

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 13, 2019**  
**County Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

**Present:** Commissioners: Charles Weed and Robert Englund (John Wozmak – absent with notice)

**Staff:** County Administrator Coates, Director of Finance Trombly, and Assistant County Administrator Bouchard.

**Guests:**

At 8:38AM Commissioner Weed opened the meeting and recognized Trombly who reviewed the recent meeting with Mascoma Bank where the banks Employee Loan program was discussed. Trombly said that if a decision is made to participate in the Mascoma Employee Loan program a lump sum of \$300,000.00 is required to be on deposit with the bank. She outlined the dividend options on placing the funds with the bank and said that she feels that although the returns are only slightly lower than the current return but it allows the County to offer a much-needed program to the employees for very little cost. A discussion about the benefits to the employees and the County was then covered.

**Commissioner Englund then moved to authorize the County to enter into a Memorandum of Understanding (MOU) with Mascoma Bank for the purpose of establishing an Employee Loan Program. Commissioner Weed seconded the motion and upon vote the motion passed with two votes.**

County Treasurer Clark joined the meeting and the Commissioners and staff discussed the new Employee Loan Program with him.

Administrator Coates was then recognized for Weekly Operations Report:

Coates discussed the upcoming public hearing on the acquisition of the 33 Winter St. building that houses the State of NH Courts. He reviewed the handout that will be available and covered the salient points of the presentation. He said that he has received a letter from the state Department of Administrative Services saying formally as was requested, that they do not intend to exercise their right of first refusal to purchase the building.

A discussion around the amortization of the bond began and the various points at which the cash flow would hit the breakeven points and turn positive depending on the interest rates was covered.

Coates then said that the Opiate question reporting form that is part of the discovery process for the Opiate lawsuit is nearly complete and he will send it to the attorney's in the next few days.

He then discussed that the Southwest Regional Planning Commission (SWRPC) Economic Development Advisory committee will be meeting from 3:00 – 4:30 today with the meeting being held in the Delegation Hall.

He then said an information session on the downtown Zoning district will be held on the 19<sup>th</sup> and 20<sup>th</sup> as a public meeting in the Council Chambers from 6:30 – 8:00. This is the first time in fifty years that the City has reviewed downtown zoning.

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Coates said that he spoken with an attorney that will be hired by the County to handle future employment matters and she will collaborate with another colleague who will handle union matters in the coming months.

Coates said that a meeting with a member of a private foundation will take place today to determine if the 250<sup>th</sup> County anniversary celebration costs can be shared or supported.

The Restorative Justice meeting that took place yesterday was very positive and the program is being supported by the County Attorney's office with a proposed new position to called the Director of Restorative Justice and Victim Witness. He said that on Tuesday November 10<sup>th</sup> at 4:00pm a second meeting with the Restorative Justice staff will occur and that Grants Manage Suzanne Bansley will discuss possible grants for the program and Alex Parsons from Public Defenders Office will be at the meeting.

Coates said that the Grants department will be shorthanded for a number of months due to one of the staff being out on medical leave. A temp staff will be brought in to assist.

Coates then spoke to the preparation of a recruiting package in the eventuality that a new DOC Superintendent needs to be recruited in early 2020. He said that the project is just getting started and be discussed at next week's Commissioners meeting.

New Business: None

Old Business: None

**At 9:34AM Commissioner Englund moved to enter a non-meeting to discuss a legal and union matter and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**As a result of deliberations in the non-meeting a decision was reached and vote was taken to agree to a settlement regarding an outstanding employment issue.**

**At 9:39AM Commissioner Englund moved to return to public session.**

**Consent Agenda Items:**

1. Manifest
2. Minutes of October 30, 2019

**Following review and discussion, Commissioner Weed moved to accept the Consent Agenda and was seconded by Commissioner Englund. Upon vote the motion passed unanimously.**

Commissioner Weed then spoke reviewing some of the talking points currently under discussion within the NH Association of Counties and also the ongoing conversation about the funding of the organization.

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Coates spoke about the upcoming Primex conference next May as well as the meeting with the town Select board's that will most likely be scheduled for late next spring. The County Strategic Planning session that is being looked at for late February was outlined and Coates said that a facilitator is being sought for the session. General areas of interest for the Strategic meeting to review were listed and some options were discussed.

**At 10:04AM there being no further public business to discuss, Commissioner Weed moved to adjourn the meeting and was seconded by Commissioner Englund, and upon vote the motion passed unanimously.**

Minutes recorded by:  
R. Bouchard, Assistant County Administrator

Reviewed and submitted by:  
R. Englund, Clerk