

COÖS COUNTY COMMISSIONERS
REGULAR MEETING
Coös County Administrative Offices
34 County Farm Road Stewartstown, NH
April 10, 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; Captain Keith Roberge; Deputy Bert vonDohrmann; Carol Miller, Broadband Initiatives; Chief Bud Chapman, Milan Fire Department; Kathleen Kelley, Lee Ann Potter, Andrew Hatch, CPCNH; Administrative Assistant Linda Harris; and a member of the press.

1. Commissioner Brady called the meeting to order at 9:05 a.m. and welcomed everyone. The Pledge of Allegiance was led by Captain Keith Roberge.
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 27, 2024, special meeting; the March 4, 2024, Joint Meeting; the March 6, 2024, regular meeting and March 18, 2024, special meeting, as distributed. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the minutes of the February 27, 2024, special meeting; the March 4, 2024, Joint Meeting; the March 6, 2024, regular meeting and March 18, 2024, special meeting as distributed. The motion was approved 3-0.
4. Approval of Payrolls & Disbursements for March and authorization during the month of April 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 March and authorization during the month of April to meet all payroll obligations and pay all other obligations due during the month. The motion was approved 3-0.
5. Correspondence: There was no correspondence.
6. Hearing of the public:
 - a. Coös County Broadband / Carol Miller: Ms. Miller provided a committee update. Ms. Miller noted that E911 data for the city, towns and unincorporated places will need to be requested individually from E911. A template letter has been provided to be put on official letterhead and emailed. The County Administrator asked for copies of the broadband maps which shows the planned coverage area.

Commissioner Gorman noted that the Town of Colebrook needs to inquire from Eversource about bringing fiber to the village. Currently, residents in the rural areas of Colebrook that have New Hampshire Electric Coop have better service than the village.

Ms. Miller noted that the grant funding was for unserved areas of Coös County and the village of Colebrook was not unserved.

Ms. Miller said that the next committee meeting is June 20, 2024.

- b. Chief Bud Chapman, Town of Milan Fire Department: Chief Chapman, on behalf of the Board of Selectmen, inquired if there would be any potential funding for EMS Management. The Milan Fire Department answers call in certain Unincorporated Places (Cambridge, Millsfield, Success). He also mentioned that the department has been exploring an off-road vehicle with trailer through grant funding. Chairman Brady asked if there was an estimated cost and Chief Chapman replied \$45,000 - \$81,000.

County Administrator Brady stated that there is no public safety agreement with the Town of Milan. Commissioner Gorman added that this process will take time. The Board directed the County Administrator to move forward with process of creating a public safety agreement with the Town of Milan.

- c. Community Power Coalition of New Hampshire/ Andrew Hatch & Kathleen Kelley presented information on CPCNH and asked the County to join the coalition.

County Community Power would work as follows:

- The County joins CPCNH. The Commissioners would adopt Joint Powers Agreement and form a committee.
- County Develops/Adopts Electric Aggregation Plan (EAP). Public Hearings on EAP would be held. The County Delegation adopts the EAP. PUC Approval. County Commissioners authorized to contract services to launch program.
- Launch. CPCNH launches the program, notifies customers, public education, and enrollment.

Advantages of County Community Power were highlighted:

- Significantly streamlines process for towns/customers to join.
- All electricity customers in the county can opt-in.
- Benefits smaller towns with less administrative/volunteer capacity.
- Municipality may elect County CPA as default electricity provider.
- Town governing body (Selectboard) votes to join program on opt-out basis.

Commissioner Gorman asked if the county were to join, would this be available to all Coös County residents. Ms. Kelley replied in the affirmative. Ms. Kelley noted that by the county joining it is creating a more competitive market for electricity power. She also said that it lets small business partake of aggregation savings. This area of the state already pays the highest rate.

Mr. Hatch noted that by the county joining it would alleviate the individual town meetings and workload. Towns would join under the county. Individuals would only opt-in if they wanted to.

The County Administrator asked what happens if a town votes not to be a member of the Coalition as what recently occurred in Lancaster. Mr. Hatch replied that the individuals could join through the county. The County Administrator said doesn't that create a situation where the County can be at odds with the will of a town – it is providing a mechanism to circumvent the town process.

Mr. Hatch responded that theoretically that is the case.

Chairman Brady asked if a Board of Selectmen joined would citizens be able to opt-out if they wanted to. Ms. Kelley replied yes. However, there are unintended consequences in any projects. Mr. Hatch noted that the Board could include this type of clause in their agreement.

The County Administrator raised concerns about administrative costs to the county. Mr. Hatch replied that that should be minimal as the Coalition would do the work.

Ms. Kelley and Mr. Hatch said that Cheshire and Merrimack County were members of the coalition. Commissioner Théberge suggested that the Board meet with the Cheshire and Merrimack Boards. The County Administrator agreed that the Board should meet with Cheshire and Merrimack. Coös County is different from southern New Hampshire.

Chairman Brady noted that the County Administrator would follow up. Commissioner Théberge added that the County should really research this further. The Board should do its due diligence.

- d. Deputy Bert vonDohrmann reported that he and Linda Harris will be meeting with NH911 on April 18 to review updates and changes in the Unincorporated Places.

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

COÖS COUNTY

- a. There has been a change in the SNS account manager for the County. The county is cautiously optimistic as SNS has been more responsive over the last month and proactive in helping the county trouble shoot possible communications challenges from the solar eclipse.
- b. There has been considerable planning by the county to prepare for the challenges created by the solar eclipse. The Sheriff's office has been instrumental in looping in administration as to traffic challenges that could impede staffing of county facilities and communications issue that could arise.
- c. Weekly meetings continue with the New Hampshire Association of Counties regarding the county conference in November. A great deal of progress has been made on the itinerary. Registration went live the week of March 25th with 25 registrations in the first few days. The early bird conference price is \$430 and \$480

after September 20, 2024.

- d. The County Delegation approved the budget on March 18, 2024. This was the first budget for the County Administrator, and he looks forward to modifying the process for next year to deliver more costs savings and the right ordering of county government in an increasingly sophisticated and onerous public finance environment.
- e. Pam Urban-Morin has joined the county as a part time employee to oversee the development of grant operations. Pam served the State of New Hampshire and the Department of Safety over the last 21 years as a Senior Grant Administrator and has led the distribution of more than \$210 Million in federal and state funding to agencies across NH.

County Administrator Brady presented a resolution *Delegation of Signature Authority for Contracts to the County Administrator*. Commissioner Th  berge read the resolution. A motion was made by Commissioner Th  berge, seconded by Commissioner Gorman to approve resolution *Delegation of Signature Authority for Contracts to the County Administrator*. The motion was approved 3-0.

- f. The Northern Border Regional Commission rejected the County's grant application for communications equipment and software for the Northern Borders Dispatch. County Administrator Brady and Commissioner Gorman stated that the county will reapply in September. The County Administrator noted that the commission has a hard time understanding that public response and economic development go hand in hand. The State earns a great deal of tax money while people are in the North Country as well as when people are traveling to Co  s from downstate or out of state. He suggested that it would be appropriate for Co  s to conduct economic analysis to understand if Co  s is getting its fair share of what it generates for Concord.
- g. The basement renovation is proving to be a great asset as it has already been used for opioid abatement initiatives.

UNINCORPORATED PLACES

- a. The receipt of property tax payments is ongoing, and several remain outstanding. Impending lien notices are scheduled to be mailed May 1, 2024.
- b. Intents to Cut for 2024-2025 are slowly being submitted.
- c. The 2024 inventories of taxable property were mailed to all property owners. The forms are due by April 15, 2024.
- d. The Planning Board met on February 20, 2024.

Wayne Presby and Earl Duval of the Mt. Washington Railway Company provided an update on projects at the Cog.

Jake Debow, Wildlife Biologist of NH Fish and Game gave a formal presentation of their response to the proposed changes to PD 3 & 4, which can be summarized as follows:

Goals:

- Simplify and create enforceable language.
- Use original focal species and purpose in any updates.
- Apply modern science and up to date research.
- Connect the dots – leverage PD zones to bolster landscape level habitat protection projects in Coös County.

Explore/simplify solutions:

- Combine PD4 and PD3 into Critical Fish and Wildlife Habitat.
- Remove PD3/a/b/c zones in exchange for simple Riparian Management Zone.
- Change from 400 ft critical habitat to 300 ft management zone.
- Locate management zone from top of bank.
- Standardize based on stream orders in critical watersheds.

Exploring Solutions – Enforceability:

- Use PD6 verge as an outline.
- Retain permit system with Commissioners.
- Would allow for county enforcement to remain consistent between PD zones and other zoning rules.

Mr. DeBow's recommended revisions included focus on softwood travel corridors to ensure boreal habitats for wide ranging species; focus on known critical trout spawning streams from 2012 and 2017 radio telemetry studies; and take modern protection into account and focus PD3 efforts on providing connectivity between federal ownership, state ownership and conservation easements. He recommended repositioning the standardized approach and increasing acreage from 8,000 to 9,500.

There was an in-depth discussion on the role of a state bureaucracy (e.g., NH Fish and Game) vis a vis county jurisdiction in the planning process and concern that the county could cede, de facto, autonomy to outside entities and forces.

e. The next Planning Board meeting is scheduled for April 17, 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	4
PRETRIAL	14
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
TOTAL IN FACILITY	19
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, 5 PT FEMALES, 1 PT MALE NHSP: 1 PT MALE, 1 HOC MALE, HILLSBOROUGH DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT FEMALE, 1 PT MALE
TOTAL POPULATION	31
AVERAGE DAILY POPULATION MARCH	16
MALE DAYS SERVED IN FACILITY MARCH	484
FEMALE DAYS SERVED MARCH	228 (9 FEMALES)
FEDERAL INMATE DAYS MARCH	0
TOTAL INMATES BOOKED MARCH	24
TOTAL INMATES RELEASED MARCH	19

- a. 2024-2027 Coös County Recycling Agreements to be presented to the Coös County Board of Commissioners for review and discussion.
 - b. Superintendent Champagne and Medical Services Coordinator Langlois have been busy meeting with area substance abuse service providers which includes a meeting with the White Horse Recovery Center on March 15, 2024, and the Upper Connecticut Valley Hospital on April 1, 2024. The focus has been to conduct a self-assessment of services available to offenders and make determinations based off needs, funding, and provider availability.
 - c. The Department of Corrections has made plans for the Solar Eclipse on April 8, 2024. Superintendent Champagne has worked closely with the Coös County Sheriff's Department, Administrator Brady, and other department heads. The department has plans to deal with staffing contingencies, communications, and security. Superintendent Champagne to provide an update at the April 10, 2024, meeting.
 - d. The DOC Captain position was advertised internally. An interview panel, directed by Human Resources Coordinator Morgan Deblois will conduct interviews on April 5, 2024.
 - e. Superintendent Champagne has been working with the conference planning group for the fall 2024 New Hampshire Association of Counties annual conference.
 - f. Superintendent Champagne to provide a pharmacy update regarding Pharmerica Pharmacy services. There are no changes to report.
 - g. The DOC welcomes Timothy Colerick- RN to the team. Mr. Colerick has been hired to fill the vacant medical services nurse position. Tim brings with him a robust knowledge of correctional and psychiatric nursing.
 - h. Request for Non-Meeting under RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining.
 - i. At the meeting, Superintendent Champagne reported that HB318 passed. This bill would require the counties to supervise defendants out on bail.
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 56 for an occupancy rate of 57.7% based on a bed count of 97, 66.7% based on a bed count of 84, and 74.7% based on a bed count of 75. In March, there were two (2) admissions and four (4) deaths. An admission is planned for next week and another for the week of the 16th.
Of the 56 residents, eight (8) are Private Pay, six (6) residents are Vermont Medicaid. Three (3) residents are Medicaid Pending, one for New Hampshire and two for Vermont.

There continues to be several applicants on the waiting list.

Totals for 2024: Ten (10) admissions and five (5) deaths.

The nursing hospital has been bringing in admissions to fill the census. The four deaths this past month slowed that process, but more applicants on the waiting list are being prepared to come in. This is causing some stress on residents, employees, and families as there have been several changes in a short time. Add the ongoing HVAC work to that and things are a bit stressed!

- 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. 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 was a total of twelve (12) employees and nineteen (19) residents positive during the outbreak. Two of those residents passed away soon after. The outbreak was cleared on March 22. During that time two residents also tested positive for influenza. One of those residents also passed away.
- d. FACILITY ISSUES:
- Maintenance has been assisting with the HVAC project at the nursing hospital.
 - Maintenance has almost completed the wainscoting project on the resident floors and has been renovating a resident bathroom.
- e. HVAC Grant: The electricians arrived on February 26 to start the wiring for the HVAC project. They will be finishing the wiring in April, will take a month off for the windows to be delivered, then will return, and get all the units in. The Nursing Hospital Administrator and the Plant Manager have an update meeting scheduled with the Project Manager on April 19. At this time, they are well on track to finish in time.
- 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. VT Medicaid: The Nursing Hospital Administrator is working with the Grafton County Nursing Home Administrator on negotiating a higher rate. More to come on this soon.
 - i. Committees:
 - 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.
 - j. Nursing Hours at the Department of Corrections: None for March.
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. Census: The census was 79, it was at 80 earlier in the week, which was very exciting for everyone. Occupancy Rate: 79%. SNF 7. Private Pay 14. Medicaid Pending 10. Hospice 1. One admission is planned for early next week, possibly 2.
- In March, there were 4 Admissions, 4 Deaths, 0 Discharged, 6 Transfers out, 6 Transfers in, with an average daily census 77.3.
- Year to date totals: Admissions 12. Deaths 6. Discharges 2.
- b. Staffing: Teresa Lecesse, RN, BSN, joined Coös County Nursing Home as Director of Nursing on March 12, 2024. Ms. Lecesse brings years of experience as a Director of Nursing for skilled facilities.
Beginning in mid-April, the nursing home will have 4 employees participate in an LNA class with White Mountains Community College. We will probably have another LNA class in June, we have several more interested applicants looking to become LNAs.
- Open Positions: RN/LPN: 580 hours, 14.5 FTEs. LNAs: 1604 hours, 40.1 FTEs.
- Agency/Travel Staff: RN: 2 (96 hours/week), LPN: 4 (192 hours/week), LNA: 11 (528 hours/week). New Agency for staffing is 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.
- c. COVID-19: No positive cases currently.
 - d. Beginning in March, CMS introduced a Skilled Nursing Facility (SNF) 5-Claim Probe and Education Review. All SNFs and Hospital swing bed providers will have 5 claims reviewed, some of the claims to be reviewed will be new SNF claims that have not been billed to Medicare, this will result in payment delays to the facility. The SNF 5-Claim Probe and Education strategy is intended to educate providers on correct billing practices under the Patient Driven Payment Model (PDPM). Based on the findings, a

claim may be adjusted or denied, and education will be provided for future claims. We currently have 5 claims in review. For March we have a \$77,003.30 payment that is being withheld pending claim reviews.

On a more optimistic note, CMS announced an increase in the physician fee schedule. The increase was 2.93 percent. This will be a positive effect on revenues.

- e. QAPI Meeting March 19: 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 – 4 incidents were reported.
- f. Medical Supplies: Staff conducted a cost analysis with several vendors to ensure that the nursing home is obtaining quality supplies at a lower cost, as a result, a new vendor will be utilized beginning April 1, 2024.
- g. GOFERR/CNHIP
Project Status Update: Stuart Anderson, Alba Architects has reposted both projects out to bid, The north entrance and the window replacements. The update in the bids has generated interest from contractors. We are hoping to hear soon regarding active bids for the 2 projects.

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

- h. Meetings/Committee Reports:
 - County Administrator – staff meetings bimonthly.
 - NHAC Nursing Home Affiliate – Monthly via zoom.
 - NHAC Executive Committee- Monthly meetings via zoom, however the Nursing Home Administrator did attend the March 15 meeting in Concord. Going forward, she will coordinate attending the meeting and picking up PPE supplies in Concord. This will not occur monthly.
 - HR meetings with Morgan - Bi-monthly.
 - A/V Covid-19 Workgroup – 3/25/2024 via zoom. No further meetings scheduled; will resume when Covid-19 positive cases increase in the community.
 - Medicaid meeting with DHHS – monthly via zoom.
 - NHA webinar with HealthPro Heritage, our rehab provider.
- i. The Nursing Home reported that the Board had approved two student loans repayment programs in 2023. The contracts cannot be located, and she asked the Board to sign new contracts. Both contracts were signed.

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 2022 Financial Audit and Single Audit is complete & filed with the Federal Audit Clearing House on 3/27/2024.
 - b. The 2023 Audit work is in progress. The Engagement Letter with Vachon Clukay for the 2023 audit work needs to approval and signed by the Chair. The Governance Q&I needs to be completed by a County Commissioner. This was completed on December 13th and will look familiar. These are standard questions the auditors are required to ask each year. Chairman Brady signed the Governance Q&I.
 - c. It is that time of year when Coös County should consider when the best time to begin the 2024/2025 fuel bid requests. The Board asked for bids to be presented at the May meeting.
 - d. The Finance Department team has completed both Nursing Facility Cost Reports, 23 Unincorporated Places MS-535s, MS-232s and MS-636s; MS 22 and M26 for Millsfield & Wentworth Location Schools; prep work for the Berlin Facility Medicare Cost Report, 2023 Worker's Compensation and Property & Liability reporting, LATC reporting and 2023 Other Post-Employment Benefits (OPEB) and related Government Accounting Standards Board (GASB) 75 compilation for the actuary. The payroll/HR teams are preparing for the 2024 non-union COLA increases & retro payment. The Finance Director requested authorization to process the three percent COLA for non-union employees retroactive to 12/31/2023. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to authorize the process of the three percent COLA for non-union employees retroactive to 12/31/2023. The motion was approved 3-0. The Board signed the updated salary schedules.
 - e. Software Update:
 - General Accounting and modules: The go-live date was slated for April 1st, but the program was not ready for that date due to multiple issues. The new live date is yet to be set by the Director of Finance but should be no later than July 1st.
 - Human Resources & Payroll modules. The first training was on February 21 and the second training was March 29. The Munis Project Manager is to give the HR/PR teams a schedule for HR/Payroll Training. The Go-Live date must be January 1, 2025.
 - f. 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.
 - g. The Finance Director noted that SB553 was now in House Finance Committee. The Board requested that the County Administrator prepare a letter on their behalf opposing the bill.

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 March staffing report is as follows.
 - Hires 9
 - Separations 4
 - Change in status 3
- 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. This policy is in final review from legal and will be presented after review from the tax attorney.
- c. The HR Coordinator will be finalizing the documentation for benefit renewals to include health, dental, and vision in the month of April. Notices will be sent to employees prior to the May open enrollment period.
- d. NHIT has presented a customized plan for employees that will offer cost savings to both the employee and the County. This plan keeps Coös County compliant with ACA reporting and should show a positive impact on employee benefit offerings.
- e. 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. We currently have a representative from all our current benefit offerings attending this benefit fair as well as a representative from NHRS and Primex³.
- f. 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
- g. Two requests for non-public under RSA 91-A:3, II (a)

13. Commissioners' Committee Reports:

- a. Commissioner Gorman reported that the 45th Parallel Director has resigned.

14. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nursing	\$800,000.00	
From:	01-05140-0200 RN Salaries		\$400,000.00
	01-05140-0400 LNA Salaries		400,000.00

Coös County Nursing Home:

To: 02-05640-2300 Contract Nursing	\$600,000.00	
From: 02-05640-0200 RN Salaries		\$300,000.00
From: 02-05640-0400 Nursing Assistants' Salaries		300,000.00

- b. Final 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.

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to adopt the Coös County Policy on Reimbursement of Mileage for the Commissioners. The motion was approved 3-0.

15. Unincorporated Places:

- a. Recommendation of reappointments of Planning Board Members Thomas McCue and Mike Waddell for three-year terms to the Delegation. A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to recommend the reappointments of Planning Board Members Thomas McCue and Mike Waddell for three-year terms to the Delegation. The motion was approved 3-0.
- b. Yield Tax Warrants for Millsfield and Wentworth Location: Two yield tax warrants were presented to the Board for approval.

Millsfield	\$205.00
Wentworth Location	\$545.00

A motion was made by Commissioner Gorman, seconded by Commissioner Théberge to approve the two yield tax warrants presented by the tax collector. The motion was approved 3-0. The Board signed the warrants and certifications.

c. Ratification of approved zoning/building permits:

575 Paulding, Lloyd Millsfield 4/3/24 Replace rotting porch roughly 3'x15' emergency egress.

A motion was made by Commissioner Gorman, seconded by Commissioner Th  berge to ratify the permit as presented. 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 Th  berge to enter non-public session under RSA 91-A:3, II (a) at 12:27 p.m.

A motion was made by Commissioner Th  berge, seconded by Commissioner Gorman to come out of non-public session at 12:36 p.m.

A motion was made by Commissioner Gorman, seconded by Commissioner Th  berge to authorize the payment of 150 hours of personal leave as requested by an employee. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Th  berge to enter non-meeting per RSA 91-A:2, I (a) at 12:37 p.m. The motion was approved 3-0.

A motion was made by Commissioner Gorman, seconded by Commissioner Th  berge to come out of the non-meeting at 12:40 p.m. The motion was approved 3-0.

The next regular meeting is scheduled for May 8, 2024, at the Co  s County Administrative Offices in Stewartstown, NH beginning at 9:00 a.m.

A motion was made by Commissioner Gorman, seconded by Commissioner Th  berge to adjourn the meeting at 12:40 p.m. The motion was approved 3-0.

Respectfully submitted,

Commissioner Robert Th  berge, Clerk