

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday March 15, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**PRESENT:** Commissioners Peter Graves, Joseph Cartwright, and Charles Weed

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

**GUESTS:** Personnel from: Southwest Regional Planning, Southwestern Community Services, Hanna Grimes Center, NH Small Business Development Center

At 9:30AM the meeting opened and Chairman Graves took-up Master Agenda #469 Community Development Block Grant - Mid Grant Reviews - Westmill Senior Housing project and Microenterprise projects and opened the public hearing for discussion of the CDBG project reading the public hearing notice.

Rebeckah Bullock, Community Development Specialist with Southwest Region Planning Commission provided some details on the CDBG program. It is a requirement of the Community Development Block Grant (CDBG) program to hold a public hearing while a project is underway to allow the public the opportunity to comment and ask questions about the project. She noted that these hearings would update the public on the Westmill Senior Housing project and the 2016 Microenterprise projects.

First, she provided an update on the Westmill Senior Housing project. Cheshire County was awarded \$500,000 in CDBG Housing and Public Facilities funds to support the Westmill Housing project. Cheshire County sub-granted the majority of the funds to Southwestern Community Services, who used the funds to support the development of Westmill Housing, located off Railroad Street in Keene. Once completed, Westmill Housing will result in the creation of 26 apartment units for low income elderly households.

Bullock noted that at this time, the Westmill Housing project is nearly complete. It is anticipated that the project will receive its Certificate of Occupancy by March 17th. They are currently processing applications, with occupancy expected to commence by March 24th. The final site work will be completed by May 31st, and full occupancy is expected by June 30th. The project will be hosting an open house on a date to be determined in May 2017. She stated that this project is scheduled to close out by June 30, 2017.

The Chair opened the floor to public comment on the projects. Keith Thibault of Southwestern Community Services provides a detailed background of the project and discusses the projects throughout the County. A discussion of the residents who live at the facilities was covered as was how seniors transition from fully independent living in low income housing, to assisted living, to nursing home care.

**The first public meeting closed at 9:53AM and the Chairman then recognized Bullock to address the second grant project which opened the second public meeting at 9:54AM.**

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Bullock provided an update on the Microenterprise Community Development Block Grant project. Cheshire County also received \$378,250 in CDBG Microenterprise funds to support Microenterprise centers around the State. Cheshire County sub-granted the majority of the funds as follows:

- \$137,500 to the Hannah Grimes Center in Keene. The center will provide access for 55 microenterprises to its industry cluster program, consultant's round table, and leadership circles, as well as other services. To date, they have served 22 microenterprises.
- \$102,500 for the Regional Economic Development Center in Raymond. Activities to be funded include one-on-one meetings with business advisors, training in reading financial statements, and assistance with brand development and marketing. An estimated 41 low-to-moderate income small business owners will use their many resources. To date, they have served 24 microenterprises.
- \$107,500 to the NH Small Business Development Center's Pathways to Work initiatives in Durham and Manchester. Some of the services they will provide to approximately 43 participants include classes on how to start a small business, e-courses on finance, and workshops on topics like marketing and accounting. To date, they have served 24 microenterprises.

This project is scheduled to close out by June 30, 2017.

The Chair opened the floor to public comment on the projects. Mary Ann Kristiansen of the Hanna Grimes Center provides a background on the history of the Community Development Finance Authority (CDFA) funding in the State and how the County became involved in the administration of the funds for the Southern tier of the state. A description of the types of businesses that participate in the programs was covered and it was discussed that a number of the business are service oriented and some are developing products. A further discussion of how the individual budding entrepreneurs are supported was covered.

**The Chair closed the public hearing at 10:06AM.**

A discussion of the companies involved in the Small Development Center's programs was covered and the reasoning behind the confidentiality of the program was reviewed.

Master Agenda Item #470: The Greater Monadnock Medical Reserve Corp (GMMRC) and The National Association of County and City Health Officials (NACCHO) Grant Agreement. Bansley provided an overview of the GMMRC and outlined the greater requirements for grant reporting that will be now be in place with this new grant. She said that the grant is for \$13,000.00 and will primarily provide carbon monoxide detectors for households that GMMRC and ServiceLink identify as vunable households. **Commissioner Weed moves to accept the**

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**grant and is seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

**Bansley then discussed the Violence Against Women Act (VAWA) grant that the County receives for the County Attorney's office. She said that the document that is presenting is an acceptance document for the funding that was awarded late last year. Following discussion, the Chairman signed the formal acceptance document.**

The County Administrator Coates was recognized for the Weekly Operations report.

Coates said that the meeting scheduled for 10:00am on Friday has been moved to 8:30am to accommodate the attendance of staff at funeral for the former Chief of Police in Keene.

He then said that the Executive Committee will be meeting at 6:00pm prior to the 7:00PM Delegation meeting on Monday to discuss the budget and the Maplewood reconstruction presentation.

A follow-on discussion of project funding was covered and it was learned that USDA funding will probably not be available for the project due to a downturn in the availability of funds from the federal government. Coates discussed the possible funding of some elements of the project with alternative fund sources such as Pro Share funds received by the nursing home.

A general discussion of how staff changes are planned for and managed and FTE funding planning began. The conversation segued to the leasing of county vehicles and the pros and cons of the approach was discussed.

Coates then said that on April 25<sup>th</sup> the annual community volunteer dinner will be held at the Maplewood Nursing home in Westmoreland. The event will begin at 5:30pm.

Coates discussed that the Primex Insurance Annual Conference will be held on May 10<sup>th</sup> and May 11<sup>th</sup> this year and as in the past the event will be at the Mount Washington Hotel.

Coates discussed the appointment of S. Jardine as the new County Human Resources Manager and he reported that she has been well received by the staff and thus far everything has gone very well. He also reported that over forty (40) applicants have applied for the HR Generalist position and an interview team is being assembled.

Coates then said that he, Trombly, and Kindopp, will attend the SB 553 hearing in Concord and will return to Keene in time for the afternoon Maplewood Reconstruction meeting in Keene.

Coates said that due to conflicting schedules, the meeting for Managed Medicaid being hosted by the County will now be held on April 14<sup>th</sup> in the Delegation Meeting room. The Governor,

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selected Councilors, State Senators, and Delegation members have been invited to discuss the pending state legislation for the implementation of Managed Medicaid throughout the state.

Coates then presented a request for the use of the Delegation room for a private function that would include alcohol being served at the event. A standing rule for the use of the room includes the consent of the Commissioners for bringing alcohol into the building and a review of the documentation for the use of the room was covered. **Commissioner Weed moved to approve the one-time use of the room for the function. (Future events will be reviewed and considered on case-by-case basis). Commissioner Cartwright seconded the motion. Upon vote the motion passed unanimously.**

Coates said that he and Bouchard and most likely Grants Manager Bansley will attend a meeting on April 5<sup>th</sup> or 6<sup>th</sup> with the Historical Society of Keene in an effort to raise matching funds for the replacement of the windows at the old courthouse.

Coates said that he wished to thank the facilities staff at all of the campuses for their good work in keeping the walks and parking clear during the recent storms.

Old Business was discussed and Commissioner Cartwright provided an update on the meeting in Concord for the Silvio Conte project. (More information on the project can be found on the County website).

New Business was then taken-up and Trombly handed out the Executive Committee Proposed Budget that will be reviewed on Monday.

Coates then discussed three pending bills that effect County operations that were discussed with Senator Kahn earlier and said that he will follow-up with Senator Kahn on the bills if they are moved forward in the legislator.

The Weekly Census report was reviewed and discussed at length.

**The Census was reviewed and accepted.**

**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 with two Yea's.**

**The minutes of March 8, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

The Commissioners calendar was reviewed.

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**At 11:55AM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,  
C. Weed Clerk