

MINUTES
Cheshire County Commissioners Meeting
Wednesday, November 18, 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

Pin #: 6031233

Present: Commissioners: Charles Weed, Jack Wozmak, and Robert Englund

Staff: County Administrator Coates, Finance Director Trombly, HR Director K. May, DOC Superintendent Iosue, and Assistant County Administrator Bouchard

Guest(s): County Treasurer, Commissioner Elect, and Keene City Counselor Terry Clark, Mike Davey Energy Efficiency Investments, Inc., Hundred Nights board of director members.

At 8:30 AM, Commissioner Weed opened the meeting, and County Administrator Coates conducted a roll-call of the Commissioners attending the meeting. Commissioners Weed and Englund responded as "present." Commissioner Wozmak was absent with notice, as noted above.

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 Wozmak 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, II 1 (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, II 1 (c), that each part of a meeting of a public body is 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:

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- Provides public access to the meeting by telephone, with additional access possibilities by
- video or other electronic means.
- 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 session if the public is unable to access the meeting.

Coates then outlined the rules of the meeting.

1. The 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 issues 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 to the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

At 8:31 AM, the Chair recognized Grants Manager Bansley, who discussed Master Agenda item #818 Homeland Security FY2020 Award Acceptance. Bansley reviewed the grant and asked the Commissioners to vote to accept the award and sign documents for a Homeland Security grant passed through the New Hampshire Department of Safety to the County of Cheshire for \$174,592.00 to purchase and install 9 Motorola GTR 8000 repeaters in strategic locations serving the entire regional repeater system: Keene, Surry, Chesterfield, Hinsdale, Marlborough, Richmond northeast and southwest, Rindge, and Winchester.

Following discussion, Commissioner Wozmak moved to accept the grant and was seconded by Commissioner Englund. Dispatch Manager Crowell answered a question from Commissioner Wozmak concerning the impact of the grant on the upgrade of the radio infrastructure. Crowell said that this equipment would lay the foundation for future upgrades to the Countywide system and moves it from an old analog system to an IP-based network. Commissioner Wozmak as a question about communications security. Upon roll call vote, the motion passed unanimously.

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Master Agenda Item #819: Hundred Nights Shelter – C. Coates then spoke to the application by Hundred Nights to the County and discussed the need for additional beds for homeless individuals and described the plan to park a bus that can accommodate up to twelve individuals during the winter season. Jan Peterson of Hundred Nights then spoke to the request. She addressed the background of the issues and said that many approaches were explored to provide the needed services. She described the potential of parking a bus very near the shelter in the adjunct County parking lot. Commissioner Wozmak expressed support but also was inquiring about the City's outlook on the issue. An extended discussion began about the rules and regulations in the City were covered. A conversation about the Resource Center at St. James church near the shelter then began.

Hundred Nights provided the following documents to the Commissioners:



HUNDRED NIGHTS INC.
Reaching for the Warmth of Home
Emergency Shelter & Open Doors Resource Center

P.O. Box 833
17 Lamson Street
Keene, NH 03431
(603) 352-5197
www.hundrednightsinc.org
Tax ID: 45-2798171

November 9, 2020
Chris Coates
Cheshire County
33 West St
Keene, NH 03431

To the Cheshire County Administrator and Commissioners:

Hundred Nights was recently asked by Keene City Manager, Elizabeth Dragon, about what efforts the agency has made to solve the emerging winter issues with homelessness, exacerbated by the impact of COVID-19. Following this letter, our agency's COVID-19 decompression plan, as of October 7, is outlined in detail. In this letter, I'll summarize a few of the efforts and the obstacles to achieving these solutions before cold weather arrives and funding is no longer available.

Our goal is to make up for the potential loss of 24 shelter beds previously provided by St. James Church and the UCC during the cold weather months. The churches cannot provide shelter

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because of safety issues, not because they don't want to help. In addition, we have heard, but cannot confirm, that SCS's shelters are operating at half capacity. We're exhausting all options to prevent a crisis this winter.

1. Hundred Nights requested a variance for 122/124 Water Street. It was granted, and although the ZBA refused a rehearing on the variance requested by abutters, the abutters have until December 2 to file another appeal in Superior Court. Our hope and plan (hundreds of hours spent on developing the plan) was to have a short-term solution, funded by serious amounts of CARES Act money, most with specific expenditure deadlines, to provide warm, safe spaces on Water Street this winter. The plan was dashed by city regulations. Temporary modular units are not permitted, and bricks and mortar solutions cannot be done in a timely manner on the property to access the earmarked funds. So that plan is a no-go for this winter. The property will be the home of a permanent solution in the future; site plans are being developed by an amazing team of volunteers including Bill Whyte of W.S. Badger Co., Christina O'Brien AIA, Dennis Mead, retired SVP of construction engineering and design at C&S Wholesale Grocers; and Jim Phippard of Brickstone Land Use Consultants.

2. We applied for a Change in Non-Conforming Use for a long-term lease of the former Indian King Framery/Downtown Women's Fitness Center building at 15 King Court that is on the December 7 ZBA agenda, postponed already from Sept 2 to Sept 22 to Nov 2. This has met robust citizen opposition led by Attorneys Thomas Hanna and Jason Reimer. Mr. Hanna informed Jim Phippard, who is generously volunteering his time and expertise on behalf of Hundred Nights, that the opposition will appeal a decision in the agency's favor. Absent a serious change of heart, the site will not be a viable option. The County and SWRPC wrote the application for this which would have made use of CDBG-CV funding.

3. We kept looking for viable options for this winter. We thought 80 Roxbury Street might be the answer. The funds were likely available to purchase it, although not a certainty, after having submitted over \$1 million in requests to the GOFERR Shelter Modification Program, CDFA CDBG-CV, and local foundations for the King Court and Water Street sites. 80 Roxbury was the first property in the past four years for sale in the Central Business Limited Zoning District (CBL)—the only zone in Keene that doesn't require a variance to change use to a lodging house, only planning board approval is needed. We were hoping for a speedy resolution, as the seller was a motivated seller with three offers on the table, all for \$50,000 over their asking price. The request for administrative approval by the City was declined. The City tried to expedite the process by adding Hundred Nights to the October 26 Planning Board agenda.

Then a parking issue emerged: one parking space for every two lodging house beds are required per code. There are only five parking spots at 80 Roxbury and few available parking spots to

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lease privately or publicly within 300 feet. We were gratified that Chief Russo stepped up to the plate to help with a resolution that we learned of through Elizabeth Dragon on Friday, October 9. However, shortly after, we hit the guardrails again due to the lack of internal communication at the City. The Community Development department did not know about the parking solution and would not allow Mr. Phippard to submit the updated plan to the Planning Board. These delays likely contributed to the seller choosing to go with another buyer after agreeing to sign a P&S with Hundred Nights. Hundred Nights learned the seller reneged their decision to sell to Hundred Nights the morning of Saturday, October 10.

4. We had a meeting with the owners of most of the hotels in Keene on Thursday last week, which City Manager Elizabeth Dragon, Realtor George Foskett, reps of Hundred Nights and the Patels attended. Hundred Nights has been allocated \$117,000 by the new ESG-CV CARES Act fund through the NH DHHS. We can use this money for renting hotel rooms if needed, among many other things. The money needs to be spent wisely, especially because it needs to last for two winters. After serious conversation about that and the fact that the City's rate at the Keene Inn is \$32 per night, the Keene Inn has offered us up to 10 rooms between Nov 15 and May 2 (24 weeks) each year at a rate of \$250 per week for single occupancy and \$285 per week for double occupancy, including the 9% room tax. However, nine or ten rooms is not going to be sufficient. We need to make up 24 beds and we will have to pick and choose carefully which of our guests can stay in a hotel room long term—the combination of which leads to using more single occupancy than double.

We still need another solution. The one that we hope the County will help us with is this: Hundred Nights would like to purchase a 55 foot coach bus, using the GOFERR Shelter CARES Act funding, that has been deliberately designed as a sleeper coach for touring. The bus is designed to sleep 24 people and we would keep it to 12 people with an awake overnight staff person. We need a place to park the bus. The City says it cannot be not on City property, and they have also said that if it went on private property, they are not sure if they will allow it. We are requesting the County's help with providing a place to park the bus.

We respectfully request a meeting to discuss whether or not the County, by providing a parking spot, could help solve the winter homelessness issues that may be much worse with coming evictions. We hope for your full partnership to address this emergency.

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Sincerely,



Mindy Cambiar, Executive Director



Janice S. Peterson, Board Chair



Charles Mobilia, Vice Chair



Teresa Starkey, Secretary



Richard Newton, Treasurer



The mission of Hundred Nights, Inc. is to provide shelter and crisis related services to the displaced or homeless. Our goal is to collaborate with and enable the community to see, hear and support those among us who are equally deserving of dignity but who currently lack the means to live independently. Our vision is a community whose members, regardless of means, are equally valued and supported.

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Response to COVID-19

When a national emergency was declared in March, Hundred Nights (HN) responded quickly to ensure its shelters and resource center continued to be safe and welcoming spaces for clients and visitors.

- Common area surfaces and sleeping spaces are sanitized frequently during peak times, in addition to daily deep cleanings that occurred prior to the pandemic.
- Hand sanitizer, masks, and tissues are placed in readily accessible areas throughout the building.
- Signage reminding all to wash hands and cover sneezes and coughs is placed around the Lamson Street facility and was posted at overflow sites at St. James Church and the United Church of Christ (UCC), and in the two rooms temporarily donated in the spring by the landlord of 17 Lamson Street for use when the UCC closed.
- Beds in each facility are spaced 6 feet apart, rearranged for head-to-toe sleeping.
- Staff continue to work directly with guests to ensure consistent hand washing and mask-wearing, and to communicate protocols and identify guests with potential symptoms.
- Staff and guests are updated daily on COVID-19 and CDC recommendations.
- Hand-outs with CDC recommendations are available in the shelter and resource center.

Operational Challenges

With the pandemic, the need for more space has intensified.

Prior to the pandemic, Hundred Nights shelter had 26 beds accessible by stairs on the second floor of its rented facility on Lamson Street in Keene. Two overflow locations, each supplying 12 shelter-beds, were provided by the United Church of Christ (UCC) from January to March and by St. James Episcopal Church from November 2019 to June 2020. During peak months, Hundred Nights operated 48 total beds at three separate locations in downtown Keene.

In March, the UCC overflow shelter closed early due to the virus, reducing the agency's total shelter-bed capacity from 48 beds to 36. Hundred Night's landlord graciously donated two rooms in the front of the Lamson Street building for overflow, approved by the City for 8 people, bringing capacity up to 44. St. James Church planned to close April 15 and decided to stay open

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until June 15. Over the summer, the conference room at 17 Lamson Street was converted into bed space to operate at full capacity of 26 beds (including two staff beds).

Hundred Night's 600 square foot resource center struggled to keep people separated in cold weather, requiring visitors to rotate in and out of the building so that everyone shared the warmth inside. Monadnock Family Services donated a vacant storefront for April and May as an additional resource center decompression site that allowed 30 people inside with 6 feet of separation.

Goal: To Secure Shelter Decompression Space before Winter

Hundred Nights has been working to identify additional shelter and resource center decompression spaces for the '20-'21 cold weather season since June to prevent the potential loss of 24 shelter beds made available by UCC and St. James Church.

- The UCC and St. James will not be able to offer 24 additional shelter beds at their respective churches this coming cold season, not because they do not want to, but because of safety issues. The UCC has closed its facility to all visitors except for church leaders and staff; the space used at St. James for shelter does not have windows or an adequate HVAC system, and the space offered for the resource center cannot be used as shelter space for lack of a sprinkler system.
- Suitable spaces have been difficult to identify given zoning in downtown Keene, the willingness of landlords and property owners to work with Hundred Nights because of bias toward the population it serves, and extremely low vacancy rates of rental apartments in Cheshire County.
- Local hotels were unwilling to work with the City of Keene and Hundred Nights to rent hotel rooms when the state-mandated stay-at-home order was in effect in spring 2020. The Keene Inn group has just last week decided that they will work with Hundred Nights on 10 rooms.
- The 600 sq. ft. resource center is far too small for daytime needs as, realistically, only 6 people at a time should be inside. During the cold weather months, the resource center typically hosts 30-50 visitors daily.

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Hundred Nights COVID-19 Decompression Plan

The plan to decompress the homeless population during the pandemic is (was) a multi-pronged approach that will be funded by CARES Act grants and individual, foundation, and corporate philanthropy.

Modifications to the 26-Bed Lamson Street Shelter

A new HVAC and air purification system and robust, fire-retardant barriers between beds and eating tables will be installed on the first and second floors of the 26-bed shelter on Lamson Street. GOFERR Shelter Modification Program funding is approved for this work.

St. James Resource Center Decompression Site

Hundred Nights received permission from St. James to use its former thrift shop space in the Daniels Building as a temporary resource center decompression site for Lamson Street shelter guests and unsheltered visitors. This space is four times as large as the current resource center and can accommodate 24 guests distanced 6 feet apart. The space cannot be used for overnight shelter as it does not have sprinklers. Hundred Nights is moving into the space this week.

15 King Court 24-Bed Shelter Decompression Site

Hundred Nights plans to lease 15 King Court in Keene from November 15, 2020 to June 30, 2022 as a 24-bed shelter/sleeping-only decompression site, offsetting the loss of beds typically provided by UCC and St. James. The building is move-in ready and has locker rooms with showers.

The owner of the building prefers that the space only be used at night for shelter. In prior plans, guests sleeping at this location were to be transported by van each morning and evening between the Water Street resource center and King Court shelter decompression sites. If approved, vehicles will need to be purchased or leased to shuttle guests between King Court and the Daniels Building resource center decompression site.

A petition for a Change in Non-Conforming Use will be heard by the Zoning Board on December 7th. We have heard there will be an appeal if the change in non-conforming use is approved.

122/124 Water Street Resource Center Decompression Site

Hundred Nights will purchase and develop property at 122/124 Water Street in Keene to provide the region with an adequate shelter and resource center facility to serve individuals and families experiencing or at-risk of homelessness. This is a future project as Phase I was not allowed by the City, and there is a potential appeal of the variance at the Superior Court level.

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- Phase I of the proposed site plan was to use the property as a temporary resource center decompression site for guests sleeping at 15 King Court during the '20-'21 winter while plans for Phase II are fully developed for the permanent facility in '21-'22. Plans were also developed for shelter and daytime drop-in space if the King Court change in non-conforming use is not approved by the City or is approved but an appeal is filed. These plans would have required approval by the planning board. However, given the appeal for the Water Street variance and the delay in hearing the King Court application, Phase I is not possible to implement with a December 30 expenditure deadline for GOFERR funds that would cover a significant portion of the upfront site work and installation costs including purchase of the Water Street property.
- Phase II consists of removing remaining outbuildings and building a two-story shelter that would safely distance guests and visitors, provide more private family spaces and more bathrooms/showers.

Background on 122/124 Water Street

A purchase option agreement was signed in March of 2020 between Hundred Nights and Tom Stevens, of Green Diamond Group, the property owner. The Purchase & Sale Agreement will be completed once zoning for the site is obtained. In fall of 2019, the City of Keene asked Mr. Stevens to wait until the new land use development code was approved in lieu of applying for a variance to sell his property to Hundred Nights. At that time, the City anticipated that the approval process for the new land use development code would be completed in 2020. Hundred Nights and Mr. Stevens agreed to wait until the new ordinance was passed to proceed with plans for the site's future development.

During a conversation on August 4 with City of Keene Mayor George Hansel and City Manager Elizabeth Dragon it was recommended that Hundred Nights apply for a variance for the property as the land development code approval process would be delayed to 2021.

A variance was applied for and approved by the Zoning Board on September 22 that will enable Hundred Nights to purchase and use the property as a lodging house in the future (homeless shelter definition does not exist in Keene land development code).

Conclusion

The 24 beds at the Lamson Street facility and ten motel rooms at the Keene Inn are not guaranteed to achieve the 48-bed maximum capacity this winter, and the availability of funding to decompress the homeless shelter population during the 2021-2022 winter is not guaranteed.

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We would very much like to purchase the bus so that there will be a place for people who need both shelter and supervision this winter and next winter should churches not be able to offer shelter due to the pandemic.

Should these options fall through, there will be people out in the cold this winter, day and night, with few options available for staying warm and dry. In 2019, six deaths of the 64 attributed to homelessness in New Hampshire were former guests of Hundred Nights. We will exhaust all available options to help protect the lives of those experiencing homelessness this winter in our region.

HUNDRED NIGHTS, INC.

17 Lamson Street, PO Box 833, Keene, NH 03431

hundrednightsinc@gmail.com

603-352-5197

Mobile Shelter

Hundred Nights began to seriously consider a mobile shelter option when nearly all viable options for making up the potential loss of 24 shelter beds were obstructed by local zoning ordinances. The agency intends to keep the bus parked most of the time, but it can be on the road for extended periods. A bus is an asset that can be used next winter should churches not be able to offer space for overflow beds and rental space is in short supply or too expensive. It can also be resold on the used bus market once a permanent solution is developed.



The mobile shelter will be used in parallel with the Keene Inn rooms and the Lamson Street shelter for guests who need to be more closely monitored than in a motel room. An overnight shelter supervisor will be awake all night on the bus with guests.

Hundred Nights has identified a used 1999 Van Hool T945 coach bus for sale that it will purchase and use to sleep up to 12 guests. In addition to making repairs to comply with DOT regulations, additional work will be performed to remove seating and add additional bunks to spread guests out inside the bus.

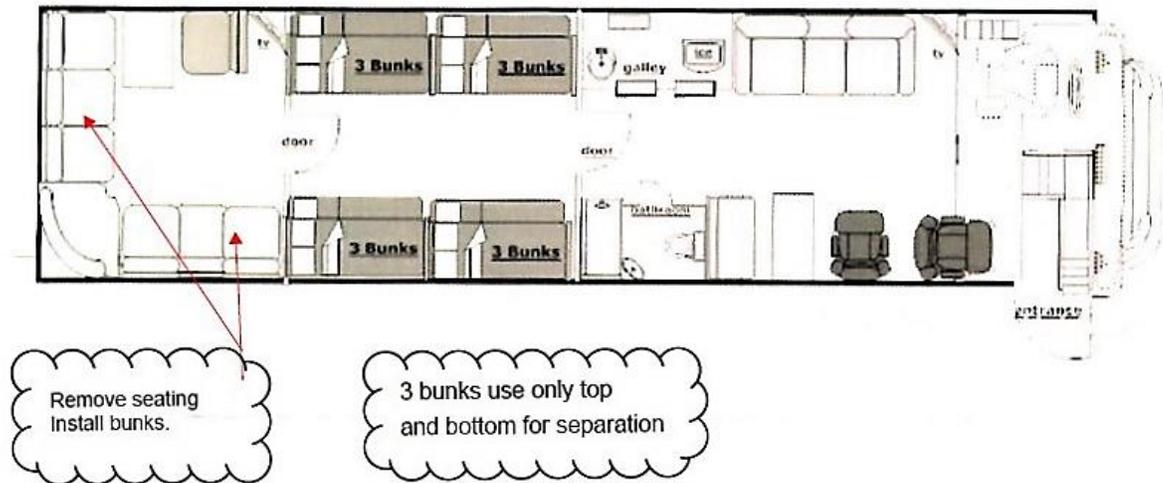
Length	45'0"
Width	102"
Overall Height	13'6"
Mini refrigerator	2
Ice box	1
Microwave	Yes
Night shades	Yes
Fresh water tank	100 Gallon
Grey water tank	50 Gallon
Blackwater tank	50 Gallon
Restroom (toilet & sink)	Yes
Galley	Yes

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Two Beyond Guardian air units (2), commonly used in medical facilities, will be used in addition to bus's HVAC systems. Two units running on high will produce approximately 8 air changes per hour.

FLOOR PLAN:



The bus has not yet been purchased. Once funding is secured and the bus is purchased the bus company will perform necessary repairs and will deliver the bus the first week of December. The delivery time in December may change if the purchase of the bus is delayed.

Commissioner Wozmak moved to authorize the County Administrator and staff to investigate the issues that would allow a bus to be parked in the County parking lot on Lamson Street from December to May 1st as an extension of the Hundred Nights Shelter. Wozmak said that an agreement to provide the space is entirely consistent with the County's 250-year history of caring for the indigent, poor, and needy residents in the County. Following discussion, Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.

Master Agenda Item #729: EEI Presentation County Energy Audit Proposal – C. Coates then introduced Mike Davey, and a review of the Count Energy Audit project recommendations began. The proposed project is outlined here:

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**County Hall - 12 Court St. -
Keene**

Date 10/7/2020

Energy Conservation Measure Number	ECM Description	Cost for Installed Measure	Estimated Annual Energy Savings	Potential Rebate
CH1	Building Automation (DDC Controls)	\$ 248,810	\$ 3,250	\$ 20,000
CH2	VAV Roof Top Unit	\$ 310,192	\$ 2,150	\$ 15,000
CH3	Drychip Boiler with City Gas Backup	\$ 413,800	\$ 11,000	\$ 233,000
CH4	LED Lighting	\$ 149,000	\$ 9,667	\$ 34,226
CH5	Replace VAV Boxes	\$ 186,875		
CH6	Ceiling Tiles Sprinkler Relocation and Electric	\$ 116,500		
Total		\$ 1,425,177	\$ 26,067	\$ 302,226

**Admin Building - 33 West St. -
Keene**

Energy Conservation Measure Number	ECM Description	Cost for Installed Measure	Estimated Annual Energy Savings	Potential Rebate
1	LED Lighting	\$ 43,000	\$ 3,800	\$ 11,300
2	VRF (Variable Refrigerant Flow) HVAC	\$ 920,000	\$ 4,912	\$ 15,000
3	Building Automation (DDC Controls)	\$ 65,000	\$ 1,200	\$ 5,000
Total		\$ 1,028,000	\$ 9,912	\$ 31,300

**Maplewood Assisted Living
Facility - 201 River Rd. -
Westmoreland**

Energy Conservation Measure Number	ECM Description	Cost for Installed Measure	Estimated Annual Energy Savings	Potential Rebate
1	ALF 6 HVAC Units	\$364,285.71	\$1,000.00	
2	Ceiling tiles and lights as required	\$41,000.00		
Total		\$405,285.71	\$1,000.00	

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New Courthouse - 33 Winter St. - Keene

Energy Conservation Measure Number	ECM Description	Cost for Installed Measure	Estimated Annual Energy Savings	Potential Rebate
1	LED Lighting	\$85,000.00	\$5,100.00	\$15,000.00
2	Building Automation Integration (Controls)	\$50,000.00	\$3,200.00	
Total		\$ 135,000	\$ 8,300	\$ 15,000

Corrections - 825 Marboro Rd. - Keene

Energy Conservation Measure Number	ECM Description	Cost for Installed Measure	Estimated Annual Energy Savings	Potential Rebate
1a	Geothermal System Improvements (Domestic HW)	\$ 182,210	\$ 16,680	\$ -
1b	Geothermal System Improvements (Additional Heating)	\$ 986,860	\$ 36,000	\$ 15,000
2	Building Automation Integration	\$ 47,596	\$ 8,000	\$ -
3	Led Lighting	\$ 269,000	\$ 12,000	\$ 26,500
4	Walk In Cooler Controls	\$ 13,000	\$ 1,300	\$ 5,000
6	Transformers	\$ 111,720	\$ 5,000	
Total with Geo		\$ 1,610,386	\$ 78,980	\$ 46,500

Red Indicates End-of-Life Equipment

Yellow Indicates Problem Equipment

Total Cheshire County Option (Geothermal Corrections)	\$ 4,603,849	\$ 124,259	\$ 395,026
Payment & Performance Bond	\$ 46,038		
Cheshire County With Analytics	\$ 46,038		
Owners Project Manager	\$ 46,038		

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Total Budget With Geothermal	\$ 4,741,964
Estimated 20 Year Lease Payment Amount at 3%INT	\$ 284,170
Estimated Budget Impact Geothermal Corrections and all other measures(Lease PMT-Energy Savings)	\$ 159,911

A comprehensive review and conversation concerning the elements of the upgrades proposed and the Serviceable Life of the LED's in particular began. The Commissioners and staff discussed replacing the boilers in the County Hall building that are 42 years old and far past their economic life. Including the boilers in the project would save the capital project expenditures in the next couple of years.

The Commissioners then covered the financing and payback options in detail, and the option for a 20-year financing lease was chosen.

Commissioner Wozmak moved to recommend the project's inclusion, whose cost is determined to be \$4,741,964.00, to the County Delegation for consideration in the 2021 budget. Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.

HR Director May was then recognized to discuss Master Agenda Item #820: the request for two (2) Non-FMLA Leaves of Absence due to medical issues. She requested that a Maplewood Nurse be authorized non-FMLA leave through January 14th, 2021, and further asked that a Department of Corrections employee be granted a non-FMLA leave to begin six weeks from 11/17/20.

Following discussions, Commissioner Wozmak moved to authorize the leaves of absences and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.

Coates then discussed Master Agenda Item #730: the 2021 Budget Letter to the Towns concerning the upcoming 2021 Delegation budget reviews was discussed. The Commissioners reviewed the letter and asked questions concerning the content. Following the discussions, the

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Commissioners indicated that they were comfortable with its contents and authorized sending the letter.

County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

Coates said that he was planning to meet with each Commissioner individually in the next few weeks to discuss the upcoming year's goals and solicit their thoughts and priorities for the next two years.

Coates said that he attended an online meeting with Senator Hassen concerning the impact of COVID-19 on the Counties and Towns in the state. He noted that the CARES act monies that hopefully will provide funding for lack of tax revenues are still being negotiated in Congress. Commissioner Wozmak said that he would like to explore how to fund ambulance reimbursements to help keep the ambulance services in business. He said that due to not receiving Medicare or Medicaid reimbursement for anything other than transports to hospitals, it is severely impacting the cash flow of all ambulance responders.

Coates then said that the County travel policy update is under discussion during the COVID-19 pandemic. A 72-hour stay at home quarantine followed by testing is now in place, or a 14-day quarantine with no testing was also an option. The Commissioners then discussed remote work and the impact on staff and productivity.

Director Trombly was then recognized to present the Commissioners letter to Treasurer to attend the December 7, 2020, Executive Committee of the Delegation meeting.

Following a review of the letter, **Commissioner Wozmak moved to authorize the Director of Finance to send notification of the December 7, 2020, Executive Committee meeting of the Delegation to the County Treasurer requesting his presence for the purpose of meeting RSA requirements for the establishment of the yearly Tax Anticipated Note (TAN) that funds County operations. Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.**

Coates then discussed the positive COVID cases in the County and State and said that the number of cases has skyrocketed over the past few weeks. He expressed concern that we need to be extremely diligent in wearing face masks, washing hands, observing social distancing, using hand sanitizers, and following all CDC recommended guidelines.

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He then spoke to a meeting held with the Delegation Chairman in preparation for the December 7th Delegation meeting. He outlined the status of the 2021 budget and reviewed operational issues and funding concerns at the meeting.

He then discussed the need to upgrade the data wiring at the Administration building to bring the building up to current specifications to be able to install the new County VoIP phone system. He also related that the upgrade would allow better communications for remote meetings via Zoom and allow employees better access to the County network working remotely.

A discussion of funding for the installation of a fuel pump for the emergency generator began. Following a lengthy discussion, it was ascertained that the current rollover funding for the project would be re-allocated to another facilities project. A grant will then be developed for the replacement of the existing 42-year-old generator.

Consent Agenda: Minutes of 11/04/2020 and Manifests for the week.

Commissioner Wozmak moved the consent agenda and was seconded by Commissioner Weed. The motion passed with unanimous consent upon roll call vote.

Old Business: Commissioner Weed spoke to terminating the County's relationship with the National Opiate Class Action Lawsuit attorney as work has concluded. The County Administrator will review the previously signed engagement documents before effecting the termination.

Commissioner Weed then related the results of the recently held National Association of Counties broadband call. He said that one issue covered is that several local towns that moved forward to fund the buildout of fiber systems now find themselves ineligible to receive federal funding assistance because of a lack of communication between the congressional and senatorial offices and the State, County, and local municipalities on the issue.

New Business: None

At 10:23 AM pursuant to RSA 91-A:3, II (a), Commissioner Englund moved to enter a non-public session to discuss The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.

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As a result of deliberations in a non-public session, the Commissioners voted unanimously to recess the session and reconvene in two weeks for further deliberations.

At 12:33 PM, the Commissioner's then voted unanimously to return to the public session.

General Discussion: None.

Master Agenda Item #821: Semi-Annual Inspection of Department of Corrections as Required by RSA 30-B 12 was then taken-up, and the Commissioners **adjourned to the Department of Corrections at 825 Marlboro Road, Keene, to conduct the second annual Department of Corrections inspection for 2020 and to report the findings to the Attorney General's office of the State of NH as required under RSA 30-B 12.**

The Commissioners reconvened at 11:50 AM at 850 Marlboro Road, Keene, NH, to conduct the second semi-annual Department of Corrections inspection tour.

At 11:55 AM, The Commissioners, County Administrator, Assistant County Administrator, and the Superintendent of the Department of Corrections assembled in the facility's lobby, began the second semi-annual inspection, and entered the Booking Department.

The Booking Department was visited as seven federal inmates were processing into the facility. A protective custody hold was reviewed, and the Superintendent explained the Booking and holding process to the Commissioners.

At 12:06 PM, the Commissioners exited Booking and proceeded to the Medical Department.

The Commissioners spoke at length with the on-duty medical staff and, it was learned that fourteen inmates are currently on the Medicated Assisted Treatment (MAT) program. The Commissioners asked about how the MAT program is administered for released inmates, and the Commissioners were told that there is about a 90% compliance with continued treatment for inmates released.

The Commissioners then met with two new employees in the Substance Abuse counseling office and introduced themselves to the new employees.

At 12:17 PM, the Commissioners left the Medical department and entered the R Block holding Pod. The on-duty Correctional Officer reported eight inmates in the Pod, including new incoming inmates and those housed in the segregation area.

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A discussion of the use of the segregation units began. The Superintendent reviewed the rules and processes followed for inmates placed in the segregation unit or requested to be housed in the unit. He stated that twenty days is the maximum time that inmates placed in segregation are held there, but inmates who have special needs and request to be housed in the segregation unit can be held longer than the twenty-days with periodic evaluations of health and safety.

At 12:26 PM, the Commissioners entered the common hallway outside of R Block and reviewed inmate issues with the Superintendent. The Superintendent's inmate payment plan to compensate indigent inmates for work details performed in the facility was covered. It was learned that inmates very receptive to the program, and the facility's cost has been minimal.

The assignment of a Correctional Officer to assist with Case Management was reviewed and the Superintendent said that the officer has been beneficial in assisting the Case Manager in clearing up administrative work issues and tasks much more quickly, which results in the Case Manager being able to see more inmates. It was discussed that usually, 15 – 18 inmates are on release under the Electronic Monitoring program.

At 12:36 PM, the Commissioners entered D Block that has 32 inmates assigned to the unit. The Commissioners were informed that the new inmate tablet program is very successful and is very well received by the inmates. The Commissioners asked the ratio of drugs and mental health issues for the unit's population and were told that it is almost 100%. It was also discussed that the overall number of inmates being held for drug and mental health-related crimes is down due to bail reform and alternative diversion programs that are now available.

At 12:47 PM, the Commissioners entered K Block and were informed that 28 inmates were presently held in the Pod. The Superintendent reviewed the Classification System rating program and said that the majority of inmates in K block have already been in State or Federal Prison, although some Federal inmates are pre-trial.

At 12:58 PM, the Commissioners entered the Correctional Supervisors office and spoke with the shift commander, who arranged for the Commissioners to interview two of the Correctional Officers.

At 1:01 PM, the Commissioners entered the interview room and met with a Correctional Officer (CO) with twelve years of seniority at the facility.

The CO said that the newly appointed Superintendent seems to be doing very well and that he listens and takes input seriously, thereby empowering the staff. He stated that the previous Superintendent did not take the same approach, and it was challenging to provide feedback on necessary changes. He said that he is the seventh most senior CO and that he has seen

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"hundreds" of employees pass through the facility over the years. Still, the new Superintendent's management style is working very well with the staff, and the turnover rate for employees has dropped substantially in the last few months. He said that he is currently working on the new tablet program and the upgrade of the x-jail software system used at the facility and that he is looking to transfer into the Classification Department soon. He described the on-going training programs for CO's and highlighted the difference between CO's and police officers.

In response to questions from the Commissioners, he said that some of the current senior staff (one in particular) do not operate on a professional level and that it is hurting general morale. He also said that the Union version of incidents is almost always the opposite of the "County" version. Still, overall, there were few problems or issues between union and non-union personnel. He again stated that there had been many changes in working relationships with the new Superintendent and that they have been far better than with the previous Superintendent.

At 1:24 PM, the second Correctional Officer entered the interview room. This CO has been at the facility for approximately nine months and is about to take his certification test. He said that he greatly enjoys his job and that it is a good learning environment that doesn't put you in situations you cannot handle. He stated that he has been on the first shift for about six months and learned directly from the senior staff, which helped him. In response to a question concerning the overall training curriculum, he said that he wished there were courses on practical skills such as handcuffs.

At 1:33 PM, there being no further public business to conduct, the Commissioners voted unanimously to adjourn the meeting.

Minutes recorded by:

R. Bouchard, Assistant County Administrator

Reviewed and submitted by:

R. Englund, Clerk