

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 02, 2019**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

**Present:** Commissioners: Charles Weed, and Robert Englund (John Wozmak absent with notice)

**Staff:** County Administrator Coates, Director of Finance Trombly, Sheriff Rivera, County Attorney McLaughlin, Register Tilton, and Assistant County Administrator Bouchard

**Guest(s):**

At 8:40AM Commissioner Weed opened the meeting and recognized Sheriff Rivera to discuss Master Agenda Item #718: Semi-Annual Report – Semi-Annual Report Sheriff’s Office.

Rivera discussed the increase in Involuntary Emergency Admittance’s (IEA’s) and transports to the local courts. In response to a question from the Commissioners Rivera said that other than one additional dispatcher that needs be hired staffing is complete. He that some of the communications equipment in dispatch will need to be upgraded in the near future and the cost will be significant as much of the existing equipment is rapidly aging out.

Commissioner Weed then discussed local efforts to stop sex-trafficking and child abuse around the County and he asked the Sheriff if it was a problem in the County. The Sheriff said it does exist even here in rural New Hampshire but is very underground. He said that however it does surface in the community with increasing frequency.

Rivera then discussed the New Hampshire Internet Crimes Against Children Task Force (ICAC) lab that was recently installed in the Sheriff’s department to combat child sexual abuse. He said that the lab is run by a certified police officer that works for the County. Rivera said that the lab tech is the only one in the area who can do this type of technical investigation and he is recognized as an expert in the state and nationally.

He then said that ICAC lab position is funded by the both the Federal government and the State and stated that the State has said that it will pay 70% of the lab salary and all overtime.

The County Attorney then spoke about the ICAC structure in the State. He said that the cases are started up by the local police investigations who receive notices from various Internet Service Providers (ISP’s) who alert law enforcement to the presence of any pornographic images on their systems.

McLaughlin discussed some of the processes used to determine the priority of the large number of cases that must be dealt with, and he covered the meticulous investigation techniques and chain-of-custody issues that are required to prosecute these types of cases.

The Sheriff then explained how the effort to use the existing funding of a Full-Time-Equivalent (FTE) position to bring the lab position on-board as a full-time employee. A discussion of the procedures to bring the officer on full-time and to have the State cover the cost into the first quarter of next year began.

**The Sheriff then asked the Commissioners for their support in making the ICAC position a full-time County position to combat the sexual exploitation of child and to be able to adequately investigate other computer crimes. Following discussion, Commissioner Weed moved to support the Sheriff’s request for bringing the position on full-time and he was seconded by Commissioner Englund.**

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The agenda for the Correctional Officers graduation was then reviewed and then process used to certify Officers was covered.

Administrator Coates then provided the Weekly Operations report.

Coates discussed the potential hire of the Keene Campus Manager position and said that in order to fill the position as soon as possible candidates will be brought on in a temporary training capacity until the funding is fully in place in next year budget. That should prove beneficial for both the candidate and the Keene campus staff to see if the person is a good fit.

Coates then said that in response to the Commissioners requests to look into celebrating the 250<sup>th</sup> anniversary of County he has been investigating recognition events though the Historical Society. More work needs to be done and he will report back on the project as progress is made.

Superintendent Van Wickler then joined the meeting and spoke to the Commissioners question of how to audit the correctional officer certification training program to ensure that the quality of the program stays at a high level. He said that a succession planning process for backfilling senior management positions was already in place and this was discussed at length. Also reviewed was what new candidates will be facing when they transition into the facility. An extended review of the current programs, staff, and operations of the facility began.

Coates then restarted the conversation around the 250<sup>th</sup> celebration and he said that he has contacted the Keene Sentinel and discussed creating a County-wide publication that would highlight all of the towns in the County. A number of ideas as how to work with having the various towns involved in the process was reviewed.

Coates then discussed that the review board from New Hampshire Land and Community Heritage Investment Program (LCHIP) visited the Old Courthouse to review the grant that was submitted to restore the cupola. He said that competition for the funding is very intense this year and over 38 applications have been received with the ability to fund only a few of the applications. He said that after the meeting it was decided to hold off of pursuing the grant for this year based on the number of applicants and the lack of matching funds that are available for the project this year. A new grant that contains a value engineered approach will be developed and will submitted next year.

Coates then discussed the 33 West Street potential acquisition meeting with State. He stated that issues around County use of the building which would not be directly used as a County facility was discussed and the insurance coverage for the building was covered. He then said that a November 18<sup>th</sup> public hearing and presentation is being prepared.

The contract for the Eversource battery installation in Westmoreland will proceed and a formal appraisal for determining the value of the land will be obtained within the next year before the project actually begins.

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He then said that the opiate planning and response grant meeting was held last week in Peterborough and about 30 people participated. About 7 people in recovery were part of the meeting and he thought that the meeting went very well.

The Integrated Delivery Network (IDN) quarterly meeting will be held next week at the Common Man in Claremont from 8:00am – 12:00pm. Some of the Commissioners will plan to attend.

Coates then discussed that the Department of Corrections transportation team that escorts inmates to and from court hearings will begin wearing blazers and casual pants with dress shirts and ties as they will now be sitting in the courtrooms providing security during prisoner presentations. This is being done that the request of the US Marshall's for whom the bulk of the transports are done.

Finance Director Trombly then discussed the revised schedule for the 2020 Commissioners Budget review.

Old Business: None

New Business: None

The census was then reviewed and accepted as presented. A follow-on discussion of the cost of holding federal inmates and income that is produced was had. The census at the nursing home was also covered how residents are accepted was described.

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

**The minutes of September 18, 2019 were then discussed and Commissioner Englund moved to accept the minutes as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**At 11:45AM there being no further business to discuss, Commissioner Englund moved to adjourn the meeting so that the Commissioners could attend the graduation of six new Corrections Officers. The motion to adjourn was seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Minutes recorded by:  
R. A. Bouchard, Assistant County Administrator

Reviewed and submitted by:  
R. Englund, Clerk