

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
July 12, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Finance Director Carrie Klebe; Administrative Assistant Linda Harris; County Treasurer Sue Collins; Sheriff Brian Valerino; Captain Keith Roberge; Representative Robert Théberge; Ray Cyr; Harry Brown; Bob Elwell; Sonny Martin; a member of the press; and members of the public.

1. Commissioner Brady opened the Commissioners' meeting at 9:03 a.m. and welcomed everyone to the meeting. Representative Théberge 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. Wentworth Location Riverbank Discussion. 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 June 14, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the June 14, 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 June 2017 and to authorize the Treasurer, during the month of July 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. Wentworth Location Riverbank Discussion: Raymond Cyr, Chapel Hill Property Owner, stated that the reason for his attendance, as well as other Wentworth Location property owners, was to share that of the 770' of riverbank previously repaired in 2014, some 150' +/- is in need of repair as a result of a very wet Spring and recent heavy rains. He has met with Dennis Thompson, the contractor from the 2014 project, to obtain a proposal. Mr. Thompson's proposal totaled \$36,400. Mr. Cyr has also met with Paul Casey of the USFWS. Mr. Casey stated that funds were not available but could provide the rocks necessary for the repair.

Commissioner Grenier stated that he has been in contact with Fallon Reed at NH Homeland Security and Emergency Management Resources who will be setting up a visit. It is hoped that the damage will qualify for disaster relief. If the area qualifies for disaster relief the government would cover 80% of the cost. Commissioner Grenier noted that once he receives the date of the visit he will contact Mr. Cyr. Commissioner Grenier added that the County Administrator is in the process of filing paperwork with the agency. He added that no repairs should be done until

there is a site visit. Commissioner Samson asked that Mr. Thompson be notified of the date as well.

- b. Representative Th  berge reported that he had contacted the DOT about road safety issues at the Water Wheel and at Santa's Village.

Representative Th  berge stated that he and Representative Richardson will be visiting the County House and Department of Corrections on Thursday, July 20. The house issue needs to be looked at seriously.

Representative Th  berge also noted that he is working on establishing a Veteran's Cemetery in Co  s County.

- c. Harry Brown asked the Board if it had taken a position on Northern Pass and the Balsams project. Commissioner Brady replied no position was taken on Northern Pass; however, the Board voted in favor of the Balsams project. Mr. Brown continued that he has read articles where Commissioner Samson has voiced his opinions against Northern Pass and Wagner Forest Management. Commissioner Samson has identified himself as a County Commissioner in these instances. He added that he respects Mr. Samson's positions either for or against but felt this was a gross misrepresentation of the Board and asked that he be censured by the Board.

Representative Th  berge noted that Commissioner Samson has a title as it is an elected position. The title has nothing to do with his positions. He has a title but is not representing the Board. He did not see a problem with Commissioner Samson.

Commissioner Samson stated that he has always signed his correspondence as County Commissioner. That does not mean that he is representing the County Commissioners. He was elected by towns in his district that have voted against Northern Pass and he represents those towns.

Commissioner Brady stated that he agreed with Representative Th  berge's comment. Commissioner Samson has a right to his opinions.

Bob Elwell, Lancaster, noted that he and Commissioner Samson have been fighting the Northern Pass battle prior to becoming County Commissioner. He has stood firm on this issue.

Commissioner Grenier noted that he has used his title as Mayor of Berlin in support of the Northern Pass. He is in favor of Northern Pass just as Commissioner Samson is opposed.

Commissioner Brady concluded that it has taken several years to have the Board work together. Several important issues are forthcoming and the Board will need to work cohesively. He will not allow Northern Pass issues to tear the Board apart. He will not allow the vote and the issue was put to bed.

Mr. Martin stated that Commissioner Samson was a man of integrity. He respects Commissioner Grenier for being strong on this issue and thanked Commissioner Brady for standing up on the issue.

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. Mike Metcalf, Underwood Engineers has submitted the pre-application to the NH DES Drinking Water and Ground Bureau for the 2017 NH Drinking Water State Revolving Loan Fund.

UNINCORPORATED PLACES:

- a. The payment in lieu of taxes (PILT) was received from the Department of the Interior for the Unincorporated Places. The amount received was \$358,337 which is down from \$367,521 from 2016. The PILT received from the National Park Service for Success was \$152. This is down from \$2,309 that was received in 2016.
- b. The revenue sharing payment from the US Fish and Wildlife Service was also received. The total received in 2017 was \$8,160 and the total received in 2016 was \$12,958.
- c. Millsfield has a balance of \$8,681 in its Expendable Education Trust Fund account. The County Administrator recommended to the Commissioners that these funds be used to offset the tuition expenses in 2017. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to recommend using \$8,681 of the Expendable Education Trust Fund to offset the 2017 tuition expenses in Millsfield to the Coös County Delegation. All approved 3-0.
- d. The Planning Board meeting scheduled for July 26 has been rescheduled to August 2. A public hearing on the proposed changes to the zoning ordinances will be held as well. After the public hearing, the changes will be presented to the Board for approval.

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:

<b>TOTAL IN FACILITY</b>	<b>20</b>
HOUSE OF CORRECTIONS	11
PRETRIAL	9
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	2
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	17
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC FEMALE, 3 PT FEMALE, 1 PT MALE NHSP: 6 HOC MALE, 3 PT MALE, 1 PT FEMALE HILLSBOROUGH- 1 PT MALE CARROLL DOC-1 PT MALE
AVERAGE DAILY POPULATION JUNE	18
MALE DAYS SERVED IN FACILITY JUNE	543
FEMALE DAYS SERVED JUNE	216 (10 females)
TOTAL INMATES BOOKED JUNE	26
TOTAL INMATES RELEASED JUNE	25

- a. Superintendent Champagne attended a training hosted by the Northeast Resource Recovery Association in Littleton, NH on June 26, 2017 "Managing Electronic Waste". This class was very informative and will be valuable in managing the Transfer Station.

- b. Superintendent Champagne reported that he had received notification from Jesse Carney that he will no longer be plowing and sanding the Transfer Station. Letters were mailed to the member towns as it is their responsibility in the contract to provide plowing for the site.
- c. The annual staff uniform order has been completed and all staff has been issued the necessary items requested.
- d. The annual Taser and O.C Spray recertifications were conducted during the month of June. The County house was utilized and proved once again to be an excellent resource and training location. Officers from the local agencies are invited as a courtesy and one officer attended from the Colebrook Police Department.

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 71. Occupancy for the month of June was 76.4%. In June, there were two (2) admissions and one (1) death. There have been two (2) admissions in July and three (3) admissions are currently being worked on. Of the 71 residents, fourteen (14) were Private Pay. Nine (9) residents were Vermont Medicaid. Three (3) residents were Medicaid Pending for NH. Totals for 2017: Thirteen (13) admissions, one (1) discharge and eighteen (18) deaths.
- b. Final Medicaid Rate: The Nursing Hospital's final daily Medicaid Rate for July 1 was \$164.45, an increase of \$7.13 per resident per day over the current rate. The Vermont Medicaid Rate will go to \$213.68 per resident per day (NH Medicaid Rate + average MQIP.)
- c. Staffing: The Nursing Department has 88 hours open for RN/LPN. Two (2) contract nurses are assisting with the coverage of the open hours.

Currently there are 192 open LNA hours plus two (2) 32 hour LNAs currently out on FMLA, one (1) 40 hour LNA on FMLA, and one (1) 32 hour LNA out on Workers Comp. Another 32 hour LNA has enlisted in the Air Force and will be leaving in August. The staffing of the 3p-11p shift has been the most difficult. Two contract LNAs are assisting with the coverage of some of these hours. Due to the low census staffing is lighter.

The open positions in dietary are being filled fairly quickly.

Commissioner Brady inquired if the open hours have been impacted by retirements. Ms. Mills replied that there have been three unexpected retirements. Individuals have relocated to other areas. Commissioner Brady asked both nursing home administrators to supply a report indicating employment statistics for the next monthly meeting. Both administrators noted that the information is supplied to human resources monthly. He also asked if the wages were compatible with area facilities. Both administrators agreed that the wages were compatible; however the shift differential was not.

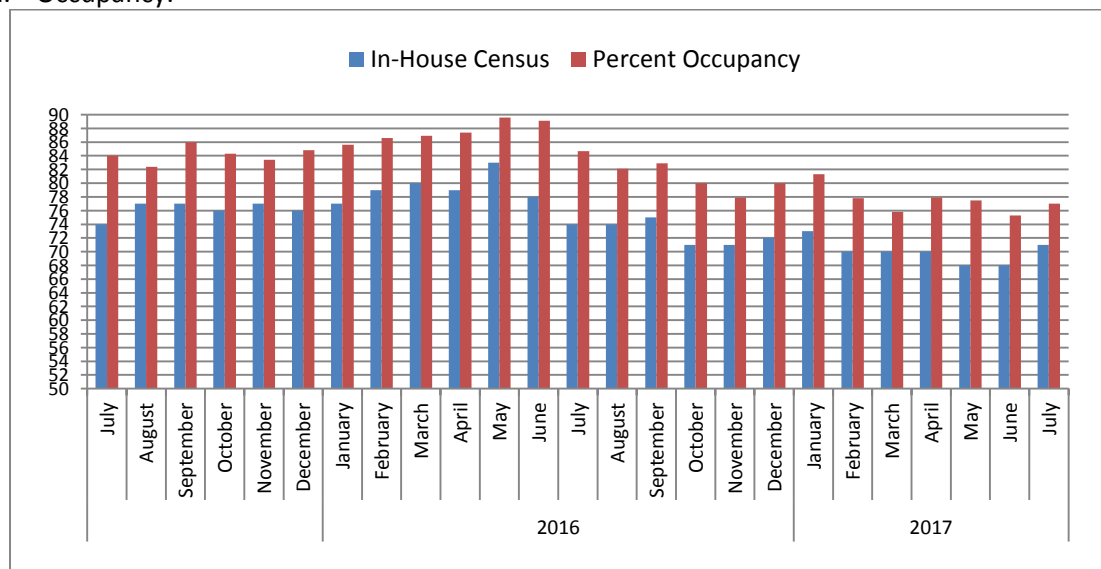
- d. Sysco Of Northern New England Healthcare Expo 2017: Chantal Rioux, Dietary Director and Patrick Kennett, Asst. Dietary Manager have requested to attend the Sysco Food Expo in Portland, ME on July 25. The request requires out of state travel.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow Chantal Rioux, Dietary Director, Patrick Kennett, Asst. Dietary Manager and Keith Couture, Dietary Manager the out of state travel to Portland, ME. All approved 3-0

- e. Annual Family Picnic: The Annual Family Picnic is planned for Sunday, July 16. The theme this year is "The Wizard of Oz."
- f. Meeting on Future Healthcare Needs in the North Country: The group discussed making contact with NH nursing schools to be able to bring a job fair or job postings to new graduate nurses. The next meeting has not been scheduled.
- g. 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

- h. Occupancy:



- 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 current census was 95. Eleven (11) residents were Private Pay, six (6) residents were Medicaid pending. The average daily census for June was 90.5; there were eleven (11) admissions, one (1) death and two (2) discharges.

SNF Part A: seven (7) residents, Part B: eight (8) residents. The rehab provider is looking to increase their staff numbers due to increase in needs.

Year to Date: average daily census is 85.7, admissions 28, deaths 17 and discharged home 3.

- b. Nursing Department: Currently there are 140 hours of open nursing (RN/LPN) positions; this is an increase due to a retirement. One agency LPN is helping with the open positions/hours. The department is actively looking for an additional agency nurse. There are 188 hours of LNA open positions. The department is awaiting licensure of the graduates from the LNA class. Once they are licensed, they will bid on open positions.
- c. HVAC upgrades Update: Monitoring of the system continues at this time. At the meeting, the nursing home administrator reported that the system seemed to be doing better.
- d. Disaster Exercise: The facility's biannual exercise was scheduled for June 15 and 16. It involved the closing of the Dietary Department for 24 hours. Three meals were prepared elsewhere in the facility. Update: Staff did an excellent job during the exercise. The dietary department had many challenges to overcome, the results led to the relocation of a few equipment items and supplies. The entire process was very educational. The Policy and Procedure was updated and should this type of disaster actually occur the staff will be better prepared on how to manage and overcome barriers.
- e. Keith Couture, Dietary Manager is seeking approval from the Commissioners to attend the Sysco Healthcare Expo on Tuesday, July 25 in Portland Maine. *(The Board approved the request earlier in the meeting.)*
- f. Mike Holt, Environmental Services Manager, is now a certified level 1 Building Operator. The Building Operator Certification® (BOC) is a nationally recognized training and certification program focusing on energy efficient building operations and preventative maintenance procedures. Facilities with BOC graduates are proven to save energy, have lower energy bills, and offer improved comfort for occupants. Mr. Holt completed 74 hours of training and passed a certification exam.

11. Report of the Director of Finance Carrie Klebe. There was no written report submitted to the Board.

The sealed bids for fuel oil and propane were provided to the Board. The bids read as follows:

#2 Fuel Oil - (Pre-Buy)	W. Stewartstown Bulk Deliveries 38,000 Gallons	Berlin Bulk Deliveries 28,000 Gallons	Terms
<b>CN Brown Co</b>	<b>1.6190</b>	<b>1.6090</b>	<b>Net 10 days</b>
CN Brown Co	1.6090	1.5990	Prebuy
P&L Cote Inc	1.6090	1.6090	Prebuy

#2 Fuel Oil - Pedal Truck	W. Stewartstown 2800 gallons	Terms
<b>C Bean Transport</b>	<b>1.6890</b>	<b>Prebuy</b>
C Bean Transport	1.7890	Net 10 days

LP Gas	W. Stewartstown 20,000 Gallons	Terms
<b>CN Brown Co</b>	<b>1.0910</b>	<b>Net</b>
Lewis Oil Company	1.1490	Net 15 days
Rymes	1.3790	
C Bean Transport	1.1390	Prebuy
C Bean Transport	1.2390	Net 15 days

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bulk #2 fuel oil bid of 1.6190/W Stewartstown/ 38,000 gallons and 1.6090/Berlin/28,000 to CN Brown with the terms net 10 days. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the #2 fuel oil pedal truck bid of 1.6890/W Stewartstown/2,800 gallons prebuy to C Bean Transport. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the LP bid of 1.0910/W Stewartstown/20,000 gallons to CN Brown with the terms net. All approved 3-0.

12. Commissioners' Committee Reports:

Commissioner Grenier reported that AVRDD would be relocating its offices to the 12<sup>th</sup> Street office complex in August. He was also reelected Vice Chair of the district.

13. Other Business:

- a. Budget Transfers: The following budget transfer was approved by the Board:

*Coös County Department of Corrections:*

To:	03-06100-0800 In lieu of Health Benefit	5,750.00	
From:	03-06100-1200 Health Insurance		5,750.00

14. Unincorporated Places: There was nothing to report.

15. Any Other Public Input:

- a. Sheriff Brian Valerino reported on his department's activities:
- The deputies have been doing a lot of ATV patrols in the Unincorporated Places;
  - The Sheriff is working with officials in regards to upcoming ATV events in Berlin and Gorham;
  - Sheriff Valerino and Captain Roberge have been participating in local parades and will continue to do so;
  - The Sheriff was invited as a guest speaker at the Northern Correctional Facility.
  - The department is in the process of coordinating a women's firearm class in August.

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

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

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 10:30 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk