

MINUTES
Cheshire County Commissioners Meeting
Wednesday July 18, 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, HR Director May, Grants Manager Bansley, Register Tilton, and Assistant County Administrator Bouchard

Guest(s):

At 9:31AM Commissioner Graves opened the meeting and recognized HR Director May. A recap of a discussion that occurred last week concerning the removal of records from personnel files was covered. Following discussion, the Commissioners recommended that a written policy concerning the handling of documents in personnel files throughout the County be implemented.

Register Tilton was then recognized and discussed an impending upgrade to the Registry software for conducting records searches. She said that the old software has been completely rewritten and the new program will make searches easier and faster. She discussed the pricing models that are being considered and said that there are two versions of the software, professional and public.

A review of the cost of operations for the Registry was covered and the pros and cons of charging for documents was discussed. Tilton then discussed a new project that will launch next year to replace old shelving units in the Registry.

Grants Manager Bansley was then recognized and presented the following documents for review, certification, and signature.

The first document she presented was the CDBG Microenterprise Grant Agreement that was previously approved by the Commissioners and now requires the signature of the Chairman. Following a review of the documentation the Chair signed the agreement as presented.

Bansley then presented the documentation for the CEO Certification for the previously awarded Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Grant that is shared between the County and the City of Keene that helps fund the cost of the mobile data terminals installed in the Police and Sheriff cruisers. Following a question and answer period with Bansley the Chair and Clerk signed the documents to receive the grant.

Bansley then discussed Master Agenda Item #599: Cheshire County Title VI Civil Rights Policy. She discussed the Policy and discussed the difference between the Civil Rights Policy and the Employee Employment Manual. She then presented the updated County Civil Right Policy that has been developed with the assistance of the Directors of Finance and Human Resources that will meet all of the Federal Guidelines required to comply with the new regulations. Following discussions, the Commissioners signed the updated Title VI Civil Rights policy that will be posted on the County website.

Coates was then recognized for the Weekly Operations report.

Coates discussed the Blood Farm status and said that asbestos testing has been completed and the oil tanks are scheduled to be removed in the next week. He reviewed a meeting with the state Department of Environmental Services (DES) personnel and reviewed the steps that are being taken to ensure that all

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DES criteria are met. He also said that a conversation with the Real Estate agent about the offer took place last week and said that the house should be razed sometime in late September or October.

Coates then reviewed the meeting that occurred last week with the Home Healthcare monitoring company Sencio, and he said that he has contacted two other Counties to understand how, and if, to move forward with a pilot program in the State and in Cheshire County. A facility in Maine has also been contacted that is currently using the technology and program for input and guidance.

He said that the Commissioners Cookout is set for August 15th this year and will follow the Commissioners meeting on that day.

Coates then said that he and Bouchard, and Steve Roberge the County Forester, reviewed the timber cut landing and discussed the cleanup of the log landing with the anticipation that the logging company will be moving in shortly to finishing the cutting on the parcel.

Coates then said the MOCO Arts kids will be in the Delegation Hall to preform for the public as part of the County Summer Music series. One more event will take place in August 1st.

He then discussed that the New Hampshire Association of Counties (NHAC) Annual Conference information will be sent out in the next few days and said that the event is being hosted by Sullivan County this year and will be held in Sunapee.

Coates said that both of the visits by the DES at the ravine and landfill for the closure of the old jail demolition went very well and a letter of formal closure has been received from DES pertaining to the ravine. A similar letter is forthcoming for the landfill site. He stated that the final clean-up cost has been received that will bring the total costs to about \$62K over the original budget.

Coates then said that he, Bouchard, and Tim Murphy of Southwest Regional Planning Commission met with two individuals from the University of New Hampshire Cooperative Extension office to discuss adding an Economic Development position to the County Extension office. This position is currently supported in seven other Counties throughout the state through a cost-sharing arrangement between the Counties and the University of New Hampshire and the opportunity will be explored to implement a similar situation in Cheshire County.

Coates then discussed that the replacement of the old courthouse windows is being scheduled for early August and the time line for completion is expected to be approximately 18 weeks. Information is being forwarded to the LCHIP grant staff for review and approval.

Coates said that the Federal Communications Commissions (FCC) Cell coverage project discussed at the last meeting is currently underway and that communities have until Thanksgiving of this year to submit objections of vendors purported 4G LTE broadband coverage. The Commissioners were unanimously in approval to participate in the program.

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Coates then discussed the upcoming Commissioners meeting on August 1st and the preparation needed for reviewing pieces of Maplewood reconstruction project in order to proceed to obtaining a Guaranteed Maximum Price (GMP) for the project.

Coates then discussed the additional funding that is being received from the state under the Pro Share funding for nursing homes. He said that about \$700K in additional funding has been obtained and some of the funds will be used for the Integrated Delivery System (IDN) projects throughout the state.

He informed the Commissioners that the County just learned yesterday of the City's intention to rebuild the Gilbo Ave parking lot that will require up to three (3) months of construction.

Old Business: Upon questioning from the Commissioners, Coates and Bouchard said that a number of County projects are complete or nearing completion including rebuilding the 33 West Street Roof, installing the new HVAC Compressor on the 1979 Wing, and other smaller projects.

New Business: No new business presented.

The Weekly Census was then reviewed.

The Weekly Manifest was then reviewed with questions from Commissioner 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 July 11, 2018 were then reviewed and Commissioner Weed moved to accept the minutes as presented and was seconded by Commissioner Cartwright Upon vote the motion passed unanimously.

The calendar was then reviewed.

General Discussion – Commissioner Weed discussed his recent trip to the National Association of Counties meeting in Nashville. He reviewed the organizational structure and discussed some programs that the County may be interested in participating in to help control costs and open up other purchasing sources.

At 12:16PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Cartwright and upon vote the motion passed unanimously.

Respectfully Submitted,

Charles Weed
Clerk, Board of Commissioners