



MINUTES
COMMISSIONERS MEETING
Wednesday, September 20, 2023

This meeting will be conducted in person
and electronically (via Zoom) at the

County Hall Building
Commissioner's Conference Room
12 Court Street, Keene, NH 03467

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803
Pin #: 6031233

Start Time 08:30 AM

Present: Commissioners Robert Englund, and Terry Clark. Commissioner Wozmak absent with notice.

Staff: County Administrator Coates, Finance Director Trombly, Human Resources Director May, Grant Manager Bansley, Director of Executive Services and Communications Bernstein, and County Project Director Bouchard

Guest(s): Senior Project Manager Johnson of the Southwest Regional Planning Commission

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made, at most three (3) minutes in length.

At 08:36 AM, the Commissioners opened the meeting, and Commissioners Englund, and Clark responded as present.

At 8:40 AM the Community Development Block Grant Public Hearing began.

Senior Project Manager Johnson of the Southwest Regional Planning Commission began by explaining that CDBG funds are available to municipalities and counties on a competitive basis for projects that primarily benefit low- and moderate-income persons. Cheshire County is eligible to receive up to \$500,000 in CDBG funds per year in each of the following categories: housing, public facilities, economic development, and emergency grants, and up to \$750,000 in funds in the microenterprise technical assistance category. Feasibility and planning study funds are also available for up to \$100,000 annually. Johnson provided a handout describing the NH Community Development Block Grant Program eligible activities that included the area HUD income limits.

The proposed application to the NH Community Development Finance Authority is to be used by SWRPC and three other Regional Planning Commissions to conduct planning activities in efforts to facilitate the development of new project(s) that increase the housing supply. The purpose is to address housing needs identified through recent initiatives, such as

regional housing needs assessments and municipal planning and zoning audits and re-writes. Planning efforts will be targeted to serve low-and-moderate income individuals.

Englund opened the floor for public comment on the project.

With no public comments, Commissioner Englund moved to close the first portion of the public hearing and Commissioner Clark seconded. Upon roll call vote the motion passed unanimously.

Commissioner Englund motioned to approve the submittal of the application and vote to authorize County Administrator Christopher Coates or County Commissioner Chair John Wozmak as the Authorized Designees to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Authorized Designee to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Commissioner Englund moved to open the final portion of the public hearing and Commissioner Clark seconded. Upon roll call vote the motion passed unanimously.

Johnson 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. 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. Terry Johnson noted that no permanent displacement is planned at this time.

With no public comments, Commissioner Englund moved to close the final portion of the public hearing and Commissioner Clark seconded. Upon roll call vote the motion passed unanimously.

Commissioner Clark moved to adopt the Residential Anti-displacement and Relocation Assistance Plan, Commissioner Englund seconded. Upon roll call vote the motion passed unanimously.

- I. Elected Officials & Department Head Updates**
To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.
- II. Scheduled Items**
- III. County Administrator**
Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

County Administrator Coates began his report by stating that Commissioner Wozmak and himself met with Deputy Insurance Commissioner Bettencourt to discuss Emergency Medical Services (EMS) insurance billing. Bettencourt was very impressed with the County's creation of a continuum of care within the span of one year.

Coates stated that the scheduled Commissioners meeting(s) on September 27th, and October 11th would both be cancelled, but if a pressing matter were to present itself, a meeting could be held later in the same day of the cancellation.

Coates stated that Radically Rural would be taking place on September 27th and 28th. He said that the County Commissioners were all signed up to attend.

Coates stated he met with the fire chief from Putney Vermont to discuss potential collaboration to apply for Community Project Funding through members of Congress in New Hampshire and Vermont.

Coates then asked for a motion to sign an engagement agreement with McClane Middleton for general legal matters.

Commissioner Clark moved to allow County Administrator Coates to sign an engagement agreement with McClane Middleton, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

Coates then said that when paving at the Cheshire County EMS headquarters was initially performed, they did not complete the entire lot to assess need for additional parking. The need did present itself, and Coates asked that the project be completed. Coates requested a motion to again waive the bidding process to finish the paving project with the same company that performed the paving in 2022.

Commissioner Clark moved to waive the bidding process, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of September 13, 2023.

Commissioner Clark moved to accept the manifests and minutes and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.

VII. Calendar

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

VIII. General Discussion for Commissioners

Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program

IX. Nonpublic Sessions:

A nonpublic session pursuant to RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person other than a member of this board unless such person requests an open meeting.*

X. Adjournment

At 10:16 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:
D. Bernstein
Director, Executive Services and
Communications

Reviewed and approved by:
T. Clark, Clerk
Board of Commissioners