

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 21, 2018 09:30AM**  
**Count Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

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

**Staff:** County Administrator Coates, Maplewood Administrator Kindopp, UNH Cooperative Extension Manager, Steve Roberge, and Assistant County Administrator Bouchard

**Guest(s):** Attorney Thomas Collsum and Commissioner Elect Robert Englund

At 9:30AM Chairman Graves opened the meeting and recognized Attorney Tom Collsum.

Administrator Coates introduced Attorney Thomas Collsum who is a contracted attorney with the County's insurance carrier Primex.

Collsum discussed the way that lawsuits work in New Hampshire and how various types of cases are handled. He discussed how general legal issues such as summary judgements are handled.

A general discussion of how files should be handled was had, and the controlling NH RSA's that outline how personnel files and other files are defined and what materials should be contained in the files was covered. Also covered was pre-employment criteria and issues that should be considered before employment and other best practices that could help streamline the hiring process.

At the end of discussion, the Commissioners thanked attorney Collsum for his attendance at the meeting and for the information that he provided.

Steve Roberge was recognized to discuss Master Agenda Item #632 UNH Cooperative Extension – Semi-Annual report.

Roberge outlined some of the Cooperative Extension activities for the past six months including hosting a national Maple Syrup conference in Keene. Roberge said that he is the UNH Cooperative Extension State-wide Maple Syrup expert and was the coordinator for the event.

The increase in the use of maple syrup in various products was discussed by Roberge. He highlighted that up to 25% of the syrup being currently sold is not able to be classified as pure maple syrup due to incorrect processing and not meeting the required density and flavor profiles.

He then said that the half-time 4-H position at the Cooperative Extension is being vacated by the current occupant and the position may not be filled due to an inability to find qualified personnel for a part-time position.

A discussion around the current timber cut underway on the Westmoreland county property was had and the heavy seasonal rains that have been preventing the completion of the project was covered.

A question about the declining number of foresters in the state was brought-up and Roberge said that currently there are 286 licensed foresters in NH. He said that about 6 new foresters are licensed per year with half that are new people entering the field and half are foresters from other states, primarily Vermont and Maine, who wish to do business in NH.

The Commissioners thanked Roberge for his report and Administrator Coates was then recognized for the Weekly Operations Report.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 21, 2018 09:30AM**  
**Count Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

Commissioner Elect asked about the UNH Cooperative Extension's relationship with the Counties and the Memorandum of Understanding between the University of New Hampshire (UNH) and the County was covered as was the split cost of the running the Cooperative Extension programs in each county. (Currently 75% UNH and 25% contribution from the Counties).

Coates then said that the Federal Communications Commission (FCC) has a process to challenge the stated position of the cell providers that New Hampshire has 100% coverage in the state. He described the history of the project to challenge that incorrect assertion and the status of the challenge in the towns and that the data will be submitted to the FCC through the State of NH Public Utilities Commission (PUC). He then said that although the data has been collected and submitted the maps have not yet been received.

He then said that he has met with Rep. Dan Eaton and mutual aid towns concerning the ambulance coverage problems that existing in the County. He reviewed the work that has been done to investigate possible solutions to the problems of multiple town coverage.

Coates then said the December 10<sup>th</sup> save the date notice for the Delegation Meeting and an orientation session for new Representatives and elected officials was sent out yesterday.

He updated the Commissioners on the progress of the Old Courthouse Windows project and said that the company is falling slightly behind where they thought they would be, but 28 windows are in process and 10 more will be taken out on Monday.

He then discussed the 2019 proposed budget and said that \$50K is in 2019 budget for the proposed Handyman program. The program aims to keep people in their homes as-long-as-possible by providing funding for adaption of homeowners needs to include handicap accessories that are not covered by Medicare or Medicaid.

Coates said that the Second Chance building owned by Southwest Community Services will be leased in the coming months to the New England Rehabilitation and Wellness program (RAW). It will become a recovery and wellness center for drug addicted individuals.

He then said that an RFP for the County propane usage has been sent out to multiple vendors and the results should be in next week.

Old Business: Commissioner Weed asked a question concerning the 2019 budget and it was answered by Administrator Coates.

New Business:

The Weekly Census was then reviewed.

The Weekly Manifest was then reviewed, and **Commissioner Weed moved to accept the Manifest as presented and was seconded by Commissioner Graves, upon vote the motion passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday November 21, 2018 09:30AM**  
**Count Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

**The minutes of November 14, 2018 were then reviewed and Commissioner Weed 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 12:04PM Commissioner Graves moved to enter a non-meeting to discuss a union matter. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**At 12:20PM the Commissioners voted unanimously to public session.**

**At 12:21PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,

Charles Weed  
Clerk, Board of Commissioners