

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 05, 2019
County Hall Building
12 Court Street
Keene, NH 03431

Present: Commissioners: Charles Weed, and Robert Englund, John Wozmak

Staff: County Administrator Coates, Finance Director Trombly, Cooperative Extension Office Administrator, Roberge, and Assistant County Administrator Bouchard

Guest(s): Jack Dugan, President, Monadnock Economic Development Corporation, Tim Murphy, Executive Director, South West Regional Planning Commission.

At 8:30AM The Chairman opened the meeting and recognized took-up 8:30AM - Master Agenda Item #689: CDBG Public Hearings – Compass Innovative Behavior Strategies.

The Chair then read the following into the minutes of the meeting.

First Public Hearing: Community Development Block Grant Application

I open this public hearing to address a proposed Community Development Block Grant application. County of Cheshire New Hampshire, Public Hearings Notice, Community Development Block Grant Project.

Notice is hereby given that three consecutive public hearings will be held before the Cheshire County Board of Commissioners for a proposed application to the NH Community Development Finance Authority for up to \$300,000 in Block Grant (CDBG) funds.

The first Public Hearing will discuss an application to the NH Community Development Finance Authority for Community Development Block Grant (CDBG) funds. The CDBG would be sub-granted to Monadnock Economic Development Corporation (MEDC) which would use the funds to make a loan to Compass Innovative Behavior Strategies, LLC (Compass) of 25 Roxbury Street, Keene, NH for working capital, equipment purchases and leasehold improvements related to the relocation and expansion of Compass within Cheshire County. Compass will create up to 15 new jobs as a result of this project. The total project is anticipated to exceed \$600,000 of investment in Cheshire County, NH.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities and economic development projects, which have primary benefit to low- and moderate-income people. A municipality can apply for up to \$500,000 in the housing and public facilities category, up to \$500,000 in the economic development category, and \$12,000 for feasibility studies.

A second public hearing will be held to review and adopt the Housing and Community Development Plan. A third public hearing will be held to review and adopt the Residential Anti-Displacement and Relocation Assistance Plan specific to the project.

Interested persons are invited to attend and provide comment. Please contact Cheshire County, 12 Court Street, Keene, NH 03431 at 603-352-8215 five days in advance if you need assistance to attend or participate in the hearing. Anyone wishing to provide written comments should address them to the

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County Administrator, Cheshire County, 12 Court Street, Keene, NH 03431 and received by the close of business on the day preceding the hearings.

Hearing Date: Wednesday, March 5, 2019

Hearing Time: 8:30AM

Hearing Place: County Hall Building, Stillman Rogers Conference Room, 12 Court Street, Keene, NH 03431

The Chair then recognized Jack Dugan of the Monadnock Economic Development Corporation (MEDC) to address the grant request.

Dugan read the following statement into the minutes: *My name is Jack Dugan, President of the Monadnock Economic Development Corporation. I will start by providing a brief overview of the Community Development Block Grant (CDBG) program and then I will tell you about this particular application.*

CDBG funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low- and moderate-income persons. The town is eligible to receive up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development, as well as up to \$500,000 a year in emergency funds. Feasibility study funds are available for up to \$12,000. I have provided a handout describing the NH Community Development Block Grant Program eligible activities that include the area HUD income limits.

The CDBG would be sub-granted to Monadnock Economic Development Corporation (MEDC) which would use the funds to make a loan to Compass Innovative Behavior Strategies, LLC (Compass) of 25 Roxbury Street, Keene, NH for working capital, equipment purchases and leasehold improvements related to the relocation and expansion of Compass within Cheshire County. Compass will create up to 15 new jobs as a result of this project, the majority of which will be filled by persons from low to moderate income families. The total project is anticipated to exceed \$600,000 of investment in Cheshire County, NH. I have provided a project handout describing the details of the proposed project.

If the County receives this CDBG grant award, there will be a requirement of a Subrecipient Agreement involving MEDC, and a Business and Employment Commitment Agreement with Compass, which provides a contractual obligation to meet low-moderate income household targets.

The Chair then recognized a representative from Compass Innovative Behavior Strategies to address the grant request.

Dan Dube of Compass said that the project that funding is being requested for is the expansion of the company facilities and staff in the Keene, NH area. Dube spoke of the growth of the company over the past several years and explained that the company was initially started because of the needs of their own family. From the Compass website: *We are a staff of highly experienced ABA professionals, utilizing*

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proven, data-driven methodologies to treat autism and other developmental delays. All of our client cases are supervised by a Board-Certified Behavior Analyst.

The Chair then opened the floor to public comments and questions about the proposed CDBG project.

The Commissioners and staff asked questions about the location of the proposed business and the need for the services in region. It was discussed that the need is very high and with this expansion they hope to be able to meet some of the more urgent needs of the community. It was learned that approximately 2.5% of the general population is affected by autism with very few services available for families.

Following discuss the Chair asked for a motion on the CDBG grant application before the board and Commissioner Englund made the following motion: **I move to approve the submittal of the application and vote to authorize the County Administrator as the Authorized Official to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Authorized Official to execute any documents which may be necessary to effectuate the CDBG contract.**

Commissioner Wozmak seconded the motion and upon vote the motion passed unanimously, with 3 voting Yea and no Nay's.

Second Public Hearing: Housing and Community Development Plan

The Chair then opened the second public hearing for discussion of the Housing & Community Development Plan and recognized Jack Dugan to address the Housing & Community Development Plan.

Dugan read the following into the minutes: *The Housing and Community Development Plan was adopted by the Board of Commissioners in July 2014, and it is required to be reviewed and re-adopted every three years to qualify for CDBG funds. The Housing and Community Development Plan will need to be readopted for this application.*

The proposed CDBG project conforms to the County's Housing and Community Development Plan priority of:

- *Promote economic vitality by encouraging new businesses and retaining established businesses in the County.*

The Chair then opened the floor to public comments and questions about the proposed Housing and Community Development Plan.

The Chair then said that seeing no public input, I close the public hearing for the Housing & Community Development Plan and asked for a motion to adopt the Housing and Community Development Plan.

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Commissioner Englund moved to adopt the Housing and Community Development Plan and was seconded by Commissioner Wozmak. Upon vote the passed unanimously. 3-0.

Third Public Hearing: Residential Anti-displacement and Relocation Assistance Plan

The Chair the opened the third public hearing for discussion of the Residential Anti-displacement and Relocation Assistance Plan and recognized Jack Dugan to address the Residential Anti-displacement and Relocation Assistance Plan.

Dugan then read the following statement into the minutes: *If any displacement takes place as a result of the proposed CDBG project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using federal funds must be found comparable housing or commercial space in a comparable neighborhood at a comparable price. Under the certification section of the application, the town will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. At this time, displacement is not anticipated for the proposed project.*

The Chair then opened the floor to public comments and questions about Residential Anti-displacement and Relocation Assistance Plan and hearing none, stated: Seeing no other public input, I close the public hearing for the Residential Anti-displacement and Relocation Assistance Plan public hearing.

The Chair then asked for a motion to adopt the Residential Anti-displacement and Relocation Assistance Plan and Commissioner Englund moved to adopt the plan as presented and was seconded by Commissioner Wozmak. Upon vote the motion passed unanimously.

Dugan then provided the documents necessary for the submittal of the CDBG application for signing to the Commissioners and the documents were signed.

Master Agenda Item #684: Cooperative Extension - Semi-Annual Report was then taken-up for discussion:

Roberge said that the open 4H position is now filled and the program manager (Susan Keller) is working with Summer camps and will support after school programs. He said that the County as a long history of 4H participation and the local community supports a very strong County-wide farm and Maker programs. He also said that Coop Staff member Christine Marshall manages a popular food preparation program and works in school districts and with the local food pantries. He discussed the Supplemental Nutrition Assistance Program (SNAP) eligibility program and said that there is now in place a segment of the program where SNAP recipients can purchase fresh produce at a 50% discount.

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Commissioner Wozmak asked if it is possible to track purchases for EBT program on fruit and vegetable buying patterns and Roberge responded that he didn't believe there was. A discussion of the Conservation Districts Double up Vege Bucks program for use at the local Keene Farmers Market was covered.

Roberge then said that the forest management program has had a very busy year in the County and that landowner meetings were held in Alstead and Walpole with all landowners with over 10 acres being contacted. He said that over 50 people attended the sessions and there was a lot of interest in joining a forest management program.

He then said that this summer the Coop will be offering timber harvest tours that will be open to the public to help educate people in forestry management practices.

He went on to say that Cheshire, Coos and Carroll Counties have been selected to participate in forest rehabilitation programs with the goal to increase timber quality and said that some financial assistance will be available to land owners to shift timber toward higher quality species.

The current timber cut that has been on hold in Westmoreland was discussed and Roberge believes that the final pass will be completed by the end of June.

A discussion of timber lot that the County owns in Chesterfield began and Coates said that an abutter family member has stepped forward and expressed interest in acquiring the parcel to build a home. An extended discussion concerning the pro's and con's of selling the land began and the process of Commissioner and Delegation review and approvals was covered in detail.

Roberge then said that the Coop Advisory Council usually has a Commissioner on the Council and following discussion it was decided that the Commissioner will rotate attendance at the meetings going forward.

The Commissioner thanked Roberge for his report and at **9:42AM Pursuant to RSA 91-A:3, II(d) Commissioner Wozmak to discuss the Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. Commissioner Englund seconded the motion and upon vote the motion passed unanimously.**

As a result of deliberations in non-public session no decisions were made and no vote was taken.

At 10:30AM the Commissioners voted unanimously to return to public session.

Administrator Coates was then recognized for the Weekly Operations report.

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He said that a meeting with the former director of the Region 1 Integrated Delivery Network (IDN) was held last week as part of a State wide listening tour. The goal is to ascertain the strengths and weaknesses of the IDN structure as the funding models are changed in the future.

He reminded the Commissioner that the monthly New Hampshire Association of Counties (NHAC) meeting was this Friday and said that he will be attending the meeting.

The pending visit by Congresswoman Kuster in June at DOC at 2:00PM was reviewed. It was discussed that based on the time available the Congresswoman may visit Maplewood Nursing Home to see the progress of the construction. An extended discussion about medical insurance coverage for inmates began and how State and Federal laws control the application of insurance for individuals. The cost of methadone and suboxone treatment was then discussed.

Coates said that the Handyman program was presented to the Cheshire Medical Center staff and they are very interested in participating saying that the program has been needed for a very long time.

Coates discussed that visits to the US Marshall's office's will be in late June and that Superintendent Van Wickler, the federal liaison officer and he will be visiting both the New Hampshire and Vermont office of the Marshall's offices.

Coates said that the Monadnock Restorative Justice development program will be discussed this week with the staff and he will report back any plans.

He then said that the NHAC is looking to hold a monthly meeting in Cheshire County and it was thought that the best time will be in September with the venue mostly likely to be at the Department of Corrections because of parking considerations.

Coates then outlined a meeting with Matt Davis of UNH that took place this week concerning the geothermal monitoring that is underway at the Department of Corrections. He said that some next steps have been suggested and follow-up site visits will be scheduled with the goal of lowering the well temperatures back to a normal operating state. He said that number of steps have been identified and that work will begin with the DOC staff shortly.

Coates then reminded the Commissioners that on Tuesday June 11th, the South West Regional Planning Commission will be holding their annual dinner starting at 5:00pm at Keene State and the fee is \$30.00 per person.

Coates then said that the County Drug Court will hold their next Graduation ceremony on Tuesday June 25th at 1:00PM.

Coates reminded the Commissioners that at next weeks meeting there will be a DOC staff awards ceremony in the training room and the RSA mandated semi-annual jail inspection will follow.

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At 12:07PM Commissioner Weed left the meeting to attend a previous scheduled meeting.

New Business:

1. Update on the receipt of 2019 Pro-Share funds – S. Trombly presented the Pro-Share funding amounts for 2019 and the County received approximately \$190K more this year than last year with the total amount being \$3,280,279.00. A discussion of the distribution of funds for the Integrated Delivery Networks (IDN) was covered.
2. Commissioners to sign the MS-46 Proposed Budget and Estimate of Revenue – County. Trombly presented the MS-46 to the Commissioners and the Board signed the document that will be sent to the State of NH Department of Revenue Administration.

Old Business: None

The Weekly Census was then reviewed and the report was accepted as informational.

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

The minutes of May 29, 2019 were then reviewed and Commissioner Englund moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The calendar was then reviewed. Add drug court graduation.

At 12:33PM there being no further business to discuss, Commissioner Wozmak moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Englund and upon vote the motion passed unanimously.

Respectfully Submitted,

R. Englund, Clerk