

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday January 4, 2017 09:30AM  
County Hall Building  
Commissioners Conference Room  
12 Court Street  
Keene, NH 03431

**PRESENT:** Commissioners Charles Weed, Peter Graves, and Joseph Cartwright

**STAFF:** Finance Director Trombly, Grants Manager Bansley, and Assistant County Administrator (ACA) Bouchard.

**Guests:**

At 9:30AM the meeting opened and Vice-Chairman Weed and recognized Commissioner Cartwright.

**Commissioner Cartwright moved to nominate Commissioner Graves as the Board of Commissioners Chairman for the 2017 - 2018 term, and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**Commissioner Weed then nominated Commissioner Cartwright as the Board of Commissioners Vice-Chair for the 2017 – 2018 term and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**Commissioner Cartwright then moved to nominate Commissioner Weed as the Clerk of the Board of Commissioners for the 2017 -2018 term and was seconded by Commissioner Graves. Upon vote the motion the passed unanimously.**

A short discussion then began about the number of non-public sessions that have occurred in the past few years and the new State RSA rules in place for reporting non-public sessions. It was decided to take-up the conversation for further discussion in a near future meeting.

Master Agenda Item #451 DOT POS 5310 Federal Certifications and Assurances was then taken-up for discussion. Grants Manager Bansley reviewed the document that certifies that the County is supportive of the Federal Rules and Guidelines for grants reporting requirements. A discussion of how the local transportation program works was had and an in-depth review of how non-English, foreign language rider issues are handled was covered. A discussion of the need for more driver volunteers was covered and it was suggested that if someone wished to be a volunteer driver they should contact the Community Volunteer Transportation Company in Peterborough to inquire about joining the program. <http://www.cvtc-nh.org/>

The Chair then signed the document and Grants Manager Bansley will forward it to the federal program managers as required.

Master Agenda Item #452 CDBG Housing and Community Facilities application request. Bansley reviewed the CDBG categories for funding that cover the housing and economic development funding segments that can provided up to \$500,000.00 per year per segment.

An extended discussion of the way that CDBG grants work was had and how grants applicants work with the various grant administrator's and fiscal agents who sponsor the allocation of the grants to community organizations was covered.

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Following discussion, **Commissioner Weed moves to accept the CDGB grant application from Hundred Nights Shelter and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

The County Administrator was then recognized and presented the weekly operations report

Coates reviewed the Maplewood Reconstruction project and outlined the firms that submitted applications for the RFP that was recently published and then discussed the review process that was conducted to bring the number of finalist to three (3) Architects and three (3) Construction Management firms. The interviews of the six (6) companies will be conducted on January 5th, at 12 Court Street by the project committee.

He discussed how the interview process will be structured and described how the chosen Architect and Construction Management company will work with the staff at Maplewood to complete the functional design and layout for the project.

Coates reminded the Commissioners that the NHAC meeting will be in Concord on Friday. Coates and Commissioner Weed will be attending.

A discussion of how the NHAC is constituted and how the functions of the NHAC are administered was covered. Also discussed is how the organization works for the Counties in representing their interests at the State level.

Coates said that on Friday Senator Jay Kahn will be meeting with the Administrator to discuss the economic condition of the County and how the state can assist in building programs to improve the economic status of the region.

He then said that the first of four (4) Delegation budget reviews will on Monday January 6th beginning at 9:00AM at 12 Court Street.

He then said that on January 13<sup>th</sup> he and Bouchard will attend the fiscal policy institute conference in Concord that will review economic development in New Hampshire.

Coates discussed that two (2) of the garage bays at the old jail site is being used by Conservation District and that they have arranged to have the damaged and non-functional garage doors replaced in the coming week. He said that an agreement with the Conservation District for five (5) years is in place for use of the space in exchange for them replacing the damaged doors.

Coates then reported that the new HR Handbook will be prepared and printed in-house instead of being sent out for printing. About 500 copies will be prepared for distribution to the existing employees.

Coates and Bouchard then discussed the number of maintenance issues that have been occurring over the past few months and said that a number of HVAC system upgrades will need to be looked at for this year.

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Bouchard said that a HVAC duct fan motor failed in the Administration building, a fan control was replaced in the County Hall building, bad bearings were diagnosed in the main duct blower fan in the County Hall building, an automatic door closer failed, a bad circulator in the County Hall boiler room was replaced, seven (7) of the old pneumatic thermostats in the old courthouse section of the County Hall building failed and had to be replaced, and a number of other non-maintenance issues have all occurred in the past few weeks.

The weekly census was then reviewed. A discussion of the Medicaid Pending numbers was reviewed and the reason for residents being in that status was covered. Discussion continued around private pay at the nursing home and the inmate count at the Department of Corrections.

**The Weekly Manifest was then reviewed and Commissioner Weed moved to accept the Manifest as presented and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.**

It was noted that all towns paid on time and the payment was submitted to the State as required.

**The minutes of December 21, 2016 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Graves. Upon vote the motion passed with unanimously.**

Register of Deeds then discussed two (2) items of general interest, the County policy for snow days and the pending legislation for copy charges from the Registry of Deeds.

The Commissioners calendar was reviewed.

Director Trombly discussed a response to a letter from a constituent and the response letter that was sent answering their inquiries concerning the 2017 budget.

**At 11:31AM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Respectfully Submitted,

P. Graves, Clerk