

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday January 18, 2018 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street,**  
**Keene, NH 03431**

**Present:** Commissioners Peter Graves, Joseph Cartwright, and Charles Weed

**Staff:** Administrator Coates, Finance Director Trombly, HR Director May, Maplewood Administrator Kindopp, Maplewood Director of Nursing Nelson, and Assistant County Administrator (ACA) Bouchard

**Guests:**

At 9:30AM the Chair opened the meeting and recognized Register of Deeds Anna Tilton who discussed pending state legislation to reduce the real estate tax transfer rate. She then handed out materials that shows sales trends for housing in the County throughout the past year.

She then discussed a second pending bill that would allow first time homebuyers a fifty (50%) reduction of the transfer fees.

Sheriff Department Communications Director Arlene Crowell was then recognized to discuss a question from Commissioner Cartwright concerning an invoice from a vendor for the new dispatch center. She said that an engineer from Motorola will be coming-in next week to do an assessment of the transmitting equipment and to recommend tuning parameters to improve the operation of the new equipment that has been installed.

Administrator Kindopp and Director of Nursing Nelson were then recognized to address Master Agenda Item #550: Maplewood – Nursing Department Restructuring. Kindopp described the current structure of the department and discussed potential organizational changes to the nursing staff with the goal of keeping more RN's on nursing floors. She outlined the current positions and responsibilities that are being discussed that could potentially remove a position from the management staff.

The end result will be the possible elimination of a position and combination of the duties and responsibilities of two existing positions into the Assistant Director of Nursing (ADNS) job description. The Assistant Continuous Quality Improvement (CQI) position that is a part-time position would change to a full-time position if the changes are made. This would result in the Assistant CQI person working with the ADNS / CQI position.

An extended discussion concerning the hiring of personnel and the cost of benefits to individuals and to the County were covered. Alternatives to the current benefit plan was discussed and other options that would attract additional staff was considered.

Trombly was then recognized and discussed the MS-46 (Proposed Budget and Estimate of Revenue – County) that needs to be submitted to the State. She said that the form will need to be signed at the next meeting due to incorrect figures that were found on the State web site.

She then discussed the County health insurance plan costs for last year and the extremely high costs being incurred to the plan over the past 12 months. Discussion of the costs being charged by the hospitals for providing services was reviewed and the impact on the overall budget was covered.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday January 18, 2018 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street,**  
**Keene, NH 03431**

Coates was then recognized for the purpose of providing the Weekly Operations report.

Coates reminded the Commissioners that the Legislative breakfast will be held on Monday immediately followed by the Executive Committee 2018 Budget meeting to be held at Maplewood beginning at 10:00AM.

Coates then discussed the upcoming Homeland Security facilities survey visit coming-up next week and said that it is a good opportunity to determine what upgrades can be made to the facilities and to identify possible funding opportunities to pay for the potential upgrades.

Coates then discussed the on-going efforts to complete the old jail clean-up and said that everything is moving forward with DES and other vendors who will be responsible for completing the clean-up. It is hoped that if the Department of Environmental Services (DES) agrees to the remediation plan presented to them that Steve Horton on behalf of the County could begin work on the clean-up in the next few weeks.

Coates said that Primex will be at the Commissioners meeting next week to present the newly awarded 2.5% discount on liability and property insurances that were achieved by hitting benchmark targets set-up in conjunction with Primex, the County Safety Officer, and HR personnel. He also said that the following week a contingent from the Pease Free Trade zone will at the February 1<sup>st</sup> meeting to discuss how Free Trade zones work.

He then discussed the vetting and control that was put in place for the use of the facility by the Edge Theater group for their rehearsals and performances and he explained the security procedures and processes that are required for the theater group to use the space.

He said that the Blood Farm is scheduled to be inspected by the insurance appraiser on Tuesday. A hazardous materials test may have to be conducted if the building is determined to be cost prohibitively expensive to repair and demolishing the structure is considered.

Coates then said that the RFP for rehabilitation of the 1858 / 1911 building has been submitted to New Hampshire Land and Community Heritage Investment Program (LCHIP) and is being reviewed. He also said that the RFP for a generator has been reviewed by the granting authority and has been identified as tentative for a 2019 award.

Commissioner Cartwright asked about the grant that is pending for bio-mass boiler project. Bouchard said that he and the grants manager will be meeting with an interview team at the Public Utilities Commission (PUC) in Concord on Monday to be interviewed concerning the grant proposal.

A discussion about the NH Association of Counties organizational issues was covered at length.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Thursday January 18, 2018 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street,**  
**Keene, NH 03431**

Old Business was then discussed and Commissioner Cartwright asked about how policy changes are communicated to personnel after the employee receives a printed manual. It was discussed that past practice was to issue an errata sheet with updates and corrections that was distributed to all employees.

The Weekly Census was reviewed and discussed. A discussion of the jail census and the mix of federal and local inmates was covered. The actual costs for both the jail and the nursing home was discussed.

**The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The minutes of January 10, 2018 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

**The Commissioners Calendar was then reviewed.**

**At 12:28PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,  
C. Weed