



COMMISSIONERS MEETING

Minutes

Wednesday, July 3, 2024

This meeting will be conducted in person
and electronically (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 08:30 AM

Present: Commissioners Jack Wozmak, Terry Clark and Robert Englund.

Absent:

Staff: County Administrator Coates, Maplewood Administrator Kindopp, Finance Director Trombly, Grants Manager Bansley
and Director of Executive Services/Communications Bernstein

Guest(s): Jack Ahern, Associate Planner (Southwest Regional Planning Commission)Public
Comments

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

-At 8:34AM the Commissioners opened the meeting, and all three commissioners responded as present.

I. Elected Officials & Department Head Updates

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

1. Maplewood Administrator Kindopp stated that around 20 residents have COVID-19.

County Administrator Coates said COVID-19 is still an issue, and cases are rising around the country.

Commissioner Wozmak asked if there have been any changes to how Maplewood handles COVID cases.

Kindopp said that they have strict procedures in place, including the posting of an alert to visitors, masking, isolation, and distancing. She said that this is the first major outbreak they have had in at least a year. The CDC has a short window for when employees can return to work, but Kindopp said due to the nature of working in a nursing environment, they have stricter rules for isolation.

2. Kindopp said that in the process of getting the red barn cleaned out, they have encountered 16 mini fridges that are stored within the building. Kindopp said the fridges currently work. Kindopp asked the Commissioners for guidance on what to do with the fridges, including selling the fridges.

Coates suggested that they offer up the fridges for no cost to employees, the Commissioners agreed.

3. Cheshire County EMS Chief McMurrer began by saying the Winchester Fire Department has asked that CCEMS back their EMS services up beginning July 8 until July 20. Winchester will be paying CCEMS the wages of \$15 an hour per EMT/Paramedic/AEMT, plus \$1.15 an hour to cover the County social security and Medicaid costs.

Coates said municipal programs such as Winchester Fire, Fitzwilliam/Troy, etc. are working incredibly hard and are doing good work for the community. At no fault of their own the entire system is struggling due to lackluster reimbursement rates from Medicare and Medicaid, as well as staffing issues.

Wozmak stated that his opinion, as it has always been, is that all CCEMS staff including leadership should do runs on ambulances.

Coates said by the end of September he will inform towns on the projected costs for CCEMS services which will be instituted in 2026.

4. McMurrer stated he received three quotes to purchase pagers for CCEMS. CCEMS expected the cost to be around \$20,000, but the lowest quote has resulted in a cost of \$25,000.

Wozmak said that since CCEMS will not be purchasing a motorized bariatric chair as it is not necessary. With that funding being opened up, \$5,000 from the bariatric chair could be allocated towards buying the pagers.

II. Scheduled Items

Master Agenda Item #1186: CDBG Transformational Planning Agreement – J. Ahern, SWRPC

Action Expected: Vote to sign the Certificate of Vote for Chris Coates to enter into an Agreement for Cheshire County to act as fiscal sponsor for a Transformational Planning grant for \$100,000 for SWRPC's planning project with three other commissions.

1. County Administrator Chris Coates said it would be good to see where these funds are going to directly, and the Commissioners concurred.

Associate Planner Ahern stated that Hannah Grimes Business Center gives businesses that receive funding coaching and resources to utilize this funding, and grow their business.

Commissioner Wozmak opened the public hearing to address a Community Development Block Grant awarded to Cheshire County by the New Hampshire Community Development Finance Authority and to vote to sign the Grantee Certificate to enter into an Agreement to act as fiscal sponsor.

Wozmak recognized Jack Ahern to speak on this matter.

Ahern said the Community Development Block Grant is for \$100,000 to be sub-granted to Southwest Regional Planning Commission (SWRPC). The CDBG funds will be used by SWRPC and three other Regional Planning Commissions to conduct planning activities in efforts to facilitate the development of new project(s) that increase the housing supply. The purpose is to address housing needs identified through recent initiatives, such as regional housing needs assessments and municipal planning and zoning audits and re-writes. Planning efforts will be targeted to serve low-and-moderate income individuals.

The Commissioners heard and voted to submit the application for this grant on September 20, 2023. This hearing is to have the Grantee Certificate associated with the grant contract executed by the Commission.

Wozmak opened the floor to public comments and questions about the proposed CDBG project.

Seeing no other public input, Wozmak closed the public hearing on the Community Development Block Grant.

He asked for a motion on the CDBG grant contract and Certificate of Vote.

Commissioner Clark made a motion to approve the CDBG grant contract and certificant of vote and Commissioner Englund seconded the motion. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1187: CDBG Microenterprise Amendment – J. Ahern, SWRPC
Action Expected: Vote to approve and sign an Amendment to the Microenterprise Grant Agreement to extend the end date and increase the amount.

Commissioner Wozmak opened this public hearing to address a Community Development Block Grant extension amendment and to vote to sign the Grantee Certificate to enter into an Agreement to extend the grant performance period and increase the funding.

Wozmak recognized Jack Ahern to speak on this matter.

Ahern said the NH Community Development Finance Authority has provided Cheshire County the opportunity extend its current CDBG 2023 Microenterprise Development Assistance Grant Agreement through June 30, 2025, in lieu of 2024 program year grant applications. This has increased the funding amount from \$562,540 to \$1,058,035.

Hannah Grimes Center will serve an additional 50 microenterprise beneficiaries during

the extended grant period for a total of 100 clients. NH Small Business Development Center will serve an additional 25 microenterprise beneficiaries through the extended grant period for a total of 65 clients.

The Commissioners heard and voted to submit the extension amendment for this grant on March 6, 2024. This hearing is to have the Grantee Certificate associated with the grant contract amendment executed by the Commission.

Wozmak opened the floor to public comments and questions about the proposed CDBG project.

Wozmak opened the floor to staff and commissioners for comment.

Seeing no other public input, he closed the public hearing on the Community Development Block Grant extension amendment.

Wozmak asked for a motion on the CDBG grant contract and Certificate of Vote.

Commissioner Clark made a motion to approve the CDBG grant contract and certificant of vote and Commissioner Englund seconded the motion. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1188: CDBG Policy Adoption – J. Ahern, SWRPC
Action Expected: Vote to adopt a 3-part plan/policy specific for CDBG grants: Housing and Community Development Plan, Citizen Participation Plan, and Grievance Procedures.

Commissioner Wozmak opened this public hearing to address an update to Cheshire County's Housing and Community Development Plan, a policy specific to the Community Development Block Grant program.

He recognized Jack Ahern to speak on this matter.

Ahern said Housing and Community Development Plan (HCDP) is a County policy specific to the CDBG program that is meant to guide the County's decision making when entering into agreements to act as fiscal sponsor for a CDBG funded project. The outcomes of proposed projects should align with the goals and objectives laid out in the HCDP.

This update will add two sections to the HCDP: A Citizen Participation Plan and Grievance Procedures. The Citizen Participation Plan lays out in a formal document the processes and procedures we already follow for every CDBG project regarding public noticing, hearings, etc. The Grievance Procedures formalize the process of addressing complaints or disputes that arise regarding a CDBG project and designates a "Grievance Officer" that handles such complaints. Suzanne Bansley, as County Grants Manager, will fill that role.

With the addition of these two sections, Cheshire County's HCDP will include all necessary elements to satisfy the requirements of the CDBG program.

Wozmak opened the floor to public comments and questions about the updates to the Housing and Community Development Plan.

He then opened the floor to staff and commissioners for comment.

Seeing no other public input, Wozmak closed the public hearing on the Community Development Block Grant.

Commissioner Clark made a motion to approve the CDBG grant policy and Commissioner Englund seconded the motion. Upon a 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.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of June 26, 2024.

Commissioner Englund moved to accept the manifests and minutes and was seconded by Commissioner Clark. 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

IX. Nonpublic Sessions:

X. Adjournment

At 10:40 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:
D. Bernstein
Director, Executive Services and
Communications

Reviewed and approved by:
T. Clark, Clerk
Board of Commissioners