

COÖS COUNTY COMMISSIONERS
REGULAR MEETING
Coös County Administrative Offices - Stewartstown, NH
September 13, 2023

Present: Commissioners Thomas Brady, Raymond Gorman, Robert Théberge; County Administrator Mark Brady; Superintendent Ben Champagne; Director of Finance Carrie Klebe; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Lynn Beede; HR Coordinator Morgan DeBlois; Sheriff Brian Valerino, Captain Keith Roberge; County Treasurer Sue Collins; Attorney Jon Frizzell; and Administrative Assistant Linda Harris.

1. Commissioner Brady called the meeting to order at 9:02 a.m. and welcomed everyone. The Pledge of Allegiance was led by Sheriff Valerino.
2. Approval of the Agenda: A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the agenda, as presented. The motion was approved 3-0.
3. Approval of the Minutes from the August 16, 2023, regular meeting, as distributed: A motion was made by Commissioner Gorman, seconded by Commissioner Théberge, to approve the minutes of the August 16, 2023, regular meeting. The motion was approved 3-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the Payrolls and Disbursements for the month of August and to authorize the Treasurer, during the month September, to meet all payroll obligations and pay all other obligations due during the month. The motion was approved by roll call 3-0.
5. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to enter non-public session per RSA 91-A:2 1(b) at 9:03 a.m. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to come out at 9:10 a.m. The motion was approved 3-0.

Attorney Jonathan Frizzell presented a proposal dated August 22, 2023, received from Granite Reliable Power, LLC. The proposal for a new PILOT includes annual payments of \$525,000 per year over 10 years. The discussion also included comments that a 10-year term of the new PILOT appeared to be advantageous to the County, for several reasons: (1) it would provide financial stability and assurances with respect to the revenue for Millsfield and Dixville; (2) the previous 10-year PILOT appeared to work well for all concerned; and (3) a 10-year term would prevent the need for further contracted appraising and legal services just 5 years from now, and instead could be planned for 10 years out. Both Attorney Frizzell and Appraiser Brian Fogg recommended that the Board accept the 10-year proposal. Attorney Frizzell noted that the Board could not accept the proposal until a public hearing is held.

MOTION #1

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge that based on the recommendations of the county's contracted utility appraiser and legal counsel, to authorize Attorney Frizzell to communicate with Attorney Douglas Patch on behalf of Granite Reliable Power, that the terms of the proposed PILOT are acceptable to the Commissioners, subject to the Public Hearing required by N.H. RSA 72:74, I, including the payment amount and the term. The motion was approved 3-0.

MOTION #2

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to authorize Attorney Frizzell to begin a draft of formal documentation of the new PILOT with Attorney Patch, and to authorize County Administrator Brady to coordinate with Attorney Frizzell for purposes of arriving at a final draft of the PILOT agreement. The motion was approved 3-0.

MOTION #3

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to authorize Attorney Frizzell and County Administrator Brady to coordinate with Attorney Patch and representatives of Granite Reliable Power to schedule a duly noticed Public Hearing per N.H. RSA 72:74, I, at a time and place to be determined, for consideration of the final draft of the new PILOT agreement. The motion was approved 3-0.

6. Correspondence:

Commissioner Gorman reported that he had received a call from a Wentworth Location resident regarding the riverbank along Chapel Hill Road and asked that the Board drive out to Chapel Hill Road. The Board were agreeable to drive out to Wentworth Location.

Commissioner Gorman was contacted by a FEMA representative regarding the eclipse that will occur in April 2024. A group discussion is held weekly to discuss and organize. Sheriff Valerino was provided with information to contact the individual.

7. Hearing of the Public:

a. Carol Miller/Michelle Moren-Grey, Coös County Broadband Initiative: Ms. Miller noted that the committee would focus on the following:

- Help the county continue the role of the convener to help its city, towns, and unincorporated places by managing meetings for 24 months.
- Prioritize communities in need and provide technical assistance and planning.
- Maintain mapping details with NH Granite at UNH for each of its municipalities and unincorporated places as grant funded fiber networks are built in Coös County.

The County Administrator recommended to the Board to move forward. Some towns still do not understand how this project will work for them. Some want to participate but cannot find a town representative. Ms. Miller noted that she would work with the towns

to find a representative. Ms. Moren-Grey added that a town may participate even though there is no representative. Commissioner Théberge inquired if it would be a good idea to send letters to the towns. The County Administrator agreed. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to fund the Coös County Community Broadband Initiative with the existing ARPA funding not to exceed \$150,000. The motion was approved 3-0.

- b. Captain Keith Roberge presented the August and September activity report from Deputy vonDohrmann and Deputy Acardi regarding the work that was done in the Unincorporated Places.
 - c. County Attorney John McCormick reported that his department was fully staffed, and things were going well. His department is getting ready for the repeal of Felonies First. He is looking at making changes in his 2024 proposed budget.
8. Report of the County Administrator Mark Brady: The written report that was submitted to the Board in advance of the meeting was as follows:

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- a. The County Delegation expressed interest in touring county property with the county forester to see first-hand the forest management plan. The Administrator is working with Representative Merner and Mr. Berthiaume to schedule a time in October for the tour.
- b. The RFP for the basement renovation of the Administrative Office closes on Monday September 11, 2023.

At the meeting, the Superintendent presented two bids:

- Samuel Jeffers/four men at \$50/hour at 8 hours per day until the job is complete.
- John Steele Carpentry/\$26,000 for the design and construction of new code compliant staircase, removal of existing stairs, remodel basement entry area, remodel basement bathroom to meet ADA requirements. The County will be responsible for sub-contractors.

The Superintendent recommended awarding the bid to John Steele Carpentry. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to award the bid to John Steele Carpentry as described in the amount of \$26,000. The motion was approved 3-0.

- c. Attorney Frizzell has drafted a proposed policy on the RFP process to make it more efficient while embedding procedures to ensure best practices. The first reading of the proposed policy occurred at the meeting. The second reading/adoption will take place at the October meeting.

- d. The County Administrator met with the Lancaster town manager Ben Gaetjens-Oleson, to discuss the Coös County Broadband Committee. Mr. Gaetjens-Oleson said that Lancaster would be interested in participating and hoped that the Committee would deliver tangible benefits because participation requires time and commitment of the members. Jefferson, Errol, and Stratford would like to participate but are having problems identifying a representative. Berlin, Carroll, Colebrook, Dummer, Randolph, Shelburne, and Whitefield have designated representatives.
- e. Commissioner Gorman, Finance Director Klebe, and the County Administrator participated in a telephone call with West Stewartstown assessors regarding the new assessment of county property, which increased by 232%. The increase was driven by an increase to the assessed value of the Nursing Home and Corrections properties from \$4,591,800 to \$10,854,200. The County officials had a follow up meeting with the Assessor at the County Barn and were joined by Superintendent Champagne.

Commissioner Gorman noted that the barn needs to be addressed and discussed at a future meeting. The County Administrator reported that he and the Superintendent will work on plan for the barn and present a recommendation at a future meeting.

- f. The County Administrator met with Sharon Gauthier of the Androscoggin Valley Regional Refuse Disposal District in Berlin and was provided an extensive tour of the landfill. Ms. Gauthier gave an overview of the operations including the budget and landfill capacity and discussed plans for methane capture. She also stated that the landfill would not accept plastics that have not been presorted. Ms. Gauthier will be retiring at the end of September.
- g. The County Administrator attended the Employee Recognition Awards lunch at the Coös County Nursing Home in Berlin.

UNINCORPORATED PLACES

- a. The next Planning Board meeting is scheduled for September 20, 2023.

At the meeting, the County Administrator noted that updated meeting dates, including budget sessions, through the end of the year were emailed to all departments by Linda Harris (on 8/17/23), and he expected all to attend.

- 9. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

HOUSE OF CORRECTIONS	4
PRETRIAL	13
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	0
TOTAL IN FACILITY	17
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0

HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 PT, 4 PT FEMALE NHSP: 1 PT MALE, NHSP-SPU: 1
TOTAL POPULATION	25
AVERAGE DAILY POPULATION AUGUST	19
MALE DAYS SERVED IN FACILITY AUGUST	582
FEMALE DAYS SERVED AUGUST	120 (11 FEMALES)
FEDERAL INMATE DAYS	2
TOTAL INMATES BOOKED AUGUST	27
TOTAL INMATES RELEASED AUGUST	26

- a. The department has had an exceptionally challenging offender to house. The superintendent was able to get this person transferred to the New Hampshire State Prison Secure Psychiatric Unit on August 29, 2023, for treatment.
- b. The superintendent has been working on implementation of the ‘Source Separation’ recycling model. Superintendent Champagne will be attending the member towns selectboard meetings to inform them of the project.
- c. The department of corrections resumed fingerprint services on the Livescan machine, to the area schools, daycare centers and nursing hospital at no charge. Fingerprinting is required for many volunteer and employment positions in these fields. Fingerprints are done by appointment only on Sunday.
- d. Seasonal immunizations are being offered to all staff that want them at no charge.
- e. The Superintendent reported that he had received one bid for the installation of the HVAC system. Nevtec out of Newport, Vermont was the only bid. He requested that the Board waive the bid process as there are no other contractors available. The bid totaled \$17,500 and \$300,000 was allocated for this project.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to waive the bid process for the installation of the HVAC system at the Department of Corrections. The motion was approved by roll call 3-0.

Commissioner Gorman - Yes	Commissioner Théberge - Yes	Commissioner Brady - Yes
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A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to award the installation of the HVAC system to Nevtec, Newport, VT in the amount of \$17,500. The motion was approved 3-0.

10. Report of the West Stewartstown Nursing Hospital Administrator Laura Mills. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. **CENSUS:** The census was 52 for an occupancy rate of 54% based on a bed count of 97, 62% based on a bed count of 84, and 69% based on a bed count of 75. In August, there

was one (1) admission. There were three (3) deaths in August. An admission is scheduled for next week.

Of the 52 residents, five (5) are Private Pay, six (6) residents are Vermont Medicaid, and five (5) residents are Medicaid Pending for NH.

There continue to be several applicants on the waiting list, but some do not qualify for ICF level of care, a few are very behavioral, and a few are waiting for fall.

Totals for 2023: Thirteen (13) admissions, nine (9) deaths, and two (2) discharges.

b. **STAFFING:**

Nursing Department: There are 420 hours open for RN/LPN (10.5 FTE). There are currently five (5) contract nurses and several temps filling the open hours. There are 844 open LNA hours (21.1 FTE). There are currently nine (9) contract LNAs and several temps and high school students helping to cover open shifts, but the college and high school students are returning to school.

Other Departments: There are 88 hours open in Housekeeping/Laundry, 88 open Dietary hours, and 40 hours open in Activities.

Recruitment efforts continue.

c. **COVID-19:** The nursing hospital was cleared of outbreak on August 7, 2023. The Infection Preventionist and the Nursing Hospital Administrator continue to monitor local COVID levels.

d. **FACILITY ISSUES:**

- SNS continues with upgrades and updates of equipment and servers.
- Maintenance has almost completed the wainscoting project on the resident floors and has completed renovating one of the nurses' bathrooms.

e. **HVAC Grant:** EEI Services and Banwell continue working on the HVAC plans.

f. **PHARMACY SERVICES:** Service has not improved with Pharmerica. It is a constant battle to get medications, to get the correct medications, and to be billed appropriately. The facility is writing up all pharmacy issues as medication errors to better track them. The current contract ends October 31, 2023. The Nursing Hospital Administrator, Director of Nursing, Assistant Director of Nursing and the Business Office Manager met with representatives from Pharmerica on Wednesday. The Pharmerica representatives reported that their legal department had denied the request to break the contract. They believed they had been making a good faith effort to improve. They also noted that since the Berlin nursing home and the Department of Corrections had not submitted any complaints about their service, a new plan should be made setting a new timeline for improvement

and including further education for the nursing hospital to make working with the pharmacy go smoother. The contract ends June 30, 2024. The facility will determine before then if terminating the contract is still in the best interest of the nursing hospital.

- g. **QAPI:** Progress on the QAPI Plan continues including tasks from the most recent Survey Plan of Correction. Current Performance Improvement Projects (PIPs) include Medication Errors and Cook to Order Breakfast. An Employee Satisfaction Survey is in progress. The results should be available by the September meeting.
- h. **Committee Reports:**
- NHAC Executive Committee: The Nursing Home Administrator attends meetings remotely when possible.
 - NHAC Nursing Home Affiliate: The Nursing Home Affiliate meets every month via Zoom.
 - Workforce Development: The next Zoom meeting is scheduled for September 19.
 - UCVH Board of Directors: The Board has been meeting much more frequently, one to two evenings per week as they work to find a successor for the current President/CEO of Upper Connecticut Valley Hospital. The Nursing Hospital Administrator is on the selection committee. The next regular meeting is September 28.
- i. Nursing Hours at the Department of Corrections: None for August.

11. Report of the Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Current Census: 71; Occupancy Rate: 71%. SNF 3. Private Pay 9. Medicaid Pending 9. Hospice 0. August 2023 Census Data: Admissions 4. Deaths 1. Discharges 1. Transfer out 1. Transfer in 2. Annual average daily census 70.2
- b. CMS Proposed Rule Changes: We are not currently meeting the proposed RN coverage.

The proposed rule consists of three core staffing proposals: 1) minimum nurse staffing standards of 0.55 hours per resident day (HPRD) for Registered Nurses (RNs) and 2.45 HPRD for Nurse Aides (NAs); 2) a requirement to have an RN onsite 24 hours a day, seven days a week; and 3) enhanced facility assessment requirements.

More restrictive staffing waivers:

- Workforce unavailability based on their location, as evidenced by either a medium (that is, 20 percent below the national average) or low (that is, 40 percent below national average) provider-to-population ratio for the nursing workforce, as calculated by CMS, by using the Bureau of Labor Statistics and Census Bureau data, **or** the facility is located at least 20 miles away from another LTC facility (as determined by CMS); **and**

- Good faith efforts to hire and retain staff through the development and implementation of a recruitment and retention plan; by documenting job postings, and job vacancies, including the number and duration of vacancies, job offers made, and competitive wage offerings, **and**
- A financial commitment to staffing by documenting the total annual amount spent on direct care staff.

Facilities would not be eligible for an exemption if:

- They have failed to submit their data to the Payroll-Based Journal System;
- They have been identified as a special focus facility (SFF) **or**
- They have been identified within the preceding 12 months as having widespread insufficient staffing with resultant resident actual harm or a pattern of insufficient staffing with resultant resident actual harm or have been cited at the immediate jeopardy level of severity with respect to insufficient staffing as determined by CMS.

The County Administrator asked the West Stewartstown Nursing Hospital Administrator if they were complying? Ms. Mills replied presently they are but once the census hits 65-68 they would not be complying. She also noted that an RN must be in the building and no longer on-call. LPNs are not even considered in the proposal.

Commissioner Th  berge inquired if the Delegation should contact the Secretary of DHHS about this concern as it will have a negative impact on the nursing homes. The County Administrator replied he would work on it.

County Treasurer Sue Collins inquired if NACO had been contacted. The group has presence in Washington. They can make a difference especially if it involves nursing homes across the country.

- c. Infection Control Focused Survey: Covid-19 outbreak. Surveyed on 9/7/2023, no citations.
- d. Nursing Shortage: Ongoing. Open Positions: RN: 644 hours, 16.1 FTEs. LNAs: 1620 hours, 40.5 FTEs. Agency/Travel Staff: RN: 2 (96 hours/week), LPN: 3 (144 hours/week), LNA: 14 (640 hours/week). Utilizing NHES, Indeed.com, County Website, and Local News Papers.
- e. QAPI: Weight Loss; State Reports – 5; Medications; Employee Retention & Recruitment; Music and Memory Program; Falls; Infection Prevention; Facility Assessment; Resident Accounts; Cyber Security
- f. IT: SNS continues to upgrade from Windows 7. Five laptops have been set up in the Conference Room, pending Survey.

- g. Employee Recognition Day: August 17, 2023, 12PM – 2PM, 1st Floor Front Day Room, Presentation of Employee of the Year, 1-year certificates, 5-year pins, and brochure. Pizza and Sundaes contributed by Sunshine Fund Committee.
- h. GOFERR/CNHIP: Propane and Day Tank projects submitted for reimbursement on 9/7/23.
- Propane Tank: complete April 2023
 - Oil Tank: completed April 13, 2023
 - Windows: no bids received with initial posting; recanvassing for bids began August 2023. CK Landmark Construction Corp conducted on-site inspection on 08/22/23 at 1PM, pending follow-up; second contractor, Mark Yourison Construction, requested documents on August 22, 2023, reporting back that he does not have the manpower.
 - Close monitoring due to slow progress in receiving bids
 - North Entrance: pending attorney review of proposed contract, with Alba Architect for their review
 - Close monitoring due to slow progress in contract clarifications
 - Furnishings: Order submitted May 23, 2023; on initial shipment with transport vehicle in an accident and water damaged enroute in June 2023 - facility refused this shipment; Partial replacement received on August 14, 2023; remaining items are due to arrive September 29, 2023.
 - Window treatments: order placed August 24, 2023; pending delivery
 - Equipment: washing machines ordered April 4, 2023; received and installed July 2023; Dryers ordered April 4, 2023; received and installed; Bathing Units ordered April 10, 2023, received May 24, 2023, 3 out of 4 installed. The remaining unit installation is pending to be completed by October 2023
 - Fire Panel: pending installation, 50% has been paid, "we are on their schedule before winter"
 - Nurse Call System: completed July 21, 2023
 - Hot Water System: completed August 20, 2023; final invoice pending
 - Flooring: pending installation; contractor delaying entry until out of outbreak status
 - Ceiling Lifts: installation is in progress, 17 out of 32 lifts have been installed; installation is on hold at this time due to outbreak status; slings have been received
- i. Estimated date of completion for the entire capital expenditure project is prior to September 30, 2024.
- j. Request for Non-Public: Section 91A-A:3, II (c) and (e)
- k. Meetings/Committee Reports:
- NHAC Nursing Home Affiliate – monthly remote
 - NHAC Executive Committee – monthly, proxy delegated to Sue Collins
 - North Country Health Care Workforce – monthly/remote

- AVH Board -monthly/remote; AVH Medical Executive Committee - monthly/remote; and NCH Quality Oversight Committee - monthly/remote
- PRIMEX Workplace Culture Leadership Training - Waitlisted for 9/7/23 x 5 training dates, did not gain entry. TBD.
- County Administrator - weekly, remote and in person 1x/mos.
- NHHA/FHC Conference - AVH Board 10/15/23 - 10/17/23
- County Conference - 10/22/23 - 10/24/23
- SNS - monthly remote status update
- NCH Leadership Training - 9/21/23, 0700 - 14:30

12. *Report of the Director of Finance Carrie Klebe.* The written report that was submitted to the Board in advance of the meeting was as follows:

a. Action Requested: The current purchasing policy will need a complete overhaul when the new software is in process, but for now the Finance/Administration is looking to make the following 5 changes pursuant to input from Attorney Frizzell.

- Under Purchasing Orders, change #2 insert “Nursing Facility” before Business Office due to triplicate purchase orders only being available within the 2 nursing facilities.
- Under General Guidelines #2 - All purchases over \$5,000 require a Purchase Order and Competitive bids in accordance with RSA 28:8. Finance/Administration recommends to increasing this to \$10,000 to coincide with HB284, which took effect August 29, 2023
- Under General Guidelines #5, Purchase Orders for New Equipment/Furnishings \$1,000 and over must be signed by the County Administrator along with the Department Head. Finance/Administration recommends increasing this to \$5,000.
- Expense Reimbursement Forms: add after proper backup “detailed receipts & agenda from meeting”
- Bid Process: Competitive bids are required for all items over \$1,000. Finance/Administration recommends increasing to \$10,000.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to adopt the updated purchasing policy as of September 13, 2023. The motion was approved 3-0.

b. Coös County has received a 2nd payment of 2023 in the amount of \$203,450.38 for the additional 6.2% FMAP (Federal Medical Assistance Percentage) for the Medicaid payments. The public health emergency for COVID-19 declared by the Secretary of Health and Human Services on January 31, 2020. Section 6008 (a) of the Families First Coronavirus Response Act (FFCRA) provided a temporary 6.2%-point increase to the Federal medical Assistance Percentage under section 1905(b) of the Social Security Act effective January 1, 2020. The total payments received to date in 2023 has been \$446,429.56.

- c. As of 9/7/2023 \$3,000,000 has been drawn from the Tax Anticipation Note Line of Credit.
- d. The 2022 Financial Audit & Single Audit is still in progress with Vachon Clukay
- e. All DRA forms for Coös County have been completed. All DOE & DRA forms for the Unincorporated Schools have been completed.
- f. Fibercast Internet is now at the County Administration Building and Secured Network Services, Inc. is working on the migration of Fibercast internet to all the systems. This process began in February of 2022.
- g. Software Update: The Deployment of Munis has been completed and implementation is in process. Multiple weekly wholes and half day work sessions with Munis are in process to set up Coös County's system on Munis and to work on how to integrate our current and past data to the new system.
- h. The Provider Relieve Fund (PRF) report for Period 5 (Payments received from January 1, 2022, to June 30, 2022) has been completed for the West Stewartstown Nursing Hospital. The report for the Berlin Nursing Home will be completed before September 30th.
- i. Researching credit card payment systems and bi-weekly payroll is still on the list to do and it may be best to incorporate with our new financial system.
- j. Director of Finance attended the following:
 NHAC Administrators Affiliate meeting
 NHAC Finance Affiliate meeting

The County Administrator noted that when departments are preparing their budgets to request their “wants” upfront. He wants transparency in the process and no surprises such as holding back “asks”. Budgets will be highly discussed in the coming weeks. FTE costs including double-time and time and half wages should be reviewed.

13. Report of the HR Coordinator Morgan DeBlois. The written report that was submitted to the Board in advance of the meeting was as follows:

a. New Hires: 10

Department:	#	Positions
Nursing Home	5 (1 PT)	1 LNA
Nursing Hospital	3 (1 FT, 4 TEMP)	1 Asst Dietary Manager, 2 RN, 1 LPN, 1 Unit Aide
Corrections	1 (1FT)	1 Corrections Officer
Registry of Deeds	1 (1FT)	1 Registry Clerk

- b. Separations: 6
- | Department: | # | |
|-------------------|---------|---------------------------------------|
| Nursing Home | 5 (1FT) | 2 Dietary Aide, 1 Porter, 1 Unit Aide |
| Registry of Deeds | 1 (1FT) | 1 Registry Clerk |
- c. Change in Status: 6
- | Department: | # | |
|----------------------|--------------------------------|---|
| Nursing Home | 2 (2 PT to Temp) | 2 Dietary Aide to temp |
| Nursing Hospital | 3 (2 temp to FT, 1 PT to temp) | 1 temp to DON, 1 temp to RN,
1 LNA to temp |
| Sheriff's Department | 1 (1FT to Temp) | 1 FT deputy to temp |
- d. Reasons for separation/Change of status:
- | | |
|---------------------|---|
| Relocating | 2 |
| New Employment | 3 |
| Returning to school | 3 |
- e. FMLA/Leave of absences/ADA/WC:
- | | |
|------------------|----|
| Nursing Home | 11 |
| Nursing Hospital | 3 |
| Corrections | 1 |
| County | 1 |
- f. Approval requested for personal time increment policy change: The HR Coordinator presented a change in personal time leave. Personal time leave may be granted in increments equal to an employee's normal workday or in one-hour increments. The County Administrator supported the request. He noted that other policy changes will be forthcoming at the next meeting. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the change in personal leave time for non-union employees only. The motion was approved 3-0.

14. Commissioners' Committee Reports:

Commissioner Gorman reported that the Delegation will be touring the county lands the third week of October.

15. Other Business:

- a. Budget Transfers - The Board reviewed and signed the following budget transfers:

Coös County Nursing Home:

To: 02-05650-8200 Equip Repair/Maint Contracts	5,330.00	
From: 02-05650-6400 Sewer		5,330.00
To: 02-05640-2300 Contract Nurses	275,000.00	
From: 02-05640-1200 Health Insurance		275,000.00

Department of Corrections:

To: 03-06100-2300 Physicians Services	18,500.00	
From: 03-06100-0400 Corrections Officer Salaries		18,500.00

To: 03-06100-0500 Corporals Salaries	50,000.00	
From: 03-06100-1200 Health Insurance		50,000.00

Finance & County Administration:

To: 03-08100-0100 County Hspk/Porter Salaries	3,500.00	
From: 03-04102-1200 Health Insurance - Finance		1,750.00
From: 03-04100-1200 Health Insurance - Admin		1,750.00

- b. Follow up discussion on the Recycling Center source separation implementation model: A discussion was held during the Superintendent's Report.

16. Unincorporated Places:

- a. Ratification of Zoning Permits:

563 Demers, Kevin & Corleen W. Location 8/30/23 Foundation, New build/structure with porch / roof

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to ratify the zoning permits presented. The motion was approved 3-0.

- b. 911 Signs - Dartmouth College Roads - Deputy vonDohrmann: The Board opted to discuss at the next meeting as Deputy vonDohrmann was unable to attend the meeting.
- c. Final 2022 - 2023 Yield Taxes Report: The final yield taxes report was distributed. The actual revenue for all operations was \$144,285 as compared to the estimated \$221,516.

17. Any other public input: There was none.

18. Nonpublic Sessions:

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to enter nonpublic session at 11:56 a.m. per RSA 91-A:3 II (c) (e). The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to come out of nonpublic session at 12:00 p.m. The motion as approved 3-0. No action taken.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to enter nonpublic session at 12:01 p.m. per RSA 91-A:3 II (a) (c). The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to come out of nonpublic session at 12:11 p.m. The motion as approved 3-0. No action taken.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to seal the minutes indefinitely. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to enter nonpublic session at 12:12 p.m. per RSA 91-A:3 II(g). The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to come out of nonpublic session at 12:44 p.m. The motion as approved 3-0. No action taken.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to seal the minutes indefinitely. The motion was approved 3-0.

The next regular meeting is scheduled for October 11, 2023, at the Jefferson Community Center in Jefferson, NH beginning at 9:00 a.m.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to adjourn the meeting at 12:45 p.m. The motion was approved 3-0.

Respectfully submitted,

Commissioner Robert Théberge, Clerk