

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday July 20, 2016 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**PRESENT:** Commissioners, Stillman Rogers, Charles Weed, and Peter Graves

**STAFF:** County Administrator Coates, Finance Director Trombly, and Assistant County Administrator (ACA) Bouchard

Master Agenda Item #399: Community Development Block Grant - \$300K – MEDC / Bensonwood – S. Bansley and Rebeckah Bullock, Southwest Regional Planning (SWRPC)

At 9:32AM Chair Rogers opened the Commissioners meeting and the first public meeting for discussion of the CDBG project and read the Notice of Public Hearings, Community Development Block Grant Program.

Rebeckah Bullock, Community Development Specialist, with SWRPC explained that Community Development Block Grant (CDBG) funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate income persons. Cheshire County is eligible to receive up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000. Rebeckah Bullock provided a handout describing the NH Community Development Block Grant Program eligible activities that included the area HUD income limits.

Rebeckah Bullock provided a project handout. The proposed application to the Community Development Finance Authority (CDFA) is a \$300,000 CDBG grant that will be subgranted to the Monadnock Economic Development Corporation (MEDC). MEDC will invest the net proceeds of the grant into a project at 25 Production Avenue, Keene, NH that includes the purchase and renovation of the 104,000 square foot manufacturing building as well as the purchase of manufacturing equipment. MEDC will then lease the renovated building and equipment to Unity Building Technologies, Inc. of Walpole, New Hampshire. Unity and its parent company, Bensonwood Woodworking Company, Inc. of Walpole, will together create at least 15 new full-time manufacturing jobs as a result of this expansion in Keene.

Project representatives provided the following details about the project:

The Chair opened the floor to public comment on the projects.

**Commissioner Rogers motioned to close the Public Hearing on the Project portion of the CDBG Block Grant Hearing. Seconded by Commissioner Weed. Unanimously in favor. (3 to 0). Motion passed.**

**Commissioner Weed motioned to approve the submittal of the application and vote to authorize the AUTHORIZED DESIGNEE (Chair of the County Commissioners and County Administrator) to sign and submit the CDBG application, and upon approval of**

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**the CDBG application, authorize the AUTHORIZED DESIGNEE to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Commissioner Graves in favor. 3 to 0. Motion passed.**

**Commissioner Rogers motioned to open the second public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Weed. Unanimously in favor. 3 to 0. Motion passed.**

Rebeckah Bullock of SWRPC explained that if any permanent displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any permanently displaced household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a comparable price. Rebeckah Bullock noted that no permanent displacement is planned at this time. Under the certification section of the application, the County will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and in the event that it is discovered that this specific project does permanently displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. No displacement is anticipated for this project.

Chair calls for public comment.

**Commissioner Graves motioned to close the second public hearing for discussion of the proposed RARA Plan. Seconded by Commissioner Weed. Unanimously in favor. 3 to 0. Motion passed.**

**Commissioner Graves motioned to adopt the Residential Anti-displacement and Relocation Assistance Plan. Seconded by Commissioner Weed. Unanimously in favor. (3 to 0). Motion passed.**

The Commissioners then began a discussion with J. Dugan concerning the potential bonding of funds for the Maplewood Nursing Home project and New Market Tax Credits work for various projects. A number of scenarios were reviewed and discussed including how the tax credits can save significant costs of projects if they are located in specific New Market Tax Credit designated areas.

**At 10:23AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss the hiring of any person as a public employee. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session Commissioner Graves moved to hire RM as a per-diem RN for the Department of Corrections at \$27.39 based on her education,**

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**training, and experience. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

**At 10:29AM the Commissioners voted unanimously to return to public session.**

Master Agenda Item #400: Semi-Annual Grants Reports - S. Bansley

Bansley was recognized and discussed the overall progress of the Grants department and highlighted a number of on-going projects. Bansley then presented her Semi-Annual report to the Commissioners as follows:

**Grants Department Semi Annual Report – as of June 30, 2016**

A total of 24 grants are currently active, including 6 which are new. 4 have closed this year. The year began with 19 active grants.

Award value of \$5,148,121 (down \$655,160 from 2015 annual total of \$5,803,281)

Year to date Revenue \$1,680,441 (up \$466,342 from 2015 total of \$1,214,099); and we're only half way through the year!

Year to date Admin collected/realized \$42,247, up over \$10,000 from the same time last year (2015 total of \$62,928)

8 grant applications are pending with award value of \$6,953,739, admin of \$205,684

Department highlighted milestones and accomplishments 2016 year to date:

- Grants management database, GrantVantage, in process of being setup.
- Grants page on County website updated with Rod.
- New grants assistant hired part-time. Her name is Dylana Wilson.
- Created a list of fundraising tips, hidden sources, and events to share with non-profits when grant search doesn't pan out
- Created a template for grant application program narratives.
- Applying for Grants Professional Certification, pending only the exam.
- Written/applied and awarded \$1,315,172 (13 grants) since starting this job two years ago.
- 18.5 days of professional development obtained since starting this job two years ago.

Cheshire County's mission is to be value and service driven and its grants department delivers incredible value by offsetting the costs of various County services and by expanding the services in the community by being a fiscal sponsor to area organizations.

Suzanne Bansley, MBA, Grants Manager, Cheshire County

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The Commissioners thanked Bansley for her report and encouraged her to continue her good work in the Grants department.

County Administrator Coates was then recognized for the purpose of receiving the weekly operational report.

Coates discusses the current activities of the Maplewood Nursing Home delegation sub-committee's work and outlines the options being considered. A meeting that took place last week with Congresswoman Kuster was reviewed.

Coates discusses tanks at Maplewood Nursing home. Bouchard provides a recap of the situation with DES and that two (2) tank company's.

Coates discusses a meeting with Safety Officer and Primex representative covering the County insurance programs and in particular the Workers Compensation program.

Further discussion of the cost of borrowing and bonding costs.

Finance Director Trombly was then recognized and passed out documentation that she prepared for the upcoming Maplewood Sub-Committee meeting that shows the Maplewood amortization schedules for various options. A discussion of the numbers and how to simplify the material was had and Trombly will implement the changes discussed.

Trombly then discussed some suggested dates for Executive Committee and Delegation Meeting in August where the meeting for any mid-year budget adjustments will take place. Bouchard will work with Trombly to coordinate the meetings once the Delegation Committee Chairs make their wishes known for meeting dates.

**At 11:56AM Pursuant to RSA 91-A (II) (a), (b) and (c) a Motion was made by Commissioner Weed for a non-public recess to discuss a Collective Bargaining Agreement and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**At 01:11PM the Commissioners voted unanimously to return to public session.**

**Commissioner Weed moved to accept the Minutes as amended of July 13, 2016 as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

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

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The Weekly Census was then reviewed.

**At 1:12PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed with unanimously.**

Respectfully Submitted,

P. Graves, Clerk