

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 5, 2014 9:30AM**  
Department of Corrections  
825 Marlboro Road, Keene, NH

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**PRESENT:** Commissioners Pratt, Rogers, and Zerba.

**STAFF:** County Administrator Wozmak, Register of Deeds Tilton, 100 Nights Shelter Manager Mindy Cambiar, Southwestern Community Services (SCS) Director of Development, Keith Thibault, Grants Specialist Desrosiers, and Assistant County Administrator (ACA) Bouchard.

**At 09:30AM** – Commissioner Pratt opened the meeting and recognized Administrator Wozmak who presented the weekly operational recap.

- Administrator Wozmak said that a meeting with John Martin of DHHS has not yet been set and a discussion began around the need for the meeting. It was decided to pursue the meeting and Wozmak will reach out to Martin for a mutually workable date.
- Wozmak then said that Mindy Cambiar from the 100 Hundred Nights shelter in Keene would be presenting at the meeting today as well as Keith Thibault of SCS.
- He then brought the Commissioners up-to-date on the proposed fiber loop project for the towns of Marlow, Alstead, Walpole, and Surry and said that the Expression of Interest document would be submitted to the FCC this week.
- He then reported that the County had received the annual distribution from the Hemenway Trust Fund that the County has been a recipient of for many years. The Hemenway's purpose for the Trust is stated as: "I direct that the share of the last deceased daughter be paid quarterly to the County Commissioners of the County of Cheshire to be used by them in their discretion for the care of the young, and the aged and infirm residents of the county, outside the Town of Marlboro." (The Town of Marlboro is separate recipient of the trust each year).  
The amount received was \$18,898.83. This brings the account balance to \$72,733.97.

Register of Deeds Tilton was then recognized and she presented the following report to the Commissioners:

March 5, 2014 Registry of Deeds Quarterly Report

The newly installed reception/recording area is having the finishing touches done. It has allowed us to better define the public/staff spaces and also allows for better use of available space.

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The e-recording system continues to increase in terms of the percentage of documents filed electronically, as well as returning paper copies at the time of the recording. The postage costs and other related costs envelopes, staff time spent on ‘returns’ will decrease as less paper needs to be dealt with on a daily basis.

I continue to work on making sure that the county will continue to keep a paper record of the documents filed. This requires continued scanning of old books and converting them to binders which can hold two of the books in one quarter of the space. This will ensure that there will be space for books for many years to come.

Staff has been working on two major projects – both of which involve scanning old books and indexes, increasing the availability these documents for on-line access.

The Deeds Association has decided to use a new more obtrusive watermark in order to reduce the practice of ‘data scrapers’ from taking out images, cleaning off the watermark and selling the information.

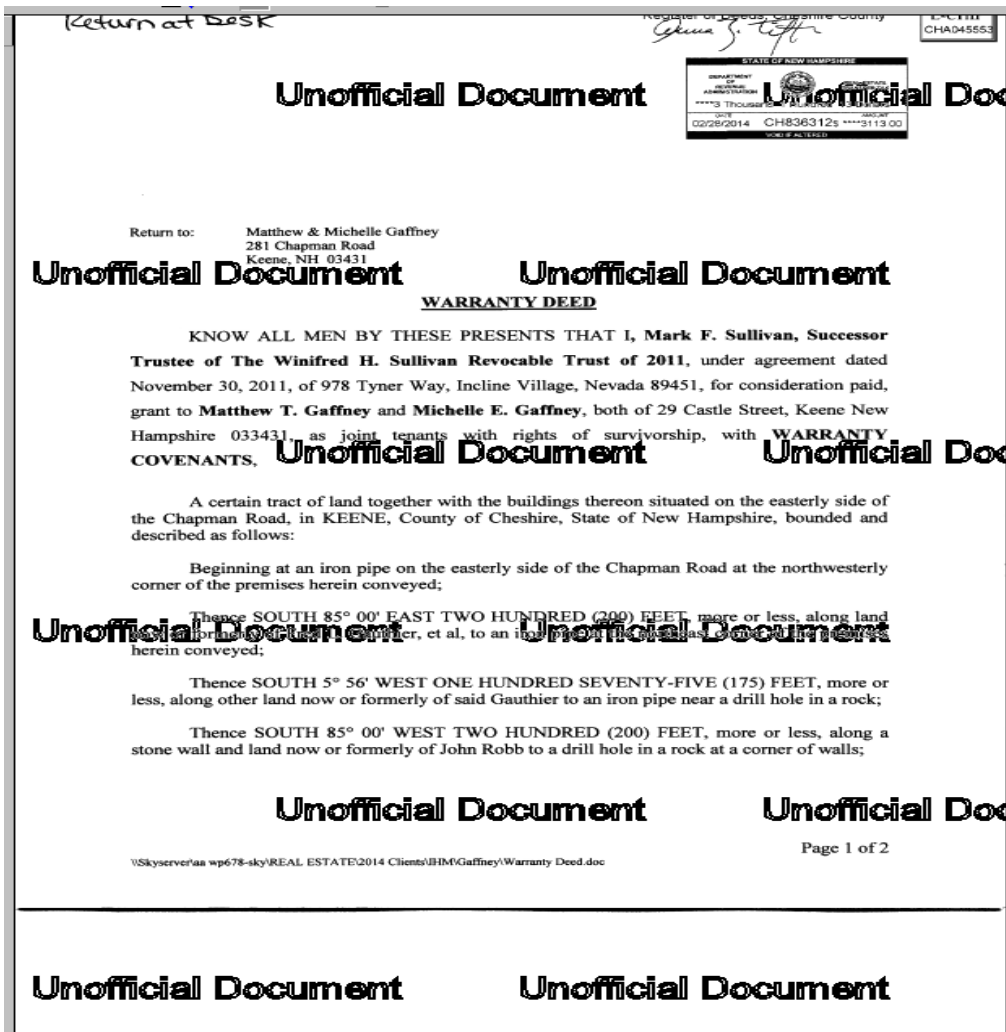
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This is the boiler plate language that was adopted to explain the change:

**The New Hampshire Registry of Deeds Association has adopted a uniform watermark policy for all images viewed over the internet at nhdeeds.com. The new watermark was deemed necessary to prevent unauthorized printing of county records which are copyright protected. Printing documents from this site without utilizing an authorized printing account is prohibited and will void this agreement. Please contact the registry of deeds where the documents to be copied are recorded if you require further clarification regarding this policy.**

While there have been some complaints about the watermark, it really is in place to provide continued revenues to enable the information can continue to be available to the public in an on-line format.



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A discussion began concerning the function of the online document retrieval system and the challenges that some of the Registers of Deeds in other Counties are facing around the use of the watermark on the documents. Tilton said that once a document is purchased online, the watermark is removed and the user then can print the document without the watermark. She went on to say that two (2) Counties are now not using the watermark because of complaints by the users. Tilton also said that Cheshire County's cost of one (\$1) per page was among the lowest of all the Counties.

The Commissioners thanked the Register for her presentation and Administrator Wozmak then updated the Commissioners on the probate record storage issue that has been discussed at the previous two (2) meetings. It is still unclear if the old probate records that were sent to Concord for storage have been removed from the pallets and placed on the shelves for public access. Wozmak will attempt to reach the State Archive Manager Brian Buford to discuss.

Mindy Cambiar of the 100 Nights Shelter was then recognized. Commissioner Pratt said that while he was pleased to see her at the meeting she needed to recognize that her request for grant funding from the County as an outside agency was too late to be included in this year's budget. Cambiar said that she understood but chose to present to the Commissioners to better understand the process for next year.

She began by saying that thus far this year they have averaged twenty-eight (28) people a night because of the extreme cold that the area has been experiencing this year. She went on to say that because they were also starting to see more working poor, the shelter had recently begun having the staff do two (2) wake-up calls a night to get the people off to work on time.

She stated that based on the present rates, she expected that for this winter that they will have provided approximately 2,100 nights of shelter to eighty-four individuals for the period from December 21, 2013 to March 21, 2014. This compares to 1,686 shelter nights for 104 people last year. She said that some of the people using the shelter are struggling with drug abuse and mental health issues and the shelter is the only place that some of them can go (or will go) for shelter and assistance.

She then discussed the difficulty of determining residency of some the people using the shelter and the problems that arise with finding them assistance and services from the towns in which they used to live.

Cambiar also discussed the fundraising events that the shelter is engaged in and provided an overview of the board of directors for the shelter. She said that a walk-in health center was the newest program being introduced and that it would begin shortly and be held one (1) night a week.

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The Commissioners thanked Cambiar for attending and suggested to her that if she were to pursue funding for this year that she would need to work with one of her State Representatives who would need to present a motion for funding at the upcoming delegation meeting on March 17th on her behalf. She said that she understood and thanked the Commissioners for their time.

Keith Thibault of SCS was then recognized and asked for support for obtaining a CDBG grant through the County that would provide funding to construct twenty-six (26) apartments on Railroad Street in Keene for seniors. The project is known as Westmill Senior housing. The apartments would be targeted at low income seniors and because the project would be almost entirely grant funded with low to no debt the average cost of an apartment was targeted for \$550.00 to \$600.00 per month.

**Following an extended discussion Commissioner Zerba moved to authorize the County to sponsor, support, and administer a Community Development Block Grant (CDGB) for the purpose of constructing twenty-six (26) senior housing apartment on Railroad Street in Keene. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

**Commissioners Rogers then moved to add the SCS grant motion to Delegation Meeting at the March 17, 2014 meeting for the delegation's review and consideration. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then discussed the Second Chance Housing project that was begun last year and learned from Thibault that the program has been extremely successful and that more residents will be added this year including those coming from the newly formed Drug Court program.

The Commissioners thanked Thibault for his good work with the County over the years and said that they looked forward to continuing the partnership in the years to come.

Grant Specialist Desrosiers then asked the Commissioners for a letter of Support for the Systems of Care grant that is being submitted to the Federal Government. The language of the letter of support is as follows:

*On behalf of the County of Cheshire, we support this proposal for the Monadnock Region Systems of Care Collaborative Expansion. As Commissioners, we continually have to make difficult budgetary decisions and encourage partnerships that will fill gaps in services, especially around behavioral health.*

*We, like the other Monadnock Region agencies, organizations, youth and families represented in this application, are eager to expand our collaborative efforts to more effectively meet the needs*

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*of youth and families in our rural region as we align ourselves with the New Hampshire Children's Behavioral Health Strategic Plan now in the early stages of implementation.*

*The Systems of Care approach will provide the opportunity for our region to focus for a solid year on broadening the array of services, strengthening infrastructure, improving data collection and capacity for outcome measures and preparing competent workforces for youth and families who struggle with mental health challenges in our region.*

*Cheshire County is committed to being the fiscal agent to complying with all federal guidelines to assure the success of these efforts. We are very interested in providing the needed supports so that these area agencies can more effectively and efficiently meet the needs of our residents.*

**Following discussion Commissioner Rogers moved to approve the letter of support for the Systems of Care grant submittal and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

Desrosiers then asked the Commissioners for a letter of support and for permission to submit a grant for the Second Chance Act Re-Entry program. The grant would provide \$600,000.00 over twenty-four (24) months to assist current residents of the Second Chance housing transitioning into the community. Many of the residents leave the program with no place to live, little or no family support system, and few positive prospects to continue using the new skills that they learned while in the Second Chance program. This grant would assist these residents by securing housing and providing the missing support systems.

**Following discussion Commissioner Rogers moved to approve a letter of support for the grant. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**Commissioner Rogers then moved to authorize submission of the Second Chance Act Re-Entry program grant for \$600,000.00 over a twenty-four (24) month period. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Desrosiers then presented a request from the County Attorney to provide support for a "Prime for Life" program that would be run in the District Court. This program would provide a twelve (12) hour training program aimed at preventing participants from re-offending and coming back into the court system. The program would be funded by the participants themselves over time as the standard court fine of \$325.00 for an offence would be dropped to \$225.00 if they agreed to participate in the program. The monies would then be paid into the program instead of the Courts in order to fund the program in the future.

**Following discussion, Commissioner Rogers moved to authorize support of the Prime for Life program by setting aside funds from the Courts to provide program funding for future**

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**participants. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

ACA Bouchard then discussed the status of the Fiber Loop project and asked for the Commissioners to provide a letter of support to be submitted with the Expression of Interest package that is being prepared for submission to the FCC for funding consideration.

**Following an extended discussion, Commissioner Zerba moved to approve a letter of support for the Expression of Interest submission package to the FCC seeking funding for the installation of an optic fiber loop in the towns of Marlow, Alstead, Walpole, and Surry. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the census.

Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest as presented and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

**The Commissioners then reviewed the minutes of February 27, 2014 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners calendar was then reviewed and no changes noted.

At 11:51AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R Zerba, Clerk