



## COMMISSIONERS MEETING

### Minutes

Wednesday, November 15, 2023

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

County Hall  
12 Court Street  
Keene, NH 03431

**Zoom Call-in Number: +1 646 558 8656**

**Meeting ID: 409 748 8803**

**Pin #: 6031233**

**Start Time 08:30 AM**

**Present:** Commissioners Jack Wozmak, Robert Englund, and Terry Clark

**Staff:** County Administrator Coates, Finance Director Trombly, Human Resources Director May, Grants Manager Bansley, Extension Field Specialist Majewski, 4-H Program Manager Bylancik, and Director of Executive Services/Communications Bernstein

**Guest(s):**

### **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 8:37AM the Commissioners opened the meeting, and Commissioners Wozmak, Englund, and Clark responded as present.

County Administrator Chris Coates acknowledged that there were no public comments present. Coates noted that Cheshire County welcomes public comment, and unlike many other counties and municipalities, the County welcomes public comment outside of the designated section. More often than not, members of the community are recognized by the Commissioners to speak under most sections of the agenda.

### **I. Elected Officials & Department Head Updates**

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

Human Resources Director May took the floor to discuss a non-Family Medical Leave Act leave of absence for an employee. She stated that the employee would be out for 8 weeks.

**Commissioner Wozmak moved to approve the non-FMLA leave of absence and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.**

## II. Scheduled Items

Master Agenda Item: #1135 - Violence Against Women Act (VAWA) Grant Award Acceptance – S. Bansley

**Action Expected: Vote to accept award and execute award documents for the calendar year 2024 Violence Against Women Act (VAWA) grant from the New Hampshire Department of Justice for \$30,000 plus \$10,000 match.**

**Commissioner Clark moved to accept and execute award documents for the VAWA grant award for 2024, and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.**

Master Agenda Item: 1136 – Semi-Annual Report UNH Extension - C. Majewski & K. Bylancik

**Action Expected: To receive a report on the previous six months of operations from UNH Extension staff.**

Extension Field Specialist Majewski began the UNH Extension report by introducing 4-H Program Manager Bylancik.

4-H Program Manager Bylancik began her report by stating that this past year 4-H has gotten back up to our pre-Covid numbers. 4-H ages are 5-18. She said that they have 49 volunteers who are screened and trained through 4-H. Our biggest project areas are animal science, and we are the biggest animal science 4-H program in the state. Our youth development program ensures that youth are learning valuable skills regardless of which project area they are part in. We have lots of kids who stay in the area because of this and grow into the animal science field.

Commissioner Clark asked how many dairy farms are in Cheshire County. Majewski said we have about a dozen dairy farms. Although the numbers of farms have decreased, the number of cows has not decreased by much, as the size of farms have increased to accommodate more cattle.

Bylancik said that they are asking youth and families to engage at the local, county, state, and national level to engage with the larger community and other groups. She stated that youth often are engaged at a younger age, and sometime they drift away when they are older. We are trying to increase the teen engagement program.

Master Agenda Item: 1137 – Annual Corporate Compliance Training - K. Kindopp

**Action Expected: To have the Commissioners take part in the annual corporate compliance training.**

The Annual Corporate Compliance Training was cancelled, and rescheduled for December 2023.

## 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 he replied to Merrimack County. The Merrimack County Administrator and Commissioners are meeting the week of November 19<sup>th</sup> to discuss the solar farm, and they will follow up after Thanksgiving. Merrimack County would have space for us to have a 5-megawatt solar field. Coates spoke with Swanze Town Manager Branley, and they have some properties they would like to speak to us about.

Coates reiterated that Director of Executive Services Bernstein and himself will be meeting with Congressional staff from New Hampshire and Vermont on Tuesday November 21<sup>st</sup> to discuss Southwestern NH Fire Mutual Aid communication/infrastructure upgrades, as well as Community Project Funding.

Coates wrapped up his report by saying that the County has officially changed our billing agent effective immediately from Coastal Billing to E-Max.

**IV. Old Business**

**V. New Business**

**VI. Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of November 8, 2023.

**Commissioner Englund moved to accept the manifests and minutes and was seconded by Commissioner Clark. 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 11:03 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