



COMMISSIONERS MEETING

Wednesday, August 26, 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, HR Director May, Grants Manager Bansley, Grants Specialist Pucciarello, 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.

1. Superintendent Phillips addressed a scam targeting family members of those staying in the DOC. A caller would call a family member and try to scam them out of money to initiate an electronic monitoring release.

Call either number below if you or someone you know is being targeted by this scam.

CCDOC: 603-903-1600

Keene Police (non-emergency): 603-357-9813

II. Scheduled Items

Master Agenda Item #1380: Semi-Annual Report, Grants – S. Bansley

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

1. Grants Manager Bansley said the main goal of the department is to bring as much grant funding to the County government and County community as well, including non-profits and municipalities.

For 2026 grant revenue is at \$1 million, by the end of the year it will be between \$2-3 million. In total the department is currently managing around 30 grants.

2026 YTD shows that 17 jobs have been created. These include positions in the County Attorney's Office, Connected Families, Treatment Court, and more.

Bansley focused on major highlights of the year including:

- \$1.1 million over 3 grants for Treatment Court.
- \$77,000 EECBG solar panels for the Red Barn.
- \$112,000 USDA equipment for the Red Barn.
- \$136,000 NH DOJ Residential Substance Abuse Treatment at the DOC.
- \$69,822 NH DOJ Victims of Crime Act.
- \$25,000 CDBG Planning Grant.

Commissioner Stewart asked if the Treatment Court grants could go towards sober housing.

Bansley said it was possible, and they have paid for the security deposit and first/last months of rent, groceries, transportation, and childcare for others. Sober housing in general would require a more specific grant.

Bansley spoke to fiscal sponsorships from the County as well:

- \$2.6 million in CDBG grants.
- \$12,000 DOJ JAG for the City of Keene.
- \$700,000 for Compassionate Care at Cheshire Medical and MCVP.
- \$160,000 for Recreational Trails Program

Bansley said grants have reopened much more this year versus the last.

Bansley said she is considering hosting a brief grants course in February of 2027 addressing Congressionally Directed Spending.

She reported that the Grant Writing Class has been going very well since the first one in November, 2022. The class beginning on September 1 has 12 registered with 7 on the waitlist. Bansley said she is placing a request in the budget which would allow for evening classes.

Bansley said 18 organizations have been assisted so far this year.

Bansley said a federal change allows for any termination of a grant at any time for any reason. Essentially, federal funding is not stable right now.

Master Agenda Item #1381: Adoption of "Cheshire County Grants Policy," Acceptance of its recently updated corresponding, "Grants Policy and Procedure Manual." – S. Bansley
Action Expected: Review and adopt the updated/revised "Cheshire County Grants Policy" and "Grants Policy and Procedure Manual".

1. Grants Manager Bansley said the major changes to the policy this year from the last time it was adopted two years ago includes an updated cost allocation plan, new procurement rules, an

exception to the UEI/SAM.GOV requirement.

Commissioner Clark made a motion to adopt the updated/revised “Cheshire County Grants Policy” and “Grants Policy and Procedure Manual”. Commissioner Stewart seconded. Upon a roll call vote the motion passed unanimously.

See attached red line and final versions of both the *policy* itself, which has no changes, and the *full manual*, which has several substantial changes. The policy was first adopted in December 2024. Since then, the grants manager has made several updates for improvement and to keep continued compliance with federal grant rules. The policy itself provides the grants manager with some flexibility to make updates in between formal adoption. Enough major changes have occurred since last adoption to warrant an update with the commissioners. The red line version contains a short list of major updates including: increasing the property value threshold from \$5,000 to \$10,000; Procurement Solicitations and Advertising section renamed to Solicitation Development Policy and includes a fleshed out policy on scopes of work, external consultations to write the scope, and a required written disclaimer when working with a consultant to write a scope; Exception to UEI/SAM.gov added to Subcontractor/Subrecipient Verification section; Timekeeping and signatures on timesheets clarified; and Record Retention updated from 3 years to 7. New sections added in this version include: Cost Allocation Plan; Prohibition on Covered Telecommunications and Video Surveillance added to Procurement & Contracts; Procurement of Recovered Materials added to Procurement & Contracts; Documentation Requirements added to Procurement & Contracts; Mandatory Disclosures; Cash Management; and A.I. in Grant Writing and Management.

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 discussed a replacement resident transport van for Maplewood Nursing Home. Monadnock Ford is offering to cover the \$5,000 downpayment. It includes all the necessary specifications Maplewood needs including two wheelchair seats. The total cost is \$104,000 which is \$14,000 more than is budgeted. But the van is new, and Coates and Finance Director Trombly believe the Hemenway Fund could be used to cover the difference in cost in the budget.

Trombly said the balance after using the funds to cover the budgetary difference would leave \$81,256 in the Hemenway Fund.

Commissioner Clark made a motion to utilize Hemenway funds to partly pay for the replacement Maplewood bus. Commissioner DiBernardo seconded. Upon a roll call vote the motion passed unanimously.

2. Coates said that Congresswoman Goodlander attended a roundtable hosted by the County, CCEMS, and other EMS this past Monday. Additionally, Congressman Pappas visited CCEMS last Friday.

Coates said that House Candidate Victor Orlando will be visiting CCEMS tomorrow, Thursday, August 27, and Senate Candidate Scott Brown will be visiting CCEMS on Wednesday, September 2.

3. Coates said he spoke to Ann Tyrol from Cheshire Medical Center. He had a good conversation with her, and ensured that all funding requests from both entities would not affect the relationship or contracts between the County and Hospital.

4. Coates said Westmoreland just got approval to begin the study on the bridge over River Road. This process will likely take a year.

5. Coates said the CCEMS application to the Rural Health Transformation Grant (RHT) will be moved from CDFA to Foundation for Healthy Communities.

Coates said he spoke to the CDFA about expanding the CCEMS HQ. They said if we are building off an existing structure especially for ambulance bays, this could potentially be done with RHT funding entirely.

He said we are ready to submit the project for the three mutual aid programs to upgrade communications infrastructure within the next week.

6. Coates said that the state inspection of Maplewood Nursing Home came up with no deficiencies. Coates commended the staff of Maplewood for doing an incredible job during the inspection and always.

III. Old Business

IV. New Business

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of August 19, 2026

Commissioner Stewart made a motion to accept the manifest and minutes of August 19, 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 10:36AM 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

At 10:51AM the Commissioners unanimously voted to re-enter the public session.

IX. Adjournment

At 10:51AM 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