

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday February 03, 2016 09:30AM  
Commissioners Conference Room  
County Hall Building  
12 Court Street  
Keene, NH 03431

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

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

**GUESTS:** Westmoreland Selectman Hammond, Mimi Barber, Woodward Trust Fund, Mary Drew, Reality Check, Inc., Rebeckah Bullock, Southwest Regional Planning.

Chairman Rogers opened the meeting at 09:30AM and opened a public hearing for a CDBG project.

The Chair opened the public hearing for discussion of the CDBG project at 09:30AM.

Rebeckah Bullock, Community Development Specialist with Southwest Region Planning Commission provided some details on the CDBG project. It is a requirement of the Community Development Block Grant (CDBG) program to hold a public hearing while the project is underway to allow the public the opportunity to comment and ask questions about the project. Bullock provided an update on the Microenterprise Community Development Block Grant project, and accepting public comments and questions.

The Microenterprise CDBG project involved sub-granting \$378,250 in CDBG funds between three entities in the State that provide technical services and loans to microenterprises. These entities include the Hannah Grimes Center, the NH Small Business Development Center's Pathway to Work, and the Rockingham Economic Development Center. The project will benefit 196 microenterprises in the state; of which at least 139 (71%) will be low or moderate income. Rebeckah Bullock provided a brief update on the status of each Subrecipient's efforts. Through the end of December, a total of 53 beneficiaries had been served.

The Pathway to Work Program was developed in July 2013, and is a partnership program between NH Employment Security (NH ES) and the NH Small Business Development Center (SBDC). The SBDC has reviewed 64 new applications from individuals across New Hampshire seeking to be a part of the program. Additionally, their certified business advisors have provided over 500 hours of confidential, one-on-one business advising to 92 program participants. Of these participants approximately 4.5% are minority, 45% are women, 5% have a disability, and 6.5% are military veterans. The majority of these businesses provide professional, scientific, technical, and other services. The remaining are represented by construction, manufacturing, wholesale trade, retail trade, educational services, health care, accommodation and food services, and arts, entertainment and recreation businesses. The SBDC has assisted Pathway to Work participants start 16 new businesses, create over 30 new jobs, obtain \$618,000 in capital, and make over \$970,000 in annual sales.

The Rockingham Economic Development Center has met with 24 businesses that qualify as low or moderate income. Of the 24, 7 were very low income, 6 were low income and 11 were moderate income. Collectively these 24 companies reported 27 full-time and 34 part-time employees. Eight of the 24 businesses are woman-owned and two are minority-owned. The REDC Business Advisor provided technical assistance, financial planning and business planning to these companies. REDC also

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provided technical assistance from our Accountant, who provided QuickBooks training and our Graphic Designer who provided marketing, website design and social media training. REDC approved 3 microloans during this period totaling \$120,000. Industries assisted during this period included construction trades, pet care, food manufacturing and service, farming, micro-brewing and distilling, truck customization, computer repair, composting and oyster farming.

The Hannah Grimes Center has worked with 10 low to moderate income businesses, 5 of which are women-owned. All of the businesses but one are considered moderate income; one is very low income. Many of the businesses the Hannah Grimes Center works with are sole-proprietors looking for resources to grow their businesses, and thus represent 4 full-time jobs and 7 part-time jobs. The Hannah Grimes Center held a Startup Lab class in October 2015, which taught budding business owners how to design and implement a business plan. Half of the businesses in the class were considered low to moderate income and were thus offered a scholarship to participate in the class. These scholarships are supported by the funds received from the microenterprise grant. Historically, most of the businesses that the Center works with are service businesses, but the Center has been happy to see some products being produced in the area, including an innovative door stopper, jewelry design, and garage door production. The Chair opened the floor to public comment on the projects. There being no Public comments the Chair closed the public hearing at 09:44AM.

The Chair recognized Sheriff Rivera who discussed the installation of a Drug Drop box in the lobby of the building that was funded by a grant from CVS. The box will allow local residents to dispose of unwanted drugs by removing them from their homes and placing them in the drop box. The Sheriff department will remove the contents on a regular basis and dispose of the drugs in an environmentally safe manner. One of the purposes of drug take-back boxes is to prevent opiate and other potentially harmful drugs from being flushed down toilets into the public water systems where they aggregate over time and can concentrate and show-up in ground water or even in the "treated" public water systems.

He then discussed the establishment of a committee that crafting a program to work with addicts who need help in entering recovery programs and is supported by the Sheriff's office, the Keene Police department and Troop C of the State Police. He said that the new program will offer a helping hand to opiate (and other) addicts who ask for help from law enforcement personnel. He said that the program is based on a similar program developed in Gloucester MA that has been quite successful and explained that 46 recovery coaches have been trained to help when the program begins. All phone calls asking for help will be routed through the Serenity Center in Keene.

Rivera also said that in some cases where an addict is found to have large amounts of salable drugs the police departments will have latitude in how to deal with the situation.

IT Director Hummel was then recognized and discussed the projected costs of installing a partial wireless network for County Hall. He said that a best estimate of the implementing the initial phase of the project would cost approximately \$3,000.00. A discussion followed concerning who could access the system and how access would be allowed. Following discussion ACA Bouchard said that he would

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cover the initial cost of the \$3,000.00 from the building renovation funding in order to move the project ahead as quickly as possible. It was agreed to proceed with the installation on a priority basis.

Master Agenda Item #345: Reality Check Fiscal Sponsorship for Drug Free Communities grant from SAMHSA. S. Bansley and Mary Drew of Reality Check, Inc., discussed the grant that is being sought to fund a program to reduce youth and adult substance use and promote healthy living by providing region-wide drug and alcohol prevention education, outpatient treatment, and long-term recovery supports.

Drew said that the grant has two goals. 1. Establish and strengthen collaboration among communities, businesses, and federal, state, and local governments to support the efforts of coalitions to prevent and reduce substance use among youth. 2. Reduce substance use among youth and reduce substance abuse among adults, by addressing the factors in a community which increase the risk of use, and promote factors that minimize it.

The grant request was reviewed and it was learned that the grant can be for up to five years at \$125,000 per year and requires a 100% match. At the end of the first five years a request for a second five years may be submitted for funding consideration.

The intent of this grant will be to fund only the first year of the program and additional years may be requested based on the results of the first year program.

**Commissioner Weed moved to authorize the submission of the grant and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #346: Violence Against Women Act (VAWA) Grant Award. S. Bansley presented the annual renewal for the VAWA grant that partially funds one County Attorney position in the County Attorney's office. This grant has been utilized for a number of years for this purpose. **Following a short review Commissioner Weed moved and Commissioner Graves seconded a motion to accept the grant as presented. Upon vote the motion passed unanimously.**

Bansley then presented a Victims of Crime Act (VOCA) Grant Award. She said that a grant to partially fund a Victim Witness Advocate for the County Attorney's office is available and asked the Commissioners to vote to accept the Victims of Crime Act (VOCA) grant from the New Hampshire Department of Justice for \$32,500 for the year. It was learned that this grant is very similar in structure and function as the VAWA and following review and discussion **Commissioner Weed moved to accept the grant for the first half of the year in the amount of \$15,000 and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Master Agenda Item #347: Woodward Trust Fund. Mimi Barber presented an overview of the Woodward Trust Fund and said that the fund was established in 1960 by a Clement Woodward and was funded at \$5,900.00. She said the purpose of the fund is to provided medical expensed for Keene

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residents who are in need and that the trust will pay up to 30% of persons medical invoices after the request is reviewed and approved. She said that through careful use of the monies and investment returns approximately \$40,000.00 is in the fund today. The Commissioners asked a number of questions concerning the use of the funds and learned that the trust committee meets once a quarter and all requests must be approved by the trustee's before payment is submitted on behalf of the recipient.

**Following discussion Commissioner Weed moved to reappoint Mimi Barber as the County representative to the Woodward Trust Fund. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

County Administrator Coates was then recognized and presented the following items to the Commissioners:

Coates said that a meeting with local citizens who have an interest in helping to preserve the old courthouse will take place on February 22<sup>nd</sup>.

Coates presented a suggested a personnel change to the New Hampshire Association of Counties representation from Cheshire County and following a short discussion it was approved.

The County's deferred compensation plan was then discussed and Director Trombly reviewed the existing plan already in place and spoke to an alternate plan from the State that was suggested. It appears that there is little or no difference between the two plans. The County will continue with the plan already in place for the foreseeable future.

Coates then said that the first meeting with the new union representing the Sheriff's department is scheduled to take place on February 25<sup>th</sup>.

He then reminded the Commissioners that EGA will be presenting the first part of their finding on Maplewood on Friday at 10:00AM.

Coates then spoke to the investigation into software packages for the Capital Maintenance program being developed and outlined the costs for the implementation and the on-going costs after the first year. The expected cost is \$11,112.29 for the first year and the on-going costs are pegged at \$6,199.38 that would be split across the three campus sites. This package would cover the three County campus's and provide Capital planning, inventory, utility tracking, three databases, set-up and implementation services. The exact numbers will depend on the number of sites that use the all or some of the software and number of modules that are finally implemented. **Commissioner Weed moved to authorize the initial purchase of the software for up to \$11,112.29 from WorxHub, Inc., and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

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The Weekly Census was reviewed.

**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.**

**The minutes of January 27, 2016 were then reviewed and Commissioner Weed moved to accept the minutes as amended. Commissioner Graves seconded the motion and upon vote the motion passed with two Yea's.**

The Commissioners Calendar was then reviewed.

**At 11:59AM 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