

MINUTES
Cheshire County Commissioners Meeting
Wednesday November 28, 2018 09:30AM
Count Hall Building
Stillman Rogers Conference Room
12 Court Street, Keene, NH 03431

Present: Commissioners Peter Graves and Joseph Cartwright (Commissioner Charles Weed – Absent)

Staff: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, Sheriff Rivera, Register of Deeds Tilton, Assistant County Administrator Bouchard

Guest(s): Commissioner Elect J. Wozmak

At 9:36AM Chairman Graves opened the meeting and recognized Sheriff Rivera who provided information on the Forensic Lab that will be funded by the State and said that the lab will be placed in the Sheriff's office space. The Forensic Examiner position for the lab will be funded at 16 hours a week to start and the grant will also cover approximately \$10,000.00 of equipment that will be provided to the lab at no cost. The Sheriff then answered questions from the Commissioners and staff and said that lab will be set-up next to the deputy's room on the first floor. Following questions, the Commissioners thanked the Sheriff for the update and then took-up Master Agenda Item #633: Semi-Annual Report – Grants.

Bansley provided the following data and discussed the changing grants federal scene.

Under Management

1. 37 grants with an award value of \$8.4 million (*-2 grants, at approximately \$1.9mil*)
 - *Decrease mostly due to federal drug court grants closing*
 - *13 grants are new, 7 have already closed, presently 30 are active*
 - 2017 year-end: 39 grants, \$10.3 million
 - 2016 year-end: 41 grants, \$10.7 million
 - 2015 year-end: 42 grants, \$5.8 million

Revenue of \$1.8 million, includes \$85k admin (down \$350k/\$2k admin)

- *At this pace, expected year-end revenue is \$2.35 million & \$113k 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

1. Grants Written in 2018 = 17
 - Awarded = 12
 - Renewable Energy Fund
 - Emergency Management Program Grant -Generator, Homeland Security
 - Portable Radio Console, Severe Weather Resiliency
 - Public Health Network, Justice Administration Grant (Federal Fiscal Year 2017)
 - Drug Court State Grant, NH Charity Foundation
 - Monadnock Violence Prevention (State Fiscal Year 2019)
 - NH Department of Justice – Victims of Crime Act Training
 - Justice Administration Grant (Federal Fiscal Year 2018)
 - Highway Safety Sustained Traffic Enforcement Patrol (STEP) (Federal Fiscal Year 2019)
 - Bulletproof Vests (Federal Fiscal Year 2018)
 - Domestic Violence Prosecutor 2019-2020
 - Community Development Block Grant Central Sq. approved, not included in writing report

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2. Pending = 2
 - Mascoma Bank and Corning Foundation
3. Denied = 3
 - (Private Foundation) Cogswell-Courthouse Project (2nd application)
 - (Private Foundation) McIninch-Courthouse Project
 - Farmers Market Promotion Program
4. Working on now = 2
 - Two Homeland Security Grants, one for radio repeaters and one for improved security system for courthouse
5. Starting soon = 3
 - Department of Transportation Point of Service System (State Fiscal Year 2020-2021)
 - Public Health Network (State Fiscal Year 2020-2021)
 - Monadnock United Way for the Greater Monadnock Regional Coordinating Council

Bansley reviewed the grants under management and then discussed the pending grants. Bouchard noted that the application-to-award ratio is very high for the grants department and it is because the grants that are submitted are very carefully tailored to the requirements of the grants and are written to exactly meet the needs of the granting organizations.

The Commissioners thanked Bansley for her report and then took-up Master Agenda Item #634: 2019 Budget Tax Anticipated Note (TANS) letter to County Treasurer.

S. Trombly presented a draft letter that must be sent to the County Treasurer requesting his presence at the December 10th Delegation meetings. Follow a short discussion **Commissioner Graves moved to authorize the Director of Finance to send notification of the December 12, 2017 Delegation meeting to the County Treasurer requesting their presence for the purpose of meeting RSA requirements for the establishment of the yearly Tax Anticipated Note (TAN) that funds County operations. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously with two (2) Yea's.**

Register Tilton was then recognized and mentioned that she may need to make an amendment to her budget for the pending Registry shelving project that is currently being negotiated with the vendor. A short conversation ensued about the shelving.

Master Agenda Item #635: Maplewood Reconstruction Budget Update was then taken-up for discussion and Trombly presented the updated budget for Maplewood Reconstruction project and discussed the status. The Commissioners reviewed the report and Commissioner Cartwright made inquiries concerning the accounting procedures for some line items.

County Administrator Coates was then recognized for the Weekly Operations Report.

Coates said that the New Hampshire Land and Community Heritage Investment Program (LCHIP) representative George Born will here on December 11, 2018 to do a mid-grant inspection of the Old Courthouse Window project.

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He then said that the Wall Dogs art project that will take place next June has selected the 1979 wing wall on Center Street for a mural for the project and that he will be attending a meeting next week to learn more details.

Coates said the County insurance Open Enrollment period is this week, starting tomorrow for two days. He gave kudos to the Finance staff for taking on the task while being short-handed because the benefits staff member who handles these yearly sessions is currently out on maternity leave.

A short discussion about the change of the prescription plan administration began and Trombly said that the change should be invisible to most of the staff and she does not anticipate any issues arising from the change.

Trombly then discussed the Commissioners Letter to the Delegation for the 2019 budget. Commissioner Weed and Trombly made modifications to the original letter and reviewed it with Commissioners Graves and Cartwright who agreed with, and authorized, the changes.

Commissioner Cartwright moved to send out the letter and accompanying documentation as presented, to the County Delegation. Commissioner Graves seconded the motion and upon vote the motion passed with two (2) Yea's.

Coates then said that Union negotiations are scheduled today with the Department of Corrections and Sheriff's department representatives.

Coates then said that the Senscio contract (in-home monitoring and health care through the use of technology) with Grafton County is being examined and further data is being gathered to better understand how the program is funded.

He then said that the Request for Proposal (RFP) for propane across the County has closed awaiting results from Maplewood Facilities.

Coates then said that a meeting with Jack Dugan and Bob Elliot to discuss the new courthouse disposition / acquisition that will begin next year is being scheduled. A short discussion of the original contract with the state was covered.

Coates said that the County's insurance carrier Primex, has scheduled their annual conference for May 16th and 17th of next year.

The 2019 Commissioners meeting schedule was discussed and will be published shortly.

Old Business: None

New Business: None

The Weekly Census was then reviewed.

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

The minutes of November 21, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The calendar was then reviewed.

General Discussion: A discussion of the proposed Economic Development position was covered in some depth and suggested duties and responsibilities of the position were reviewed.

The County Attorney's Victim Witness position was then discussed and the difference between the Victim Witness program and the Restorative Justice initiative that is used widely in Vermont was debated.

At 11:03AM Commissioner Cartwright moved to enter a non-meeting and was seconded by Commissioner Graves.

At 11:56AM the Commissioners voted unanimously to return to public session.

At 11:58AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.

Respectfully Submitted,

R. A. Bouchard
Clerk Pro Tempore
Board of Commissioners