



COMMISSIONERS MEETING

Wednesday, April 22, 2026

Minutes

This meeting will be conducted in person and 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 #: 603123

Start Time 8:30 AM

Present: Commissioners Terry Clark, Claudia Stewart, and Skipper DiBernardo

Absent:

Staff: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, HR Director May, Superintendent Phillips, County Attorney McLaughlin, and Director of Executive Services/Communications Bernstein

Guests:

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

I. Elected Officials & Department Head Updates

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

II. Scheduled Items

Master Agenda Item #1345: Victims of Crime Act (VOCA) Grant Agreement SFY27 – S. Bansley

Action Expected: Vote to accept and sign the grant agreement and associated documents for the VOCA grant for SFY27 (7/1/26-6/30/27) from the New Hampshire Department of Justice for \$69,822, which requires \$17,456 in match (to be met entirely with in-kind time).

1. Grants Manager Bansley said this grant is competitive for the first time.

There are numerous requests in the application. They did not approve funding for laptops, DocuSign, etc.

They did provide funding for all four victim witness coordinators to attend a virtual and an in-person conference each.

It includes salary for Victim Witness Kristiana Goldup, who will be taking over this specific work for Sarah Hoskins who is retiring in May.

The match will be met with benefits.

WHEREAS: The New Hampshire Department of Justice has awarded the County of Cheshire a pass through the state Victims of Crime Act (VOCA) grant for one year, July 1, 2026 to June 30, 2027.

VOTED: That Commissioner Chair Terry M. Clark or County Administrator Christopher C. Coates are hereby authorized on behalf of the County of Cheshire to accept the aforementioned grant, and to enter into a grant agreement with the aforementioned funder and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable, or appropriate to affect the purpose of this vote.; and to also enter into any contractual agreements; including, but not limited to vendor subcontracts, subrecipient agreements, and/or memorandums of understandings; as necessary to carry out the goals, objectives, and activities of the agreement.

VOTED: That Grants Manager Suzanne Bansley and Grants Specialist Jamilla Pucciarello are hereby appointed as the authorized certifying officials, contacts, and liaisons with regards to the above referenced agreement and are both hereby authorized on behalf of the County of Cheshire to certify or sign vouchers or requisitions for payments or claims to the agreement.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of the date of the execution of this document. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. **This authority remains valid for thirty (30) days from the date of this Certificate of Authority.**

- **Commissioner Clerk Skipper DiBernardo**

Master Agenda Item #1346: Semi-Annual Report, County Attorney – C. McLaughlin

Action Expected: To receive an informational report on the last six months of operations.

1. County Attorney McLaughlin said after a rough year they are nearly fully staffed except for one Assistant County Attorney in the Regional Prosecutor Program. They expect this role to be filled in July.

He discussed the relatively consistent number of people indicted over the years, ranging between 210 and 230 individuals.

He highlighted the challenges posed by frequent flyers and generational families involved in criminal activities, attributing these issues to poverty and learned behavior.

Master Agenda Item #1347: TAN Sale Update – S. Trombly

Action Expected: To receive updates on the TAN sale from the Finance Director.

1. Finance Director Trombly said she is trying to receive multiple bids for receiving the full tax anticipation note immediately in the amount of 18 million which will get the County to December.

She expects the sale to happen in mid-June.

She expects the interest rate to be between 3.55% and 3.97%. Ideally the investment of the majority of funds will bring in a return similar to the interest rate.

Trombly expects that interest payments should be close to \$400,000.

Trombly will work to get responses to the bid from financial institutions besides solely banks.

County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

1. County Administrator Coates said he spoke to County Administrator Julie Libby. She informed him that the County is in a similar dire financial situation to Strafford County. They relied on Pro-Share funding which was reduced by millions of dollars.

Finance Director Trombly said she heard Strafford County had borrowed money two times a year, indicating their fund balance has historically been nearly non-existent.

2. Coates said he spoke with the City of Keene about the energy credits that will be received through the City's solar project. City Manager Ferland said this will occur in the Summer of 2027.

3. Coates said Mike Winn has been named the permanent Chief of the Southwest NH District Fire Mutual Aid.

4. Coates said the Blue Line Appreciation event went very well and thanked the Tempestas for their work putting this event on.

5. Coates said the County gave Cheshire Medical a vehicle four years ago for \$1. He said they have now returned the vehicle as it was end of life in their view. The vehicle needs about \$4,000 in work. Coates said he is looking to post the vehicle "as is" with full disclosure to employees to see if anyone is interested for \$500.

6. Coates said he pulled a congressionally directed spending request from consideration as it would have forced the County to become a designated transit authority.

III. Old Business

IV. New Business

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of April 8, 2026.

Commissioner Stewart made a motion to accept the manifest and minutes of April 8, Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

VI. Calendar

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

VII. General Discussion for Commissioners

VIII. Nonpublic Sessions:

At 9:18AM Commissioner Clark made a motion to enter into a non-public session pursuant to RSA 91-A:3, II (a). Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.

As a result of the non-public the Commissioner's made a decision, and the minutes will be sealed until the decision is handed down to the interested parties.

At 10:05AM the Commissioners unanimously voted to re-enter the public session.

At 10:06AM Commissioner DiBernardo made a motion to enter into a non-public session pursuant to RSA 91-A:3, II (a). Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.

As a result of the non-public the Commissioner's unanimously voted to uphold the termination of a DOC employee.

At 10:20AM the Commissioners unanimously voted to re-enter the public session.

IX. Adjournment

At 10:30AM Commissioner Clark made a motion to adjourn, and Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.

Minutes Recorded by:
Davis Bernstein
Director of Executive Services & Communications

Minutes Reviewed by:
Commissioner DiBernardo
Clerk, Cheshire County Commissioners