

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 26, 2020**  
**County Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

**Present:** Commissioners: Charles Weed, and Robert Englund (Jack Wozmak absent w/notice)

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

**Guests:**

At 8:30AM Commissioner Weed opened the meeting and recognized Manager Bansley to discuss Master Agenda Item #750: Master Agenda Item: Public Health Network SFY20&21 Grant Agreement Amendment #2. Following review, the Commissioner agreed to sign the amendment and the Chair then signed the documents.

Bansley then discussed Master Agenda Item #751: Victims of Crime Act (VOCA) Grant Agreement SFY21-22 and the Commissioners reviewed and then signed the agreement.

Bansley then addressed Master Agenda Item #751: 2019 Year-End Grants Review and Semi-Annual Report and discussed the handouts for the Commissioners and reviewed the line items. She said that the income exceeded expenses by a significant amount.

A lengthy discussion on federal and state grants began and an overview of how the County has been able to develop a very strong program that exceeds other counties in the state.

Bansley provided an overview of the grants in process and discussed in detail some of the pending grants and the grants coming up for development and submission.

**Grants Department Semi-annual Report**  
**February 26, 2020**

HIGHLIGHTS from 2019

Management

- 40 grant agreements
- \$9,371,279 award value
  - Up slightly from 2018, down slightly from 2017
- \$3,129,755 new awards this year (11 reapplied, 5 new)
  - New: CHIP Workgroup, HRSA Opioid Response, SOC NHCF Training, VOCA Training, Walmart Deputy Dog
- \$3,377,689 revenue this year
  - Up about \$1m over 2018
- \$140,610 indirect in 2019
  - Up about \$20k over 2018
- \$122,425 department expenses this year
  - ~\$2,400 under budget
- ROI
  - 15% ROI on indirect only
  - 2,659% ROI on all grant revenue

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**Writing**

- 15 written
- 14 submitted (and not withdrawn)
- 9 funded/awarded
- 2 pending notice of award at year-end
  - Homeland and Safe & Active
- 4 applications in process at year-end
  - 2 submitted since new year: SOC and VOCA
  - 2 still writing: DOT and HRSA
- 3 currently pending notice of award (as of 2/26)
  - Homeland, Safe & Active, SOC Expansion
- 1 awarded since new year
  - VOCA
- 2 in process of writing
  - HRSA, DOT
- Searching
  - Youth transportation
  - Restorative justice
  - Batterers program

**ACTIVITIES**

**Latest projects**

HRSA Opioid Planning, and now Implementation

**Successes**

SOC expansion grant development was smooth  
Homeland dispute over indirect and travel expense reimbursement resolved  
Big improvement in MRCC data collection and grant-readiness

**Challenges**

Getting feedback when circulating drafts for proofreading  
Collecting in-kind for SOC  
PHN contract difficulties (errors in scope of work, details about medical director),  
missing info (CFDA/FAIN numbers), delays (months pass after notice of award, then  
contract arrives with just a few days to turnaround)

**Trends/News**

DUNS/Sam.gov registration requirements changing

**Assistance provided**

Cheshire County Restorative Justice Program  
Marlborough Library Grant Assistance

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Cheshire Fairgrounds  
River Valley Community College

On-going grant programs

County: SOC, drug court, DV prosecutor, VOCA, JAG, BPV  
Fiscal: PHN, GMMRC, DOT/MRCC, CDBG micro

The Commissioners stated that they were very pleased with the report and acknowledged Bansley for her hard work and excellent results.

Bouchard then presented a chart that shows the federal inmate population in at the Department of Corrections from 2012 – 2020. The trend analysis was reviewed and discussed. A longer discussion about inmate programs including in-house, work release, and public assistance to towns was then taken-up.

Administrator Coates was then recognized for the Weekly Operations report.

Coates said that he attended a meeting at Southwest Mutual Aid (SWMA) where all the regions fire personnel were in attendance. He then said that an upcoming meeting with the County Fire Chiefs and others who were asked to attend the meeting to address the concerns pertaining to ambulance and First Responders will be on March 30th or 31st and will take place at 12 Court Street in the Delegation Hall.

In a review of the Commissioners and staff travel and commitment schedule, Commissioner Weed moved to cancel the March 4<sup>th</sup> meeting and was seconded by Commissioner Englund. **Upon vote the motion passed unanimously. Bouchard will send out notifications to staff and post public notice of the cancellation.**

He then said that he met with the NH Trafficking Task Force member, the Director of the MCVP and April Weed of Keene. On April 16<sup>th</sup> from 5:00 – 8:00 pm an overview of the task force's work will be held at venue to be announced. He then said that in September a statewide half day conference will be scheduled.

Coates reminded that Commissioners that on Monday March 2<sup>nd</sup>, the Legislative breakfast at Alumni Center (Norma Walker Hall) will be held at Keene State.

Coates said that a letter has been received from the DHHS seeking a formal commitment on the Region #1 Integrated Delivery Network at 50% of the funds available for a total of a statewide commitment of approximately \$5M instead of last years \$10M+ funding.

He said that the closing on the New Courthouse went fairly smoothly but took about two hours to complete. A transition of services, commodities, and the introduction of the new facilities personnel is underway.

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A meeting with Competitive Energy Services (an energy broker) took place this week and further conversation will take place internally to determine what the best path forward is for obtaining County energy supplies.

Coates then said that phase two of the reconstruction project at the nursing home started and he spoke with the Owners Representative yesterday concerning conducting a post mortem on the completion of Phase 1. The meeting will be scheduled shortly to ensure that the follow-on to phase two will progress smoothly.

Commissioner Englund reported out on the New Hampshire Public Finance Institute (NHPFI) conference and said that the conference was excellent and that the details provided were very in-depth and well done. Commissioner Weed said that he agreed overall but he wished that the conference was about two hours longer so that the details could be discussed in deeper detail and be better understood.

Old Business:

New Business:

**The Consent Agenda Items which include the Weekly Manifests and the minutes of February 12, 2020 were then taken-up. Commissioner Englund to accept the Consent Agenda and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**At 12:08PM there being no further public business to discuss, Commissioner Englund moved to adjourn the meeting and was seconded by Commissioner Weed, and upon vote the motion passed unanimously.**

Minutes recorded by:  
R. Bouchard, Assistant County Administrator

Reviewed and submitted by:  
R. Englund, Clerk