

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 21, 2022

County Hall Building
12 Court Street, Keene, NH 03431

Zoom Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803
Pin #: 6031233

Present: Commissioners Robert Englund and Terry Clark

Staff: County Administrator Coates, Finance Director Trombly, HR Director May, Grants Manager Bansley, Sheriff Rivera, and Assistant County Administrator Bouchard

Guest(s):

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made, not to exceed three (3) minutes in length.

I. Elected Officials & Department Head Updates

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

Superintendent Iosue was recognized and spoke to a proposed vacation schedule language change in the union contract. The current language allows for a limited number of approvals per shift. The suggested change will allow unlimited changes per shift, making substitutions and overtime assignments easier. Iosue will forward a draft of the language for review.

May was recognized and asked the Commissioners to approve a non-FLMA medical leave for a Maplewood employee who doesn't qualify for FLMA due to being a new employee. **Commissioner Clark moved to approve the request, and Commissioner Englund seconded the motion. Upon roll call vote, the motion passed unanimously.**

At 8:41 AM Commissioner Wozmak joined the meeting.

Rivera was then recognized and spoke to his frustration of being unable to hire in the current environment. He is considering asking for an increased hiring bonus for currently certified officers with a three-year commitment. A discussion of the issues being encountered began. He said he would need to focus his current staff resources on State Statute mandated requirements if additional staffing is not found. That would decrease the revenue coming into the County. A very lengthy conversation started around Countywide staffing and recruiting.

II. Scheduled Items

Master Agenda Item #1054: Stanton Foundation K9 Unit Establishment Grant – S. Bansley, E. Rivera

Action Expected: Discuss and vote to approve an application to the Stanton Foundation for \$32,000 and no match to establish a K9 unit in Cheshire County Sheriff's Office.

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Bansley said that a fully funded program is available to train an officer and K9 dog for a 10–12-week program. The program will cover all costs, including salaries and all dog costs. On-going costs will also be covered for up to \$15K is also available for either current or future costs.

The program requirements include a five-year commitment, and if the primary officer leaves the Sheriff's office, a second officer must be assigned to the dog. Training costs would be the responsibility of the County.

He explained in detail how the grant would be administered, and the stepped through the possibilities and responsibilities involved with the program.

Bansley said that the grant requires a five-year commitment. If the Deputy leaves the employ of the County, then the dog is rehomed to the grantor, and they would have the final say of who and where the dog is reintroduced into the community.

Commissioner Englund moved to accept the motion, and Commissioner Clark asked for further information before voting for the motion. A short discussion of obtaining and studying more details for the grant was agreed to, and the subject will be reviewed after the first of the year. Commissioner Englund then decided to remove his motion.

Master Agenda Item #1055: DOS Highway Safety FFY23 Grant Amendment – S. Bansley
Action Expected: To discuss and vote to approve and execute an amendment to the grant agreement with the New Hampshire Office of Highway Safety for \$8,200 to now include an allocation of \$745 to indirect costs and \$7,455 to direct costs.

Bansley then discussed a proposed amendment to the DOT grant to allocate \$745 for indirect costs. She said the proposal had been accepted, and the change would be implemented.

Commissioner Clark moved to accept the motion, and Commissioner Clark seconded the motion. Commissioner Wozmak spoke to some concerns about the operation of the program. On a roll call vote, the motion passed unanimously.

Master Agenda Item #1056: Semi-Annual Report - Grants Department - S. Bansley
Action Expected: Present and discuss the previous six months of operations and results of the Grants department.

Bansley spoke to hiring for the open assistant grants staff member. She then provided the following report.

She walked through the slides, and the Commissioners asked several questions.

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Presently Working On

1. Searching for a new grant's assistant.
 - a. https://co.cheshire.nh.us/career_opportunities/grants-assistant/
2. A/R, A/P, S&B other accounting clean up
3. NBRC NEPA communications
4. Applications x 2 (GOFFER EMS & Sheriff)
5. Assistance to:
 - a. Montessori this week
 - b. Park Theater next week
6. Actively searching for:
 - a. On pause until a new assistant is hired
7. Grants management training outline & slides
 - a. For new assistants and SCS

Written in 2022

1. Homeland Security - MCP Electronics Update \$130,599
 2. NH DOJ ARPA Municipalities – Peer Support \$8,484
 3. Victim Witness (VOCA) SFY23 (cont. application) \$50,000
 4. SAMHSA - EMS Training \$200,000
 5. NH DOS - Body Cameras \$47,500
 6. Drug Court State Grant SFY23 (cont. application) \$300,000
 7. Congressionally Directed Spending-Red Barn \$112,000
 8. Mascoma – Rail Trail – Troy \$2,500
 9. NBRC-Advanced Radio LE Network Equip \$875,000
 10. Bulletproof FFY2022 (cont. application) \$1,900
 11. Recreational Trails Program (RTP) – Westmoreland \$28,671
 12. Timken – Rail Trail – Troy \$25,000
 13. COPS (CDS 2021) - Advanced Radio LE Network \$750,000
 14. JAG FFY22 – Mobile Data Terminals \$12,218
 15. DV Prosecutor 2023 (cont. application) \$30,000
 16. Homeland - Monadnock SRT equipment \$12,439
 17. Victims of Crime Training \$7,046
 18. Healthy Monadnock x 4 = \$2,000
 19. Highway Safety \$8,200
 20. Opioid Abatement – Drug Court Recovery \$46,044
- TOTAL AWARDED 2022 = \$2,690,501

Pending, Denied, Starting Soon

- PENDING
1. GOFERR - Nursing Home Renovation Reimbursement

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DENIED

2. US-DOJ, OVW, Justice for Families
3. Opioid Abatement - DOC MAT

Writing Now

1. Timken – Monadnock Special Response Team
2. Stanton Foundation K9 Officer
3. GOFFER Emergency Equipment x 2
 - a. EMS equipment
 - b. Sheriff/AEDs, trauma, and first aid kits for the cruisers
4. US DOJ OVW Justice for Families 2022 (Possibly. Probably not this year.)

In the Pipeline

1. Energy Efficiency and Conservation Block Grant Program
2. CDS – Red Barn official agency application

Managed in 2022 - Award Value

- 2022 YTD: 41 grants \$12.1 million
 - 2021 year-end: 37 grants, \$13.7 million
 - 2020 year-end: 41 grants, \$13.6 million
 - 2019 year-end: 40 grants, \$9.4 million
 - 2018 year-end: 37 grants, \$8.4 million
 - 2017 year-end: 39 grants, \$10.3 million
 - 2016 year-end: 41 grants, \$10.7 million
 - 2015 year-end: 42 grants, \$5.8 million

Managed in 2022 - Revenue

- Revenue - \$2.2 million (2022 YTD) As of Oct 31, 2022; Admin/indirect \$110k projected and \$84k YTD
 - 2021 revenue of \$3.7 million includes \$138k in admin
 - 2020 revenue of \$2.7 million includes \$147k in admin
 - 2019 revenue of \$3.4 million includes \$141k in admin
 - 2018 revenue of \$2.4 million includes \$120k in admin
 - 2017 revenue of \$2.7 million includes \$115k in admin
 - 2016 revenue of \$2.5 million includes \$80k in admin
 - 2015 revenue of \$1.2 million includes \$63k in admin

Return on Investment

- $(\text{Rev} - \text{Exp}) \div \text{Exp} = \text{ROI}$
- Approx. \$125k annual dept budget
- 1,344% - 2,840% ROI on grant rev

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- 364%-730% ROI on new awards

Fiscal Sponsorship

1. Monadnock Regional Coordinating Council for Community Transportation
2. Community Development Block Grants
3. City of Keene (JAG subgrantee)
4. Greater Monadnock Medical Reserve Corps
5. Chamber – marketing/tourism initiative
6. Monadnock Region Rail Trail Collaborative
7. Monadnock Special Response Team – NEW

Free Grant Writing Course

ATTENDEES = 14

1. Cheshire Children's Museum
2. Hannah Grimes Center for Entrepreneurship
3. Jaffrey Rindge Memorial Ambulance
4. Keene Family YMCA
5. Montessori Schoolhouse of Cheshire County
6. Southwestern Community Services, Inc. (SCS)
7. Stonewall Farm
8. SWRPC
9. The Community Kitchen
10. The Walpole Foundation
11. Monadnock Peer Support
12. Town of Westmoreland
13. Keene Serenity Center
14. Cornucopia Project

- Tue, Nov 15, 9a-12p: Overview and Project Design
- Tue, Nov 22, 9a-12p: Need/Problem, Outcomes & Impacts, & the Evaluation
- Tue, Nov 29, 9a-12p: Sustainability, Capabilities, Budget, Pointers, and Searching

Assistance Provided in 2022

1. Child-parent visitation center
2. Monadnock Region Rail Trail Collaborative
3. Keene State
4. Town of Winchester
5. Stonewall Farm
6. Poshous & Parisi Enterprises
7. Keene Y & DEI Coalition
8. Dreamseed Consignment

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- 9. Montessori Schoolhouse
- 10. Calcite & Comfrey
- 11. Keene High School's Model United Nations Club
- 12. Jaffrey-Rindge Ambulance
- 13. Cornucopia Project

Master Agenda Item #1053: 2022 Budget Rollover Items - S. Trombly
Action Expected: To receive as informational a report from the Finance Director on rollover budget items for the 2023 budget cycle and discuss and approve those items.

Trombly was then recognized and addressed the rollover budget items for the 2023 budget.

2022 County Capital Expenses			
	Balance	Project #	Status
County Hall Capital Improvement			
Cupola Repair	\$ 233,023.42	19-01-22	Rollover
Account # 4900-89-19	\$ 233,023.42		
County Hall Capital Improvement			
		93-01-22	
Cheshire EMS - Lake Street	<u>\$ 200,000.00</u>		Rollover
4900.89.93	\$ 200,000.00		
Doc Capital Equipment			
Geothermal HVAC systems repair connect a generator to multi-stack	\$ 86,000.00	12-01-22	Rollover
Tile Replacement - all housing units (D,F,K & R)	\$ 73,655.00	12-02-22	Rollover
Parking lot repairs (driveway and storm drains)	\$ 20,000.00	12-03-22	Rollover as will be needed for a larger project
Audio/Video equipment-card reader system	\$ 10,000.00	12-04-22	Rollover as part of a larger project
Account # 4900-97-12	\$ 189,655.00		
IT Capital Equipment			
Server Replacement	\$ 3,845.05	34-01-22	Ongoing...Rollover balance
Account # 4900-97-34	\$ 3,845.05		

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Sheriff Capital Equipment			
Taser Replacement	\$ 3,000.00	91-01-22	rollover
Vehicle Lease Payment	\$ 38,500.00	91-03-22	rollover
Vehicle Lease Payment	\$ 17,000.00	91-05-22	rollover
Account # 4900-97-91	\$ 58,500.00		
Sheriff Dispatch			
Dispatch Upgrade Infrastructure Work	\$ 2,517,032.00	91-06-22	Rollover
Account # 4900-97-91	\$ 2,517,032.00		
Sheriff Dispatch			
Dispatch Upgrade Civil Work	\$ 475,350.00	93-01-22	Rollover
Account # 4900-97-93	\$ 475,350.00		
Facilities MNH Cap Improvement			
Generator tie in	\$ 80,000.00	11-03-22	roll over
Account # 4900-89-11	\$ 80,000.00		
Facilities Equipement			
Truck	\$ 4,055.40	11-02-22	done
Account # 4900-97-34	\$ 4,055.40		
MNH IT Cap Equipment			
WI FI Upgrade	\$ 65,000.00	34-05-22	rollover
Account # 4900-97-34	\$ 65,000.00		
Nursing Cap Equipment			
Resident Replacement furniture	\$ 5,000.00	52-01-22	Rollover
Oxygen Concentrators	\$ 2,500.00	52-02-22	Rollover
Account # 4900-97-52	\$ 7,500.00		
Grand Total Rollovers	\$ 3,833,960.87		

Following review and discussions, Commissioner Clark moved to accept and approve the rollovers as presented, and Commissioner Englund seconded the motion. Upon roll call vote, the motion passed unanimously.

Trombley then reviewed old rolled-over funds for Maplewood up to ten years ago. She is asking the Commissioners to authorize the rollover of a total of \$83,014.85 to other projects that need funding. **Commissioner Englund moved to approve the rollover of the funds,**

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which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Trombly then said that she had learned that the State Public Deposit Investment Pool (PDIP) had increased their interest rate to over 4% for funds held by them. Trombly said this far exceeded any bank offerings and asked the Commissioners to approve moving the bulk of general funds to a PDIP account. She said that she had discussed this option with the County Treasurer, and he fully agreed to transfer the funds into a PDIP deposit account.

Following a short question and answer period, Commissioner Englund moved to authorize the movement of County funds to the State PDIP deposit account based on the recommendation of the Treasurer and the Director of Finance. Commissioner Wozmak seconded the motion, and upon roll call vote, the motion passed unanimously.

III. County Administrator

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

Coates reminded the Commissioners of the holiday luncheon planned for noon. All three Commissioners plan to attend.

Coates said that the swearing-in for elected staff would be on January 4th at 11:30 AM due to the State Judicial system requiring all judges to attend mandatory training in the morning. Coates stated that additional federal funds from Bed Tax payouts had been received (\$305K in this round), and significant additional funds are anticipated to be received.

A short discussion concerning the Cheshire County Community Power application submission was had, and Bouchard expressed his concern that more work needs to be done on structure and governance before the County can accept local municipalities into the program. Commissioner Clark, Administrator Coates, and Bouchard will meet after the first of the year to begin this work.

Coates then said that he had discussed a lead abatement program with the City Manager that was picked up by the Keene Sentinel and provided incorrect information. There are several options to be reviewed, and another County may take the lead on the administration if the program moves forward. He said that the City of Keene had invited the County to discuss the study's details, which deal with releasing inmates from jails and prisons into the community. The meeting will take place around mid-January.

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Coates said that a semi-annual call from a firm that buys nursing homes was received, and Coates informed the Commissioners, as has been done for several years, about the contact. The Commissioners agreed that they weren't interested in speaking with the firm.

Coates said that the EMS visit with Harrisville went well, and several questions remain to be addressed and will take place over the next few months. The present and possible future EMS service in the County was discussed.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests for December 21, 2022, and the Minutes of December 14, 2022.

Commissioner Englund moved to accept the Weekly manifests, the December 14th meeting minutes, and the Commissioners calendar as presented. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.

VII. Calendar

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

VIII. General Discussion for Commissioners

Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program

IX. Adjournment

At 10:18 AM, with no other public business to discuss, Commissioner Wozmak moved to adjourn the meeting, and Commissioner Clark seconded the motion. Upon roll call vote, the motion passed unanimously.

Recorded and edited by:
R. Bouchard
Assistant County Administrator

Reviewed and submitted by:
Terry Clark
Clerk, Board of Commissioners