

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday May 23, 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:** County Administrator Chris Coates, Finance Director Trombly, HR Director May, Safety Office Fortner

**Guests:** Treasurer Wozmak, Robert Bonsignore, Esq.

At 9:30AM the Chairman opened the meeting and recognized Safety Officer Fortner for her Semi-Annual Report.

Listed below is a summary of the current and on-going projects for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2017, 1<sup>st</sup> quarter of 2018

- Continuing preparedness for the Center for Medicaid Services adoption of the new NFPA Codes at Maplewood Nursing Home and Assisted Living that involves meeting new requirements for emergency preparedness, ensuring continuity of operations and extensive staff training. Reviewing NFPA 1600, which will be strongly implemented during our next survey. Working with a committee to rewrite the Maplewood Disaster Plan
- Disaster and fire drills were held in accordance with state and local regulations. The 2017 tabletop drill was completed in June, the live drill in October.
- Completed all emergency equipment inspections and replaced items as needed.
- Continues to maintain an active role in the Greater Monadnock Public Health Network including membership in the Regional Planning Committee and the Healthcare Workforce Group.
- Completed training program for all Maplewood campus employees on “Responding to an Active Shooter in a Healthcare Setting” requiring classes on all 3 shifts.
- Serves on the Cheshire County Wellness Committee
- Ensure all the Transportation department and drivers who transport residents driving record and/or defensive driving certificates are current.
- Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.
- The Workers Compensation and the Temporary Alternative Duty program, managed by the Safety Officer, are current on the compensation process and are in compliance. Working closely with our insurance company, Primex, benchmarks are set every year to assist in areas that need strengthening. This enables us to develop programs to manage and monitor our progress and continue in our efforts

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to consistently remain in the highest performers of the insurance company's peer ranking and rating for lowest number of work related injuries and claims.

- Cheshire County was able to achieve Prime 3 Recognition, Risk Management effort, effectiveness and excellence, resulting in a 2.5% insurance discount.
- Obtained the assembly permits from the fire departments for Maplewood and County Hall.
- Continuing to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing.
- Serves on the Security Committee for the Keene Campus, responsible for receiving and evaluating perceived security risks.
- Creating "Safety Programs/Policies" to meet guidelines presented by NH DOL Lab 1400 rules, Administrative Rules for Safety and Health
  - Lab 600 rules, Safety Programs
  - RSA 277, Safety & Health of Employees
  - RSA 277-A, Employees Right to Know
  - RSA 281-A:64, Safety Provisions
  - Enforcement agency: New Hampshire Department of Labor (NH DOL)
- Organized fire extinguisher training for Maplewood Employees.
- Organized Westmoreland Fire Department training at Maplewood and tours of the Water and Waste Water Treatment plants.
- Organized CRASE training for MNH and Keene campus employees (taught by Chief Deputy Sheriff Trevor Croteau).
- Member of the committee that organizes employee health fairs at MNH and Keene Campus.
- First quarter of 2018 began reporting to Human Resources as the supervising department.

It was mentioned that last week during the Nursing Home Life Safety Survey the State Surveyor complimented Safety Officer Fortner on the Maplewood Disaster Plan. They were very impressed with Maplewood's plan and noted that it could be used as a model example for others.

Commissioner Graves then recognized Robert Bonsignore, Esq. of Bonsignore Trial Lawyers to discuss the potential for Cheshire County to get involved in the Mass Tort Claim against some of the large pharmaceutical manufacturers and distributors that have caused financial exposure to the Government and its taxpayers in the fight to get a handle on the opioid crisis. The claim is to address not only past but future costs that the County and many municipalities have incurred by having implemented

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programs, added staffing and other expenses that have been incurred in addressing this issue. Legal costs would be shared by all claimants involved based on a percentage of each individual claim as against the overall aggregate claim total. The legal costs would only be paid if the case is won.

Graves asked what the downside would be to join the suit. Bonsignore indicated that he does not see a downside. If the case is not won the only expense to the county would be the administrative cost of gathering the data. Graves asked what the fee of the firms will be if the case is won. Their fee will be 25% of the settlement plus direct costs.

**Commissioner Weed made a motion to join the suit, Cartwright seconded. Upon vote the motion passed unanimously.**

Graves then recognized Treasurer Wozmak who presented the Commissioners with the County Investment Policy for review and approval. Commissioner Weed asked to include specific language that identified the County's requirement to have all investments collateralized. The policy was updated as recommended. The policy was signed by all Commissioners and Treasurer Wozmak and will be on file with the County Finance Director.

Treasurer Wozmak then presented the Commissioners with the results of the bids for investments for the proceeds from the (TAN's) Tax Anticipation Notes.

The results were as follows:

- People's United – 1.60% Collateralized Money Market
- TD Bank– 1.85% Collateralized Money Market (Current Rate)
- Citizens – 1.80% Collateralized Money Market (Current Rate)
- NHPDIP – Current rate 1.82%

After further discussion where as Commissioner Cartwright stated that he would prefer the funds are invested with NHPDIP to keep the funds in NH, **a motion was made by Commissioner Weed to invest the funds with TD at a current rate of 1.85%, seconded by Commissioners. Upon vote the motion passed unanimously.**

Conversation ensued about ways to reduce the net expense of borrowing TANs for county operations. Commissioner Cartwright talked about his interest of presenting a bill to change the statute that would allow the county to collect taxes twice a year. Trombly also mentioned that moving from a calendar year to a fiscal year budget could have an impact on the amount of funds that would need to be borrowed. After further discussion it was recommended that this would be an area for further research and future discussion.

Commissioner Graves then recognized Administrator Coates for his weekly report.

Coates spoke about the trip yesterday to Brightview in North Andover Mass. with a HVAC Contractor, Energy Efficient Investments who is located in Merrimack, NH (EEI) to look at the HVAC system installed at that facility. Coates passed along a summary from Steve Horton as to what he felt was the

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best option which would be a combination of Electric (Solar) and Biomass. Coates indicated that Horton will be at the next commissioners meeting for more detailed discussion and information.

Commissioner Cartwright was interested to know how long this company has been around and how long does the equipment last. Coates explained that the life of the equipment is 15 years. It was noted that this facility has replaced five of the units since opening five years ago. However, they come with a five-year warranty on the compressor and one year on parts.

EEI will be putting together a presentation that will provide the return on investment for this option.

Commissioner Cartwright asked what role the biomass will play. Coates indicated that the biomass will heat the water and the hydronic heat pumps in the common areas. The resident rooms will have electrical driven heat pumps.

Coates then updated the Commissioners on a meeting that will be held on June 4<sup>th</sup> at 9:30am in the Stillman Rogers conference room regarding record retention. Commissioner Weed will plan to attend this meeting.

Coates indicated that the information requested for the right-to-know request regarding the Sheriff Dispatch Center grants is prepared and made ready to provide the information to the individual that requested it.

Coates then mentioned that the Generator Grant for Maplewood in the amount of \$50k has been awarded.

Coates informed the Commissioners that at their next meeting there will be individuals that work for the State of New Hampshire Department of Health and Human Services, who is the single state Medicaid agency, will attend to discuss a move to amend the 1115(a) Building Capacity for Transformation: Delivery System Reform Incentive Payment (DSRIP) Demonstration Waiver. The purpose of the meeting is to give the Commissioners an overview of the programs that have been established with this funding.

Coates reminded the Commissioners of the Keene Health fair that will be held tomorrow, May 24<sup>th</sup> in Delegation Hall from 10:00am – 2:00pm.

Coates informed the Commissioners that the annual report will be printed soon and that it will be dedicated to a few county employees this year.

Coates updated the Commissioner about the status of the NHRS oversight request that was made by the County Attorney. NHRS provided the calculations as to the cost and impact of purchasing back the prior year service credits. Based on the calculation and the timing of when the purchase will be made, it was noted that a claim will be put in towards the end of 2018 so that the payment for the county portion will not take place until 2019 when the funds can be budgeted.

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**At 11:55 AM Pursuant to RSA 91-A:3, II(a) Commissioner Graves moved to enter non-public session Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously to go into non-public session.**

**As a result of deliberations in non-public session a decision was made and a unanimous vote was taken to approve an extended LOA for an employee who has exhausted their twelve weeks of FMLA.**

**At 11:57AM the Commissioners return to public session.**

**At 11:58 AM Pursuant to RSA 91-A:3, II(a) Commissioner Graves moved to enter non-public session Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously to go into non-public session.**

**As a result of deliberations in non-public session a decision was made and a unanimous vote was taken to approve an extended LOA for an employee who has exhausted their twelve weeks FMLA.**

**At 11:59AM the Commissioners return to public session.**

**At 11:59 AM Pursuant to RSA 91-A:3, II(c) Commissioner Weed moved to enter non-public session Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously to go into non-public session.**

**As a result of deliberations in non-public session a decision was made and a unanimous vote was taken to authorize the County Administrator to enter into a contract with Ronald D Ciotti, Esq.**

**At 12:03PM the Commissioners return to public session.**

**Old Business**

Commissioner Cartwright mentioned that during the DOC inspection that it was mentioned by the Facilities Staff that they would prefer to see an alternative to the steam kettle. The current year budget has funding to purchase a new steam kettle for the Dietary Department however it was mentioned that in addition to the equipment needing to be inspected daily it is also costly to run as it uses a considerable amount of propane. Commissioner Cartwright recommended that Coates reach out to the Superintendent to see if there could be consideration to purchase an alternative piece of equipment.

Commissioner Graves then mentioned that for future inspections they would like to come up with a system that will allow the Commissioners the ability to randomly make the selection of the employees and inmates that will be interviewed.

**New Business** – There was no new business

**General Discussion** – Commissioner Weed mentioned that on Tuesday he was in attendance at a grant planning meeting for a grant to be submitted to the NADTC (National Aging and Disability Transportation Center) for a Getting Ready to Innovate grant. He wanted to highlight the outstanding

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work by Suzanne Bansley, County Grants Manager in facilitating and coordination of this meeting. He wanted to publically make mention of the great role she plays. Along with her Assistant, Dylana Shreckengost, we are very fortunate to have such a strong team.

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 May 16, 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 Calendar was then reviewed. Commissioner Weed mentioned that he will not be at the June 13<sup>th</sup> meeting.

**At 12:17 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