

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday March 27, 2019 08:30AM  
County Hall Building  
Stillman Rogers Conference  
12 Court Street, Keene, NH 03431

**Present:** Commissioners, Charles (Chuck) Weed, and Robert (Bob) Englund John (Jack) Wozmak (absent w/ notice)

**Staff:** County Administrator Coates, Finance Director Trombly, HR Director, Kim May, County Attorney McLaughlin, Assistant County Administrator Bouchard  
Guest(s):

At 8:33AM The Chairman opened the meeting and recognized Chris Coates. Coates asked to enter a non-meeting to discuss union matters.

**At 8:35AM Commissioner Weed moved to enter a non-meeting to discuss union matters and communications from the County's attorney. Commissioner Englund seconded the motion.**

**At 8:55AM the Commissioners voted unanimously to return to public session.**

A discussion of overall openings in the County workforce was then covered.

**At 8:58AM Pursuant to RSA 91-A:3, II(c) Commissioner Weed moved to enter non-public session 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 Englund seconded the motion and upon vote the motion passed unanimously.**

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

**At 9:10AM the Commissioners voted unanimously to return to public session.**

HR Director May was then recognized and discussed the HR Generalist/Recruiter position.

A discussion of the HR activities throughout the County began and May outlined a number of HR's responsibilities and activities that keep the staff of two very busy.

**At 9:18AM Pursuant to RSA 91-A:3, II(c) Commissioner Weed moved to enter non-public session 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 Englund seconded the motion and upon vote the motion passed unanimously.**

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

**At 9:29AM the Commissioners voted unanimously to return to public session.**

County Attorney McLaughlin then joined the meeting to discuss Master Agenda Item #661: County Attorney's Office – Semi-annual review. McLaughlin presented the following:

*The Cheshire County Attorney's Office had one personnel change in this six-month period. On March 12, 2018, this office hired a new staff member as an administrative assistant for the Regional Prosecutor Program.*

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*She replaced the previous staff member in that position when the prior holder filled an opening for an administrative assistant in this office, which was created when a third staff member moved to the position of Victim/Witness Coordinator from her role as an administrative assistant.*

*During this six-month period, 216 felony case files were referred to our office, and a Victim/Witness Coordinator was assigned to all of these cases. We have indicted 124 individuals, on a total of 269 charges. There were 2 cases that proceeded to trial, and one misdemeanor appeal. 155 cases were resolved prior to trial, by plea.*

*The County Attorney reviewed 122 Division for Children, Youth & Families (DCYF) reports. Further, our office handled 113 Violations of Probation on 90 cases, and 20 Superior Court Petitions to Annul.*

*In addition, there are currently 20 participants in the Cheshire County Drug Court program, with 7 participants entering the program within the last 6 months, 4 participants graduating and 3 participants terminated from the program.*

*Lastly, the Domestic Violence Prosecutor reviewed 11 Felony Domestic Violence cases this period (including 3 Violations of Probation on DV cases), and 1 Misdemeanor Domestic Violence Cases. A Victim Witness Coordinator was assigned to each of those cases.*

The Commissioners asked a number of questions concerning the case load numbers and the distribution of crime in the County. The Commissioners asked a question concerning the Medical Examiners expenses and McLaughlin reviewed how untimely death cases and the follow-up that is needed for these types of cases.

The various types of cases that the Attorney's office handles and how they are adjudicated was covered as well as bail reform initiatives and a lack of a local bail monitoring program was discussed.

At 10:03AM the Commissioners thanked McLaughlin for his report and then recognized Administrator Coates for the Weekly Operations report.

Coates said that he has been approached by a food truck company to park in one space in our Center Street lot once a month to sell lunch items. The county's insurance company has been contacted and they expressed that they do not have concerns as long as the food truck company has their own insurance coverage. It was found that they have a two-million-dollar coverage policy. Coates said that he was willing to do a trial to see how it works out and if it would cause any problems or issues.

Coates then said that on April 3<sup>rd</sup> a session will be held to discuss with students and 4H members what career opportunities can be found in the local community that are available to students who do not wish to attend college. The session will be held in the Keene High School Cafeteria.

He then reminded the Commissioners of the April 2<sup>nd</sup> Mayors meeting that will be held at 6:00pm in City Hall to discuss legislative issues with the County Delegation members.

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Coates then said that he has reached out to Keith Thibault of Keene Housing to schedule a presentation on the status of the Second Chance housing facility.

Coates said that he attended a meeting at the Keene County Club at which the Governor presented. He asked questions of the Governor concerning the budget and cost down shifting to County's and then to local taxpayers. He talked about education and human services cost shifting in particular.

An extended discussion of local and state interactions and programs and outcomes that impose additional costs on taxpayers was covered.

He then said that he and Trombly will be meeting with an individual who has had a family member who passed away and whose estate has been tied-up with the State. The family is attempting to settle the financial aspects of the deceased family members care so that they can receive the remaining proceeds from the estate.

Coates said that next Wednesday at 9:30AM a tour of the new Courthouse will be conducted for the Commissioners to familiarize them with the building in anticipation of having to make a decision to issue a bond for the acquisition of the facility as the seven-year financing package for the original construction is coming due in 2020 with the requirement to change ownership of the building from Monadnock Economic Development Corporation to either the State Courts, the County, or an outside investor.

Coates then discussed a recent meeting with the Steering Committee for New Hampshire Association of Counties (NHAC) and said that one of the issues reviewed was that the Annual Employee Awards for the upcoming conference this year would be handled in different manner from previous years.

He reviewed that the NHAC will reestablish dues to previous levels in 2020 and that the finance committee will set policy for expenditures and send recommendations to the Executive Committee for consideration and implementation.

Coates then reviewed the upcoming installation of a major downtown Eversource transformer at 33 West Street, and said that the total cost of the project will be just over \$280,000.00 for Eversource. The work would include the rebuilding of all of the parking lot drains and the re-grading and paving of the lot in addition to upgrading the electrical feed to the building, and the potential removal of the old DES closed oil tank that is buried adjunct to the building, as well as other improvements necessary to complete the project. He said that the cost to the County would be capped at \$40,000.00 for the completion of all work versus previously projected costs of approximately \$100,000.00 to complete the parking lot and electrical work that would have been all paid from the County budget.

Coates said that the new County Safety Officer Julie Krupa has been working with staff at the Nursing Home, the Department of Corrections and the downtown campus and her efforts have been very well received staff.

Coates reminded the Commissioners that the Legislative breakfast to be held at the Cheshire Medical Center this Friday will start at 7:00AM and program runs from 7:30AM – 9:00AM. Hanna Grimes will

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also be presenting a program that runs from 8:30AM – 10:00A on the topic of Recovery Friendly Workplaces the same morning.

The Weekly Census was then reviewed. A discussion of the federal inmate revenue and the cost of running the facility was reviewed.

Old Business: None

New Business: Trombly then told the Commissioners that the Hemenway Fund Trust distribution amount \$23,679.00 for 2019 has been received from the trustees. The total fund balance of the trust account is slightly in excess of \$208,000.00.

Commissioner Weed asked about the startup of the Restorative Justice program. Coates said that the program starts this week and one client has been identified. He then said that they will present on the status of the program at the Commissioners meeting on April 10<sup>th</sup>.

The Weekly Manifest was then reviewed and Commissioner Weed questioned a payout to an employee who retired. Trombly explained how the policy works and reviewed the rules for use of sick time and vacation time. **Commissioner Weed moved to accept the Manifest as presented and was seconded by Commissioner Englund. Upon vote the motion passed unanimously.**

**The minutes of March 20, 2018 were then reviewed Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Englund. Upon vote the motion passed unanimously.**

The calendar was then reviewed.

**General Discussion:** None

**At 11:47AM there being no further business to discuss, Commissioner Englund moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,

R. Englund, Clerk