

MINUTES
Cheshire County Commissioners Meeting
Wednesday September 26, 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 (Absent with Notice)

Staff: County Administrator Coates, Finance Director Trombly, Maplewood Facilities Director Harrison, HR Director May, Grants Manager Bansley, and Assistant County Administrator Bouchard.

Guest(s):

At 9:32PM Commissioner Graves opened the meeting and recognized Bruce Harrison, Maplewood Facilities Director, for Master Agenda Item#610: Wheelchair Van Bids - B. Harrison

Harrison presented the following bid sheet and discussed the various options recommended the purchase of the Van from Mobility Works.

| PROJECT | COMPANY | COMPANY | COMPANY |
|---|---|---|--|
| Wheelchair Van Replacement | Mobility Works Inc. | Patsy's Bus Sales Option 1 | Patsy's Bus Sales Option 2 |
| BUDGET \$ | BID AMOUNT | BID AMOUNT | BID AMOUNT |
| \$65,000 | \$43,174 | \$46,788 | \$40,622 |
| Vehicle meets spec's: Ford Transit T150 XL 130"-wheel base, 3-wheel chair capacity | Yes | Yes / No: Ford Transit T350 X2C 148"-wheel base | No: Dodge Grand Caravan, single wheel chair capacity |
| Warranty | Ford 3 year, 36k mile, 60k on power train | Ford 3 year, 36k mile, 60k on power train | No info given, assuming 3 years, 36k mile |
| Bid forms complete | Yes | Yes | Yes |
| Trade In: | No offer listed | No offer listed | No offer listed |
| Option 1: AMF Burns 4-point retractable wheelchair restraints | \$325 | No pricing given | N/A |
| Option 2: Remote starter | \$495 | No pricing given | No pricing given |
| Option 3: Additional seating cost per unit | \$700 | No pricing given | N/A |
| (3) AMF wheelchair restraints (1) Remote starter, (4) seats | \$4,267 | | |
| (4) studded snow tires, steel rims, sensors | \$1,300 | | |
| New Graphics | \$650 | | |
| Estimated Total | \$49,391 | | |

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Following a number of questions and discussions, Commissioner Cartwright moved to accept Director Harrison's recommendation to purchase the wheelchair van from Mobility Works Inc., for \$49,391.00 and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's.

10:00AM - Master Agenda Item #611: B. Graves, Acquisition of Kitchen equipment for Maplewood Nursing Home.

Graves presented three quotes for a Convection Gas Steamer ranging price from \$16,173.00 to \$18,585.80. The Commissioners asked numerous questions about the unit and how is it used in the kitchen. They then asked Graves what her recommendation was for purchasing the unit. She said that based on her research and conversations with the vendors she recommended purchasing the Vulcan Model C24A10 from Kittredge Foodservice equipment and Supplies in Agawam MA for \$16,280.10 as it met all requirements and priced is very competitively.

Following discussion, Commissioner Cartwright moved to purchase the Convection Gas Steamer from Kittredge Foodservice for \$16,280.00 and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's.

Master Agenda Item #612: Victims of Crime Act (VOCA) Grant Certifications and Special Conditions

Bansley presented the documentation for three required forms for the VOCA grant, including one Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, and two special condition forms, which in summary state that the County will comply with requirements of the Uniformed Grant Guidance and the DOJ's Financial Guide. The VOCA grant for SFYs 18-20 from the New Hampshire Department of Justice for \$150,000.00 (\$50,000.00 per year), which requires \$37,500.00 (\$12,500.00 per year) in match. These funds pay approximately 85% of the salary for a victim witness coordinator. The match is met primarily with the coordinator's benefits.

Following review of the documents and discussion Commissioner Graves signed the documentation.

At 9:59AM the Chair recognized Register Tilton who briefly discussed an employee compensation issue. She was informed by the Finance Director that the issue was noted and that it will be addressed in the upcoming 2019 budget review.

The Director of HR was then recognized who discussed an extension of a Family Medical Leave issue for an employee. **Following discussion Commissioner moved to extend the FMLA as requested by HR. Commissioner Cartwright seconded the motion and upon vote the motion passed with two (2) Yea's. The Commissioners then signed the documentation.**

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County Administrator Coates was then recognized for his weekly report.

Coates discussed that when public and press requests are received that they should be copied to his attention so that follow-up coordination can be done. He said that he just recently learned that a request for information that was not followed-up on by staff because of confusion about who was responsible for supplying the information.

Coates discussed that next year the process for the annual NHAC awards recognition program will change to having department managers present the awards to the employees who they have nominated and were who have been selected to receive awards.

He then said that he and Trombly met with the Nursing Home staff with Maplewood Nursing Home Administrator Kindopp to discuss the resident census numbers at the nursing home and the impact on the budget. They discussed employee retention issues and how to involve the staff in assisting in employee retention efforts. He said that the staff had some great ideas and on-going conversations will be had with HR and senior staff.

Coates then reminded the Commissioners that the Radial Rural seminars will be running this week and invited them to attend as their schedules allow.

Coates then said the 1858 wing of the County Hall Building now has the windows restoration project finally underway after a years' worth of preparation and fund raising. He said that the project is planned to be finished before the end of the year.

He then said that Matt Davis of the University of New Hampshire who is monitoring the Department of Corrections Geothermal system provided a short data update and that the monitoring will continue through the winter season so that accurate system measurements can be obtained and compared with the propane usage at the facility. The goal is to be able to determine the actual efficiency rating for the geothermal system and to be able to measure return-on-investment for the system.

Coates then said that the old tire clean-up is proceeding at the Old Jail in Westmoreland and that approximately 1300 tires have been counted and stacked. Tire recycling companies will be contacted to supply bids for removal and disposal options.

Coates then said that the reconstruction of the nursing home is on target and the project is progressing as scheduled and is on-budget based on the latest cost tracking report and projections.

Coates then discussed the pilot project being evaluated by the Integrated Delivery Network (IDN's) that are vetting the at-home care system from Senscio, a company with a product that is aimed at keeping seniors in their homes longer while providing in-home care coordination. He said that a meeting with the company is coming up soon so that the financial aspects of the program can be fully examined and understood.

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Coates then reported that an incident at Department of Corrections occurred this morning that required an inmate to be transported to the hospital. He said that more details will be provided once the event has been investigated.

Coates then informed the Commissioners that Maplewood Owners Representative Steve Horton will be at the Commissioners meeting to provide a progress update on the Nursing Home. He also said that a conference call with Matt Davis of UNH concerning the geothermal monitoring project will be scheduled during the meeting.

At 10:44AM Commissioner Cartwright moved to enter a non-public session pursuant to RSA 91-A:3, II(c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Commissioner Graves seconded the motion and upon vote the motion passed with two (2) Yea's.

As a result of deliberation in non-public session, no decisions were made and no vote was taken.

At 10:49AM the Commissioner voted to return to public session.

Old Business: Commissioner Cartwright asked about the follow-up on the paving and the cost increase for electrical usage that occurred last month at the DOC. Coates will follow-up for the next meeting.

Commissioner Cartwright discussed a session that he attended at the NH Association of Counties Annual Conference concerning technology and fuel options that are similar to the proposed biomass boiler installation at the nursing home. Commissioner Cartwright learned that the delivery system should accommodate the different ways of delivering wood chips. Commissioner Cartwright called the alternative supplier provided by the Construction Team and learned that supplier needs a chip bunker for delivery. The Froling dry chip system is a monopoly. There are no alternative suppliers of chips, therefore the county would not be able to have competitive pricing. He is once again strongly advocating a closer examination of green chip bio-mass boilers as he believes it is the cheapest alternative for the project. This item will be discussed at next week's meeting.

New Business: Trombly then discussed an issue with the preparation of the 2019 budget and asked the Commissioners how they wished to have the documents structured that will be reviewed at the budget hearings. This discussion will be taken-up again next week.

At 11:13AM Commissioner Cartwright moved to enter a non-meeting to discuss union issues. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

At 11:37AM the Commissioner voted unanimously to return to public session.

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The Weekly Census was then reviewed.

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

The minutes of September 12th, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The calendar was then reviewed.

General Discussion: None

At 11:55PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.

Respectfully Submitted,

R. A. Bouchard
Assistant County Administrator

Clerk Pro Tempore