

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 4, 2017 09:30AM
County Hall Building
Commissioners Conference Roof
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: Rebeckah Bullock, Southwest Regional Planning, Staff from State of NH Community Development Finance Authority (CDFA), Jack Wozmak, County Treasurer

At 9:30AM the meeting opened and Chairman Graves and recognized Ted Kochanski, CFO of NH Community Finance Development Authority (CDFA) to discuss Master Agenda Item #479 CDBG and CDFAs Staff to Discuss Liability Issues of Grants.

Kochanski outlined that the County is not fiscally responsible for the repayment of grant monies received from Community Development Block Grants (CDBG) as outlined in the standard CDBG Grant Agreement documentation paragraph 14.4. He said that the County as the fiscal agent takes responsibility only for the administration of the paperwork to ensure that the compliance issues are being met.

A discussion of how the CDFAs works with individual companies to help them meet the grant goals was covered. Kochanski said that there are no "gotcha" clauses in the grants from the Federal funds. The discussion continued with the County Attorney asking about the federal "Use of Force" requirement and other federal language requirements. He said that because there is not a County police force that the document is unenforceable by the County. It was agreed that the document may be not applicable to this situation but the federal requirements for the document need the statement to be included in all grant submittals.

Master Agenda Item #473: CDBG - Microenterprise 2017 Application. The Commissioners took up discussion of the CDBG Microenterprise grant that was suspended at last week's meeting. Following a short discussion, **Commissioner Cartwright moves to approve the submittal of the applications and to vote to authorize County Administrator Christopher Coates or County Commissioner Chair Peter Graves as the Authorized Designees to sign and submit the CDBG applications, and upon approval of the CDBG applications, authorize the Authorized Designee to execute any documents which may be necessary to effectuate the CDBG contract. The motion was seconded by Commissioner Weed and upon vote motion passed unanimously.**

Master Agenda Item #477: To Vote on the Establishment and Implementation of a County Policy Manual. Coates discussed the changes that were made to the Policy documents to conform with the requests of the Commissioners from last week's meeting. Following a review of the language changes, **Commissioner Weed move to accept the changes and to approve of the establishment of a formal County Policy Manual. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.**

Master Agenda Item #478: To Vote on the Creation of an Examination and Audit of County Books and Accounts Policy. Coates reviewed the changes made to the first policy document to be included in the

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County Policy Manual concerning the creation of an Examination and Audit of County Books and Accounts. He reviewed the language changes and after discussion **Commissioner Weed moved to accept the policy as presented and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

A discussion of the County Tax Anticipated Note (TAN) was picked up from last week and a possible change in how the towns could voluntary go to two (2) tax payments per year was reviewed. The application for a Line of Credit and other possible alternatives to reduce borrowing costs was covered.

A discussion of the Maplewood Reconstruction cost estimates that have been created over the past ten (10) years was covered and the cost estimates of all of the various options was reviewed

The Commissioners asked Treasurer Wozmak who is now the City of Keene Airport Manager / Consultant, a number of questions about the development of the airport and opportunities for companies to come into the area to further expand the airport. It was discussed that the development of the airport is key to a healthier business community and more robust economy in the region.

Coates then reminded the Commissioners of the Managed Care meeting scheduled for April 14th at 12 Court Street with State officials and care providers.

He then said that the New Hampshire Association of County's (NHAC) meeting this Friday will discuss the pending Managed Care Organizations (MCO's) implementation. A discussion of the need to re-visualize the need for a Managed Care Organizational structure was covered.

Coates then discussed that office space for a new hire is being created in the Behavioral Health oversized reception area and the project will be accomplished for low cost and will be quickly implemented with little disruption to the staff.

Coates then said that the Air Solutions HVAC balancing contract at the jail is almost complete and that a final punch list will be completed shortly.

Coates reported that the Superintendent reported that the company called in to address the non-functioning door locks at the jail (Com-Tec) was on site this week and addressed the problem quickly, returning the system to full functionality. A follow-on report will provide the details around the cause of the failures.

Coates then outlined the conversations with Eversource concerning the placement of electrical transformers in the Latchis and 33 West Street parking lots. He said that negotiations with Eversource are being finalized for the Latchis lot for the installation of the transformer this year and that the County will receive the installation of two (2) security light bases and a parking lot barrier gate as compensation for the loss of space in the lot. He said that the 33 West Street lot will be completed next year in the Spring of 2018, and said that the compensation being discussed for installation of a transformer at that site include the rebuilding of storm drains, paving of the lot, and the installation of the light poles in the

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Latchis lot. Coates commended Bouchard for putting the agreements in place and said that this is a good example of the staff filling County needs in a creative way that does not impact taxpayers.

Master Agenda Item #480: Leasing of Department of Corrections Transport Vehicles - C. Coates discussed the lease of the DOC inmate transport vehicle for \$27,642.00 from Mavron Corporation who will provide a secure inmate transportation insert for an additional \$15,000.00. Coates said that the total lease price will be \$14,984.51 per year, just under the \$15,000.00 approved budget. He then said that \$42,832.00 will be total amount financed. He continued by saying that the unitized approach of using a separate inmate transport insert will allow the insert to be removed when a new vehicle is needed and this will reduce the overall acquisition cost of transport vehicles going forward.

The Census was reviewed.

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

The minutes of March 29, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The Commissioners calendar was reviewed.

At 11:31PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Cartwright and upon vote the motion passed unanimously.

Respectfully Submitted,
C. Weed