

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 23, 2019
County Hall Building
Stillman Rogers Conference Room
12 Court Street, Keene, NH 03431

Present: Commissioners: Charles Weed and Robert Englund

Staff: County Administrator Coates, Director of Finance Trombly, MNH Facilities Director Harrison, Sheriff Rivera and Safety Officer Kroupa

At 8:32AM Commissioner Weed opened the meeting and recognized MNH Facilities Director Bruce Harrison to discuss Master Agenda Item #722 for his semiannual report.

Accomplishments

Q2 2019

- Kitchen and Laundry coordination plan developed with DEW
- JLMC - Attended Inspections of 33 West St. MNH and ALF
- Boiler 1 was shut down and demolition started in the boiler room
- Participated in the Cheshire Medical Center boiler response
- Controls replacement in ALF started
- Multiple meetings and tours in support of the building project
- Attended the Emergency Preparedness conference in Manchester

Q3 2019

- Underground storage tank at the old jail site was removed
- JLMC – attended inspections of the farm house, farm, farm garage, WTP and WWTP
- Fire department tested their high-rise packs in the new addition
- The new transformer was installed
- State inspection of the WTP and WWTP
- Fire alarm issues – not being received correctly or timely
- Boiler 2 was removed as was the remaining steam equipment, piping and controls
- State Survey - Life safety inspection in August – passed both MNH and ALF
- New dishwasher installed
- Attended the Twin State New England Health Engineers conference at Dartmouth
- SPCC plan started with Geosight
- Met with DEW and Waste Management on the new compactor installation and site prep
- Mike Eagan re-routed power from one emergency panel to another after a breaker failure in an old panel that will be demolished
- New fire pump brought on line and staff trained
- Biomass boiler and new generators delivered
- New Heat loop started for ALF and MNH

Concerns

- Getting Direct Energy to recognize our “new” accounts as part of the existing agreement for both the Nursing Home and Water Treatment plant meters
- Phase 3 implementation effects on Phase 4 section of the building

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- Challenges presented with Laundry and Kitchen renovation work

Budget

Account - Q2 2019	2019 Budget	June Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$332,660	\$29,881	\$167,561	\$165,099	49.63%
P/R Overtime MNH	\$8,500	\$252	\$2,867	\$5,633	66.27%
Outside Services MNH	\$145,721	\$5,083	\$63,545	\$82,176	56.39%
Supplies MNH	\$9,500	\$14	\$1,352	\$8,175	86.05%
Electricity MNH	\$145,000	\$12,584	\$67,089	\$77,911	53.73%
Gas/LPG MNH	\$42,720	\$1,288	\$9,741	\$32,979	77.20%
Fuel #4 MNH	\$205,337	\$4,103	\$85,964	\$119,373	58.13%
Auto Repair MNH	\$10,500	\$35	\$5,235	\$5,265	50.14%
Building Repair MNH	\$47,350	\$2,199	\$18,079	\$29,271	61.82%
Equipment Repair MNH	\$30,000	\$1,550	\$13,059	\$16,941	56.47%
Total MNH Facilities	\$1,206,793	\$75,347	\$542,624	\$664,169	55.04%

Account - Q3 2019	2019 Budget	Sept. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$332,660	\$27,533	\$248,777	\$83,883	25.22%
P/R Overtime MNH	\$8,500	\$369	\$4,106	\$4,394	51.69%
Outside Services MNH	\$145,721	\$8,738	\$100,348	\$45,373	31.14%
Supplies MNH	\$9,500	\$16	\$1,341	\$8,159	85.89%
Electricity MNH	\$145,000	\$14,696	\$107,494	\$37,506	25.87%
Gas/LPG MNH	\$42,720	\$6,935	\$26,305	\$16,415	38.42%
Fuel #4 MNH	\$205,337	\$121	\$93,970	\$111,367	54.24%
Auto Repair MNH	\$10,500	\$0	\$7,235	\$3,265	31.10%
Building Repair MNH	\$47,350	\$3,721	\$26,481	\$20,869	44.07%
Equipment Repair MNH	\$30,000	\$1,514	\$18,164	\$11,936	39.79%
Total MNH Facilities	\$1,206,793	\$81,420	\$793,173	\$413,620	34.27%

Looking Forward

- New Biomass boiler coming on line and operational training
- New generators brought on line
- Winter prep – building and support equipment
- Moving into the new building

Sincerely,

Bruce Harrison

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Commissioner Weed asked if commissioning was on going on the new Maplewood construction. Harrison indicated that commissioning has been happening and sometime right before Thanksgiving there is a week-long commissioning scheduled to happen.

Coates mentioned that we have been approached by Mathews Water Delivery as they would like to purchase approximately 60,000 gallons of water annually from our Water Treatment Plant. This could generate a small amount of annual revenue from selling the water from our County Water Treatment Plant.

Coates discussed an issue that came up at the Maplewood construction meeting on Tuesday. It was recognized that the phone system at ALF needs to be upgraded at the same time as Maplewood. This was not considered originally. Pricing for this upgrade is being looked into.

Safety Officer Kroupa was then recognized to discuss Master Agenda #723 for her Semi-Annual Report.

- Currently planning a full facility Active Shooter disaster drill for Maplewood on October 29th. State and local police, Sheriff's office, SWAT team, DOT, Fire Department and all MNH departments will be involved.
- Continue to train employees on the new Disaster Plan along with on-going testing of the plan, including updating policies as needed. Changes are distributed quarterly.
- Fire drills were held in accordance with state and local regulations for Maplewood and now for the Keene Campus as well.
- Keene Campus and DOC employees have completed new Annual Safety Training. MNH continues to train all employees upon hire and annually.
- Completed all emergency equipment inspections and replaced items as needed.
- Completed the 2019 Primex schedule of exposures and makes changes as they occur. Renewed the Prime Certification.
- Continues to maintain an active role in the Greater Monadnock Public Health Network, the Granite State Health Care Coalition, Regional Planning Committee, the Healthcare Workforce Group and the Public Health Emergency Coordinating Committee.
- Ensure all the Transportation department drivers who transport residents driving record and/or defensive driving certificates are current.
- Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. Currently working on restructuring both committees for 2020 to make them more efficient.

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- In the process of starting a Keene Campus Safety Committee that will begin in January, 2020. Currently we have 8 employees signed up.
- The Cheshire County JLMC and the Campus Safety Committees are responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.
- The Workers Compensation and the Temporary Alternative Duty program, managed by the Safety Officer, are current with the compensation process and are in compliance.
- Working closely with our insurance company, Primex, benchmarks are set every year to assist in areas that need strengthening.
- Currently working to create a Safety Policy Manual. Many policies have been completed and more to come.
- Working to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing.
- Fire Extinguisher training is completed for Maplewood, in 2020 we will be looking into adding training classes for the Keene Campus and DOC.
- Member of the committee that organizes employee Health Fairs and Wellness Initiatives at MNH and Keene Campus.

Kroupa then discussed the policy that has been developed for the Sheriff's Officer Emergency Evacuation Procedure.

Coates then spoke a bit about the NHAC Annual Conference and the plan to bring together a committee to look at ways to make the conference stronger going forward.

Sheriff Rivera was then recognized to discuss Master Agenda Item #721: Bailiff Court Security rate increase. Rivera explained that the rates for the Bailiffs are going to from \$103.02 per day to \$108 and from \$51.50 per half day to \$54. This increase was approved as of October 1, 2019 retroactive to July 1, 2019. This increase is only for the Bailiffs while performing court security duties and not for duties associated with custody and transport. Although there is reimbursement for custody and transport it is at a lower amount. Currently the County has been paying the same rate to all Bailiffs regardless of the lower reimbursement. Sheriff Rivera is asking again to pay the new increase to the Bailiff's for performing custody and transport as has been done in the past. Although we are not getting the higher rate for all Bailiffs, we are still making a higher level of revenue over the expense as many of the Deputies perform the custody and transport duties that we are able to get reimbursed for.

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Commissioner Englund moved to apply the higher rate to all Bailiffs retroactive to July 1, 2019. Commissioner Weed seconded the motion. Upon vote the motion passed unanimously.

At 10:00 a.m. Commissioner Weed made a motion to go into a nonmeeting to discuss pending legal issues at seconded by Englund. Upon vote the motion passed unanimously.

At 10:24am the Commissioners went back into public session.

County Administrator Coates was then recognized for his weekly report.

Coates gave an update on the Restorative Justice program. They have added a new client this week. The team would like to meet with the Commissioners at some point. Coates is looking to see if Monday November 4, 2019 at 4:00pm could work for their team and the Commissioners.

Coates informed the Commissioners that he attended the Westmoreland Selectmen's meeting this past Monday in which Eversource was there to speak about the Battery project. There were many questions asked and answered and Eversource plans to go back to another meeting in the future as the project moves forward.

Coates informed them that the next meetings of the NHAC is Friday November 8, 2019. Commissioner Englund will be away so will not be able to attend.

Coates then let the Commissioners know that the notice to the Delegation went out last week regarding the November 18, 2019 public hearing and Delegation meeting. Coates has only heard back from on Delegation member indicating they will not be available to attend.

Coates informed the Commissioners of the quote received for the centennial publication from the Keene Sentinel. The quote came in at \$25,964. This does not include the Historical Society costs. Coates will be meeting with Grants Manager Bansley about reaching out the Putnam foundation to see if they would be interested in supporting this project. Englund also suggested reaching out the C&S.

Finally, Coates mentioned that Mike Davey from EEI will be coming to the Commissioners meeting to talk about energy efficiency and equipment upgrades that could be done to the downtown facility buildings.

Old Business: None

New Business:

Commissioner Englund has been working with Nursing Home Administrator Kindopp who has requested if he would be a member on the Nursing Home QI committee. These meetings occur on the last Monday of each month. This will conflict slightly with the Commissioners meetings but he will arrive at around 9:00am for the Commissioners meetings on those days.

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Commissioner Englund also mentioned that there is a good possibility the Nursing Home will get a Physician Assistant. This individual is someone he has worked with in the past. Englund will be working with her to get her recredentialed.

Coates presented the bids for the Bladder Scanner for Maplewood Nursing Home. Kindopp received three bids from McKesson for a Prodigy Scanner at \$7,911.09, McKesson for a Ceresono PedScan for \$5,681.82 and Medline for a BioCon-700 for \$14,715.75. The bid for the Scanner that she is recommending that is within budget is the Prodigy Scanner from McKesson.

Commissioners Weed made moved to accept the bid for the Prodigy Scanner and Commissioner Englund seconded the motion. Upon vote the motion passed unanimously.

Coates also brought up a discussion about the consideration of going paperless with the handouts that are presented to the Commissioners weekly. After further discussion the conversation will be ongoing.

Finance Director Trombly presented a request by IT Director Hummel for an increase to his county issued credit card from \$10,000 to \$15,000. **After discussion, Commissioner Englund moved to authorize the increase and Commissioner Weed seconded the motion. Upon vote the motion passed unanimously.**

The census was then reviewed and accepted as presented.

The Weekly Manifest was then reviewed; Commissioner Weed asked some questions that were answered. Commissioner Englund moved to accept the Manifest as presented and was seconded by Commissioner Weed, upon vote the motion passed unanimously.

The minutes of October 9, 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 11:50AM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Englund and upon vote the motion passed unanimously.

Minutes recorded by:
Sheryl Trombly, Finance Director

Reviewed and submitted by:
R. Englund, Clerk