

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 10, 2015 09:30am
Commissioner's Conference Room
12 Court Street
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Peter Graves, (Absent with Notice Charles Weed)

STAFF: Finance Director Trombly, Grants Manager Bansley, and Assistant County Administrator (ACA) Bouchard

GUESTS: Keith Thibault, Southwestern Community Services (SCS)

Chairman Rogers opened the meeting at 9:35AM and recognized Keith Thibault from Southwestern Community Services who was present to discuss a new 32 unit affordable housing project that is to be based in Keene.

Thibault provided a through overview of the mission and activities of SCS and discussed the many projects that SCS has been involved with over the years and answered a number of questions from the Commissioners. He described local projects in Walpole and Keene and talked at length about the Second Chance for Success housing unit located on County land adjunct to the new Department of Corrections facility.

Thibault then discussed a new project, Park View Apartments that is to be created on a portion of a 4+ acre parcel on Water Street in downtown Keene.

The site is bordered by Water Street to the south; the Beaver Brook and Carpenter Street Field to the east; Whitney Brothers Manufacturing Co. to the north and Community Way to the west.

He said that it is contemplated that Park View would contain a total of thirty-two (32) units, twenty-six (26) 2 bedroom and six (6) 1 bedroom rental apartments. These units would be designed for and affordable to households earning up to 60% of area's median income.

He also said that SCS is working with the City of Keene as a partner in the project. If the project is successful, approximately one-half of the property will be sold to the City of Keene. City officials have indicated that they would use their portion of the site for surface parking that would support, among other uses, enhanced recreational activities on the Carpenter Street Field as well as become a permanent site for the Keene Farmer's Market.

Thibault said that SCS is seeking the support of Cheshire County through the sponsorship of a Community Development Block Grant in the amount of \$500,000. SCS and Cheshire County have successfully collaborated numerous times in the past in support of Affordable and Transitional Housing for our region.

He also said that Southwest Region Planning Commission has indicated that they have the capacity to author a grant application this summer and it is expected that the project would utilize the CDBG funds for property acquisition.

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Public hearings held by the County Delegation will be require if the project moves forward and would most likely occur in July.

Grants Manager Bansley then presented Master Agenda Item #241: Review and Sign Various CDBG Grant Required Documents. Bansley present a request for authorization to submit claims directly in-lieu of having to submit grant claims through the Finance department.

An extended discussion of past practices and audit trails for grants transactions was undertaken and Finance Director Trombly said that she did not see a problem with the request as this was already being done with some grants and the number of transactional reviews, checks, and balances currently in place by the grantees, auditors, and finance department already assure fiduciary accountability.

Following discussion Commissioner Graves moved to authorize the Grants Manager to submit claims directly to grantees for payments. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.

Bansley said that at the next meeting of the Commissioners scheduled for June 24th she will have grant documents that are required for the Westmill, KEAP (Business Employment Commitment Agreement, Subrecipient Agreement, and Professional Services Agreement), and for the Microenterprise grants: Code of Ethics, and Financial Management Plan to present for signature of all three (3) Commissioners.

ACA Bouchard was then recognized for the purpose of presenting the Weekly County Operations report and Bouchard reported the following items:

Bouchard said that a letter detailing the power outage on May 6th was received from Eversource and was submitted along with a claim for the compressor units that were damaged by the event to Primex.

Bouchard then said that two (2) of the circulator pumps attached to the boiler at 33 West Street are failing and will need to be replaced in the next few weeks. The work is being scheduled.

Bouchard then said that SVE Associates is drawing up a new plan for the expansion of the parking lot on Center and Court Streets and will be presenting the plan to the City for review within the next week.

Commissioner Graves then discussed being asked about the blocking of the entrance to the swimming area accessed by crossing County property that is on Partridge Brook Road. An extended discussion reviewing the history of drug dealing and drug use, underage and excessive drinking at the site began. It was discussed that requests by some Westmoreland residents and

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the State Police and Sheriff's department to restrict access to the area was made last year. Commissioner Graves questioned if it is fair to restrict access to a popular swimming and fishing area because of the actions of a few bad apples. It was decided to re-visit the topic again at the June 24th Commissioners meeting when all three Commissioners will be available to participate.

Director Trombly then presented a request for a Grants employee to be authorized to take paid vacation days just prior to the end of the employee's probation period. Trombly said that the employee is a grant contact employee whose employment with the County will terminate when the grant funding for the positions ends. She said that because of the way the employee's contract is written they cannot be paid for any accrued leave time when they terminate County employment as other County employees are entitled to do and has to use any accrued leave while they are employed. She said that this was a very unusual circumstance and that she supported granting the request to allow the employee to be able to take paid leave days as requested.

Following further discussion Commissioner Graves moved to allow employee D. C. to take accrued paid leave days prior to the formal completion of their probation period. Commissioner Rogers seconded the motion and upon vote the motion passed with two (2) Yea's.

The Commissioner's then reviewed the Weekly Census report.

Commissioner Graves then moved to accept the Weekly Manifest as presented and was seconded by Commissioner Rogers. Upon vote the motion unanimously.

The minutes of June 3, 2015 were then reviewed and Commissioner Graves moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

At 11:35AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.

Respectfully Submitted,

P. Graves, Clerk