

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday March 14, 2018 09:30AM**  
**County Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

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

**Staff:** Administrator Coates, Finance Director Trombly, Grants Manager Bansley, HR Director May, and Assistant County Administrator Bouchard

**Guests**

At 9:31AM the Chairman opened the meeting and recognized Grants Manager Bansley who discussed Master Agenda Item #567: Victims of Crime Act (VOCA) SFY19 Grant Application.

Bansley provided a short overview of the requirements for the Victim Witness Advocate's position in the County Attorney's office. She stated that the Victims of Crime Act (VOCA) grant for SFY19 from the New Hampshire Department of Justice is for \$50,000 per year, which includes \$4,545 indirect costs, and requires \$12,500 match per year. These funds will pay 85% of the salary for a Victim Witness Coordinator. The match will be met primarily with the Coordinator's County provided benefits. Annual submission of the grant narrative is required in order to update program goals and objectives; however, the DOJ issued and the County accepted and executed a 3-year, \$150,000.00 grant agreement on April 26, 2017, which covers a grant term of July 1, 2017 through June 30, 2020. **Following a short discussion, Commissioner Cartwright moved to approve the acceptance of the grant and Commissioner Weed seconded the motion. Upon vote the motion passed unanimously.**

**Bansley then asked the Chairman to sign Community Development Block Grants (CDBG) documents related to last week's Micro Enterprise grants. Following review Commissioner Graves signed the documents.**

HR Director May was then recognized and discussed an employee (S. R.) who is requesting a non-paid leave of absence (LOA) for medical reasons. **After a review of the request and input from the HR Director, the Commissioners unanimously approved and signed the LOA document.**

May then discussed a \$1,000.00 incentive bonus program to encourage present Licensed Nursing Assistant (LNA's) employees to move to the second and third shifts for a two (2) month period. She said that a two (2) employees have already agreed to move to the second and third shifts. **Following discussion, the Commissioners unanimously agreed to trial the program with the understanding that May and Coates will keep the Commissioners informed of the effectiveness of the trial.**

**At 9:52AM the Commissioners voted to enter into a non-meeting to discuss upcoming Union negotiations.**

**At 10:12AM the Commissioners voted unanimously to return to public session.**

At 10:13AM Steve Horton joined the meeting telephonically to discuss Master Agenda Item #568: Maplewood Update, and provided an overview of the Maplewood Reconstruction project to date.

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He said that overall the project timeline is being adhered to and that the project team is working very well together. He then said that the Bio-Mass system is moving forward and the base design is a green chip boiler configuration. He said he asked the Commissioning agent to review the payback numbers of the proposed design. He said that based on the Agent's calculations the payback period is approximately twelve (12) years and could be reduced to about nine (9) years if the requested grant that was submitted is received.

Horton then discussed the proposed mock-up of the new resident rooms, telephone, IT infrastructure, and conference room reconfigurations, as well as the relocation of the fire alarm rooms. He also discussed other pre-construction items that are being addressed. He said that a number of items will be reviewed for immediate implementation and others will be delayed to be implemented later in the project plan.

A question concerning the Furniture, Fixtures, and Equipment (FFE) budget for the reconstruction arose and Horton said that an initial review / pricing pass was completed by a vendor and it looks like the projected budget is sufficient to meet the needs of the facility.

Following Horton's presentation a discussion of staffing schedules began and the differences between similar positions with roughly the same job responsibilities and various shift differentials was reviewed.

Administrator Coates was then recognized for the Weekly Operations Report

Coates said that the notices to the Delegation of the 2018 Budget meeting have been sent out and posted as required by law. He said that Steve Horton will also be attending the meeting to update the Delegation on the Maplewood project and the Nursing Home Administrator will also discuss the status of the State of NH Managed Care proposed program at the meeting.

Coates said that he is compiling a list of innovative programs that have been, and are being, utilized in the County and will share the information with the public and press in the coming weeks.

Coates then said that on April 9<sup>th</sup> starting at 5:00PM, the Annual Volunteer Dinner will be held at the Nursing Home. Some of the Commissioners indicated that they attend.

Coates mentioned that on Saturday, March 10<sup>th</sup> another waste pipe split at Maplewood on the second floor and a section of the building was required to be closed for about six (6) hours. He said everything was back to running normally on Sunday.

Coates then discussed the Edge Theater production being staged in Delegation Hall for presentation during March and discussed the production details.

He then said that the design data and plans for the geo-thermal system at the new jail couldn't be located by the jail facilities staff and a more thorough search for the documentation at other County locations is underway.

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Coates said that a letter has been received from the Office of Senator Shaheen concerning the inclusion of the County in the Northern Boarders program. The letter stated that the request is now in the Senate for review and vote.

Coates related his attendance at a local meeting concerning energy initiatives in the area and he discussed a recent meeting with the City of Keene concerning possible solar energy projects in the area. A number of potential project sites were discussed.

He then said that next Tuesday, Leadership Monadnock will be in the Stillman Rogers room for the day for one of their day-long education sessions.

Coates said that work is underway to remove the excess tires behind the red barn in Westmoreland and to drain and remove some very old barrels and their contents from the grounds is underway and should be completed by spring.

He then said that a communication from the State of NH Department of Safety Emergency Management Performance Grant Program (EMPG) for a grant for the Nursing Home generator is being actively considered for funding.

Coates then related that a letter was received from the Alpena Michigan's Sheriff's Office thanking the County Department of Corrections staff for hosting their visit in February.

A discussion of the recent New Hampshire Association of Counties (NHAC) meeting was covered and the meeting items were reviewed.

**Old Business**

Trombly was recognized and discussed the Auditor's Governance Questioner that was distributed last week. The Commissioners were in agreement with the language and approved the submission of the document to the Auditors.

Commissioner Cartwright suggested that a letter of thanks be sent to Cindy Stewart for her recent fundraising efforts in restoring the Old Courthouse building.

The Delegation's Executive Committees budget for the Department of Corrections was discussed and the procedures for spending departmental line item authorizations was discussed.

The Weekly Census was then reviewed and discussed.

The Commissioners Calendar was then reviewed.

**The Weekly Manifest was then reviewed and a number of questions were answered concerning invoices paid. At the conclusion of the questions, Commissioner Cartwright**

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**moved to accept the Manifest as presented and was seconded by Commissioner Graves.  
Upon vote the motion passed unanimously.**

**The minutes of March 7, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as presented and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**At 12:44PM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,

Charles Weed  
Clerk, Board of Commissioners