

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building

North Haverhill, NH 03774

March 4, 2025

PRESENT: Commissioners Piper, McLeod, Hedberg, County Administrator Libby, and Assistant County Administrator Elsholz, Administrative Asst. Norcross

OTHERS: Nick De Mayo – via Teams, Omer C. Ahern Jr. – via Teams, Julia Webb – via Teams, Justin Slattery – via Teams, Michelle Beaudin, Tracey Secula, Taylor Roy

Commissioner McLeod called the meeting to order at 2:00 PM

HR Director Clough arrived and gave the following report *(see attached)

Earned Time Accruals for Category 1 Exempt Positions – HR Director Clough stated that the Commissioners had requested that she look at this policy. She reviewed that policy and recommended the following revisions (* see attached). HR Director Clough explained that the thought process behind the shorter time in between accrual rates is that the people coming into these department head positions are frequently advanced in their careers. They will have a shorter career span at Grafton County, and if the county shortens the window, it will give them time to achieve maximum accrual over the length of their career. The Commissioners reviewed the revisions. Commissioner McLeod stated that she feels this would help recruit and retain their higher-level positions. HR Director Clough noted that with the hiring of the last few department heads, they have had to negotiate their earned time and accrual rates.

MOTION: Commissioner Hedberg moved to change the earned time accruals for Category 1 Exempt positions as outlined by HR Director Clough. Commissioner Piper seconded the motion, and all were in favor.

Agenda Items:

1. Commissioner McLeod asked if everyone had a chance to read the minutes from the February 25th meeting. Commissioner Piper had the following edits:

Page 3, Paragraph 3: Commissioner Piper edited the sentence “Commissioner McLeod noted concerns regarding the current administration and the discussions about taking the tax-free municipal bonds, which would significantly impact the County” to read “Commissioner McLeod noted concerns regarding the current administration and the discussions about taking away the tax-free municipal bonds, which would significantly impact the County”

Page 4, Paragraph 4: Commissioner Piper edited the sentence “ They have to treat everyone equally so she does not feel they should base anything off of predictive reactions, as that is not being good stewards of the concerns of their residents” to read “They have to treat everyone equally so she does not feel they should base anything off

of predicted reactions, as that is not being good stewards of the concerns of their residents”

MOTION: Commissioner Piper moved to approve the minutes from the February 25th meeting as amended. Commissioner Hedberg seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1117 & 1120.
3. CA Libby stated that a Commissioner was requested to attend a town meeting next week because their moderator is retiring. She stated that Commissioner Hedberg would attend the meeting to present this person with a proclamation from the Commissioners.
4. NACO Counties for Housing Solutions Application – CA Libby reported that the application was due Friday the 28th. Collaboratively, Grafton County, Sullivan County, and Cheshire County have applied to NACO. She stated they should know within a few weeks if they were selected.
5. Social Services Application – CA Libby stated that applications were due on Friday. She presented a list of agencies that the County received applications for and the amounts they requested. She noted that all agencies currently funded, except for 1, submitted an application. Tri-County Community Action submitted one (1) application for \$22,000 for all of their agency programs. CA Libby noted that Headrest did not apply. She said she would prefer to discuss why Headrest did not apply in a nonpublic session.

MOTION: * 2:23 PM Commissioner Piper moved to enter into a non-public session for the purpose of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c). Commissioner Hedberg seconded the motion. This motion requires a roll call vote. Commissioner McLeod called the roll. Commissioner Piper said, “Yes”, Commissioner Hedberg said, “Yes,” and Commissioner McLeod said, “Yes.” Commissioner McLeod stated that a majority of the board voted “yes” and would now go into non-public session.

* 2:27 PM Commissioner McLeod declared the meeting back in public session.

MOTION: Commissioner Hedberg moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion. Commissioner McLeod called the roll. Commissioner Piper “Yes,” Commissioner Hedberg “yes,” Commissioner McLeod “yes.” Commissioner McLeod stated that a majority of the board voted “yes,” and the motion passed.

6. USFS Permit—CA Libby stated that the County has been notified that the decision has been approved, and they should have a permit by Thursday. She stated that the hope is to start construction by mid-April.

7. Teamsters Contract – CA Libby reported that there is a tentative agreement with the Teamsters Union at the Sheriff’s Department. She stated that they are going through a final review of the document, and hopefully, the Sheriff’s Department will be voting on the contract soon. If they vote and ratify it, it will come to the Commissioners for a vote.

8. DMV Lease Renewal – CA Libby stated that the DMV has a licensing office located in the Courthouse on the 2nd and 4th Fridays of the month. They have a small office and pay a standard monthly fee for their lease space. The current agreement is a 2-year agreement at \$300 a month. The agreement expires on June 30th of this year, and the DMV has asked to extend it by another two (2) years. Commissioner Piper stated that she supports their request at the same rate. Commissioner McLeod and Commissioner Hedberg agreed.

9. MRI Proposal – EMS Analysis – Commissioner Hedberg stated that this proposal is written specifically for EMS services and does not include fire. Commissioner McLeod stated that she understood that most of the EMS services fall under the fire service. Lisbon and Lincoln are not part of the fire service and have stated that they want to be sure they are included in the discussion. The Commissioners discussed how to fund this analysis. CA Libby stated that her recommendation would be to use LATCF funds. There are over \$500,000 in LATCF funds that the County can use for this. The quote from MRI is for a not-to-exceed price of \$22,000. CA Libby stated that she understands the county is not involved in developing this report. MRI will produce a report on improving EMS services in Grafton County and then present it to them. The Commissioners agreed that they would like MRI to come to a meeting and present their report once it is finished. Commissioner McLeod noted that she wants to make sure that MRI includes non-fire-based EMS services in this process.

MOTION: Commissioner Hedberg moved to waive the bidding process and accept the proposal from MRI for the EMS Services analysis in an amount not to exceed \$22,000, due to this being a specific service MRI provides and their extensive experience, noting that the Commissioners would like MRI to come make a presentation to the Board of Commissioners once the analysis is complete. Commissioner Piper seconded the motion, and all were in favor.

Commissioner’s Issues:

1. Commissioner McLeod stated that she received calls this morning from constituents expressing concerns regarding the federal administration, particularly around Medicaid and Nursing Homes, both for-profit and not-for-profit. People have concerns and anxiety about their loved ones and what might happen to them. Commissioner McLeod also noted concerns around home-based services/ choices for independence under Medicaid. She has done research with their elder law attorney and gave the list of following resources:

The Consumer Voice – <https://theconsumervoice.org/>

Justice in Aging – <https://justiceinaging.org/>

The Medicare Rights Center – <https://medicarerights.org/>

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Commissioner McLeod stated that there are concerns around housing as well. She stated that the New Hampshire Legal Assistance Office had two (2) federal grants for housing discrimination that were terminated. People are concerned about threats to Section 8 housing.

2. Commissioner Piper reminded everyone that the NHAC Executive Committee will meet this Friday.

3. Commissioner Hedberg stated that the National Association of Counties meeting is held in the summer and knows Commissioner Piper is attending. She questioned if there was an opportunity for her to attend as well. She explained that one of her friends is a County Commissioner in Pennsylvania who has asked if she is able to attend. Commissioner Hedberg noted that she would not have hotel costs or airfare. The cost would mainly be the registration fees for the conference. CA Libby stated that some costs would have to be out of this current year's budget, but she would look into it and see if there are funds available for Commissioner Hedberg to attend.

Public Comment:

There was no public comment.

2023-2025 CDBG Microenterprise Technical Assistant Grant Public Hearing – Grant Administrator Tracey Secula

3:02 PM Commissioner McLeod stated that they will now hold the Mid-Grant public hearing on the 2023-2025 CDBG Microenterprise Technical Assistant Grant. This meeting is available both in person and by video link or phone as stated on the Grafton County website and in the published notice. She then turned it over to Grant Administrator Tracey Secula.

Tracey Secula of Lakes Region Planning Commission introduced herself as the Grant Administrator for the 2023-25 CDBG Microenterprise Technical Assistant Grant.

The purpose of this hearing is for Grafton County to review the mid-grant results of the 2023-25 Amended Community Development Block Grant Microenterprise Technical Assistance Program with the public and to take comment on the project's performance. The following information will be reviewed: 1. The scope of the project 2. The project's progress and status of completion and expected timeframe to completion. 3. The program results to date with project totals of the number of lmi beneficiaries served 4. The funds expended so far, the funds available and budget expectations to completion. There is a handout (handout #1 – CDBG Micro TA Annual Data Grafton County '23-24 7.1.23-12.31.24) of the summary data for this project available to everyone.

5) After all this data is presented, I would like to introduce you to our subrecipients who are in the field meeting and assisting NH's microenterprise individuals and businesses.

1) Project Scope: Grafton County received an initial one-year award covering 7/1/2023-6/30/2024 for \$747,615 which was Amended to add an additional year of program activities and funds for the same amount of \$747,615 which resulted in a total award of \$1,495,230. The purpose of these funds is to assist five subrecipient agencies who provide micro-enterprise

training and technical assistance activities, direct grants, down payment assistance and loans to eligible applicants. An eligible applicant must own or be actively developing a microenterprise and be a low- to moderate-income individual/business owner with 5 or fewer full-time employees. Businesses must be based in NH. The five agencies assisting the County include:

Belknap Economic Development Council \$100,815/\$100,815 = \$201,630

Coos Economic Development Corporation (CEDC) \$153,175/\$153,175= \$306,350

Grafton Regional Development Corporation \$245,960/\$245,960= \$491,920

Wentworth Economic Development Corporation (WEDCO) \$85,800/\$85,800= \$171,600

Women's Rural Entrepreneurial Network (WREN) \$161,865/\$161,865= \$323,730

2) Project progress and status of completion and expected timeframe to completion - This project covers the progress from July 1, 2023, through December 31, 2024, or 18 months. All eligible program activities will be identified on or before June 30, 2025 (but there is an allowance up to December 31, 2025, to finalize all direct grant/down payment/loan claims).

3) Program results to date

LMI Recipients: For the eighteen-month period (July 2023 through December 2024), there have been 207 low- and moderate-income recipients that have received technical assistance/training benefits. The project calls for up to 248 recipients to be served for these services. This means 74% of the LMI clients have been served and the expectation is that up to an additional 41 lmi beneficiaries can be assisted through this award by June 30, 2025. There are also targets for Community Center Area and Target Population beneficiaries. For this period, 40% of the lmi beneficiaries were in a CCA/TP category or 83 out of the 207 beneficiaries. This closely matches the budgeted CCA/TP of 41%.

Direct Grants: In addition to this, there have been 51 direct grant awards given out with a total of \$151,233 in equipment-related assistance. While there were no targeted number of direct grants by lmi beneficiaries, the subrecipients targeted \$230,000 toward direct grants. An individual lmi beneficiary can receive up to \$5,000. Of these 51 recipients, the awards ranged from \$1,583-\$5,000 per client.

Down Payments: One Subrecipient, Coos Economic Development Corporation has budgeted \$40,000 towards down payments to assist businesses with the purchase of a property. There are more lengthy environmental review and document compliance requirements than the TA and direct grants. CEDC has one completed one down payment during this program year. While they also worked with another potential recipient, there was a title issue and thus they were not able to complete their second one during this program year. This means CEDC still has funds for up to 3 additional clients or \$30,000 is available.

Loans: CEDC budgeted for four loans of \$2,500 each. CEDC has provided two of four loans amounting to \$5,000.

4) Overall funds expended, balance of funds available, and budget expectations to completion - The project has accrued \$1,113,903 in claims through 12/31/2024 or approximately 74% of the award. There is a balance of \$381,327 or 26% available. There are quarterly claims submitted for the Technical Assistance and Training beneficiaries, which means two additional claims will be submitted for these services. Any direct, down payment or loan claims can be submitted as the subrecipient works with a client. All Technical Assistance claims will be submitted no later than July 2024 with final report documents due then as well. It is expected that the five organizations will utilize all the training and technical assistance funds and provide up to 41 additional lmi clients with benefits by the program end date of June 30, 2025. It is expected that most of the direct grants will be fully utilized at this time. The direct grants targeted \$230,000 towards direct grants, with the amount spent through 12/31/24 representing a 60% utilization thus far. The subrecipients are continuing to work with clients on direct grant awards. Due to the complex nature of the Down Payment program, it is not clear if all of the down payment funds will be utilized by the program end date.

The subrecipients will be asked to re-evaluate their program offerings and review their budgets to maximize what the lmi beneficiaries' needs are, which could mean some adjustments to their budgets with CDFA approval.

5) Agency Introductions/Stories – I would now like to turn it over to our subrecipients (virtual or in person attendance) to introduce themselves and if they wish, talk about their agency, their Micro TA services, or a special client story. The agencies and representatives are as follows:

- **BEDC** – Justin Slattery with Belknap Economic Development Council
- **CEDC** – Lise Howson with Coos Economic Development Corporation
- **GRDC** – Michelle Beaudin with Grafton Regional Development Corporation -
- **WEDCO**- Jack Terrill with Wentworth Economic Development Corporation
- **WREN**- Julia Webb with Women's Rural Entrepreneurial Network

Representatives from GRDC, BEDC and WREN took time to share success stories that have come from their agencies.

5. Questions/Comments - Tracey Secula asked the Commissioners if they had any questions or comments.

Commissioner McLeod stated that technical assistance and business planning are very important services to provide.

T. Secula stated if there were no more questions, she would turn it over to the Chair to open the public hearing.

3:24 PM Commissioner McLeod stated that this closes the presentation portion of the 2023-2025 Mid-Grant Microenterprise Technical Assistant Public Hearing, and she would like to now open the Public Hearing to the public to seek any comments or questions.

6. Public Hearing

Commissioner McLeod asked if there were any questions or comments from the Commissioners or the public.

N. De Mayo asked if the spreadsheets that were reviewed would be included in the minutes. CA Libby stated that those spreadsheets and handouts are posted on the website.

3:25 PM Commissioner McLeod stated that if there were no further comments/questions from the public, she would like to close the Mid-Grant Public Hearing on the 2023-2025 CDBG Microenterprise Technical Assistant Grant.

Public Hearing #2:

3:26 PM Commissioner McLeod stated that the second public hearing is for the 2025-26 CDBG Microenterprise Technical Assistance and Training Grant Submission. She then turned it over to the Grant Administrator.

Tracey Secula of Lakes Region Planning Commission, Grant Administrator, explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects as well as feasibility studies that primarily benefit low- and moderate-income people. The purpose of this public hearing is to solicit the views of citizens on this CDBG funding opportunity; furnish the citizens with information concerning the amount of funds available and to indicate the range of community development activities which may be undertaken under the Community Development Act.

There are several Handouts available to everyone here: Handout #2 CDBG Activities Summary is a summary of the CDBG Project Funding Categories.

Up to \$500,000 of CDBG funds are available annually to eligible Municipalities/Counties on a competitive basis for housing/public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons. Up to \$750,000 annual is available for Microenterprise grants. Up to \$100,000 is available for planning and feasibility-study grants.

The proposal to be considered by the Commissioners is a CDBG Micro Enterprise grant to be submitted by Grafton County on behalf of several potential community-economic-development organizations statewide. The grant, for up to \$750,000, would be used to provide training and technical assistance, direct grants, down payment assistance, and loan servicing to qualifying micro-enterprises. All eligible mi Handout #3 is the Project Summary for this Current Funding Opportunity, which includes a breakdown of the specific beneficiary services possible.

*Technical Assistance, Business Skills and Training (TA) for LMI Clients: LMI clients/business owners can receive up to \$2,500 of services per beneficiary per year. Includes assistance for up to 3 program years and up to \$5,000 from 2 different providers for different services. Total up to \$15,000 (2.5/yr*3yrs*2providers)

* Technical Assistance, Business Skills and Training (TA) for LMI Businesses for Community Center Area or Target Populations: Eligible businesses can receive up to \$3,500 of services per year. Max TA per beneficiary is: \$7,000 from 2 different providers for different services = total is \$21,000 (3.5/yr*3yrs*2providers)

Community Center Areas (CCA) are identified in the NH Granit (*New Hampshire Geographically Referenced Analysis and Information Transfer System, which provides access to the state's geospatial data and resources as the NH Statewide GIS Clearinghouse*) for municipalities that have key characteristics of the nature of development including the presence of a higher-density development and/or a mix of different types of uses, such as residential, commercial and public uses, core main streets areas and historic districts, higher-density neighborhoods within walking distance, appropriate zoning to retain its current characteristics, and recognition by the community as its center. Municipalities can have multiple center areas, provided they each meet the criteria described. These CCA's are established by the nine NH Regional Planning Agencies based on a common methodology, with input and review from staff at the NH Department of Environmental Services. Boundary lines generally follow the limits of current development (rather than parcel or property lines) and may follow significant manmade or natural features that serve as a boundary, such as a major roadway or river.

Target Populations (TP) are historically vulnerable community members, including Black, Indigenous, and People of Color (BIPOC); immigrants; LGBTQ; disabled; and gender non-conforming individuals.

*Capital Improvements/Machinery/Equipment: Up to \$5,000 in direct-grant assistance (DG) for business capital improvements and/or machinery/equipment purchases;

*Down-Payment Assistance: Up to \$10,000 in direct-grant assistance for a down payment (DP) for commercial property/real estate that is directly related to the business;

*Loan Support: \$2,500 in loan support within one program year (provider helps a client prepare/apply for a loan from the service provider/partner micro-program lender or other lender)

To qualify, a business must be in NH and have 5 or less employees and be low-to-moderate-income (LMI). Handout #4 Grafton County's Family Income Verification Form is an example of the County FIVF required to be completed by the business owner as a first step to qualification. A beneficiary completes one based on where they live by County FIVF.

Potential Applicants Statewide: It is anticipated that multiple community and economic development agencies will apply for funding under three counties: Grafton, Cheshire and Sullivan. A County/Municipality can apply for up to \$750,000 a year. Grafton County will request funds for entities in the central-northern half of the state. It is expected that Cheshire and Sullivan Counties will apply to provide funds to entities in the mid to southern parts of the state.

Grafton County Applications: The current Grafton County subrecipients are still assessing the new opportunities to determine what they would be able to apply for and how this would correlate to their financial application request. This opportunity is also open to other community and economic development groups which could result in a new partnership(s) request with Grafton County.

Timeframe: The anticipated timeframe for funding opportunity is as follows:

*Funding Opportunity Grant Application Deadline: 3/14/2025 at 4pm

*Review of Applications/Virtual Site Visits: March-April 2025

*Community Development Advisory Council (CDAC) Decision: April 2025

*Contracts/CDFA Board/G&C Process: May-June 2025

*New Program Year Begins: July 1, 2025, and ends June 30, 2025/full project completion is expected by December 31, 2025

3:36 PM Commissioner McLeod opened this public hearing for any comments or questions regarding this Microenterprise Technical Assistance funding opportunity, Public Hearing Item #2.

O. Ahern Jr. asked if these funds are available to low-income private people or if they have to go through one of these agencies. There are people who need help with items around their house, such as windows or insulation. T. Secula stated that this grant is a micro-enterprise business grant. CDBG does offer a program for housing rehab, but part of a city or county would have to create that program and hire a grant administrator. It would have to start with CDFA, which would state that they have a pool of funds for public housing. She stated that there are many layers of CDBG for programs like that, but an entity would have to state that it wants to take that on and find partners.

O. Ahern Jr. asked how many people are employed by all of these agencies and if they are all paid. T. Secula explained that all of the subrecipients who help carry out assistance to the LMI beneficiaries do receive compensation, but many of these agencies have one (1) person who is running these programs. She stated that if these agencies lose this federal program, they will not

disappear but will be limited in what services they can provide to the communities. They are providing direct funds and training for these small businesses.

N. De Mayo stated that this is federal funding. He asked why these people do not go to a bank and get the money. T. Secula explained that some of them can do that and go through the subrecipient groups to get the funding. Many of these businesses are beginners who do not know where to go. This allows those who don't have funding to build up credit and education. This allows them to start with a professional team to pull all of their resources together to know when the right time is to get a loan. The goal is to get these businesses to grow, and after three (3) years, they are on their own. These programs allow people to get support and follow their dreams. N. De Mayo asked how the taxpayers recoup this money if the business is unsuccessful during the 3 years. T. Secula explained that CDFFA has been talking about tracking businesses. Once program money is spent with federal money, she does not know if there is a logistical way to recoup that. N. De Mayo then asked what the success rate has been. T. Secula explained that, through their partnerships, they are working on tracking businesses and their successes, but the statistics are not yet available. J. Slattery from Belknap Economic Development Council noted that their data on the 3rd quarter of 2024 shows that they worked with 36 businesses, had 137 one on one sessions, and 100 counseling hours. The client's capital infusion was \$1.38 million. He noted that this was in Belknap County.

3:50 PM Commissioner McLeod asked if there were any further comments or questions. There were none and she stated that they would now move onto the third public hearing.

Public Hearing #3

3:50 PM Commissioner McLeod stated that Public Hearing #3 is to review and adopt the Grafton County's Residential Anti-Displacement and Relocation Plan (RARA). She then turned it over to the Grant Administrator.

Tracey Secula explained that If any displacement takes place because of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement because of this project. Under the certification section of the application, the County will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and if it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFFA prior to obligating or expending funds.

Commissioner McLeod asked if there were any questions or comments from the Commissioners or the public. There were none.

3:51PM: Commissioner McLeod stated that since there were no further discussions or questions, she would close this third public hearing.

Motions:

- 1) **MOTION:** Commissioner Piper moved to support the submission of a 2025-26 CDBG Microenterprise Technical Assistance and Training Grant to provide funds to multiple entities throughout the state for the purposes of providing training and technical assistance to micro-enterprises and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract up to \$750,000. Commissioner Hedberg seconded the motion, and all were in favor.
- 2) **MOTION:** Commissioner Piper moved to adopt the Grafton County Anti-displacement and Relocation Assistance Plan for this project. Commissioner Hedberg seconded the motion and all were in favor.

FY25 Business TA CDBG Grant Hearing – Taylor Roy

Commissioner McLeod opened the 1st public hearing at 3:56 pm.

Commissioner McLeod noted that handouts about public hearings are available to the public, including a document posted on the website before the public hearings. She then asks Taylor Roy to give updates about the project

T. Roy stated that Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons. The Public Hearings will comment on the following:

Mid-grant hearing for the NH Alliance of Regional Development Corporations Business Technical Assistance grant that draws to a close on June 30, 2025. The grant required a minimum of 10 jobs be created and filled by persons of to moderate income. 9 of these jobs will come from the provision of TA, while (1) additional job is required because one (1) Regional Development Corporation utilized the consultant fund to provide additional TA.

Currently we are in the process of documenting the jobs needed to fulfil this annual grant. A full report will be provided once documentation has occurred and will include information about the types of jobs created, whether they include health insurance, the wage levels, etc. based on documentation from the RDCs.

Commissioner McLeod asked if there were any questions or comments from the Commissioners or the public. There were none.

Commissioner McLeod closed the 1st public hearing at 3:59 PM.

Commissioner McLeod opened the 2nd public hearing at 3:59 PM.

Commissioner McLeod noted that handouts about public hearings, including a document posted on the website prior to the hearings, are available to the public. She then asked Taylor Roy to introduce the project.

2nd Public Hearing: The Application for 2025 to 2026 CDBG Project:

T. Roy stated that Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Annually, up to \$500,000 is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$100,000 is available for planning activities per planning study. All projects must directly benefit low- and moderate-income persons. The public hearings will hear public comment on the following:

This proposed Economic Development for Regional Development Corporation Business Technical Assistance (TA) application to the Community Development Finance Authority (CDFA) is for up to \$500,000 in Community Development Block Grant (CDBG) funds. The Business TA funds will be provided to the NH Alliance of Regional Development Corporations (NHARDC) on behalf of its nine member entities, and to the NH Small Business Development Center.

There will be two parts to the funds available to the regional development corporations (RDCs). Each of the 9 RDCs can request up to \$19,000 in reimbursement for staff time spent providing technical assistance (TA) to businesses in their region (\$190,000 in the aggregate).

The second part of the funding will consist of a "pool" of funds for consultant services in the amount up to \$80,000. This pool is available to both the RDCs and SBDC. As an RDC or SBDC identifies a business TA need that they cannot provide within their own staff they may acquire the services of a consultant to provide the TA. Consultant proposals will be approved by NHCDFFA on a case-by-case basis.

Providing these TA services expands the activity level of the RDCs beyond just their lending activities and increases the resources available to support small business growth. While the specific businesses and their needs can't be identified at this time (the activity won't begin until July 1, 2025) past experience has shown that most of the businesses served are small, frequently located on "Main St" and can include start-ups that form the back-bone of their local economy, especially in the more rural communities served by the RDCs and SBDC. The additional funds available to the RDCs and SBDC to pay for consultants on behalf of individual businesses will allow them to offer more services, with expertise that is not available within their own staff, with the goal of moving businesses "up a notch" in their ability to expand their business and become more profitable. As businesses become more successful and profitable, they expand and hire more employees--and this is the ultimate goal of this CDBG project.

In exchange for funds to reimburse for staff-provided TA each RDC is committed to working with businesses to document the creation of at least one job, filled by a low and moderate income (LMI) person, plus additional job creation for any TA funds requested above \$19,000. Any consultant funds utilized by the RDCs or SBDC will also create at least one LMI job per \$20,000 utilized.

North Country Council is seeking to write and administer this grant for the total combined fees of up to \$18,000 including grant writing of \$4,000 and \$14,000 for administration.

This project conforms with Grafton County's 2024 Housing and Community Development Plan's Goal #5:

Strengthen employment opportunities for all residents by supporting job retention and creation effort.

Commissioner McLeod asked if there were any questions or comments from the Commissioners or public. There were none.

Commissioner McLeod closed the 2nd public hearing at 4:04 PM.

Commissioner McLeod opened the 3rd public hearing at 4:04 PM.

Commissioner McLeod asked T. Roy to introduce the Residential Relocation and Assistance Plan for this project

RARA Plan

This Residential Antidisplacement and Relocation Assistance Plan is standard language which provides a procedure in cases where there is residential or business displacement due to a project using CDBG funds. It must be adopted for each CDBG project. For this project, no displacement or relocation is anticipated but the plan must be adopted in the unlikely chance that displacement takes place.

Commissioner McLeod asked if there were any questions or comments from the Commissioners or the public. There were none.

Commissioner McLeod closed the 3rd public hearing at 4:05 PM.

MOTION: Commissioner Hedberg moved to approve the submission of a CDBG application on behalf of the Alliance of Regional Development Corporations and Small Business Development Center. Commissioner Piper seconded the motion, and all were in favor.

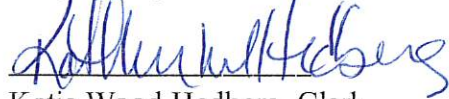
MOTION: Commissioner Hedberg moved to adopt the Residential Anti-displacement and Relocation Assistance Plan for the project. Commissioner Piper seconded the motion, and all were in favor.

MOTION: Commissioner Hedberg moved to authorize the Chair of the County Commissioners to submit the application and execute any and all documents necessary to effectuate the potential CDBG contract and any amendments thereto. Commissioner Piper seconded the motion, and all were in favor.

MOTION: Commissioner Hedberg moved to have the North Country Council write and administer the grant on behalf of Grafton County. Commissioner Piper seconded the motion, and all were in favor.

4:11 PM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katie Wood Hedberg", written over a horizontal line.

Katie Wood Hedberg, Clerk

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 March 4, 2025

HR Activity Report (02/04/2025-03/04/2025)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	11 (9 FT, 2 Per Diem)	5 FT Unit Aides (LNA Students), 2 FT LNA's 1 PT Housekeeper, 1 FT Activity Aide, 2 Per Diem RN
Corrections	1 (1 FT)	1 FT Cook
County Attorney	1 (1 PT)	1 PT Legal Asst.
Maintenance	1 (1 FT)	1 FT Maintenance Asst.

Separations

<u>Departments</u>	<u>#</u>	<u></u>
Nursing Home	4 (2 PD, 2 FT)	2 PD LNA, 2 FT LNA
Maintenance	2 (2 FT)	2 FT Custodians
Sheriff's Dept.	1 (1 FT)	1 FT Deputy

Reasons:

- Resigned personal reasons/no reason- 2
- Termination –
- Deceased -
- New job/career change – 1
- Relocated – 2
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 2

Status Changes/ dept transfers: 2 FT LNA to PD, 1 FT Dietary Aide to FT LNA

Active Leave of Absences February 3rd to present

<u>Department</u>	<u>#</u>	<u></u>
Nursing Home – Nursing	12	(10 are intermittent, 9 for self, 3 for family)
Nursing Home – Non-Nursing	8	(8 are intermittent, 7 for family, 1 self)
County Atty's Office	2	(2 intermittent, 2 self)
HR Department	1	(1 intermittent, 1 family)
Alternative Sentencing	1	(1 intermittent, 1 family)
Department of Corrections	1	(1 intermittent, 1 self)
TOTAL	25	

Scheduled to orient 03/05

- 1 Per Diem LNA
- 5 LNA Students

Current Jobs posted/advertised

LNA's/Unit Aides (14.65 FTE's vacant)

RN/LPN (8 FTE's vacant combined)

CO's (4 FTE's)

Cook – Nursing Home

Dietary Aide

Deputy

Assistant County Attorney

Custodian

Skilled Maintenance Asst.

Other Business: LNA Class began 3/01 with 6 student, Approval for updated Earned Time accruals for Category 1 (Department Heads) employees.

EARNED TIME ACCRUALS FOR CATEGORY 1 – EXEMPT POSITIONS

Increase max to 400 hrs.

Accruals:

0-3 years	8.62	28 days
4-6 years	10.16	33 days
7-10 years	11.08	36 days
10+	12.31	40 days

Current Policy:

Max accrual 300 hrs.

1-5 years	5.54	18 days
6-10 years	7.08	23 days
11-15 years	8.62	28 days
16-20 years	8.92	29 days
21-25 years	9.23	30 days
26-30 years	9.54	31 days
31+	9.85	32 days