits and many fish and the wild birds, summer gardening programs, sorting and organizing donations and supplies, program planning and preparation, calendar posting, daily documentation requirements and much more. Volunteer and community involvement remains an integral component of our programming with approximately twenty-five regular volunteers and about twenty-five occasional volunteers. Regular volunteers help the Activity Staff with many weekly programs as well as offering many individual visits such as letter writhing, pet visits, card playing, Catholic Rosary group, reading aloud and social visits. Volunteer hours average about 165 hours monthly. These numbers do not include the many groups and individuals who come to Maplewood and offer entertainment. We have about 25 groups who come on a regular basis including the Westmoreland and Nelson Town Bands, Keene's Community Music Center, The Homestead Garden Club, The Cheshiremen, the Ringers on the Square as well as Scouts, dance groups, school groups and many others. Other forms of community involvement include popular trips into the community. We offer weekly outings, as the weather permits. These trips range from scenic bus rides to attending events such as the Walpole Sunday evening concert series, Swamp Bats baseball games, the Cheshire Fair, Keene's Pumpkin Festival, Green Mountain Flyer train trip, Bowling at Yankee Lanes, as well as picnics at scenic locations, shopping trips and dining at many of the area restaurants.

Special events included the Summer Carnival, the Apple Pie Festival, The Annual Craft Fair, The Senior Olympics, Summer B-B-Q's, National Nursing Home Week events, Veteran's Day Program, the

Christmas Pageant and Santa's visit with gifts for each and every Resident. Many of our programs are also attended by families, friends, and people from the Assisted Living Apartments.

The Activity Department continues to facilitate and document the monthly Resident Council meeting in an effort to involve the Residents, plan activity programs, offer education and meet their concerns and needs in a formal manner.

I would like to recognize the Activity Staff who's combined years of service to Maplewood is over 90 years! I would like to acknowledge the tremendous amount of work they perform throughout the year. They display a strong commitment to Maplewood and the Residents in providing a diverse program help us achieve our mission and goal of providing "Quality of Life" and leisure opportunities for the residents that meet all state and federal standards". The Commissioners asked what the ratio of staff to residents was at Maplewood and how this compares to other county nursing homes. Administrator Kindopp provided the following information:

The ratios of staff to residents are:

Cheshire 1:23

Carroll 1:13

Sullivan 1:21

Hillsborough 1:20

Belknap 1:13

Merrimack 1:15

Strafford 1:15

Rockingham 1:20

C-Berlin 1:18

Grafton 1:19

C-W. Stew 1:18

There was discussion about whether volunteers can be used instead. Mr. Wilson said the extensive use of volunteers could be a liability and that there are some things, which, by regulation, volunteers cannot do. Wilson reviewed with them the regulations, in general, about the need to provide activities for the residents. At the end of the discussion, the Commissioners approved of his filling the position with the caveat that this position may need to be further justified at the Executive Committee level as we head into a difficult budget year.

2. **Nonpublic session – At 9:24 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken that as to the request for extending the unpaid LOA of probationary employee D.M., the LOA is extended for an additional two weeks. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:36 AM.**
3. County Attorney Heed appeared before the Commissioners seeking to fill a vacant clerical position within the offices of the Regional Prosecutor. After some discussion, the Commissioners granted his request to fill the position.
4. Facilities Manager Barry King distributed s spreadsheet listing certain equipment and its age and will be using this for future budgetary expenditures.
5. **Nonpublic session – At 10:30 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, Zerba and Pratt. As a result of deliberations in nonpublic**

**session, a decision was reached and a vote taken that as to the recommendation from the Department of Corrections that K.B. be terminated for cause, the recommendation is upheld. Moved by Commissioner Pratt, seconded by Zerba. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:45 AM.**

6. As to the Commissioners meeting schedule for 2011, the schedule will continue as in the past with the possibility for changes after the Commissioners organizational meeting on January 5<sup>th</sup>.
7. The Commissioners signed a thank you letter to Antioch for the tremendous amount of work that the students did regarding the farm and its long term future.
8. Wozmak advised the Commissioners that Sen Kelly would be holding a Court Task Force meeting on December 22<sup>nd</sup> at 9AM at MEDC and that he and Finance Director Trombly would, therefore, be late for the regular weekly Commissioners meeting.
9. He also referred the Commissioners to the reading file for a copy of the (requested) lease between the State of NH and MEDC for the proposed court facility. Also in the file is a copy of the (requested) audit of MEDC.
10. The census at the jail is 143 with 10 on electronic monitoring, 5 on weekend sentencing, 2 on work release and 18 federal inmates. There are 27 women.
11. The Commissioners discussed the timing of the discussion with the Delegation regarding the \$1 million overnight loan to MEDC as a part of the proposed court construction funding. Wozmak will meet with the new chair of the Delegation on Thursday to work a date for this delegation discussion.
12. The Commissioners generally discussed the farm and the course of action they might consider as to the long term plan for the operation and the land. Commissioner Pratt said he favored a one year program perhaps whereby the farm/dairy operation is leased, thus getting it off the tax rolls and providing a yearlong period to study the viability of the 'school' concept, which was one of the ideas identified by the Antioch students. He feels that in order to examine all possibilities, it would take another year, but that making some move with respect to the financial losses from the current operation should be considered. Wozmak said he would meet with the Farm Manager and see if he would have any interest or opportunity to lease the operation from the County for the short-term.

There being no further business, Chairman Rogers ended the meeting at 11:57 AM to adjourn to the employee dining room for the annual holiday luncheon and longevity awards presentation.

Minutes approved at the December 22th meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 22, 2010 10 AM**  
**HOC, 825 Marlborough Rd, Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Commissioner-elect Patt; Administrator Wozmak; Superintendent Van Wickler; NH Administrator Kindopp and HR Manger Wendy Hurley Via telephone, Grants Support Specialist Desrosiers.

Vice Chairman Pratt opened the meeting at 10 AM.

**MINUTES: Commissioner Zerba moved that the minutes of December 15th be approved, seconded by Commissioner Pratt, voted unanimously.**

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

The Commissioners reviewed the calendar.

1. There was discussion about the judge's visit on the 29<sup>th</sup>. He will be touring with the US Marshall from Vermont.
2. The Commissioners will begin their regular weekly meetings at 9:30AM beginning at the January 12, 2011 meeting and a new meeting calendar will be drafted for review after January 5<sup>th</sup>.
3. Kindopp reported that there are 140 residents at the nursing home and she is expecting 2 admissions. There are 106 Medicaid residents, 28 private pay residents and 8 hospice.
4. The jail census is 136 with 18 federal inmates, 28 females (one of whom is a fed), 2 on work release, 3 on weekend sentences and 11 on electronic monitoring. The Superintendent reported that he would be meeting next week with Rockingham County officials about their interest in housing female inmates with us.
5. He also advised the Commissioners that Sgt. Major Dave Morey is back at work at the jail having returned from his second tour of duty in Afghanistan. While there, he was awarded the combat infantry badge.
6. The Commissioners were updated on some warranty work being done on some of the rooftop units and kitchen equipment. While the problems linger, the vendor response has been positive, but they look forward to the issues being resolved.
7. Desrosiers gave the Commissioners an update of the nearly \$900,000 in grant funds she is pursuing through several grants. **Commissioner Pratt moved to authorize the County Administrator to sign grant applications and execute other related documents on behalf of the County Commissioners. Seconded by Commissioner Rogers, voted unanimously.**
8. Chairman Rogers signed the Public Health Grant/Homeland Security in the amount of approximately \$30,000.
9. The Commissioners continued their discussion about the farm long term planning issue and the Antioch student work.
10. Wozmak reported that he met with Senator Kelly this morning as well as MEDC and the City to discuss the financing of the proposed new court facility. There will be working meetings throughout January and February to draft development agreements with MEDC and the City as well as the County and Wozmak recommended that one of the Commissioners participate in these working discussions. He said there would also be revised financial projections coming out as we go forward as the details of borrowing and costs become clearer. Wozmak suggested that

it might be necessary to prepare for some county financial support in order for these efforts to keep the courts in downtown Keene are to be successful.

11. The Commissioners received a copy of the Executive Committee budget review meeting schedule.
12. The Commissioners reviewed the semi-annual report to the Attorney General (per RSA 30-B:12).
13. Wozmak updated the Commissioners about some workplace safety equipment that Primex (our insurer) is funding through a grant. The total at this point is about \$4,500 and will purchase some equipment and training materials for several departments.
14. The Commissioners discussed whether a letter from them should be sent to the Delegation regarding their thoughts about the farm, a leasing transition plan, timeline etc. Discussion followed.
15. Wozmak provided the Commissioners with a personnel report related to Administration and Finance for their review.

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

Minutes approved at the December 29th meeting

Roger Zerba, Clerk/s

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 29, 2010 10 AM**  
**HOC, 825 Marlborough Rd, Keene**

**PRESENT:** Commissioners Pratt, Rogers, Zerba; Commissioner-elect Patt; Superintendent Van Wickler; NH Administrator Kindopp and HR Manger Wendy Hurley Via telephone, Finance Director Trombly, Sheriff Foote

Chairman Rogers opened the meeting at 10:12 AM.

**MINUTES:** Commissioner Zerba moved that the minutes of December 22<sup>nd</sup> as amended be approved, seconded by Commissioner Pratt, voted unanimously.

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

The Commissioners reviewed the calendar.

1. A request was made to Finance Director Trombly to send out an email to the Delegation members regarding the January 5, 2011 swearing in ceremony for the County Elected Officials.
2. The jail census is 153 with 18 federal inmates, 27 females (one of whom is a fed), 2 on work release, 3 on weekend sentences and 11 on electronic monitoring.
3. The Superintendent reported on his meeting with the Rockingham Superintendent regarding the housing of female inmates. Currently they are using Stafford County solely but would be interested in housing at Cheshire County. Superintendent VanWickler recommended that the Commissioners consider offering to hold 5 Female inmates from Rockingham. Based on the per diem they are currently paying Strafford, this would generate approximately \$90,000 annually. If the county were to house these inmates, a contract would be established identifying the per diem rate and that Rockingham would be responsible for all pharmaceuticals and medical bills. After much discussion regarding the per diem rate and recognizing that it was not the interest of the board to undercut Strafford County, **Commissioner Pratt moved to authorize the Superintendent to negotiate a contract with Rockingham County for the housing of female inmates at the current Strafford County per diem rate, including transports, for a period not to exceed 1 year. Seconded by Commissioner Zerba, voted unanimously.**
4. Kindopp reported that there are 141 residents at the nursing home and is looking at 3 referrals. There are 102 Medicaid residents, 33 private pay residents (with 16 Pending Medicaid) and 5 Skilled.
5. **Nonpublic session – At 10:41 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, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to deny additional leave time for D.M. based on the uncertainty of return date, with the ability to reapply if position is still vacant once able to perform full job requirements. Commissioner Pratt voted nay, motion passed by a vote of 2/1. The Commissioners unanimously voted to return to public session at 10:55 AM.**
6. Sheriff Foote attended and gave his best wishes to Commissioner Rogers. He also wanted to bring to their attention that he would be giving each of his Deputies a \$600 bonus from his left

over unspent payroll funds from 2010. This is within the statutory authorization of the County Sheriff to do this and he feels that it is justified based on all the extra work they have had to take on and the fact that the 2010 budget came under partly due to the efforts of the deputies this year.

7. Commissioner Pratt asked whether we had received the printed presentations from Antioch based on the Farm presentation they put on. This question will be carried over for the return of County Administrator Wozmak.
8. The Commissioners had a brief visit with the Federal Judge's prior to their tour of the facility. The Judge's indicated they are very pleased with the ability to house Federal Inmates with Cheshire County and that they have not received any complaints, which is a rarity, from any of the Federal Inmates being held at our facility.
9. Finance Director Trombly presented requests from Nursing Home Administrator Kindopp to Rollover unspent 2010 capital expenses. \$15,000 for Hoyer Lifts, \$8,100 for 2 tub lifts. As well as a request to roll over \$2,000 from Vital Sign Towers and \$2,500 from funds to replace the X-Mark mower and to combine these rolled over funds of \$4,500 and reallocate the use for the purchase of Oxygen Concentrators. **Commissioner Rogers moved to authorize the requested Rollovers. Seconded by Commissioner Zerba, voted unanimously.**

There being no further business, Chairman Rogers ended the meeting at 11:45 AM.

Minutes approved at the January 5th meeting

Roger Zerba, Clerk/s