

COÖS COUNTY COMMISSIONERS
REGULAR MEETING
Coös County Administrative Offices
34 County Farm Road Stewartstown, NH
March 6, 2024

Present: Commissioners Thomas Brady, Raymond Gorman, Robert Théberge; County Administrator Mark Brady; Superintendent of Corrections Ben Champagne; Director of Finance Carrie Klebe; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; HR Coordinator Morgan DeBlois; County Treasurer Sue Collins; Captain Keith Roberge; Ryck Morales, SBA(*zoom*); Bart Fromuth, Freedom Energy Logistics(*zoom*); Ray Berthiaume, County Forester; Jon Swan, Dalton Conservation Commission; Administrative Assistant Linda Harris; and a member of the press.

1. Commissioner Brady called the meeting to order at 9:01 a.m. and welcomed everyone. The Pledge of Allegiance was led by Commissioner Gorman.
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 of the February 7, 2024, regular meeting and February 20, 2024, special meeting, as distributed. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the minutes of the February 7, 2024, regular meeting and February 20, 2024, special meeting, as distributed. The motion was approved 3-0.
4. Approval of Payrolls & Disbursements for February and authorization during the month of March to meet all payroll obligations and pay all other obligations due during the month: A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the Payrolls & Disbursements for February and authorization during the month of March to meet all payroll obligations and pay all other obligations due during the month. The motion was approved 3-0.
5. Correspondence: Commissioner Gorman reported that he has asked the County Administrator to draft a letter of support for the 45th Parallel Emergency Services.
6. Hearing of the public:
 - a. Ryck Morales, SBA joined the meeting via zoom in order to inform the Board of Commissioners about available funding for individuals to apply and possibly receive assistance for the flooding that occurred in December 2023 depending on whether an applicant falls in either the primary or secondary categories. Mr. Morales stated that he would send further information to the County Administrator.
 - b. Jon Swan of the Dalton Conservation Commission asked for an endorsement by the Board opposing the expansion of the Granite State Landfill in Bethlehem/Dalton. A letter from the Board would be helpful. He noted that an email was previously emailed

to the Board which included a link to the information provided to DES. Public comment has not been opened at this time.

Commissioner Th  berge stated that the County was a member of AVRDD. He is the representative on this Board and would like to pursue this discussion with the Board. Commissioner Gorman noted that the Town of Colebrook is involved with Casella and added that DES is very diligent when doing their job. He agreed that Commissioner Th  berge should pursue, and the Board follow proper protocol.

County Treasurer Sue Collins understands the protection of the environment but what about the private haulers. Would this put them out of business?

Chairman Brady stated that he understood the ramifications to Co  s County and tourism.

The County Administrator stated that the Board was not prepared take a position on opposing the expansion of the landfill but asked the Board if it would consider issuing a letter to DES to maintain environmental standards at the facility. All the Commissioners expressed support and directed the County Administrator to draft correspondence. The County Administrator stated that he would discuss this matter further with Mr. Swan.

- c. Captain Keith Roberge reported that he is working on staffing for the weekend of the eclipse. It is anticipated that this day will be 2-3 days. He plans on having 2-3 deputies in Errol and north/south of Pittsburg to assist with traffic control. He will be attending a meeting on March 15 with other law enforcement departments to determine the set up that will be needed.

Commissioner Gorman stated that Northern Borders Dispatch is applying for a grant. The Town of Colebrook cannot take the lead for this project. The Town of Columbia had agreed to be the lead but are unable to do so. This grant affects all Co  s County, and he has asked the County Administrator for assistance. This grant is for a mapping program which would provide coordinates. New repeaters on all existing antennas.

The County Administrator noted that people who recreate in the upper areas of Co  s County believe that the necessary communication infrastructure exists in those remote areas. Security underpins economic development. There is a need to provide a safe recreational area. Captain Roberge agreed that Co  s County needs better communication.

Captain Roberge left the meeting at 9:56 a.m.

- d. Ray Berthiaume, County Forester, reported that the NH Timberland Association/ Cooperative Extension/NH Forest & Lands will be holding a Forest Career Field Day on September 17, 2024, at the Lancaster Fairgrounds. Students from Co  s County, Northern Grafton, Vermont and possibly part of Maine will be invited to attend this daylong event. The White Mountains Regional High School culinary program students will be providing refreshments.

7. Report of the County Administrator Mark Brady: The written report that was submitted to the Board in advance of the meeting was as follows.

COÖS COUNTY

- a. There have been ongoing discussions with SNS regarding recent security concerns facing state and local government. That has prompted an acceleration of implementing certain security measures.
- b. The County Administrator met with Carol Miller of the National Collaborative for Digital Equity and Michelle Moran-Grey to get an update on the Coös County Broadband Initiative. A kickoff meeting was held on December 5, 2023, and the next county wide meeting is scheduled for March 28, 2024. There have also been one-off meetings with individual towns. Ms. Miller and Ms. Moran-Grey will provide a written report for the Commissioners.

The Board asked that they be invited to the next meeting.

- c. The Superintendent of Corrections and County Administrator met with David Honeman of the State Employees Association of New Hampshire (SEIU). It was an introductory meeting and Mr. Honeman raised the County holiday policy. The collective bargaining agreement is scheduled for negotiations this fall.
- d. Commissioner Gorman, Representative Davis and the County Administrator met with former Senator Kelly Ayotte to discuss Aurora Lands purchase of the Connecticut Lakes Headwaters property and their intention to substantially reduce timber harvesting as Aurora pursues a *carbon first* forest management strategy. They discussed the intent of the easement, efficacy of carbon credits and the paradigm shift of natural resource management that *carbon first* entails. The Commissioner and Administrator highlighted the uniqueness of the Coös County Board of Commissioners being the select board for 23 unincorporated areas, which are the location of many large tracts of property. The discussion touched on other challenges faced by county government including corrections, crime, sentencing reform, drug abuse, work force staffing, affordable housing, and healthcare.
- e. Weekly meetings have begun with the New Hampshire Association of Counties regarding the county conference in November. Coös has regular internal meetings. NHAC will be sending out a "Save the Date" in March for early registrations. The early bird conference price is \$430 and \$480 after September 20, 2024.

The County Administrator reported that the core-group had toured the Mt. Washington Hotel on March 5 for an initial visit.

- f. The basement renovation is complete and on budget. It is open for business.
- g. At the meeting, the County Administrator reported that he had asked the Director of Finance to prepare costs and revenue sources for the administrative building. The total spent as of this date was \$384,750. Eighty-six percent (86%) of the funding was

GOFERR, ARPA and Opioid Abatement funds. Fourteen (14%) percent was county taxes. These funds were used for the roof, septic, electrical, generator, HVAC, and parking area. This information will be distributed to the Delegation.

UNINCORPORATED PLACES

- a. Property Taxes were due by February 28, 2024. Late notices will be mailed the week of March 4, 2024.
- b. The Planning Board met on February 21, 2024, with two public hearings.

There was continued discussion on PD 3 & 4 and the Board invited NH Fish and Game to address the next meeting with their recommendations.

The first public hearing dealt with the application to amend the Planning Board's March 15, 2023, approval of the site plan for Dixville Capital, LLC's expansion of the Balsams Ski Area on NH Route 26 in Dixville (Tax Map 1626, Lots 1, 2, 3.3, 3.4, 6.3, 6.4, and 6.4a). The extension was needed for Dixville Capital to complete the drainage report as required. The Planning Board granted the extension.

The second public hearing dealt with the application submitted by The Glen House, LLC, Mt Washington Summit Road Co. and Barrington Power for site plan review and conditional use permit for ground mount solar array in Green's Grant, Lots 18.1 and 18.2. The application was approved.

- c. The next planning Board meeting is scheduled for March 20, 2024.

8. 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	2
PRETRIAL	11
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
TOTAL IN FACILITY	14
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC FEMALE, 2 PT FEMALES, 2 PT MALE NHSP: 1 PT MALE, 1 HOC MALE, NHSP-SPU: 1 HILLSBOROUGH DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT FEMALE, 1 PT MALE
TOTAL POPULATION	25
AVERAGE DAILY POPULATION FEBRUARY	13
MALE DAYS SERVED IN FACILITY FEBRUARY	353
FEMALE DAYS SERVED FEBRUARY	115 (10 FEMALES)
FEDERAL INMATE DAYS FEBRUARY	0
TOTAL INMATES BOOKED FEBRUARY	24
TOTAL INMATES RELEASED FEBRUARY	21

- a. Superintendent Champagne is working on scheduling the first opioid roundtable meeting now that the meeting space is complete. Superintendent Champagne has a meeting with Upper Connecticut Valley Hospital CEO Greg Cook on March 6 to discuss various initiatives; to include opioid abatement.

- b. Corrections staff participated in taser training/ recertification over the month of February.
 - c. Coös County Department of Correction staff are scheduled to participate in a career fare hosted by the Colebrook School on April 5, 2024.
 - d. Superintendent Champagne has been in communication with the DOC pharmacy, Pharmerica to have discussions regarding potential service quality due to the Coös County Nursing Hospitals upcoming pharmacy change. Superintendent to update as more information comes along.
 - e. Corrections Officer Keegan Covill is scheduled to attend the 122nd New Hampshire Association of Counties Corrections Academy in Boscawen, NH on March 25, 2024.
 - f. Superintendent Champagne and Medical Services Coordinator Sarah Langlois have been conducting interviews for the evening medical services nurse position.
 - g. The Energy Recovery Ventilator (ERV) units are working great. The department of corrections contracted heat control company made some suggested safety alterations that will be pursued. Pricing and information to follow.
 - h. Superintendent Champagne has been participating in conference planning for the New Hampshire Association of Counties fall conference.
 - i. At the meeting, the Superintendent informed the Board that the temporary stipend for being short staff, approved in February 2023, has been suspended.
9. 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 57 for an occupancy rate of 59% based on a bed count of 97, 68% based on a bed count of 84, and 76% based on a bed count of 75. In February, there were three (3) admissions and no (0) deaths. An admission is planned for next week. Of the 57 residents, ten (10) are Private Pay, five (5) residents are Vermont Medicaid. Two (2) residents are Medicaid Pending for NH. There continue to be several applicants on the waiting list.
- Totals for 2024: Seven (7) admissions and one (1) death.*
- b. STAFFING:
- Nursing: There are 280 hours open for RN/LPN (7 FTE). There are currently four (4) contract nurses and several temps filling the open hours. Staffing is showing some improvement.
- There are 856 open LNA hours (21.4 FTE). There are 36 open MNA hours (.9 FTE). There are currently six (6) contract LNAs and several temps and high school students helping to cover open shifts. Recruitment efforts continue.

- c. COVID-19: Coös County Nursing Hospital went into outbreak on February 13, 2024. There has been a total of eleven (11) employees and seven (7) residents positive during this outbreak so far. The outbreak can be cleared once the facility is 14 days without new cases. Currently the date is anticipated to be March 15.
 - d. FACILITY ISSUES:
 - Maintenance has been assisting with the project at the County House, at the House of Corrections, and with the HVAC project at the nursing hospital.
 - SNS continues to work with the nurse call company, RFT, on several issues.
 - Maintenance has almost completed the wainscoting project on the resident floors and be renovating another of the nurses' bathrooms.
 - The 2012 Ford Flex needs more repairs. At this time, in consultation with the County Administrator, the decision has been made to park the car and assess the need for it before having any further repairs performed.
 - e. HVAC Grant: The electricians arrived on February 26 to start the wiring for the HVAC project.
 - f. PHARMACY SERVICES: Issues continue.
 - g. QAPI: Progress on the QAPI Plan continues including tasks from the most recent Survey Plan of Correction. Current Performance Improvement Projects (PIPs), Documentation, Shift Change Report, MDS Accuracy, and Nursing Hours Posting.
 - h. Committee Reports:
 - NHAC Executive Committee: The Nursing Hospital Administrator attends meetings remotely when possible.
 - NHAC Nursing Home Affiliate: The Nursing Home Affiliate meets every month via Zoom.
 - Workforce Development- Meets monthly.
 - UCVH Board of Directors: The Nursing Hospital Administrator attends monthly.
 - i. Nursing Hours at the Department of Corrections: None for February.
 - j. The Nursing Hospital Administrator requested authorization for the Dietary Director and Assistant Dietary Director to attend the Reinhart Food Show in Burlington, VT. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to allow the Nursing Hospital and Nursing Home Dietary Directors and Assistant Dietary Director to attend the Reinhart Food Show in Burlington, VT. The motion was approved 3-0.
10. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:
- a. Current Census: 79. Occupancy Rate: 79%. SNF 7. Private Pay 11. Medicaid Pending 11. Hospice 2. We have a LTC admission scheduled for Thursday, 3/7/2024.

- b. February 2024 Census Data: Admissions 5. Deaths 2. Discharges 1. Transfer out 3. Transfer in 2. Average daily census 76.3
- c. Staffing Shortages: Open Positions: RN/LPN: 580 hours, 14.5 FTEs. LNAs: 1,598 hours, 39.9 FTEs. The Nursing Home Administrator interviewed two RN's this week; both are being hired.

Agency/Travel Staff: RN: 2 (96 hours/week), LPN: 4 (192 hours/week), LNA: 12 (576 hours/week). New Agency for staffing will be utilized when staff is available with savings for the nursing home of \$10.00 per hour. Utilizing NHES, Indeed.com, County Website, and Local News Papers.

- d. COVID-19- The facility is not in an outbreak; however, there is an increase in positive staff cases that are considered community required cases.

On February 16, staff members from Coös County Family Health Services were at the facility for a Covid-19 vaccine booster clinic for staff. 36 employees received the booster.

- e. Activities: Resident Prom with the Rotary Club was held on February 9, 2024, in the evening. The event featured live musical entertainment by Cecile Bilodeau, array of appetizers, and a photo opportunity. The first-floor day room was beautifully decorated for the event.
- f. BerryDunn Accounting and Consulting Firm: A follow-up meeting was held on 2/21/2024 with BerryDunn Accounting and Consulting Firm to review account receivables for January. With the increase focus on billing, and the start of monthly Business Office meetings, it was clear to see that this department's efforts have decreased outstanding balances. The nursing home administrator noted that a collections attorney for large outstanding balances and "write-offs" for uncollectable accounts needs to be considered.
- g. QAPI Meeting February 20: Medicare/Medicaid recertification survey results reviewed with current facility audits related to survey results. The following was also reviewed; Pressure Injury Prevention; Abuse Prevention; Medication Storage; MDS; Nursing/Provider Documentation; Resident Food Preferences; Therapy Services; Pharmacy Consultant Report; Resident/Family Satisfaction; Resident Psychosocial Support; Employee Retention; Licensing/Credentialing; Employee Injuries; Employee Recruitment; Billing Accuracy; Resident Account Audits; Generator Maintenance; Fire Alarm/Sprinklers; Mandatory Staff Trainings/Competencies; Infection Prevention; Cyber Security; State Required Reporting - 1 incident was reported.
- h. Medical Supplies: A cost analysis was conducted with several vendors to ensure that the facility is obtaining quality supplies at a lower cost, as a result, a new vendor will be utilized beginning in the next few months.
- i. GOFERR/CNHIP:

Project Status Update: A meeting was held on 3/1/2024 with Stuart Anderson, Alba Architects, Mark Brady, Louise Belanger, Mike Holt, and Carrie Klebe. The plan is to put both remaining projects out to bid within the next week.

- Windows have arrived and been placed in a storage unit in the front parking lot of facility. Alba Architect will rebid for installation only.
- North Entrance: Alba Architect will be putting this project out to bid.

Estimated date of completion for the entire capital expenditure project is prior to September 30, 2024.

j. Meetings/Committee Reports:

- County Administrator – staff meetings monthly, 2/12/2024
- NHAC NHA meetings – Monthly, 1/18/2024
- NHAC Executive Committee-
- HR meetings with Morgan - Bi-monthly, 2/6/2024 and 2/13/2024
- A/V Covid-19 Workgroup – 2/26/2024
- Medicaid meeting with DHHS – 2/8/2024
- NH Health Care Association - 2/21/2024 Looming Quality Changes: What can SNF's expect.
- North Country Home Health and Hospice - meeting with Dr. Cardenas, Dr. Adams and Nicole Holmes, Hospice Manager - 2/21/2024
- NHHCA Legislative Conference in Concord - 2/26/2024

11. *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. 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% increase to the Federal Medical Assistance Percentage under section 1905(b) of the Social Security Act effective January 1, 2020. Coös County received \$473,679 in 2021, \$778,057 in 2022 and \$822,099.76 in 2023. 2023 was the final year. The NH counties did not receive payments from the State of NH for the Fiscal Year of 2020 and the first 6 months of Fiscal Year 2021 although the state received the funding from the federal government.
- b. The Finance Department has completed the work needed for the 2022 Financial Audit & Single Audit. Vachon Clukay is currently completing the final phase of the audit. The work for the 2023 audit is in progress. Vachon Clukay is scheduled to work on the 2023 audit at the beginning of March, focusing on the nursing facilities, so the Medicaid Cost Reports can be completed before April 1 & Medicare Cost Report can be completed by the end of May.
- c. Software Update: The Munis training, implementation and data conversion is currently in process for the financial modules which includes Accounting, Accounts Payable, Budgeting, Capital Assets, Cash Management, Contract Management, Purchasing, Vendor Access, Accounts Receivable, and General Billing. This implementation began

in May and encompassed one to three days per week since starting for Carrie, Rose & Sophie. Training for all users will begin Tuesday, March 5 and the Go live date is slated for April 1. Human Resources & Payroll teams had their first meeting on February 21.

- d. Researching credit card payment systems and bi-weekly payroll is still on the list to do and it will be best to incorporate with our new financial system.
- e. The Finance Director attended a webinar “All About Match” through the North Country Council on 2/6/2024.

12. 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. The month of February staffing report is as follows.
 - Hires 4
 - Separations 4
 - Change in status 2
- b. The HR Coordinator has submitted a policy proposal on personal and sick leave time to legal for review. This policy focuses on cost savings as well as implementing clear and concise usage of personal and sick leave accruals.
- c. HR staff have begun the training process in the transition to the Munis software program. Evaluation templates are being created during this process to ensure a smooth and accurate evaluation process at the “go live” date.
- d. HR Generalist Dawn Day and HR Manager Christine Labelle continue to plan an in-person benefits fair for early May with a focus on Wellness in the Workplace. The HR Department is excited to offer snacks, prizes, and comradery for employees.
- e. Meetings & Affiliations
 - HR Affiliate Group
 - Statewide Healthcare SPI
 - HEALTH TRUST Wellness Coordinator meeting
 - Coös County Child Care Crisis Coalition
 - Biweekly National Association of Counties conference planning meetings

The County Administrator reported that the health insurance carrier is working on plan changes / options and are willing to work with the County. Costs and plan offerings are very important.

- f. Request for nonpublic under RSA 91-A:3, II (c).

13. Commissioners’ Committee Reports:

- a. Commissioner Gorman reported that he has attended 45th Parallel and Northern Borders meetings.

- b. Commissioner Théberge reported that CEDC is working on finalizing reports due by the end of March.

14. Other Business:

- a. Budget Transfers – There were no budget transfers.
- b. Net Metering Agreement: Bart Fromuth, CEO of Freedom Energy Logistics reiterated from the previous meeting that participating in the program, Coös will receive quarterly checks as a rebate. The rebate amount will be 7% of the prevailing standard offer price multiplied by the usage they have pledged to the program, and it will be a 20-year commitment to the program. It will take two years to get through the approval process. Hydro will continue until the solar array is powered up. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to authorize the County Administrator to sign the Freedom Energy Agreement on behalf of the Board. The motion was approved 3-0.
- c. First Reading Coös County Policy on Reimbursement of Mileage for the Commissioners.

Coös County's Policy on Reimbursement of Mileage for the Commissioners

OBJECTIVE: The purpose of this policy is to provide rules, expectations, and/or guidelines with respect to the submission and approval of mileage reimbursement requests by the respective Commissioners.

ENABLING STATE LAW: The County Delegation has the power, per N.H. RSA 23:7, to establish this policy with respect to the reimbursement of mileage payments to the Commissioners.

ALLOWABLE MILEAGE: Any Commissioner may request reimbursement of mileage, to be paid at the "current IRS Mileage Rate," with payments to be made at such intervals as may be reasonably determined by the County Treasurer, for mileage actually incurred by that Commissioner with respect to any of the following:

- 1. Travel to and from any properly noticed meeting of the Commissioners.*
- 2. Travel to and from any properly noticed meeting of the Delegation.*
- 3. Travel to and from any properly noticed meeting of any department, board, or other political subdivision of the County (e.g., Planning Board, Zoning Board, etc.) when that Commissioner is serving as the ex officio member of the Commissioners of such department, board, or other political subdivision.*
- 4. Travel to and from any judicial proceeding when that Commissioners' attendance at the proceeding in the role as Commissioner is required, including when testimony or participation by that Commissioner is only possible (as opposed to probable).*
- 5. Travel to and from any meeting with legal counsel hired by the Commissioners whether or not there is a pending judicial proceeding.*

6. *Travel to and from any publicly noticed meeting of any governmental meeting when that Commissioner's attendance is authorized in advance by all other Commissioners then holding the office of Commissioner.*
7. *Travel to and from any publicly noticed meeting of any governmental meeting when that Commissioner's attendance is ratified by all other Commissioners then holding the office of Commissioner, however, any such after-the-fact ratification shall include a written explanation in the Commissioners' meeting minutes as to why pre-authorization could not be secured under the given circumstances.*
8. *Travel to and from any private meeting when that Commissioner's attendance is authorized in advance by all other Commissioners then holding the office of Commissioner, however, any such authorization shall include a written explanation in the Commissioners' meeting minutes as to why such pre-authorization is necessary for the prudential management of County affairs.*

PROCEDURE TO BE FOLLOWED: The County Administrator, the County Treasurer, and the County's Director of Finance shall create suitable forms to carry out the implementation of this policy.

LIMITATIONS AND RESERVATION OF AUTHORITY: The Delegation reserves the right to revoke the payment of mileage as a benefit to the Commissioners in the event of fiscal hardship, with sixty (60) days' advance notice. Further, no mileage shall be reimbursed with respect to any of the following:

1. *Mileage incurred which exceeds the total approved line item for the Commissioners' mileage reimbursement under the annual budget.*
2. *Mileage incurred by any Commissioner when and where the trip made by the Commissioner for any of the events described above occurs within the same town or city as that Commissioner resides.*

FUTURE AMENDMENT OR REVISION: The Chair of the Commissioners is directed to submit any requests for amendments to this policy to the Chair of the County Delegation at least five (5) business days before any meeting of the Delegation, and any such requests shall be in writing.

The County Administrator noted that Board approval is not required to attend meetings. Commissioner Gorman thanked the County Administrator for listening and making the recommended changes for board members to be able to attend meetings.

The second reading and adoption will take place at the next regular Commissioners' Meeting.

15. Unincorporated Places:

- a. Discussion/ Action: Recommendation to submit the updated Coös County Zoning Ordinances to the Delegation. A motion was made by Commissioner Gorman, seconded

by Commissioner Théberge to recommend the updated Coös County Zoning Ordinances to the Delegation for approval. The motion was approved 3-0.

b. Ratification of approved zoning/building permits:

572	Barry, Kevin	Odell	2/22/24	rebuild 8x8 shed to attached camp
573	Mt. Washington Summit Road Co.	Green's Grant	2/22/24	Rebuild of toll house 12' x 30' 20'x28' log home kit with walk-out basement
574	Korey & Kevin Hodnett	Millsfield	2/22/24	

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

16. *Any other public input:* There was none.

17. *Non-public session:* A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to enter nonpublic session under RSA 91-A:3, II (c) at 11:45 a.m. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to come out of nonpublic session at 11:58 a.m. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to seal the minutes for the period of 12 months. The motion was approved 3-0.

The next regular meeting is scheduled for April 10, 2024, at the Coös County Administrative Offices in Stewartstown, NH beginning at 9:00 a.m.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to adjourn the meeting at 11:59 a.m. The motion was approved 3-0.

Respectfully submitted,

Commissioner Robert Théberge, Clerk