

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 06, 2021
County Hall
12 Court Street, Keene, NH 03431

Conference Call Information

Phone Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 6031233

Present: Commissioners Jack Wozmak, Robert Englund, and Terry Clark

Staff: County Administrator Coates; Finance Director Trombly, Superintendent Iosue, Grants Manager Bansley, IT Director Hummel ARPA Intern Bernstein, and Assistant County Administrator Bouchard.

Guest(s): Mia Summerson, Keene Sentinel.

At 8:30 AM, Commissioner Wozmak opened the meeting, and Administrator Coates conducted a roll-call with the Commissioners, and Wozmak, Englund, and Clark responding as "present."

At 8:32 AM, the Commissioners opened the floor for public comment and Department Head updates.

Commissioner Clark reported that he attended the Community Power Coalition of New Hampshire (CPCNH) inaugural meeting on Monday and that the organization is now certified with the State. CPCNH has started forming standing committees and developing programs structures to offer electrical power supply to its members. There was a discussion of impending steps to be taken, staffing at CPCNH, and the status of a CEO appointment.

Superintendent Iosue then reported on COVID updates at the jail. As of today (10/06/2021), no new cases have been discovered in the past 14 days, with the last positive test reported on September 24.

Iosue said that normal operations resumed over the past weekend. One remaining case of an inmate testing positive, not from the original outbreak, but from a new inmate who was transferred from another facility. Of 14 cases reported, 13 were unvaccinated inmates. Iosue stated that they are optimistic about being able to move beyond this most recent outbreak.

At 8:37 AM, the Chair opened the CDBG Public Hearings and read the following notice:

"I open this public hearing to discuss a Community Development Block Grant (CDBG) project currently underway for the rehabilitation of the Bennett Block building by the Monadnock Affordable Housing Corporation.

The Cheshire County Commissioners will hold six public hearings on Wednesday, October 6, 2021, beginning at 8:30 AM at 12 Court Street, Keene, NH 03431, in the second-floor conference room. The purpose of the first four hearings is to discuss and hear public comments on current, ongoing projects sponsored by the County of Cheshire under the federal Community Development Block Grant (CDBG) program. Projects scheduled to hold individual public hearings include 1) Monadnock Affordable Housing Corporation's (MAHC) rehabilitation of Bennett Block 2) Hundred Nights' Coronavirus hotel and bus decompression project 3) Hannah Grimes Center Coronavirus Micro-grant project and 4) Regional Economic Development Center Coronavirus Micro-grant project.

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CDBG funds are awarded on a competitive basis in New Hampshire and may be used for projects which have the primary benefit to low- and moderate-income individuals. A municipality can apply for up to \$500,000 in CDBG funds per year in each of the following project categories: housing, public facilities, coronavirus, emergency, economic development, and microenterprise technical assistance, as well as for \$25,000 in feasibility study funds annually.

A fifth public hearing is scheduled to discuss a potential new federal CDBG project proposed to be sponsored by Cheshire County. Depending on alignment with program requirements and subject to Commissioner approval, the project may apply for emergency, coronavirus, or public facilities funds under the CDBG program. The proposal to be considered by the Commissioners is a CDBG application to be submitted by Cheshire County on behalf of Keene Housing for \$500,000, which, if awarded, would be subgranted less administration costs to the Monadnock Affordable Housing Corporation, a 501c3 nonprofit affiliate of Keene Housing, for the renovation of 105 Castle Street in Keene, NH. During normal operations, the building at 105 Castle St. serves as the central office for Monadnock Collaborative and serves as community space for Harper Acres residents. A sixth public hearing will be held to adopt the Relocation and Anti-Displacement Plan specific to this project.

Interested individuals are invited to attend and comment. If you have a disability or need assistance to attend or participate in the hearings, please contact the Cheshire County Commissioner's Office, (603) 352-8215 or via Relay NH at 1-800-735-2964 in advance. For those wishing to attend the hearings remotely, please visit www.zoom.us/join or call +1 (646) 558-8656 and use the Meeting ID 409 748 8803 and Password 6031233. Anyone wishing to submit written comments prior to the hearings should address them to the Cheshire County Commissioners, 12 Court Street, Keene, NH 03431 or email rbouchard@co.cheshire.nh.us."

The Chair then recognized James Weatherly to address the project.

Weatherly spoke, saying that he is a Planning Technician with Southwest Region Planning Commission and explained that it is a requirement of the Community Development Block Grant (CDBG) program to hold a public hearing while a project is underway to allow the public the opportunity to comment and ask questions about the project. He noted that this first hearing would provide an update of Monadnock Affordable Housing Corporation's rehabilitation of the Bennett Block building.

Weatherly explained that Cheshire County received \$500,000 in CDBG Housing funds in August of 2020, \$472,000 of which was subgranted to the Monadnock Affordable Housing Corporation, a 501C3 affiliate of Keene Housing, for the rehabilitation of the Bennett Block building located at 32-24 Washington Street in Keene. Construction started in the early summer of 2021 and is anticipated to be completed prior to the end of the calendar year. Bennett Block is a historic 1920's era building purchased by Keene Housing in the 1990s, which is home to 14 apartments for low- and moderate-

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income households. The project represents the first significant renovation of the building since Keene Housing originally acquired the property and is scheduled for completion by the end of 2021.

At 8:43 AM, Linda Mangones, Special Advisor for Planning and Development at Keene Housing, provided the following details about the project:

"As James said, Keene Housing purchased Bennett Block in 1993 but had been unable to obtain the needed funding to renovate the building because it was discovered that a dry-cleaning establishment had been located in the basement and had caused groundwater contamination. In the past five years, Keene Housing eliminated 99% of the contamination, making it eligible to apply for CDBG funds in January 2020.

In round figures, the project had a total budget of about \$1.4 million, or about \$100,000 per apartment. In addition to the CDBG funds, Keene Housing is using its own funds, a loan from Keene Downtown Housing Corporation and Eversource rebates. In addition, the Green Gap Fund, a local source of funds for energy conservation, has made a loan to the project.

The project includes window replacement, electrical service upgrades, new LED fixtures, upgrades to the existing automatic fire suppression system, structural reinforcement of the roof, architectural services, new refrigerators and stoves, new floor finishes, architectural services, temporary relocation of all residents, and grant administration. To the surprise of everyone involved, the low construction bid was about \$350,000, below the budget. This made it possible to add new plumbing and bathroom fixtures to the project.

Work began in March of 2021 and is almost finished. The move-in date for residents is November 1, 2021. The entire project should be finished by the end of the year.

Keene Housing thanks the Cheshire County Commissioners and staff and Southwest Regional Planning Commission for their assistance and cooperation during the project.

Due to COVID, there are no plans for an open house. However, the property will be open for a few hours on a day shortly before the move-in date for Keene Housing staff and Commissioners to see the work. We would be glad to show the property to County Commissioners and/or staff at that time if they are interested."

In response to questions from the Commissioners and staff, Mangones said that 14 apartments would be opened for use, but only one of the former had elected to return to the rehabbed building, with the other 13 deciding to stay in the new apartments that were provided to them when the work began.

The Chair closed the first public hearing at 8:49 AM.

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The Chair opened the second public hearing for discussion of the Hannah Grimes Micro-Grant CDBG project at 8:50 AM.

Weatherly explained that he would be providing an update on the Hannah Grimes Center Micro-Grant CDBG project and accepting public comments and questions.

Weatherly then explained that Cheshire County received \$472,365 in federal CDBG Coronavirus funds in March of 2021, \$150,000 of which was subgranted to the Hannah Grimes Center in Keene. Hannah Grimes will use the funding to provide direct grants to 50 low- to moderate-income small business owners in the Monadnock Region in an amount up to \$2,500 per grant. Micro-grants will assist businesses in responding to the extraordinary economic hardships arising from the COVID-19 pandemic and are intended to cover equipment purchases and working capital. The project is set to be completed by December 31, 2021, and currently, 95.7% of subgranted funds for small business has been dispersed.

Sara Powell, Programs Director for the Hannah Grimes Center in Keene, provided the following details about the project:

Powell introduced herself and explained the use of the funds for the small business and gave examples of how small amounts of money helped support the business via going online and included the construction of a greenhouse for a floral business that extended their season and allowed them to enter new markets.

Wraparound services were also discussed, and she said that businesses all over the region could utilize the Hanna Grimes services through the Micro-Grant project.

The Chair opened the floor to public comment on the projects, and none were received.

The Chair closed the second public hearing at 8:56 AM.

The Chair opened the third public hearing for discussion of the Regional Economic Development Center Micro-Grant CDBG project at 8:56 AM.

Weatherly explained that he would be providing an update on the Regional Economic Development Center Micro-Grant CDBG project and accepting public comments and questions.

Weatherly further explained that as the other project under Cheshire County's award of \$472,365 in federal CDBG Coronavirus funds in March of 2021, \$240,000 was subgranted to the Regional Economic Development Center in Raymond, NH. The Regional Economic Development Center will use the funding to provide direct grants to 80 low- to moderate-income small business owners across

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Southern New Hampshire in an amount up to \$2,500 per grant. Micro-grants will assist businesses in responding to the extraordinary economic hardships arising from the COVID-19 pandemic and are intended to cover equipment purchases and working capital. The project is set to be completed by December 31, 2021, and currently, 90% of subgranted funds for small business has been dispersed.

Chris Duffy, Business Advisor for REDC, provided the following details about the project:

Duffy said that SBA training took place in early 2020 to help small businesses, but there were gaps that failed to assist several types of businesses, specifically very small businesses. This program succeeded in helping a lot of people who couldn't access larger federal program funds. Most were single employee companies, and these funds helped keep these businesses open, providing assistance for everything from salary to inventory assistance.

Some clients were still \$50,000 in the hole after this assistance, so there is still a lot of need in a wide variety of small businesses. A total of 81 grant recipients have received awards of up to \$2,500. A total of \$197,000 of \$200,000 has been allocated, and they are trying to fill one more grant.

He stated that the COVID impact on businesses has been large and that many of these businesses still haven't come back. Business advisors made available in the program helped many of these small organizations do the legwork of compiling their financial data to get funding.

A total of 128 programs did not qualify for funding in this program. Significant reasons were failure to be eligible for low-to-moderate-income status, and some had enough support from other programs. Overall, the program was a big success and helped many small micro-businesses in the area.

The Chair opened the floor to public comment on the projects, and no comments were received.

The Chair closed the third public hearing at 9:03 AM.

The Chair opened the fourth public hearing for discussion of the Hundred Nights Emergency Decompression CDBG project at 9:03 AM.

Weatherly explained that he would be providing an update on the Hundred Nights Emergency Decompression CDBG project and accepting public comments and questions.

Weatherly explained that Cheshire County received \$324,987 federal CDBG Coronavirus funds in May of 2021, \$299,987 of which was subgranted to Hundred Nights, Inc. to support the use of a retrofitted bus and hotel rooms as critically needed decompression space. Historically, Hundred Nights have utilized donated spaces at two local churches in the City of Keene to meet seasonal demands for shelter

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beds during the winter. As a result of the COVID-19 pandemic, both donated spaces were no longer available to Hundred Nights, leading to a significant deficit in space leading into the winter season of 2021. CDBG funds allow Hundred Nights to rent hotel rooms and operate a converted bus to maintain critically needed shelter space for residents of Cheshire County. The project is scheduled to run through June of 2022.

Mindy Cambiar, Executive Director of Hundred Nights, Inc., provided the following details about the project:

Cambiar then said that on November 1, the bus would be coming online for the shelter, and it would be parked at the County Latchis Parking lot as it was last year. Twelve people will be allocated space on the bus and twelve more for motel rooms.

The Chair opened the floor to public comment on the projects. Commissioner Englund asked when the new facility construction would begin. Cambiar said that the planning board phase had been completed, and Hundred Nights will close on the property in December or January with demolition immediately following and with construction beginning most likely in April. The anticipated total cost is \$5.5M as of today. About 47% of the funds have been raised thus far.

Commissioner Wozmak asked about the total capacity of the new facility, and she said it was 48 currently, and the projected size of the new building will allow the same number of clients and staff. A significantly increased number of bathrooms in the facility is also very welcome.

Commissioner Englund asked if the new facility would be limited to Hundred Nights or other needy families could also be accommodated. Cambria said it would be open year-round as it has been in recent years and available to those in the community who need services.

The Chair closed the fourth public hearing at 9:15 AM_____.

The Chair opened the fifth public hearing for discussion of the CDBG project at 9:15 AM.

James Weatherly, Planning Technician, with SWRPC explained that Community Development Block Grant (CDBG) funds are available to municipalities for projects that primarily benefit low- and moderate-income persons. Cheshire County is eligible to receive up to \$500,000 a year for each of the following categories: public facility improvements, housing projects, economic development, coronavirus, and emergency funds. Feasibility study funds are available for up to \$25,000 annually. James Weatherly provided a handout describing the NH. Community Development Block Grant Program eligible activities that included the area HUD income limits.

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James Weatherly provided a project handout. Weatherly explained that the proposed application to the Community Development Finance Authority (CDFA) is for up to \$500,000 for the rehabilitation 105 Castle Street by the Monadnock Affordable Housing Corporation. 105 Castle Street is home to a variety of uses, including serving as the home of Monadnock Collaborative, ServiceLink, Choices for Independence, as well as serving as a distribution point for the Meals on Wheels program administered by Home Health Care, all of which serve almost exclusively low-income and elderly or disabled clients. The facility also provides a community space and laundry facilities for residents of Harper Acres, a Keene Housing development that provides housing to low-income seniors and disabled persons.

This application was previously approved by the Commissioners in December of 2020, but the application, unfortunately, was withdrawn due to a significant fire that occurred on the property in the Spring of 2021. Keene Housing has since been able to conduct subsequent due diligence to re-evaluate the rehabilitation project for a revised application, which will represent a significant upgrade of the building to address fire damage as well as bringing the building to current code. James Weatherly also explained that the proposed project conforms to Cheshire County's Housing and Community Development Plan, which contains to goal to "Support existing... nonprofit agencies that provide services to lower-income people". The project will benefit primarily low- and moderate-income people, as Harper Acres residents are all low-income seniors and persons with disabilities, and the Monadnock Collaborative serves primarily low- and moderate-income clientele. Weatherly also explained that subject to alignment with program regulations, and the application may be submitted under the emergency, coronavirus, or public facility category within the Community Development Block Grant program to ensure that repairs can be completed in the shortest feasible time frame.

Linda Mangones, Special Advisor for Planning and Development at Keene Housing, provided the following details about the application:

This request updates and replaces the MAHC application for CDBG funds for 105 Castle Street, which was approved by the County in November 2020, submitted in January 2021, and withdrawn following a serious fire in March 2021.

The general goals of the project have not changed, but the fire has increased the scope of work. MAHC is currently aiming to submit an application under the CDBG Emergency program; however, the requirements to submit an emergency application are stringent. In the event that this project is not eligible for an emergency grant or fails to receive approval for other reasons, MAHC is requesting the flexibility to work with Cheshire County to submit a CDBG application under the CDBG Public Facilities or CDBG Coronavirus/Emergency Coronavirus program.

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The Subrecipient of the grant would be Monadnock Affordable Housing Corporation (MAHC), a nonprofit organization affiliated with Keene Housing (KH) and the owner of the property.

The CDFA definition of "emergency" includes "unanticipated events which have a serious and immediate threat to public health and safety":

- serious and immediate threat means that the condition proposed to be corrected with CDBG funds will be a detriment to the health and welfare of the community if not corrected,
- and that no other funds are available, and
- that the condition became critical within the most recent 18 months."

The fire at 105 Castle Street has created an emergency for the Harper Acres neighborhood. On the day of the fire, the building became unusable for any purpose. It is impossible to connect it with electricity or water or use any source of heat. Thus, the fire has significantly reduced program and social opportunities for all elderly and disabled Harper Acres residents. The laundry facilities in the building are unavailable until the facility is completely rebuilt. This means that residents of all 112 Harper Acres apartments must share the three washers and dryers located at the far end of Castle Street until 105 Castle Street is rebuilt. The fire has also seriously disrupted the operations of Monadnock Collaborative, which provides services to low-income elderly and disabled persons throughout Cheshire County and beyond.

The project also meets the eligibility requirements for CDBG-CV (COVID-19) funds in that it meets the directive of the CARES Act "to prepare for, respond to or recover from the COVID-19 pandemic. 105 Castle served as the critical avenue to provide programming and socialization opportunities for Harper Acres residents, and the loss of the space exacerbates the significant isolation caused by the COVID-19 pandemic. In addition, the building was used as a centralized hub for vaccine delivery of Harper Acres residents. Monadnock Collaborative, who lost their primary office in 105 Castle, provides services to elderly populations that have been disproportionately impacted by the pandemic. Rehabilitation of 105 Castle will also include upgraded ventilation systems, both by necessity and to respond to the COVID-19 public health crisis.

MAHC hopes to be ready to submit the application for emergency funds in November 2021. If this occurs and the application is funded, work could begin in the spring of 2022. If the project is not eligible for an emergency grant, MAHC will submit an application under either the CDBG CV (COVID) or CDBG Public Facilities program, which may result in work starting in 2023. The first work item must be the complete removal of the existing roof structure to be replaced with an entirely new roof structure along with a new HVAC system.

No other funds are available. The original budget was about \$1.2 million, of which \$1 million was budgeted for construction. MAHC is currently negotiating with its insurance company regarding the

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insurance proceeds, and the architect will be able to establish a scope of work and budget following those negotiations. The cost is expected to increase by as much as \$1 million. The remaining funds would come from MAHC, Eversource energy rebates, Monadnock Collaborative, and insurance proceeds from fire. The property's operating costs are paid from Keene Housing and rent payments from Monadnock Collaborative; these sources are adequate to maintain the building but not to finance capital improvements.

The project is necessary because the building has been expanded many times and now needs significant improvements to its heating and ventilation systems, roof, and other interior changes. Some changes are required for ADA compliance or energy efficiency. Others are needed to bring Monadnock Collaborative programs into compliance with program privacy requirements.

99% of the beneficiaries of the project are low or moderate-income. Beneficiaries include people served by Monadnock Collaborative programs, people receiving Meals on Wheels through this location, and residents of Harper Acres. During the 12 months before the fire, Monadnock Collaborative assisted about 5,400 individuals. There are 112 apartments at Harper Acres, each occupied by a low-income individual or couple.

Commissioner Englund asked about the number of COVID-19 infections at the Harper Acres apartments. Josh said that he doesn't know as there was no mandatory reporting, but several other Keene housing sites reported a high rate of vaccinations.

The Chair opened the floor to public comment on the proposed application, and no comments were received.

The Chair closed the fifth public hearing on the Community Development Block Grant application at 9:30 AM.

Commissioner Wozmak moved to approve the submittal of the application and vote to authorize the County Administrator Chris Coates and County Commissioner Chair John Wozmak to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the AUTHORIZED DESIGNEEs to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Commissioner Englund. 2 in favor. 2 to 0. Motion passed.

The Chair opened the sixth public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan at 9:31 AM.

James Weatherly of SWRPC explained that if any permanent displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any permanently displaced

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household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a similar price. James Weatherly noted that no permanent displacement is planned at this time. Under the certification section of the application, the County 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 permanently displace persons or households, a displacement implementation plan must be submitted to CDFR prior to obligating or expending funds.

The Chair opened the floor to public comment on the projects, and no comments were received.

At 9:30 AM, Commissioner Clark left the meeting for a previously scheduled appointment.

The Chair closed the sixth public hearing on the Residential Anti-Displacement and Relocation Assistance Plan at 9:33 AM.

Commissioner Englund moved to adopt the Residential Anti-displacement and Relocation Assistance Plan. It was seconded by Commissioner Wozmak. Two in favor. 2 to 0. Motion passed.

IT Director Hummel was then recognized for the department's semi-annual report. He presented the following written report

Staffing & Workload

The IT Department is currently understaffed by one budgeted FTE. Despite a vigorous advertising campaign, I have received fewer job applications and nearly no qualified applicants. Since late July, 40 applications have been submitted. Of those, only two were qualified. Neither responded to an invitation for an interview.

All current staff members are involved in a wide range of activities from routine monitoring and maintenance, user support, and active research and development.

Over the past year, the physical IT workload has increased significantly.

- 30 work-from-home computers
- 8 additional laptops for the Attorney Office
- 17 additional laptops for Grants
- 2 additional laptops for Alternative Sentencing
- 8 additional workstations for Maplewood
- Expanded operations at Maplewood

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The added workstations represent an approximate 25% increase in workload for IT Staff. In addition, the increased workstation count impacts the cost of additional licensing for email, Microsoft Office, anti-virus, and DNS filtering and larger backup operations.

In addition to the effort of maintaining the hardware, our direct user support workload has also increased. Many of the new users hired over the past year are unfamiliar with operating laptops, VPNs, workgroup software, or other remote operations. Phone calls for support on these topics have increased dramatically.

IT Department Major Projects

1. Relocation of Sheriff Deputies to basement offices Requires provisioning new equipment, testing of wiring, connecting and testing.
2. Design of storage system for bodycam footage Request to provide lower-cost, higher-performance alternative to off-site storage for body cam archive.
3. Maplewood HVAC connections. New HVAC equipment to be integrated into network while maintaining security.
4. Network extension to water and waste plants at Maplewood. Re-provisioned existing link to support enhanced network connections to Maplewood outbuildings for fresh and waste water. Has allowed us to extend Wifi and SIP phone service to those locations.
5. MTV broadcast into CATV system.

Successfully bench-tested system to transfer live video from inside Maplewood to the existing CATV system. Preparing for on-site testing in the upcoming weeks.

6. 10-digit dialing and 988 emergency number.

Our PBX system is programmed to allow "convenience dialing" (7 digits) of NH numbers without the need for an area code. Will be fully compatible with 10-digit requirements.

7. Claremont facility remote office request.

Currently working with SOC to create a new, secure campus installation in Claremont so remote users can print to a local copier.

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8. H.O.C. Identocard Replacement

A preliminary work description has been developed. One vendor has been invited in for a site inspection to help us finalize the scope of work.

Cybersecurity

The State of Cheshire County cybersecurity is good. We have had no known breaches or compromises in more than 12 months. Our systems are patched and up-to-date. Our enhanced scanning and protection policies are yielding excellent results.

However, as the saying goes, it's not us – it's them. Currently, our biggest security challenge occurs when entities with which we do business are compromised and used as a platform from which to launch attacks against us. Here are a few of the most significant examples.

10/2021 – The email account of an employee at the law firm of Sheehan, Phinney, Bass & Green was compromised and used in an attempt to infect the County network with malware. An infected HTML attachment contained the infection. The attack was intercepted automatically by the County's email filter and was prevented from affecting our systems. We received a notification from the firm acknowledging the problem.

9/2021 – The domain mtm-inc.net, a transportation billing service used by Maplewood, was compromised. Email with infected attachments posing as a downloadable PDF document was mailed out to County users. The suspicious email was brought to the attention of IT by a finance user and we were able to quarantine the emails before they affected our system. This was more than a casual attack, as further incoming emails were intercepted from the domain mtminc.com. All infected emails were sent from MTM's servers. IT notified MTM, but has not received any acknowledgement of the issue.

8/2021 – NAFI, a community support services organization used by SOC staff, was compromised. An email was received that contained a link to a malware site. The email portrayed the link as giving access to an "efax." The SOC user attempted to open the link, but was prevented by the County's DNS filtering service. To date, NAFI has not acknowledged the breach.

8/2021 – Harmony Healthcare, a firm used by Maplewood, was compromised. Their email servers were used to send out documents purporting to download secure files from Citrix. This attempt was brought to the attention of IT by the recipient. When I contacted Harmony, a receptionist confirmed the breach saying, "Oh, we didn't know that had gone out to external contacts as well." We have received no official acknowledgement or notification from Harmony.

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8/2021 – An email from an official Rollinsford Police Department email was sent out to several staff containing an infected attachment. The email was intercepted by our email system filters. We notified Rollinsford, but received no acknowledgement.

7/2021 – Email accounts from the domain dc.gov, the city of Washington DC, were compromised. Infected emails were sent to several County accounts and were intercepted by our email system filters. IT notified the alleged senders, but received no acknowledgement.

7/2021 – An email purporting to be a link to a voice mail from "Meridian Dental" was brought to IT's attention by the recipient. The link was to a Russian website containing malware. The user did not click the link; if they had, it would have been blocked by the County DNS filter service.

7/2021 – An email account on the domain councilonaddiction.org was compromised and used to send a link to a malicious website disguised as a PDF download for an "overdue invoice." The email was flagged by the recipient and sent to IT. A few days later, the original sender sent out a note to all recipients acknowledging the hack. However, the user did so by forwarding the original infected email to all recipients with a note at the top.

6/2021 – An account at sau13.org was compromised and used to send out a malicious link. The recipient list contained a large number of government and pseudo-government recipients. IT contacted SAU13, but received no acknowledgement of the breach.

4/2021 – The computer belonging to a county employee was significantly compromised. The malware gained control of the computer and used it to intercept and redirect email. The employee's personal account was then used to send email to county email addresses containing an infected zip file. The email was intercepted by our email filter system. The employee was notified.

Attacks that are most likely to succeed are ones that appear the closest to legitimate. This is one reason these "supply chain" attacks have increased in frequency. Protecting against this type of attack is currently our highest security priority and continues to occupy a larger amount of our time.

Robert L. Hummel
Director of Information Technology

Master Agenda Item #920: Pandemic Emergency Relief Fund (PERF) update was then taken-up for discussion.

Coates reported that a total of \$1 million was available: \$500,000 for small business, \$500,000 for nonprofits. Forty-nine applications were received from throughout the County, not just Keene-centric

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organizations. Administrator Coates, former APRA Project lead Will Pearson, APRA Intern Davis Bernstein, and Finance Director Tombly met to review applications. Coates said that over \$850,000 is going out to nonprofits and small businesses. Leftover funds will be retained for next year.

Bernstein reported on specifics of the process and the awards (inserted below): Notice of Funding opportunity went out August 31 and closed on September 24. We received applications from nonprofits and small businesses. The County recommended 46 be approved, two be accepted pending completion of the application, one denied.

For Nonprofits

- 1) Proof of their status as a 501C3
- 2) Tax returns from 2019, or 2020
- 3) A recent W-9

For Small Businesses

- 1) Proof of good standing with the Secretary of State
- 2) Tax returns from 2019 or 2020
- 3) A recent W-9
- 4) And a specific form if the business was veteran-led, but we did not have any applicants of this kind.

List of Approved Nonprofits:

- | | |
|--|--|
| 1) Hundred Nights | 19) MAPS Counseling Services |
| 2) Apple Hill | 20) MCVP |
| 3) Ashuelot Concerts | 21) MOCO |
| 4) Bach With Verse | 22) Monadnock Economic Development Corporation |
| 5) Big Brothers Big Sisters | 23) Monadnock Peer Support |
| 6) Greater Keene Chamber of Commerce | 24) Monadnock Region Child Advocacy Center |
| 7) Cheshire Children's Museum | 25) Nelson Church |
| 8) Church of Walpole (stipulation) | 26) NH Dance Institute |
| 9) The Cohen Center | 27) Park Theater Jaffrey |
| 10) The Colonial Theater | 28) Project Home |
| 11) Fast Friends | 29) Pumpkin Organization of Rindge |
| 12) The Gilsum Historical Society | 30) Raylynmor Opera |
| 13) Headrest | 31) Rise for Babies and Families |
| 14) Home Healthcare, Hospice, and Community Services | 32) Stonewall Farm |
| 15) Jaffrey Civic Center | 33) Takodah YMCA. |
| 16) Jeffrey's Woman's Club | 34) Winchester Economic Development |
| 17) Keene Senior Center | 35) YMCA. |
| 18) Keene State College | |

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 06, 2021
County Hall
12 Court Street, Keene, NH 03431

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- 5) .Lumen Mesh
- 6) Marlow Wellness
- 7) Mill Hollow
- 8) The Melamine Cup

- 9) The Sullivan Country Store – (Denied because initial operations have not yet begun).

Approved Small Businesses

- 1) Aldworth Manor
- 2) Cut and Dry Salon
- 3) Fear of Singing
- 4) Healthy Home Habitats

- 10) Terrapin Glass
- 11) The Chesterfield Inn
- 12) The Monadnock Ballroom
- 13) The Woods
- 14) W.S.P. Racing

Forty-six applicants are recommended to be funded. Two others will be considered if missing documentation is supplied as stipulated.

The Commissioners asked for the detailed documents to review, and Bernstein left to obtain the data.

Coates then said that Master Agenda Item #921: County Dispatch Radio Update Project is being rescheduled to either the 13th or the 20th based on staff availability.

Administrator Coates was then recognized for the Weekly Operations Report

Coates said that he participated in a webinar on reducing state cost-shifting hosted by the Dupont Group. Invitations were extended to state representatives, senators, and county administrators. Although Coates anticipated a low turnout, approximately 80-100 people attended. The webinar is posted on the County website under News and Alerts.

Coates discussed confusion about the room and meals tax and the impact of language changes in the legislation, and their impact on funding from the State for cities and counties. Coates reported that he also showed a PowerPoint on how the County Cap for Medicaid works and was assisted by David Ross, the Hillsborough Nursing Home Administrator. This PowerPoint is also posted on the County website.

Commissioners Wozmak and Coates discussed the County's role in the start of the anti-cost-shifting effort, and Coates remarked that it is important to continue this push and provide a voice from the County. Commissioner Wozmak said that he hopes to encourage lawmakers to have the courage to protect property owners against "broken promises by the state."

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There was a general discussion of cost-shifting by the State, its impact on entities like highway departments and infrastructure across the State like bridges. There was consensus about the need for the County to continue to be an advocate for County taxpayers. Commissioners agreed that cost-shifting has happened on both sides, Republican and Democrat. Coates believes, on the whole, state reps believe the problem exists, but they have to find the courage to push back on cost-shifting. Commissioner Wozmak suggested Coates draft a press release on the topic in order to "shine some light" on the issue.

Coates said that a Flood-Mitigation meeting with Senator Kahn is scheduled for today from 1-3 PM, which is timely as the County is now eligible for federal funding after the Presidents announcement that declared Cheshire and Sullivan County's federal disaster areas due to the recent storms.

Coates then said that a funding request made through Senator Shaheen's office to upgrade the County dispatch radio system is still viable, as it has been added to the debt ceiling agreement as it has been agreed to by congress this week. More information should be coming forward in the coming weeks

He then related that Dr. Caruso at Cheshire Medical Center is sending ongoing COVID updates, and he is sending that report out to affected parties, and it has been placed on the County website under COVID-19 Updates. He said that the County is that was at an 11.3% infection rate is now at 6.2%. Dr. Caruso wants to be at 2.2%, and things overall seem to be headed in the right direction.

Coates met with the County Attorney and staff concerning Restorative Practice issues and said that it was a positive discussion. Cases continue to be received and are taken one at a time. The Restorative Justice / Victim Witness Manager Patrick Heneghan is working with the Drug Court and Behavioral Health staff to see if it is a tool that would benefit their clients, and Coates said Heneghan will reach out to Superintendent Iosue to see if they can help on restorative practices. Heneghan will also reach out to school districts and the City of Keene and will ask if a national speaker or in-depth training on restorative justice and practices can be scheduled in these communities for next year. Coates commended Heneghan on his work in the short time that he has been working on the project.

The County submitted 20 awards for County personnel for the annual County conference to the NH. Association of Counties. He said that he had asked a representative of the Dupont Group that administers the association to come to our site and present the bring awards. This event is targeted for mid-to-late November.

Bernstein then returned to the meeting to discuss his presentation with printed copies of the information, and a general discussion of specific grant requests and awards began. Commissioner Wozmak asked what the list represented the total, and Bernstein said he did not have the exact figure at hand but believed it was close to \$820,000.

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Commissioner Wozmak asked Coates if the County is looking for approval from Commissioners, and Coates replied that he would like the Commissioner to vote on record supporting the awards so that the checks can be prepared for presentation.

Commissioner Englund then moved to approve the 49 recommendations made by the staff for funding. Commissioner Wozmak seconded the motion and upon vote, the motion passed by a vote of 2-0.

Old Business: None

New Business: None

Consent Agenda: Minutes of 09/22/2021 and Manifests for the week. Commissioner Wozmak moved the consent agenda and was seconded by Commissioner England. The motion passed with unanimous consent upon roll call vote.

General Discussion: None

At 10:50 AM, A non-meeting pursuant to RSA 91-A:2, I (a)) Commissioner Englund moved to enter a non-meeting to review and discuss strategy or negotiations with respect to collective bargaining.

At 11:10 AM, the Commissioners voted unanimously to return to the public session.

At 11:11 AM, Commissioner Englund moved to enter a non-public session pursuant to RSA 91-A:3, II(d) 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 Clark seconded the motion, and upon roll call vote the motion passed unanimously.

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

At 12:22 PM, the Commissioners voted unanimously to return to the public session.

At 12:423AM, there being no further public business to conduct, Commissioner Clark moved to adjourn the meeting and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:
J. Minahan, Transcriptionist

Reviewed and edited by:

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R. Bouchard, Assistant County Administrator

Reviewed and submitted by:
Terry Clark, Clerk