

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 10, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**  
**Phone Call-in Number:** +1 646 558 8656  
**Meeting ID:** 409 748 8803  
**Building**

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

**Staff:** County Administrator Coates, Director of Finance Trombly, HR Director May, Grants Manager Bansley, Maplewood Facilities Director Harrison, County Safety Officer Kroupa, Department of Corrections Interim Director of Operations Morey, and Assistant County Administrator Bouchard.

**Guests:** County Treasurer and Keene City Counselor Terry Clark

At 9:31AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed and Englund responded as "present".

**Commissioner Weed then moved to conduct this meeting as an emergency meeting under the relevant provisions of NH RSA 91-A, and consistent with the recommendations contained in Executive Order 2020-04 Order 12 issued by Governor Sununu. Commissioner Englund seconded the motion and upon roll-call vote the motion passed unanimously.**

**Emergency Order #12 Pursuant to Executive Order 2020-04**  
**Temporary modification of public access to meetings under RSA 91-A**  
**Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:**

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III (b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
  - Provides public access to the meeting by telephone, with additional access possibilities by
  - video or other electronic means;

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- Provides public notice of the necessary information for accessing the meeting;
- Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
- Adjourns the meeting if the public is unable to access the meeting.

Coates then outlined the rules of the meeting;

1. Public has an opportunity at the beginning of the Commissioners Meeting under “Public Comment” to speak. Community input will not be allowed after that point, unless recognized and allowed by the Chair of the Commissioners.
2. All votes will be Roll Call and when recognized, we are asking that you re-state your name and yes or no
3. If you have a question or motion that you would like to ask to put forward, please state the following, “Mr. Chair, Commissioner (your name) has a question or motion”.
4. If you are having issue hearing the call, please text or call the County Administrator at 603-313-9002.
5. Please mute your phones so background noise won’t interfere with the meeting.
6. This meeting has been posted on our website so that the community, department heads and media can listen into the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

At 9:33AM Commissioner Weed opened the meeting and recognized Interim Director of Operations Morey at the Department of Corrections who reported out on the hiring of two new Correctional Officers and the addition of five new federal inmates to the population that are being held for the federal courts. He reported that overall things were running smoothly and he didn’t anticipate any issues arising in the near term.

Grants Manager Bansley was then recognized and discussed the following Master Agenda Items;

Master Agenda Item #770: Grants - Cost Allocation Plan and Indirect Cost Rate Policy

**Action Expected: Vote to approve and execute a Cost Allocation Plan and corresponding Indirect Cost Rate Policy for the County to meet the requirement of the Uniformed Grant Guidance and the request of CDBG to have a Cost Allocation Plan on file. These plans were originally adopted September 20, 2017, and require an annual update with the most recent numbers after financial statements are released.**

Bansley reviewed the Indirect Cost Rate Policy and the Cost Allocation Plan and discussed the requirement to update the policy on an annual basis. **Following review and discussion Commissioner Weed moved to authorize the update to the County Cost Allocation Plan and the Indirect Cost**

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**Rate Policy and was seconded by Commissioner Englund. Upon roll-call vote the motion passed unanimously.**

Master Agenda Item #771: Public Health Network SFY20&21 Grant Agreement Amendment #3  
**Action Expected: Vote to accept and sign the grant agreement amendment #3 for the Public Health Network SFY20&21 federal pass through grant from the NH Department of Health and Human Services. Vote to authorize County Administrator Christopher C. Coates to execute a subrecipient agreement with Cheshire Medical Center for program implementation. This grant provides funding to host a regional public health network aligning a range of public health and substance misuse prevention and related health promotion activities and for implementing a severe weather resilience strategy. The amendment includes \$50,000 in additional funds for COVID-19 response.**

Bansley then discussed the Public Health Network SFY 2020 and 2021 Grant Agreement Amendment #3 request as stated above and asked the Commissioners to approve and authorize the amendment for the additional \$50,000.00 in COVID-19 response funding. **Following discussion Commissioner Englund moved to authorize and accept the Grant Agreement Amendment #3 as presented and was seconded by Commissioner Weed. Upon roll-call vote the motion passed unanimously.**

Master Agenda Item #772: DOJ Coronavirus Emergency Grant  
**Action Expected: Vote to accept and sign the grant agreement for the Coronavirus Emergency Supplemental Funding (CESF) Program federal grant from the U.S. DOJ, OJP, BJA. This grant provides \$58,008 to prevent, prepare for, and respond to the coronavirus. Funds will be spent on overtime, cleaning and personal protection supplies, testing kits, safety supplies, video surveillance, mobile command post updates, video conferencing equipment, and medical expenses for inmates that contract the virus.**

Bansley then addressed the DOJ Coronavirus Emergency Grant and asked the Commissioners to vote to formally accept the grant that has been awarded to the County for Coronavirus Emergency Supplemental Funding for \$58,008.00. **Following questions and discussion, Commissioner Englund moved to accept the grant and was seconded by Commissioner Weed. Upon roll-call vote the motion passed with unanimously.**

Master Agenda Item #775: Safety Officer - County Policy Reviews – J. Kroupa  
**Action Expected: To review and approve the Joint Loss; Slip, Trip and Fall and the Temporary Limited Duty policies.**

Kroupa then reviewed the three policies and the Commissioners asked to remain to be included as reviewers in the policies as they are currently written. **Commissioner Englund moved to accept the three policies as presented. Commissioner Weed seconded the motion and upon roll-call vote the motion passed unanimously.**

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Harrison was then recognized to discuss Master Agenda Item #773: Maplewood Facilities Department – Semi-Annual Report.

**Action Expected: To receive as informational a report from the Director of Facilities at Maplewood Nursing on the operational activities of the department.** Harrison presented the following report:

**MNH Facilities report to the Commissioners**  
**Covering Q4 FY19 & Q1 FY20**

**Accomplishments**

**Q4 2019**

- Controls replacement in ALF completed
- Phil's removed three large pine trees along the road beside the new addition
- Disaster drill at Maplewood – Active shooter – shelter in place was the theme
- Multiple shut downs to tie in electrical, water and heat loops between the old and new
- Facilities staff stepped up – Keith attended move meetings, Mike on Low voltage and main electrical systems, Rob on water and waste water
- NFPA 99 Chapter 10 Electrical equipment safety checks completed – Mike led the effort
- Kitchen AHU-2 frozen coil – repaired
- Fire alarm testing in the addition and connection to main alarm room in old side
- Biomass boiler certification testing in December – passed at 50% of the allowable particulate emissions
- Started commissioning of the roof top units, heating coils, VAV boxes and PTAC's in the resident rooms
- Started commissioning of the controls system
- SPCC plan completed by Geoinsight
- RFP put out for new dryers
- New trash compactor installed

**Q1 2020**

- Annual fire alarm and sprinkler system inspections completed
- Removed two washing machines in support of phase 3 work
- Moved Admin staff into the new building
- Moved residents into the new building
- Mike attended electrical code update training
- Rob and Dave attended WTP / WWTP training classes
- Ongoing fire alarm communications issues resolved by having Hamblet and Amer Electric work together – resolved by adding 603 area code to the dialer
- Kohler Energy hired as third party for renewable energy credit data collection and certification
- Demolition started on Phase 3

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- New dryers delivered and installed
- Multiple evening domestic water and heating hot water shutdowns to allow for cut / cap and make safe operations
- MEP commissioning meetings
- Moved Laundry Folding area into a temp location to allow work to progress
- Met with Ricoh rep to prep for the RFP to go out on all County copiers in June
- Nursing home went into lock down and weekly department head meetings began on Fridays
- Honeywell brought in to repair communication damage caused by construction demo on RTU-2
- Direct Energy accounts have been corrected for the Nursing Home and Water/Waste water treatment plants

**Concerns**

- For the continued good health of the Facilities staff both physically and mentally as the Covid-19 shut down carries on
- Challenges presented by pandemic on our ability to keep construction moving forward
- Continue to feel the effects of Phase 3 implementation on Phase 4 section of the building
- Challenges presented with Laundry and Kitchen renovation work
- Electrical cost over runs through 2020
- Potential cost impact of not fulfilling the propane contract in 2019-2020

**Budget**

<b>Account - Q4 2019</b>	<b>2019 Budget</b>	<b>Dec. Actual</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>Percent Remain</b>
P/R Staff MNH	\$332,660	\$30,456	\$355,030	-\$2,370	-0.71%
P/R Overtime MNH	\$8,500	\$1,300	\$5,739	\$2,761	32.48%
Outside Services MNH	\$145,721	\$10,474	\$147,409	-\$1,688	-1.16%
Supplies MNH	\$9,500	\$4,045	\$5,810	\$3,690	38.84%
Electricity MNH	\$145,000	\$21,742	\$157,380	-\$12,380	-8.54%
Gas/LPG MNH	\$42,720	\$8,451	\$47,247	-\$4,527	-10.60%
Fuel #4 MNH	\$205,337	\$21,098	\$121,565	\$83,772	40.80%
Auto Repair MNH	\$10,500	\$507	\$10,240	\$260	2.48%
Building Repair MNH	\$47,350	\$10,347	\$46,916	\$434	0.92%
Equipment Repair MNH	\$30,000	\$2,328	\$21,792	\$8,208	27.36%
<b>Total MNH Facilities</b>	<b>\$1,206,793</b>	<b>\$133,283</b>	<b>\$1,122,611</b>	<b>\$84,182</b>	<b>6.98%</b>

<b>Account - Q1 2020</b>	<b>2020 Budget</b>	<b>March Actual</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>Percent Remain</b>
P/R Staff MNH	\$346,050	\$28,399	\$86,063	\$259,987	75.13%
P/R Overtime MNH	\$8,500	\$120	\$1,949	\$6,551	77.07%
Outside Services	\$140,445	\$8,936	\$19,651	\$120,794	86.01%

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MNH					
Supplies MNH	\$9,500	\$1,371	\$2,545	\$6,955	73.21%
<b>Electricity MNH</b>	<b>\$167,650</b>	<b>\$19,368</b>	<b>\$60,406</b>	<b>\$107,244</b>	<b>63.97%</b>
Gas/LPG MNH	\$83,174	\$2,816	\$7,862	\$75,312	90.55%
Fuel - Bio / Diesel MNH	\$120,200	\$10,686	\$33,974	\$86,226	71.74%
Auto Repair MNH	\$7,500	\$41	\$2,619	\$4,881	65.08%
Building Repair MNH	\$35,000	\$9,614	\$13,515	\$21,485	61.39%
Equipment Repair MNH	\$25,000	\$494	\$4,911	\$20,089	80.36%
<b>Total MNH Facilities</b>	<b>\$1,160,697</b>	<b>\$99,056</b>	<b>\$287,493</b>	<b>\$873,204</b>	<b>75.23%</b>

### Looking Forward

- New generator tank permit finalized
- Quote received for controls conversion for WTP, WWTP, Well House and facilities building to new Schneider system – possible Pro share project
- The downhill side of the Covid-19 curve

The Commissioners asked a number of questions concerning the on-going re-construction of the facility and thanked Harrison for his report.

Master Agenda Item #774: County Copier(s) / Printers Contract Extension was then addressed by Harrison. **Action Expected: To review and approve the sole source extension of County contract with Ricoh copiers for the provision of multifunction copiers / printers for all County departments.**

Harrison presented a request to approve the extension of the existing contract with Ricoh for the provision of multifunction copiers and printers. **Commissioner Weed moved to approve the sole source extension of County contract with Ricoh copiers for the provision of multifunction copiers / printers for all County departments. Commissioner Englund seconded the motion and upon roll-call vote the motion passed unanimously.**

County Administrator Coates was then recognized for the Weekly Operations Report.

Coates said that today at 1:00PM a meeting with Cheshire Medical Center (CMC) Telehealth department personnel will take place. The Department of Corrections, Nursing Home, Drug Court and other senior staff will join the call.

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Coates then said that the Department of Health and Human Services will be on the Statewide County Administrator call at 2:00PM today to discuss ProShare funding for the County Nursing Homes. He said that based on preliminary data it appears that the County could possibly receive more funding this year than last year.

Coates remarked that Maplewood Nursing Home was inspected by the State Department of Health and Human services for infection control issues and the results were returned yesterday and no deficiencies were noted.

He then said that the vetting for the open Superintendent position at the Department of Corrections continues and that the all of the candidates chosen to advance have been scheduled for interviews with the majority of them occurring over Zoom for convenience and to maintain social distancing.

Coates then said that as of yesterday 100% of residents have tested negative and 80% of the staff have completed testing with no one testing positive. The results for the remaining 20% of staff are due shortly.

Coates then said that a Recovery Scoping Meeting with FEMA has been scheduled for Cheshire County today at 3:00 with senior staff. It is thought that this meeting will focus on the logistics and administration of the financial aspects of working with FEMA during the pandemic funding response.

He inquired if the Commissioners were interested in allowing some employees to come in later in the morning or to leave approximately one hour early in the afternoon in order to vote. The use of absentee ballots was discussed. Trombly then discussed that Election day used to be a day off for employees to vote. No decision was made and Coates will provide more information to the Commissioners as to how this might be implemented following some research into what other municipalities and counties do to promote voting among their employees.

Coates then discussed the shutdown of the public use of the County Hall building at the start of the pandemic and he said that the public use of the Conference room and Delegation Hall will remain closed until at least the end of the year. The Commissioners agreed that this was a good idea and supported the decision.

Old Business: Commissioner Weed then said that the NH Association of Counties (NHAC) dues were discussed by the executive committee and a that a through review of dues will be completed by the Commissioners Council as it has not been revised in over thirty years. \$88,975.00 is the total dues amount collected for 2020.

New Business: Trombly then raised the issue of the investment of the Tax Anticipated Note (TAN) monies that will need to be placed in an investment account. She said that .30% was offered by one bank and by .27% another bank. A third option is the NH Public Deposit Investment Pool (PDIP) which offers

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.68%. She then said that the County Policy statement presently isn't clear concerning the direct collateralization of funds for the PDIP funds and a review of the policy will be scheduled for next weeks Commissioners meeting.

Commissioner Englund said that he has received a letter from a constituent concerning the lack of high-speed internet at their residence in Alstead. Bouchard and Coates suggested some possible items to discuss with the person and a general overview of high-speed internet in the State was had.

**Commissioner Weed moved to accept the Consent agenda for the Weekly Manifest and the Minutes from the week of June 03, 2020 seconded by Commissioner Englund upon roll-call vote the motion passed unanimously.**

**At 10:34AM there being no further public business to discuss, Commissioner Englund moved to adjourn until noon and was seconded by Commissioner Weed and upon roll-call vote the motion passed unanimously.**

Minutes recorded by:

R. Bouchard, Assistant County Administrator

Reviewed and submitted by:

R. Englund, Clerk