

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
August 9, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; Sheriff Brian Valerino; Captain Keith Roberge; Julie Brunault, Human Resources Coordinator; Chris Gamache, NH Trails Bureau; and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. and welcomed everyone to the meeting. Sheriff Valerino led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to include item 6a. Chris Gamache, NH Trails Bureau. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the amended agenda, as presented. All approved 3-0.

3. Approval of the Minutes of the July 12, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the July 12, 2017, regular meeting, as presented. All approved 3-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of July 2017 and to authorize the Treasurer, during the month of August 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: There was no correspondence.
6. Hearing of the Public:
 - a. Chris Gamache, NH Trails Bureau informed the Board that there would be a six month process in obtaining approval for a rail trail easement for the use of the railroad bed when constructing the water line for the Nursing Hospital. The request has been placed on the September agenda of the Council on Resources Development (CORD) meeting. Mr. Gamache also inquired if the Board would be willing, in turn, to grant a deed easement on trails on Back Pond. The Board did not oppose the request but noted that the request must be presented to the Delegation for approval.
 - b. Sheriff Brian Valerino reported that the ATV event in the Berlin area had relatively zero problems. It was a successful event.

Mr. Gamache thanked the Sheriff's Department and Commissioners for supporting the trail system by providing the Sheriff's Department presence on the trails. It has made a difference.

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

COUNTY:

- a. The 2017 Pre-Applications for the Drinking Water State Revolving Fund (DWSRF) program have been reviewed and ranked. Coös County ranked first on the priority list of 34 projects. The official project list will be announced sometime after August 10.

At the meeting, Ms. Fish reported that Coös County had qualified for principal forgiveness as well.

- b. Mike Metcalf, Underwood Engineers, recently sent the following update regarding the water system:
 - *The Preliminary Design report was mailed to the county on July 26. We are actually much further though than preliminary design and the report will be accompanied by 50% complete final design plans.*
 - *On July 26, the 50% design plans with a cover memo were sent to a number of people at NHDOT to try and nail down the various requirements from the District Engineer, District Construction Engineer, Bridge Design and Maintenance, Railroad Planning and Operations. In addition, we will send these plans to DRED for the purposes of discussing the easement, after we review the plans with NHDOT.*
 - *Regarding the DRED process for the Rail Trail easement, the July 13 meeting of the Council on Resources Development (CORD), where the easement was supposed to be on the agenda was cancelled. When we found out about this on the 17th, we immediately contacted Chris Gamache to see what kind of delay this was going to cause. He indicated that while this may delay things some, it would not greatly impact the overall schedule for getting the easement in place. In that email he mentions getting together to iron out the details...which we would love to do, but before we can finalize the location of the main, we need to get things squared away with NHDOT first as noted above.*
- c. On July 27, the State of NH fiscal year 2017 Surplus Funds Payout were received. The Coös County Nursing Hospital received \$39,267.71 and the Coös County Nursing Home received \$65,421.04.
- d. The New Hampshire Association of Counties Conference has been scheduled for September 20-23, 2017. The conference will be hosted by Strafford County and held in Portsmouth, NH.
- e. At the meeting, Ms. Fish distributed to the Board a report prepared by human resources department. Commissioner Samson inquired if the separations included the payroll clerk resignation. Mrs. Brunault replied it did the not. The figures in the report were only for July. Commissioner Samson asked if this was the third person to leave this position. Ms. Mills replied yes and requested to discuss this matter further in nonpublic. Commissioner Grenier noted that any nonpublic must be specified on the agenda and posted for 48 hours.

UNINCORPORATED PLACES:

- a. The MS-25 School Finance Report and DOE-25 - NH State Department of Education Annual Financial Report for the Coös County Unincorporated Places will be ready for your review & signature.
- b. The Planning Board voted on August 2 to accept the amendments to the zoning ordinance that it has been working on for several months. Ms. Fish provided copies of the proposed

amendments to the zoning ordinances for the Board's review. Once approved by the Commissioners, the proposed changes will be presented to the Delegation for final approval.

Ms. Fish suggested adding the Planning Board Chair, John Scarinza, to the September agenda to answer any questions the Board may have regarding the proposed changes. Chairman Brady suggested setting up a separate meeting with Mr. Scarinza, Tara Bamford and the Delegation. The meeting would provide the Delegation an opportunity to ask any questions they may have. Chairman Brady asked Ms. Fish to contact Representative Th  berge.

- c. The next Planning Board meeting is scheduled for August 23, 2017 at 6:00 pm in Lancaster. Ms. Fish added that the Balsams applications will be reviewed at the meeting.

- 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:

TOTAL IN FACILITY	24
HOUSE OF CORRECTIONS	14
PRETRIAL	10
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	17
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 HOC FEMALE, 2 PT FEMALE, 2 PT MALE NHSP: 4 HOC MALE, 3 PT MALE, 1 HOC FEMALE HILLSBOROUGH- 1 PT MALE CARROLL DOC-1 PT MALE, 1 HOC MALE
AVERAGE DAILY POPULATION JULY	18
MALE DAYS SERVED IN FACILITY JULY	543
FEMALE DAYS SERVED JULY	168 (9 females)
TOTAL INMATES BOOKED JULY	28
TOTAL INMATES RELEASED JULY	30

- a. The month of July was busy with staff vacations and days off. Staff have been outstanding with filling shifts and covering for each other to accommodate these days off.
- b. The Superintendents Affiliate is still working on information and implementation feasibility on a victim notification system called 'Victim Information and Notification Everyday' or commonly known as VINE. Currently the state has a system in place called the Statewide Automated Victim Information and Notification system commonly known as SAVIN. SAVIN, since being implemented, has proven to be very flawed and inferior to VINE. The affiliates' position is to have the state adopt VINE instead of SAVIN and that in turn would shift the cost of the program to the state instead of the counties.
- c. Corporal Lesperance and the inmates have been very busy at the Co  s County Recycling Center. The ATV community has continued to grow from year to year. This growth has made a significant positive impact to local commerce and the North Country. The increase in commodities compounded with soaring prices on O.C.C (cardboard) has made this summer a profitable one so far. We are in hopes this continues.

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 68. Occupancy for the month of July was 77%. In July, there were four (4) admissions and five (5) deaths. Three (3) admissions were currently being worked on. Of the 68 residents, thirteen (13) were Private Pay; eight (8) residents were Vermont Medicaid; and three (3) residents were Medicaid Pending for NH.

Totals for 2017: Seventeen (17) admissions, one (1) discharge, and twenty-three (23) deaths.

- b. Staffing:

The nursing department has 88 hours open for RN/LPN. There are two (2) contract nurses covering the open hours at this time. There are 152 open LNA hours plus one (1) 32 hour LNA currently out on FMLA, two (2) 40 hour LNAs on FMLA, and two (2) 32 hour LNAs out on Workers Comp.

The nursing department has been especially having difficulties staffing the 3p-11p shift. Two contract LNAs have been brought in to help to cover some of these hours and, due to our low census, we are staffing lighter. It is prime vacation time and everyone is taking turns having some time off.

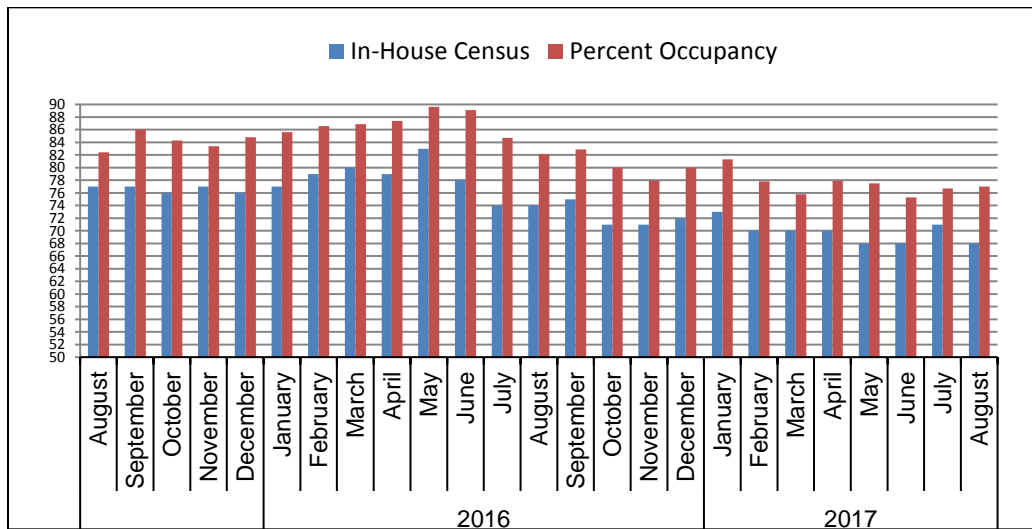
The next LNA Class is being planned for October.

Laura reported that she had accepted a resignation from the payroll clerk. Several applications have been received for the position and will begin interviews next week.

- c. Annual Family Picnic: The Annual Family Picnic once again was a rousing success! Great food, great music, great decorations and a good time was had by all!
- d. Meeting on Future Healthcare Needs in the North Country: The next meeting is scheduled for August 29.
- e. Nursing Hours at the Department of Corrections:

	2016		2017	
	Minutes	Hours	Minutes	Hours
January	93	1.5		.25
February	37	0.5		.50
March		0		.25
April		1.5		
May	0	0		.10
June				
July				

f. Occupancy:



- g. At the meeting, Ms. Mills reported that she had been notified by Dr. Fothergill that he had resigned from the Indian Stream Health Center and would no longer be the Nursing Hospital's Medical Director.

10. Report of the Berlin Nursing Home Administrator Louise Belanger. A written report was not submitted to the Board as the Nursing Home Administrator was on vacation.
11. Report of the Director of Finance Carrie Klebe. A written report was not submitted to the Board as the Director of Finance was on vacation.

12. Commissioners' Committee Reports:

Commissioner Grenier reported that the Coös Economic Development Board Chair will be taking a leave of absence from September to January. Avis Brosseau will assume his responsibilities.

13. Other Business:

- a. Budget Transfers: The following budget transfers were approved by the Board:

Coös County Nursing Home:

To:	02-05640-0500 Medication Nursing Assistant Salaries	72,000.00	
From:	02-05640-0400 Nursing Assistant Salaries		72,000.00

Coös County Nursing Hospital:

To:	01-05140-2300 Contract Nurses	130,200.00	
From:	01-05140-0200 Registered Nurses Salaries		69,700.00
From:	01-05640-0400 Licensed Nursing Assistant Salaries		60,500.00

14. Unincorporated Places:

- a. MS-1 extension request: Linda Harris presented the MS-1 extension request form for the Board's signatures. Ms. Harris explained that as of this date the utility values from the Department of Revenue were not available and the assessing firm was still working on updates. An extension until October 16, 2017 will be submitted to the DRA for approval.

15. Any Other Public Input: There was no public input.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (c) at 10:00 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 10:15 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes pertaining to the discussion of the Medical Director position and payroll clerk position until the issues have been resolved. All approved 3-0.

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to enter into non-public session per RSA 91-A:3 II (c) at 10:16 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 10:45 a.m. All approved 3-0.

The September meeting has been scheduled for Wednesday, September 13, 2017, at the Coös County Nursing Home, Berlin, NH at 9:00 a.m.

The October meeting has been scheduled for Wednesday, October 11, 2017, at the North Country Resource Center in Lancaster, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:46 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk