

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday May 2, 2018 09:30AM  
County Hall  
12 Court Street  
Keene, NH 03431

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

**Staff:** Administrator Coates, Finance Director Trombly, Human Resources Director May and Grants Manager Bansley

**Guests:**

At 9:30am the Chairman opened the meeting and recognized Suzanne Bansley, Grants Manager. Bansley brought forward a \$250,000 three-year (3) grant that will help promote Farmers Markets and CSA's (Community Supported Agriculture). The funding will be overseen by Mondadnock Farm and Community Coalition. Amanda Littleton, Program Director for the Cheshire County Conservation District will work closely with the Coalition for this project. The purpose of the grant will pull farmers in the region to pool resources to advertise as a single entity to help market their products in the Mondadnock Region. The funding source is USDA and there is no match for these funds.

**Commissioner Weed moved to seek the grant funding and was seconded by Commissioner Cartwright. Upon vote the motion passed with a majority vote with Weed and Cartwright in favor and Graves against.**

Commissioner Graves then recognized Human Resources Director May.

**At 9:56AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to enter non-public session Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously moved to go into non-public session to discuss the hiring of any person as a public employee.**

**As a result of deliberations in non-public session a decision was made and a unanimous vote was taken to approve the transfer of L.B. into the position of Maintenance at the Department of Corrections at his current rate of pay.**

**At 10:02AM the Commissioners return to public session.**

**At 10:04AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to enter non-public session Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously moved to go into non-public session to discuss the hiring of any person as a public employee.**

**As a result of deliberations in non-public session a decision was made and a unanimous vote was taken to authorize HR Director May to continue negotiating with a candidate for the Maplewood 11-7 RN Supervisor position.**

**At 10:13AM the Commissioners return to public session.**

Commissioner Graves then recognized HR Director May for her semi-annual report.

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May indicated that for the period of October 2017 through April 2018 there have been 72 new hires and 67 terminations.

May also updated the Commissioners on some of the projects that she has initiated since coming on-board with the County in late November of 2017.

One of the projects she has worked on has been to revise and implement a new evaluation system. She has tailored the new evaluation forms to be position specific and tied to the job descriptions. The evaluation also allows for the employee to provide self-reflection. This new system has been pushed out to Maplewood departments and will be rolled out to the Keene departments in the near future as well as the Department of Corrections.

May updated them on a digital signage system that has been implemented at Maplewood Nursing Home. The system is installed in the employee dining room and consists of a flat screen TV that has been installed providing a slide show of information to keep staff informed on all different topics. It has been well received with employees coming forward with their own ideas of areas of interest they think would be useful to include.

May provided the Commissioners with a copy of the Employee Newsletter that she has revamped.

May indicated that she is now working on benefit statements for employees. May is working with Helen Leach from IPG to develop these statements. May feels the county has great benefits and believes this will be a useful tool to inform employees on an individual basis as to the value of the entire benefit package they are receiving as an employee of Cheshire County.

Commissioner Weed then presented the most recent MOU from the UNH Cooperative Extension. The MOU is required to be renewed every 5 years. There are no changes to this most recent renewal however Weed would like to memorialize in the minutes the current funding arrangement. Director Trombly has reached out to Steve Roberge to get this breakdown.

Commissioner Graves then recognized Administrator Coates for his weekly report.

Coates informed the Commissioners that Attorney Robert Bonsignore who is representing the Counties for the class action suit against the pharmaceutical manufacturers will be presenting to the Commissioners at their May 16, 2018 meeting at 9:30am.

Coates reminded the Commissioners that on May 16, 2018 during National Nursing Home Week that there will be a special meal served to staff. The Commissioners will determine a schedule for serving meals at 12:00PM, 6:00PM and midnight for this event.

Coates then gave an update on the Department of Corrections Geothermal study indicating that it continues with UNH Professor Matt Davis sending a kit to the DOC to be installed into the system for study. DOC Maintenance Director Barlow will be contacting the installer and IT

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Director Hummel has been contacted in case there is a need for internet to be installed into the kit. Once Davis starts receiving data he will develop next steps.

Coates was contacted by Ron White from the NHAC indicated that Cheshire County will need a fifth person to serve on the Executive Committee. The vacancy for Cheshire County has occurred with Commissioner Weed taking on the Vice Chair roll of the NHAC.

Coates mentioned that the Bosnia fundraiser was held this past weekend in Delegation Hall with 65 – 70 people attending.

Coates informed the Commissioners of a car fire that occurred at Maplewood Nursing Home earlier in the week. The fire was put under control within a short period of time with the support of the Westmoreland Fire Department.

Coates then informed the Commissioners that Union negotiations for Maplewood Nursing Home have started. The ground rules have been agreed upon and several dates have been set for negotiations.

Coates reminded the Commissioners that the NHAC Executive Committee meeting will be this Friday May 4, 2018 at Primex.

He then informed them that Commissioner Myers of NH Department of Health and Human Services has asked him along with six other County Administrators to attend a meeting pertaining to Pro Share Funds and funding of the IDN's (1115 waiver). Coates has asked Finance Director to attend as well. The meeting is scheduled for Monday, May 14, 2018 at 9:00am at the Brown Building in Concord.

Coates informed the Commissioners that the ground-breaking ceremony for Maplewood Nursing Home is May 21, 2018 at 1:30pm. Invitations have been sent out and all other arrangements are being made.

Coates updated the Commissioners on the Court House Window Restoration Project and let them know that we received another \$1,500 in donations bringing the total to \$282,000. Windows Masters of Dublin NH is sending a submission to the RFP for this project that will be brought forward to them next week.

Coates then mentioned that the Edge Theater will be having their last performance and the loading-in date is this Friday May 4, 2018.

Coates updated the Commissioners that the Roof project for 33 West Street is slated for June 18, 2018 with the work being done by Melanson's of Keene.

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**Old Business**

Commissioner Cartwright asked to discuss a subject that he had brought forward in the past regarding the consideration of making the annual longevity a lump sum bonus. Cartwright is looking to find if this suggestion to further research this idea is supported by the other Commissioners. Although Commissioner Weed has some concerns, they have agreed that further analysis and discussion should occur. Coates indicated that he will work with Director Trombly so that a presentation could be made at a subsequent meeting.

Coates mentioned that this conversation was helpful in that going forward it would be useful to have the majority of the Commissioners in support of requests that require staff to research and present information that would be outside of their normal day to day work. After further discussion, all three commissioners were in agreement.

**New Business**

The Weekly Census was reviewed.

**The Weekly Manifest was then reviewed with questions from Cartwright. At the conclusion of the questions, Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The minutes of April 25, 2018 were then reviewed and Commissioner Weed moved to accept the minutes and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

The Commissioners Calendar was then reviewed. It was noted that the start time of the Commissioners meeting is still off by one hour.

**At 12:04 PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Cartwright and upon vote the motion passed unanimously.**

Respectfully Submitted,

Charles Weed  
Clerk, Board of Commissioners