

**Cheshire County Delegation
Executive Committee Meeting
February 16, 2015
Commissioners Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chairman Bruce Tatro, Reps. Cyndy Chase, John Bordenet, John Hunt, Jim McConnell, Tara Sad, Paul Berch, Marge Sherdarson, Frank Sterling, Dan Eaton and Mike Abbott

The Delegation reviewed Outside Agency requests for the 2015 budget.

Home Health Care, Hospice and Community Services (HCS)

Cathy Sorenson President/CEO, presented the budget request from HCS. They have asked for \$103,000.00, as they did in 2014. Last year they were allocated \$55,000.00.

Ms. Sorenson stated that healthcare reimbursement has changed this year, and they are in need of more financial assistance than ever before because of program funding cuts. This is especially true for their Outreach programming. They are asking the county for 1/2 of 1% of their total budget. Sorenson described the actual savings the county realizes with the decreased population in our hospitals and nursing homes as a result of their in-home services.

Statistics show that every five (5) hours per month of in-home services reduces the risk of hospitalization by thirteen (13%) percent. The Commissioners have recommended an increase of \$2,500.00 to \$7,750.00.

MCVP

Robin Christopherson, Executive Director of the agency, presented the budget request.

Christopherson noted that even though the request looks like it is an increase, due to the reduction in the rent line item as a result of their new office space, there is no actual increase in total monies spent. She explained that MCVP is one of only thirteen (13) centers that does the work they do in the state. MCVP provides education, child abuse prevention, teen and campus dating education, 24-hour crisis line, a shelter, court advocacy and peer groups. Christopherson said they receive some funding from the United Way organization.

Rep. Eaton noted that MCVP provides a service that police departments don't know how to do, which would prove costly to the towns should this program go away.

Christopherson noted that again this year Hillsborough County did not contribute to the program, even though they received services in several of their towns.

CHINS and JUVENILE CONFERENCE COMMITTEE

CHINS is requesting \$75,600.00, and JCC is requesting \$7,500.00 - level funding from last year. Beth Fox from the City of Keene presented the request

JCC is a partnership between the county and the City of Keene. It diverts youth from court proceedings for first time offenders. The police refer the clients. There was a discussion on services, trends, successes in their programs.

CHINS and JCC have been able to reduce their program and operating costs through internships from Antioch and other local colleges.

Rep. Hunt requested financials be submitted that are specific to the agency. The Executive Committee was then provided with the full balance sheet of the City of Keene by Fox.

COMMUNITY KITCHEN

Phoebe Bray, Executive Director of the Community Kitchen, presented for the agency noting that the need has increased significantly over the last year. In 2014, there was a six (6%) percent increase in the use of the food pantry, and an eleven (11%) percent increase in the need for hot meals. They are asking for level funding of \$12,500.00.

Bray said that she was pleased to announce that they received a grant to pay for a new freezer, which will be installed in March.

MONADNOCK FAMILY SERVICES

David Tenant presented for the agency and explained that they provide acute care services with 24/7 availability. They give evaluations, risk assessments, and many other services with a staff of ten (10).

The declining reimbursement received from Medicaid revenue was explained, and the problem that clients face with spend down requirements. In 2014, the agency lost over \$1.349 million, mostly due to spend down requirements. The Affordable Care Act (ACA) or Medicaid Expansion will not help increase their revenue. However, they noticed an increase of fifty (50) more patients with health insurance coverage than they had before.

The continued depletion of the agency's Rainy Day Fund was discussed. The current level of the fund is below \$500,000.00

They are requesting \$60,000.00 or level funding. The Commissioners are recommending an increase of \$3,000.00 to \$63,000.00. Commissioner Rogers noted that MFS is an important agency in Cheshire County. Tenant noted that fifty (50%) of the people they

serve have substance abuse as a secondary diagnosis. Even though MFS's primary focus is mental health, they out of necessity treat drug and alcohol addiction as well.

Hundred Nights Shelter

Mindy Cambiar, Executive Director, presented for the agency

Cambiar said they receive support from the City of Keene, but serve other towns as well. They are requesting \$10,000.00 for 2015. The Commissioners recommended level funding of \$5,000.

They have 110 volunteers that serve 104 different people and provided 1417 bed nights. 8 of the clients were veterans and 75 claim Cheshire County as their residency (62 from Keene)

The Resource Center is open during the day and provides breakfast, lunch and snacks. They offer a once a week acute care center, which averages 4 patients a week.

Rep. Sterling requested giving them their full request of \$10,000.00. He made a motion and Rep. Cyndy Chase seconded it. After discussion, the motions were withdrawn, with a promise that the Executive Committee will address the potential increased funding when all Outside Agencies are reviewed at a later meeting.

UNH COOPERATIVE EXTENSION

Steve Roberge presented for the agency explaining the services that are provided to the County and the shared funding through the University of New Hampshire that is established through the Memorandum of Understanding (MOU) that is renewed every five (5) years with the County Commissioners and Delegation. The Cooperative Extension is asking for an additional position for 2015 but will be bringing in \$20,000.00 in revenue through the CCAN funding to pay for the bulk of the cost of the added FTE.

Rep. Sad described an example of the value of the services this agency provides to the county and to the state.

COUNTY DELEGATION

A discussion followed regarding the annual funding for the County Delegation. Normally meeting appearance fees and minimal expenses are budgeted however, this year because of the Nursing Home Subcommittee's additional meetings and travel, Finance Director Trombly is recommending increasing the budget line items as follows; \$5,000.00 increase in attendance, \$750.00 increase in Travel, and \$2,750.00 new line item for secretarial services.

The committee asked the staff to reach out to former Rep. Jane Johnson to be the clerk of the subcommittee. If she is not interested, then hiring a temporary to do the minutes is approved.

The proposed field trips were discussed. There are four different field trips to five different facilities being planned.

Nursing home demographics were discussed. Rep. Eaton warned that this review process will not be short or easy. He reminded us that we need to be thorough, since many people are interested in our deliberations.

BUDGET UPDATE

Finance Director Trombly briefed the Executive Committee on further suggested saving changes to the proposed budget, bringing the amount to be raised by taxes down to 2.48%.

Rep. Eaton requested that the budget be reduced to reflect the reduction in the County Administrator's salary line by three (3) months. The Commissioners agreed to do so. Rep. Hunt requested that Sheryl prepare a spreadsheet comparing the budget and taxes to be raised with use of reserves and not using reserves.

Sheryl noted that there is a \$437,000.00 reduction in revenues to the county from the state, as a result of their budget reductions.

NEXT MEETING

After discussion, the next meeting has been scheduled for Friday, March 6th, at 9:00 am in the Courthouse conference room. The full delegation meeting will be scheduled for Monday, March 16th at 7:00 pm in the new County Delegation Meeting Room.

There being no further business, the meeting was adjourned at 12:17 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting
February 16, 2015
Commissioners Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chairman Bruce Tatro, Vice Chair John Hunt, Clerk Tara Sad, Reps. Dan Eaton, Mike Abbott, John Bordenet, Frank Tilton, Tim Robertson, Paul Berch, Cyndy Chase, Marge Shepardson, Jim McConnell

Commissioners: Commissioners; Stillman Rogers, Chairman, Chuck Weed, Vice-Chairman, Peter Graves, Clerk

Staff: Finance Director Trombly, Assistant Finance Director Hall, IT Director Hummel, County Attorney McLaughlin, Assistant County Administrator (ACA) Bouchard

The meeting was called to order at 9:05 am

Finance

Director Trombly gave a recap of the budget request from the Finance Department. Finance is requesting an additional Full Time Equivalent (FTE) position to be the Affordable Care Act Coordinator. Trombly described the new federal regulations and outlined how labor intensive it will be to meet the compliance requirements. Trombly discussed the potential impact of the “Cadillac” health care plan penalty but she feels confident that the County will be able to keep the gross value under the plan limits. However, since we are self-insured, it will be important to keep an eye on the rates and caps. This position is funded by the amount allocated to the insurance line.

Treasurer

Director Trombly then presented the Treasurer's budget, which is simply salary and the cost of Bond Counsel and costs of Tax Anticipation Notes.

Personnel & Administration

Trombly then presented the Personnel and Administration budget request. The county's contribution to the Health and Dental Plans amount of 85% of the cost (employees pay 15%)

There is a line item for \$17,000 in Outside Services, which is the Employee Assistance Plan, which includes counseling, Medical Flex Spending, and Optional Health Care plans.

Commissioners Budget

ACA Bouchard presented this budget. There is a decrease in Continuing Education, and a \$27,000 decrease in Outside Services, which was included originally for the new county website, which has been postponed. There is still the full year's salary for the County Administrator in the budget. \$35,000 will be removed to reflect the months the position went unfilled.

Facilities

Bouchard spoke to this department. A discussion of the status of the old jail began and Bouchard said that there is \$200,000 included in the Capital Budget to cover the costs of tearing down the old jail this year.

Courthouse

Bouchard then discussed the building maintenance contracts that are coming in lower than anticipated, saving \$6,000 in outside Services. The continuation of Honeywell, and the difficulty of getting rapid HVAC repair response in an emergency were discussed. Electricity rates went up significantly for 2015.

The windows and cupola in the old courthouse were discussed and Bouchard reviewed the large amount of work that is still needs to be completed at the courthouse. Applying for LCHIP grants for these restorations was discussed.

A tour of the old jail will be scheduled for members of the delegation and the Commissioners who would like to see it. Bouchard will schedule a date in the spring for the tour.

Administration Building (33 West Street)

This building is now using gas heat. The buried underground oil tank will be closed in place and removed from State DES oversight. A \$60K capital expense was avoided by not having to replace the tank in 2015 as was required by DES if the use of oil to heat the building were to continue.

Information Technology

Rob Hummel, Director of IT presented his budget request.

Director Hummel is requesting an additional IT Specialist FTE, which is needed due to the increased workload in the department. Hummel said that the list of tasks needing to be done for continued expansion and operation of the county network, and on-going security attacks and threats from viruses and attempted penetration of the network necessitates the request for additional resources in the department. Hummel handed out the list of Projects and Objectives his department is responsible for and discussed objectives for 2015.

The \$35,000 amount budgeted for the salary was discussed and it determined that the amount reflects only a partial year salary.

Hummel said that the county no longer has any Windows XP in use and that the 2014 project to upgrade to Office 2010 is complete. He then said that two department's still have 2003 version servers that need to be upgraded.

He also said that the old Courthouse network was updated as a part of the renovation.

Hummel discussed the status of the county network security systems and said that the increasing number and intensity of attacks is worrisome. Software patch management is also a problem that needs constant oversight to prevent security breaches.

A possible move from Windows to Linux desktops and servers was discussed, but Linux is incompatible with most County software application packages. Additionally, all employees and technicians are familiar with Windows but most users are not familiar with versions of Linux.

Replacement of servers was discussed and Rep. Eaton asked if outside funding for contract help would help. Hummel said that he uses contracted help when he can but that for a large number of projects an intimate knowledge of the network construction and configuration is needed.

Rep. Hunt talked about the department continuing to grow. Hummel said that one reason it is growing is that the workload has continued to increase. Hummel did note that we are not falling behind as rapidly as we were last year.

Rep. Berch noted that there were two divisions - Cybersecurity and Maintenance/Upgrades - and wondered if there was federal money to help pay for these costs. Rep Eaton and ACA Bouchard spoke saying that based on their participation on state level IT boards they have not been made aware of any federal grant monies for this purpose.

County Attorney

County Attorney McLaughlin then presented the County Attorney's 2015 budget request.

McLaughlin said he is requesting an additional 1/3 FTE administrative assistant. This is not a new employee, but one who was working with the Regional Prosecutor's Office. Now that the employee is in the same building with the County Attorneys, the positions salary is being shared.

The Americorps position (Witness/Victim Coordinator) under the 8th Circuit Court Domestic Violence Victims Bill of Rights was again requested. McLaughlin said that the county reapplies for funding each year. Americorps pays 75% of this position and the county provides oversight and supervision.

Regional Prosecutor

McLaughlin then discussed the Regional Prosecutor program for the participating county municipalities and discussed that the program is set-up as a cost pass-through so that the towns that use the services of the Regional Prosecutor fund the program. No cost to the county other than the office space and miscellaneous expenses are incurred as the towns pick up these costs, based on their population and case load. The towns feel the program meets their needs is well worth the costs. There are 1 1/2 prosecutors assigned to the program.

Medical Examiner

McLaughlin then discussed the ME budget saying that the county has no control over this budget, which is an estimate of what might happen. The heroin epidemic is causing a spike in this department's workload.

OUTSIDE AGENCIES

Child Advocacy Center - Requesting \$5,000

The Director of the Granite State Children's Alliance presented the budget. They are requesting level funding from last year. He described the forensic interviews of suspected child abuse that the Center coordinates. It is a definite benefit to the county. Almost all funding comes from state and federal funds, as well as fundraisers. They need to raise additional money from the communities.

Monadnock Developmental Services (MDS) - Requesting \$29,000

The MDS request for \$29,000 is level funded from last year. They provide respite services to families and guardians of developmentally disabled children and adults. While they receive Medicaid funding, this doesn't meet the needs of the program. There was a discussion of the population they serve.

Commissioner Rogers then told the committee that we have received a \$21,000 recovery check from Cigna in settlement of a lawsuit for the overcharging of prescription medicine used in the County self-insurance health pool. The money will be allocated to the General Fund to offset taxes.

He also noted that, due to the State Medicaid reduction, there was a \$430,000 reduction in the rate in January. The budget for 2016 is \$230,000. There was a 2.33% increase in the money to be raised by taxes, prior to the most recent adjustments which now stands at 2.17%. There have been three straight years of no increases in the amount to be raised by taxes. The readjustment in the reimbursement rate is responsible for this year's increase.

Bond Counsel has advised that the jail bonds can be reissued. The call provision allows us to pay these off in 2017. At the August meeting, the commissioners will most likely ask us to refinance in 2017, so we can reduce the interest we are paying from 4.5% to approximately 2.5%.

He also noted that Senate Bill 8 provides that funds not spent in one year in the Long Term Nursing Care budget will be applied to the next year's budget.

Comm. Rogers highlighted the continued downshifting from the state to the counties, and asked that the delegation member be aware of the impact when voting on legislation.

Rep. McConnell proposed cutting the Outside Agency total requests from \$204,000 to \$100,000. He noted that these agencies can seek funding from the United Way.

Reps. Sherpardson, Bordenet, Robertson, Chase and Berch disagreed, saying we needed to continue to fund these agencies.

There being no further business to come before the committee, the date for the next meeting was set for Monday, March 9th, 2015, at 9:00 am in the Old Courthouse conference room. The budget will be finalized that that time.

The meeting was adjourned at 11:45 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is written in a cursive style with a large, sweeping initial "T" and a distinct "S" at the end.

Rep. Tara Sad, Clerk

**Cheshire County Final Budget Meeting
March 9, 2015 – 9:00AM
Delegation Conference Room
12 Court Street
Keene, NH 03431**

Delegation Members in Attendance: M. Abbott, T. Robertson, P. Berch, J. Bordenet, J. Hunt, B. Tatro, D. Eaton, J. McConnell, M. Shepherdson and C. Chase.

Meeting was called to order at 9:10AM by Chair of the Executive Committee, Bruce Tatro.

A discussion was held on the advisability of postponing the demolition of the old jail in Westmoreland.

Rod Bouchard responded to a query about using any part of the old jail for storage. The only possible place might be the gym but would require work to make it accessible including the installation of appropriate doors

Motion was made by Rep. Hunt and Seconded by Rep. McConnell to remove \$200,000.00 for demolition of the old jail from the budget. Motion was amended to \$197,500.00 to allow for the expenses involved in increasing security of the building.

Passed by voice vote with one Nay and 9 Yea.

Motion was made by Rep Hunt and Seconded by Rep McConnell to raise maintenance budget from \$1,000.00 to \$2,500.00 to increase security of the old jail facility.

Passed by unanimous voice vote.

Rep. McConnell presented a proposal to reduce the appropriations to a number of outside agencies.

A discussion was held on reducing VNA by \$7,500.

Moved by Rep McConnell and seconded by Rep Abbot.

Voice vote: one yea, balance nay. Motion failed

Moved by Rep Bordenet, seconded by Rep Robertson to raise the appropriation to VNA to \$75,000.00. Motion failed on voice vote with 3 Yea's and 7 Nays.

Moved by Rep. McConnell and seconded by Rep. Hunt to reduce the appropriation to Monadnock Violence Prevention Center to \$4,500.

Voice Vote: 1 Yea, 9 Nay. Motion failed.

It was decided by consensus to combine suggested reductions to the following outside agencies into one motion.

Community Kitchen (-\$2500.)

Monadnock Developmental Services (-\$29,000.)

Monadnock Family Services (-\$23,000.)

Monadnock Child Advocacy Center (-\$1,000.)

Moved by Rep. McConnell and seconded by Rep. Hunt to reduce funding to the above listed agencies in the amounts noted.

Voice Vote: 2 Yea, 8 Nay's - Motion failed

Budget Adoption

Moved by Rep Hunt, seconded by Rep. Shepherdson to pass expenses for Cheshire County NH for 2016 in the amount of \$42,712,869.00

Passed unanimously on a voice vote.

\$23,424,896 to be raised in taxes.

Passed unanimously on a voice vote.

The meeting was adjourned at 10 AM.

Respectfully submitted

Cynthia Chase, Acting Secretary

CHESHIRE COUNTY DELEGATION
Minutes of
March 16, 2015
2015 Budget Consideration Meeting
Old Courthouse Delegation Room, Keene NH.

Present: Reps. Abbott, Sad, McConnell, Eaton, Parkhurst, Mann, Chase, Shepardson, Hunt, Phillips, Sterling, Berch, Tilton, Pearson, Johnsen, Ames, Robertson, Emerson, Bordenet,

Absent: Representatives Tatro, Roberts, Weber, and Ley.

Staff: Commissioners Rogers, Weed, Graves, Finance Director Trombly, Assistant Finance Director Hall, and Assistant County Administrator Bouchard

Chair Eaton opened the meeting at 7:00 pm.

Review of the Executive Committee Proposed Budget.

Commissioner Rogers spoke to the budget, noting that there is a 1.4% reduction in the budget, but there is an increase of 1.31% in the amount to be raised by taxes, which had had no increase for the past three years. He explained that the \$450,000 cut from the state Medicaid funding was the reason for the increase. He noted that the staff are hardworking and dedicated people who all work to reduce the budget.

Commissioner Rogers noted that on March 16th, he and Finance Director Trombly were having a conference call with Moody's to discuss the County's bond rating, which he anticipates will have a favorable outcome.

He thinks the budget is good. They had wanted the \$200,000 line item for demolition and removal of the old jail, but realize this can wait. He thanked the delegation for working with the commissioners on the budget.

Rep. Hunt then moved the budget of \$42,012,869, and Rep. McConnell seconded the motion. The motion was open for discussion.

Rep Ames asked where the state cuts to Medicaid appeared in the budget. Line item 3404.01 was pointed out to him. He then asked if it was possible to get a history of the state's payments to the county over the past several years. Director Trombly will provide the requested information.

Rep. Sterling then made a motion to amend the budget by adding \$5,000 to the 100 Nights line item in Outside Agencies, which was seconded by Rep. Chase.

Discussion followed with Reps. Sterling and Robertson speaking to the need for services and Rep. McConnell speaking against the increase, noting that these Outside Agencies should be seeking charitable contributions rather than county funding.

Rep. Hunt noted that even adding this new Outside Agency to our books means that it will always remain there. He said that the list is getting too long. It is too big a step to take. Rep. Tilton spoke in favor.

It was noted that there is the Hemenway Fund that was used last year to fund \$5,000 of the request from 100 Nights. Whether this could be done again this year was discussed.

Rep. Berch asked if we vote this motion down, could we revisit this item at our August meeting. The answer was yes.

However Rep. Robertson noted that the organization needs the money now and it would be extremely difficult for the agency to wait until August.

A voice vote on raising the Outside Agency line item for 100 Nights from \$5,000 Executive Committee recommendation to the \$10,000 Agency Request was taken, which was favorable. The motion carried and the additional \$5,000 (total of \$10,000) was added to the agency's allocation.

Rep. Robertson then moved that the Community Kitchen line item in the Outside Agencies be raised from \$12,500 as recommended by the Executive Committee to the \$15,000 requested by the agency. This motion was seconded by Rep. Parkhurst.

Discussion followed. Rep. Robertson spoke in favor, Reps. McConnell, Abbott and Hunt spoke against.

The vote to increase the funding for the Community Kitchen from \$12,500 to \$15,000 was taken on a roll call vote with 12 yeas, 6 nays. The motion carried.

Rep. Robertson then moved to increase the Visiting Nurses Association line item in Outside Agencies to their Agency Requested amount of \$103,000. **The motion failed by lack of a second.**

The motion to approve the budget of \$42,012,869 was amended to add \$5,000 for the 100 Nights Shelter and \$2,500 for the Community Kitchen to a new total of \$42,720,369. Upon roll call vote, the motion passed unanimously with 18 Yeas and 0 Nays.

There was a motion to move the amount to be raised by taxes to \$23,432,396 by Rep. Robertson, seconded by Rep. Chase. The roll call vote was 18 yeas, 0 nays.

There was a motion to give an abatement of the penalty for late payment of taxes for Sullivan County of \$220.83. Moved by Rep. Eaton, seconded by Rep. Sad. The roll call vote was unanimous in favor 18 yeas, 0 nays.

Ms. Shelly Hatfield from the Community Development Finance Authority spoke to the request for a pass-through funding for microenterprises. This motion was moved by Rep. Mann, and seconded by Rep. Parkhurst. Ms. Hatfield described the project. The roll call vote was unanimous in favor - 18 yea, 0 nay.

Ms. Hatfield then read the proforma Anti-displacement and Relocation Plan for this project.

Chairman Eaton then recognized Shelley Hadfield, CDGB Administrator. Hadfield presented an overview of the CDBG 2015 Microenterprise program. She discussed the scope of the project and the requirement for conducting the public hearings that follow:

Shelley Hadfield, explained that the CDBG program is funded by the U. S. Department of Housing and Urban Development (HUD). It is administered in New Hampshire by the NH Community Development Finance Authority (CDFA) which awards CDBG funds to municipalities and counties in New Hampshire.

The County may apply for up to \$500,000.00 for Housing and Public Facilities projects each year, \$12,000.00 for Planning Grants, \$500,000.00 for Emergency Grants, \$500,000.00 for Economic Development Grants and up to \$500,000 for Microenterprise funds. All projects must meet the stated goal of having primary benefit for low and moderate-income persons.

Applications for Housing and Public Facilities Grants are due on the last Monday in January and July of each year. Applications for Economic Development are accepted throughout the year. Planning Grants are submitted in April and October. Microenterprise applications are submitted in March.

The proposed Micro Enterprise project is for up to \$500,000 to support three entities in southern NH: the Hannah Grimes Center in Keene (HGC), Rockingham Economic Development Corporation (REDC), and the Small Business Development Corporation (SBDC) through UNH sponsored programs. The funding is used by each entity to provide training and technical assistance and, in some cases, micro loan servicing to low and moderate income micro- entrepreneurs.

The Chair opened the public hearing regarding the proposed 2015 Micro Enterprise Program at 7:33PM.

If the proposed application is successful, the funds will be awarded to the County which will sub-grant the funds, less administration, to the three Sub-recipients,: Hannah Grimes Center (HGC), Rockingham Economic Development Corporation (REDC), and the Small Business Development Corporation (SBDC) through UNH sponsored programs. For the past three years, the Microenterprise programs funds have been distributed through Grafton County. Initially to two applicants and last year to five applicants including HGC, REDC and SBDC. The program has been very successful serving micro-enterprises across the state. So much so that in 2015, CDFA increased the amount

available, statewide, to \$750,000. A county can only apply for up to \$500,000, we need a second county to help distribute the funding. For this round we have seven applications and requests, exceeding the amount of funding available.

A handout describing the 2015 Microenterprise Program was available for those in attendance.

The Chair opened the floor to public comment.

There being no comment, the Chair closed third Public Hearing on the proposed application for Community Development Block Grant funds for the 2015 Microenterprise program.

Motion to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for a microenterprise grant for up to \$500,000 in Community Development Block Grant funds. The funds, less administrative costs, will be sub-granted to multiple entities including the Hannah Grimes Center, Rockingham Economic Development Corporation and the NH Small Business Development Center for the purpose of providing training and technical assistance to micro enterprises; Furthermore that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners is authorized to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract for the Microenterprise Program.

At the conclusion of the motion the Chair called for a vote and the motion passed unanimously.

The Chair opened the second public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan (RARA) at 7:36PM.

Ms. Hadfield explained that the RARA must be followed if there is any temporary or permanent displacement in a project. Any permanently displaced household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a comparable price.

The proposed project, 2015 Microenterprise Program, provides training, technical assistance and loan servicing to micro-entrepreneurs. It does not require any relocation of residents or businesses.

Should some unforeseen need arise, the County will certify that it will require the Subrecipient to comply with the Uniform Relocation Act and Section 1049D) of the Housing and Community Development Act of 1974, as amended. Handout copies of the Resident Anti-Displacement and Relocation Assistance Plan (RARA) were available.

The Chair opened the floor to public comment.

There being no comment, the Chair closed the second Public Hearing on the Residential Anti-Displacement and Relocation Assistance Plan at 7:43PM.

Rep. Sterling then moved, that the Cheshire County Delegation hereby adopts the Residential Anti-displacement and Relocation Plan for Cheshire County Microenterprise Program as presented in the March 16, 2014 Agenda packet and was seconded by Rep. Bordenet.

At the conclusion of the motion the Chair called for a vote and the motion passed unanimously.

Other Business:

Sheryl Trombly, Finance Director, informed the delegation that at our August meeting she would be requesting approval to refinance the jail bond, which will be open for refinancing in 2017.

Rep Eaton then gave the delegation a recap of the current situation in the budget process in the Finance Committee in Concord.

The meeting was adjourned at 8:07 pm after a motion by Rep. Parkhurst and a second by Rep. McConnell.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is written in a cursive style with a large, sweeping initial "T" and a distinct "S" at the end.

Rep. Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting
August 17, 2015
Commissioners Conference Room
County Hall Building
12 Court Street
Keene, NH 03431**

Present: Chairman Eaton, Clerk Sad, Reps Tatro, Sterling, Abbott, Bordenet, McConnell, Robertson, Shepardson, Parkhurst, Pearson, Berch, Ley, Weber, Chase, Tilton, Phillips, Johnsen, Mann and Ames

Absent: Reps Hunt, Emerson, Roberts

At 7:00PM - Chairman Eaton opened the Public Hearing regarding refinancing of the 2007 County Jail Bond. Commissioner Rogers explained the details of the proposed refinancing, noting that it will reduce the interest the county is paying from the current 4.25% to an estimated 2.49%, saving the county between \$750-950,000 over the remaining ten years of the bond. This refinancing will be activated in 2017, but needs to be in place now according to our bond council. This public hearing and vote of 2/3 the delegation in favor is necessary before this refinancing can take place.

There was no discussion from the public or from the delegation.

At 7:12PM - The public hearing was then closed

At 7:13PM - The delegation meeting was opened.

A **motion** was made by Rep Berch, seconded by Sad.

Authorization of Refunding Bonds by County Convention

WHEREAS, Cheshire County, New Hampshire (the "County") has issued certain \$37,000,000 General Obligation Bonds dated as of September 15, 2007 (the "2007 Bonds"), which 2007 Bonds that mature on October 1 of the years 2018 through 2027, inclusive, in the aggregate principal amount of \$18,500,000 are eligible to be refunded at par on any interest payment date on or after October 1, 2017 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the County may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to refund the Refunded Bonds on a current or advance basis and to pay certain other costs relating thereto, including any necessary redemption premium and the costs of issuing the Refunding Bonds; and

WHEREAS, pursuant to the provisions of RSA 28:24, after the County Convention has authorized the issuance of the Refunding Bonds, the interest rate, maturity and other terms and conditions of the Refunding Bonds will be approved by the County's Board of Commissioners at a publicly noticed meeting after hearing the results of a bidding process for the purchase of the

Refunding Bonds that will be managed for the County by an underwriter which will be selected to manage this process;

WHEREAS, in the aforesaid process the interests of the County will be represented by its independent financial advisor, Public Financial Management Inc. (the “Financial Advisor”)

NOW, THEREFORE, in consideration of the foregoing, it is hereby:

RESOLVED: that the Convention hereby authorizes the issuance of the Refunding Bonds in such principal amounts, with such interest rates, maturities and other terms and conditions as may be determined by the County’s Board of Commissioners, the proceeds of which shall be utilized to pay or refund the Refunded Bonds on a current or advance basis, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the aggregate outstanding principal amount of the Refunded Bonds;

RESOLVED: that the County is hereby authorized to execute and deliver such documents and other materials and to take such other actions as may be required for the closing and delivery of the Refunding Bonds;

RESOLVED: that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

The resulting roll call vote was unanimous in favor: 20-0

The next item to be brought before the delegation was a motion by Rep. Weber, seconded by Rep. Parkhurst, that the 2015 County Budget be amended to accept and allocate Proshare Funds.

Motion to Increase revenue line #**3404.10.00** (State of NH Proportional Share Funds) by **\$1,436,444** for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Pro Share funds for the following:

Increase account #**4900.89.11**, Maplewood Capital Improvements by **\$81,700** for additional building projects to include:

- \$46,000 Repair Admin Roof
- \$9,000 Seal Parking Lot
- \$3,500 Rehab Ground Floor Bathroom
- \$4,700 Replace Exterior Door to Patio
- \$2,700 Heat Restoration Coil Move
- \$8,300 Close doors to Kitchenettes ALF/MNH
- \$2,000 Install lock outs on all stoves
- \$5,500 Additional fund for Laundry Make-Up Handlers

Increase account # **4900.97.34**, Capital Improvements Information Technology by **\$97,190** to include:

- \$47,190 Krono’s Upgrade
- \$50,000 Wi-Fi Connection for MNH Residents

Increase account # **4900.97.54**, Capital Equipment Environmental Services by **\$3,200** to purchase a Carpet Cleaner

Increase account # **4900.89.14**, Capital Improvement Water Treatment Plant by **\$22,500** to inspect and cathodic protection of 250k gallon water tank.

Increase account # **4900.97.52**, Capital Equipment Nursing by **\$14,600** to include:
\$12,000 Tub for 2nd Floor North End
\$2,600 Resident Replacement Furniture

Increase account # **4411.29.00**, MNH Admin Outside Services by **\$108,000** for:
\$42,000 Conduct a Wage and Salary Survey
\$66,000 Additional funds for NH Architect/Engineering Study

Add to account # **4198.00.11**, **\$50,000** for Contingency use for unexpected Building Expenses at Maplewood Nursing Home.

Add to account # **4411.29.00**, **\$12,000** for Recruitment and Retention Programs

Add to account # **4416.06.01**, **\$12,000** to implement on on-site LNA course.

Furthermore, to reserve the remaining **\$1,035,254** by applying to fund balance to offset the 2016 Projected MNH Revenue shortfall that will ultimately offset taxes to be raised.

The resulting roll call vote was unanimous in favor: 20-0

A discussion on the proposed amendment ensued. Commissioner Rogers explained that an RFP for services to conduct an engineering and architectural study of the six alternatives for renovation or new construction of a nursing home was published. There were four responses, with the best qualified company, EGA Architects of Newburyport, MA being selected to do the work.

There being no further discussion, the roll call vote was taken. All in favor: 20-0

The next item brought before the delegation was a motion brought by Rep Bordenet and seconded by Rep. Sad

Motion, to increase revenue line #3915.00.00 (Transfer from Capital Reserve Funds) by \$7500.00 to allow for the use of Farm Capital Reserve Funds and to authorize the use of these funds by increasing account #4900.89.15 (Capital Outlay – Farm) by \$7,500.00 in order to complete a boundary survey and any engineering work required and to cover the application and legal fee's necessary to create a saleable land parcel of approximately 5 acres in size that incorporates the existing structure known as the Blood Farm.

There was discussion. There was an amendment offered by Rep. Parkhurst, seconded by Rep. Johnsen, to correct the typographical error of 'fee's' to 'fees'. This motion was passed by a voice vote

There being no further discussion, the roll call vote was taken, which passed unanimously. 20-0

The next item to come before the delegation was a motion to amend the 2015 budget to \$43,129,059, which takes into account all the action taken as a result of the previous motions.

Motion: To accept and adopt the Executive Committee proposed amended budget for 2015 in the amount of \$43,129,059.

Rep. Tatro moved and Rep. Shepardson seconded the motion. All voted in favor by a roll call vote of 20-0.

The next topic of discussion was a review of repairs needed for the Old Courthouse Building. Commissioner Rogers and Rod Bouchard spoke of:

The front porch and concrete slab need to be replaced. We have received an LCHIP grant for this, and the work will start soon.

Sections of the roof need to be repaired.

Windows need to be replaced or repaired. They have a ballpark figure of \$250,000 for this work. They are looking for a grant to cover one half.

The cupola needs to have structural repairs done

For all these repairs, we will need capital funding of \$400,000 to \$500,000 over the next few years. However, our Capital Revenue line item for this building is very small.

The Old Courthouse is on the National Registry of Historic Places, and therefore the work done must meet a certain standard. We are also limited to what work can be done.

LCHIP might provide us with a 50/50% grant. There may be more grants available as well.

Lighting for the front of the building was discussed. Also the potential for installation of solar panels.

After the discussion, Chairman Eaton asked for a consensus vote on whether to approve the commissioners looking for grant funding for the building repairs. The resulting voice vote was unanimous in favor.

The next item that came before the delegation was a review of the state budget by Chairman Eaton. The prognosis of a compromise coming to end the stalemate and the continuing resolution and passing a budget for 2016-17 was discussed. Keene State University and its funding and staffing was discussed.

Further Business

Rep. Bordenet noted that the women's section of the county jail was full, due in part to the current opioid use crisis, and asked if we should consider expanding the building to accommodate the increased census. Chairman Eaton noted that our Superintendent of

Correction, Rick Van Wickler, is an exceedingly capable superintendent who will come to the delegation and commissioners should he think there is a need of this type.

Chris McLaughlin, the County Prosecuting Attorney, spoke about 'Felonies First', a law just passed last session, which brings all felonies into the Superior Court first, bypassing the former Circuit Court appearance and opportunity to plea bargain. Therefore the number of cases that will be coming before the county court will be increased to 15-20% of their former numbers. He warned the delegation that, due to this increase, he will be asking for additional attorney and staff help in his 2016 budget request.

There being no further business, Rep. Parkhurst moved to adjourn. Rep. Berch seconded the motion. The voice vote was unanimously in favor.

The meeting adjourned at 8:05PM

Respectfully submitted,

Rep. Tara Sad, Clerk

**Cheshire County Delegation
Delegation Meeting
August 24, 2015
Delegation Meeting Room
County Hall Building
12 Court Street
Keene, NH 03431**

Present: Chairman Eaton, Clerk Sad, Reps Tatro, Sterling, Abbott, Bordenet, McConnell, Robertson, Shepardson, Parkhurst, Pearson, Berch, Ley, Weber, Chase, Tilton, Phillips, Johnsen, Mann and Ames

Absent: Reps Hunt, Emerson, Roberts

At 7:00PM - Chairman Eaton opened the Public Hearing regarding refinancing of the 2007 County Jail Bond. Commissioner Rogers explained the details of the proposed refinancing, noting that it will reduce the interest the county is paying from the current 4.25% to an estimated 2.49%, saving the county between \$750-950,000 over the remaining ten years of the bond. This refinancing will be activated in 2017, but needs to be in place now according to our bond council. This public hearing and vote of 2/3 the delegation in favor is necessary before this refinancing can take place.

There was no discussion from the public or from the delegation.

At 7:12PM - The public hearing was then closed

At 7:13PM - The delegation meeting was opened.

A **motion** was made by Rep Berch, seconded by Sad.

Authorization of Refunding Bonds by County Convention

WHEREAS, Cheshire County, New Hampshire (the "County") has issued certain \$37,000,000 General Obligation Bonds dated as of September 15, 2007 (the "2007 Bonds"), which 2007 Bonds that mature on October 1 of the years 2018 through 2027, inclusive, in the aggregate principal amount of \$18,500,000 are eligible to be refunded at par on any interest payment date on or after October 1, 2017 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the County may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to refund the Refunded Bonds on a current or advance basis and to pay certain other costs relating thereto, including any necessary redemption premium and the costs of issuing the Refunding Bonds; and

WHEREAS, pursuant to the provisions of RSA 28:24, after the County Convention has authorized the issuance of the Refunding Bonds, the interest rate, maturity and other terms and conditions of the Refunding Bonds will be approved by the County's Board of Commissioners at a publicly noticed meeting after hearing the results of a bidding process for the purchase of the

Refunding Bonds that will be managed for the County by an underwriter which will be selected to manage this process;

WHEREAS, in the aforesaid process the interests of the County will be represented by its independent financial advisor, Public Financial Management Inc. (the “Financial Advisor”)

NOW, THEREFORE, in consideration of the foregoing, it is hereby:

RESOLVED: that the Convention hereby authorizes the issuance of the Refunding Bonds in such principal amounts, with such interest rates, maturities and other terms and conditions as may be determined by the County’s Board of Commissioners, the proceeds of which shall be utilized to pay or refund the Refunded Bonds on a current or advance basis, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the aggregate outstanding principal amount of the Refunded Bonds;

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The resulting roll call vote was unanimous in favor: 20-0

The next item to be brought before the delegation was a motion by Rep. Weber, seconded by Rep. Parkhurst, that the 2015 County Budget be amended to accept and allocate Proshare Funds.

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A discussion on the proposed amendment ensued. Commissioner Rogers explained that an RFP for services to conduct an engineering and architectural study of the six alternatives for renovation or new construction of a nursing home was published. There were four responses, with the best qualified company, EGA Architects of Newburyport, MA being selected to do the work.

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There being no further business, Rep. Parkhurst moved to adjourn. Rep. Berch seconded the motion. The voice vote was unanimously in favor.

The meeting adjourned at 8:05PM

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, Clerk

Cheshire County Delegation Meeting

December 14, 2015
Delegation Meeting Room
County Hall Building
12 Court Street
Keene, NH 03431

Present: Reps. Eaton (Chair), Berch (Vice Chair), Sad (Secretary), Tatro, Tilton, Sterling, Bordenet, Abbott, Phillips, Robertson, Parkhurst, Weber, Sherpardson, Pearson, Johnsen, McConnell, Mann, Hunt, Ley.

Chair Eaton brought the meeting to order at 7:00PM and opened the public hearing to receive public comment and receive the Commissioners Budget for 2016.

Commissioner Stillman Rogers gave an overview of the budget. This year's budget is \$363,109 more than last year's, or a .84% increase. The amount to be raised by taxes based on this budget is \$1,667,101, or an increase of 7.11% over last year. Part of this increase is due to the exposure for Medicaid (\$138,000).

Rogers went on to outline the requests for additional personnel - two (2) in the County Attorney's office, plus one (1) Licensed Alcohol and Drug Abuse Counselor (LADAC) position in connection with the County's Drug Court, and the County Correctional facility for counseling inmates prior to when they are released.

There are two (2) new roofs for county buildings included, totaling \$255,000. The commissioners have already taken \$821,203 out of this budget for necessary maintenance. County Administrator Chris Coates is seeking other sources of funding to cover these repairs.

Coates went on to describe the funding for relocating the Sheriff's Dispatch Center from the basement to the first floor of the 1979 wing. There are several funding mechanisms being used to cover the \$550,000 original proposed cost of relocating the Dispatch Center. The Sheriff's department has secured grants totaling \$304,444 for the radio equipment and \$83,900 for site repeaters. The department also received \$40,000 in console equipment from the town of Pelham, NH, leaving a balance of \$75,000 needed to complete the funding for the project.

Commissioner Rogers reminded the delegation that the budget reflects numbers as the budget now stands. The finance department had not yet closed the fourth (4th) Quarter and the amounts to be raised could be reduced significantly.

The floor was opened to questions from the public.

Bob Brofman from Chesterfield questioned the 7% increase. Commissioner Rogers reminded him that this is not final, and that the Delegation will be working to bring this amount down. They are anticipating a 4% increase range.

Cheshire County Delegation Meeting

December 14, 2015
Delegation Meeting Room
County Hall Building
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He also reminded the public that we have not raised the taxes for four years, but we are now reaching the breaking point of being able to maintain budgets without at least a modest increase.

There being no further comment, the public hearing was closed.

Rep. Parkhurst moved and Rep. Bordenet seconded a motion to authorize the Register of Deeds to expend 2016 surcharge funds in the amount of \$27,400.

There being no discussion, the roll call vote was unanimous (19-0) in favor of the motion. The motion passes.

Community Development Block Grant (CDBG)

Paul Berch moved and Tara Sad seconded the motion to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds to be used by Keene Housing Authority for the purpose of rehabbing of the Riverbend Apartments in West Swanzey, NH and that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners and/or the County Administrator is authorized to execute any documents which may be necessary for the project.

Josh Meehan, Executive Director of Keene Housing, gave an overview of the request. The repairs are slated at \$500,000 for an existing low income housing project in West Swanzey that houses twenty-four (24) families. Some of work needed includes roofs, windows, boilers and accessibility improvements.

Rep. McConnell asked Mr. Meehan if there were any conditions on the County attached to the grant. Mr. Meehan said there were none beyond the normal federal grant requirements. The County will hold a twenty (20) year mortgage that will be self-liquidating and will be reduced each year by five (5%) percent until the principal is retired.

Linda Mangones explained what the CDBG program is and how it operates. The federal funds are administered by the NH Community Development Finance Authority and qualifying municipality or county can receive a maximum of \$500,000 a year for housing and another \$500,000 for development. There will be public hearings on the project if the Delegation has approved moving forward with the grant. Commissioner Rogers noted that the Commissioners have approved the project, even though there is no County monetary contribution involved.

Cheshire County Delegation Meeting

December 14, 2015
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There being no further discussion, a roll call vote was taken. Upon vote the representatives were unanimously in favor (19-0). The motion passes.

Further Business

Chair Eaton opened the floor for further business.

Rep. Parkhurst asked who authorized County employees to sign big contracts, in particular the Maplewood EGA contract.

Earl Anderson of Surry added that he thought that county employees are not authorized to sign contacts.

Commissioner Rogers noted that this particular contract was signed by the Administrator of the Maplewood Nursing Home who was explicitly authorized to do so by the Commissioners.

Anderson then said that he thought that the contract with EGA did not agree with the scope of work that was voted on at the Maplewood Subcommittee Meeting.

Commissioner's Rogers said that they were going to wait until the results were in from EGA. Rep. Robertson said that he believed that the RFP was useless as it duplicative of the original WarrenStreet report. Others members disagreed with that view.

Chairman Eaton noted that there is a Maplewood subcommittee discussing these issues and the subcommittee voted to expend up to \$106,000 to get new cost estimates. He went on to say that the proper forum for these discussions is the Maplewood Subcommittee.

There being no further business, Rep. Parkhurst moved to adjourn. There was a second to the motion, and upon voice vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized and written in a cursive-like font.

Rep. Tara Sad, Clerk

Delegation Executive Committee Meeting

December 14, 2015

Commissioners Conference Room

County Hall Building

12 Court Street

Keene, NH 03431

Representatives Present: Reps. Tatro (Chair), Sad (Clerk), Hunt (VC), Eaton, Robertson, Berch, Sherpardson, Abbott, Bordenet and McConnell

Staff: County Administrator, C. Coates, Finance Director, S. Trombly, Assistant Finance Director, M. Hall, Assistant County Administrator, R. Bouchard and R. Zerba, Treasurer

Chair Tatro brought the meeting to order at 7:40pm

Sheryl Trombly reviewed the third (3rd) Quarter Budget. Trombly reported that the County is in good condition going into the fourth (4th) Quarter. Revenues are at seventy-six percent (76%), overall with Maplewood Nursing Home revenues currently at seventy-five percent (75%).

Currently county-wide expenses are at seventy-three point sixty-one percent (73.61%), with Maplewood Nursing Home expenses presently at seventy-two percent (72%).

Trombly said that of this report she is anticipating that we may be able to move approximately \$800,000 surplus by years end providing all numbers continue to track along on the third (3rd) quarter's expenses and revenue amounts.

Trombly reviewed revenue highlights:

- Registry of Deeds income for the year is increasing on a month-to-month basis and might exceed the income budgeted for revenues for the year.
- Federal inmate numbers at the Department of Corrections is higher than was estimated during the 2015 budget process. The jail has had a high of 45 federal inmates, with a running average of 39 federal prisoners for the year. A note of caution was expressed as this number is extremely variable and during the time period we have housed federal inmates the census has been as low as 12 inmates.
- Electronic monitoring (EM) – the county has moved to a program where inmates on EM share in the cost of the equipment where possible and save the county some costs for the program.
- Sale of timber - in process. Some revenue from the logging will appear in the 4th Quarter Review and the rest in 2016.

Trombly then reviewed expense highlights:

- Human resources budget is over budget due to increased use of the tuition reimbursement program and the advertising campaign during the County Administrator search.
- The General County budget is at currently at seventy-eight point zero four percent (78.04%) of budget due to Property and Liability Insurance increases which weren't anticipated.
- The Department of Corrections is doing very well, in part due to the new foodservice contract. The County is saving \$81,000 by not having the Fitz-Vogt contract.

Delegation Executive Committee Meeting

December 14, 2015

Commissioners Conference Room

County Hall Building

12 Court Street

Keene, NH 03431

- Maplewood Nursing Home - the overall resident census is currently low due to staffing shortages. An active recruitment program is underway attempting to attract nurses. The staffing shortage has resulted in a substantial increase in overtime.

Following Trombly's report, a motion was made by Dan Eaton, and seconded by John Hunt, to authorize the Treasurer to borrow in anticipation of taxes \$20 million for the 2016 Budget. The motion was opened for discussion.

There being no discussion, a roll call vote was taken, and it unanimously in favor (11-0)

Chairman Tatro acknowledged the presence at the meeting of County Treasurer Roger Zerba, who was warmly welcomed by the committee.

The proposed 2016 schedule of budget review meetings of the Executive Committee was examined and approved.

Administrator Coates then gave a quick recap of the county capital reserve accounts situation. The county currently has twelve (12) capital reserve accounts totaling \$355,000 with the Farm Capital Reserve account at \$81,000. He recommended that the number of accounts be looked at for consolidation purposes and that the existing monies in small or obsolete accounts be moved to other accounts with aim of reducing the number of accounts from twelve (12) to approximately eight (8)

The sale of the Blood Farm was reviewed and Bouchard said that the surveyor was working on the sub-division plan and that it should be ready for review shortly. Once that is finished it will be submitted to the Farm Committee / Delegation for final review before being submitted to the town of Westmoreland.

There being no further business, Tara Sad moved, and Paul Berch seconded, a motion for adjournment. Upon vote all were in favor.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized and cursive.

Rep. Tara Sad, Clerk