

Coös County Commissioners
Regular Meeting
Coos County Nursing Home - Berlin, NH
March 13, 2019

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; HR Coordinator Julie Brunault; Sheriff Brian Valerino; County Treasurer Sue Collins; Rick Tillotson; Les Otten; Henry Gosselin; Administrative Assistant Linda Harris; and members of the public

PUBLIC HEARING

Commissioner Brady opened the public hearing for the NH DOT Discontinuance of Valley Road, Cold Springs Road and a portion of Spur Road, Dixville, NH.

County Administrator Jennifer Fish stated that correspondence had been received from the NH DOT notifying the County that the State has found no further occasion to use these portions of Valley Road, Cold Springs Road and portion of Spur Road for Class II highway purposes. The notice was posted in two public places and abutters were noticed by legal notice by certified mail. Commissioner Brady asked for public comment.

Rick Tillotson, representing the Dixville Cemetery Corporation, noted that public access to the cemetery must be accessible through Valley Road, Spur Road and Cold Spring Road for the families of Neil Tillotson, Warren Pearson and Raoul Jolin. He also noted that in order for the forest society to monitor and manage the conservation easement, as well as recreational users, will also need access to the properties by virtue of the current use designation, and camp owners that own property past Mud Pond Road. He questioned the future availability of these roads. Mr. Tillotson also added that Spur Road crosses over a dam owned by the State. Ownership of the road will include the dam currently owned by the State.

Les Otten replied that the discontinuance is not intended to prevent access to the roads. The primary use of these roads is to access Golf Links Road. The roads will be maintained after the transfer. There is a plan to make minimal improvements over a ten year plan. The Balsams is prepared to permit and take ownership of the dam.

Mr. Tillotson stated that he was not opposed to the chain of custody ending up with the Balsams redevelopment. He just asked the county to protect their interests for public access.

With no further questions, Commissioner Brady closed the public hearing at 9:15 a.m.

1. Commissioner Brady opened the Commissioners' meeting at 9:15 a.m., welcomed everyone to the meeting and led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda as presented. All approved 3-0.
3. Approval of the Minutes of the February 20, 2019, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the minutes on page

12 to read: The department received a donation *from Jim & Luanne Pelkey of Mr. Pizza of funds in the amount of \$1,000 for the purchase of an OHRV radar gun.* All approved 3-0. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the amended minutes of the February 20, 2019, regular meeting. 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 February and to authorize the Treasurer, during the month of March, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: County Administrator Jennifer Fish reported that there was no correspondence.

Commissioner Samson provided two pieces of correspondence to Commissioner Brady, to Commissioner Grenier and the County Administrator. Both Commissioners replied that they had previously seen the letter. Ms. Fish replied that she had obtained copies from Commissioner Grenier. Commissioner Samson asked how Commissioner Grenier had obtained the letters. Commissioner Grenier stated that they were public records and he did not need to reveal how he got them. Commissioner Samson asked if the County Administrator always shares correspondence with the Board. She noted that the correspondence referred to was not addressed to her or to the Board.

6. Hearing of the Public:
 - a. Henry Gosselin - Success Property Owner presented a petition to the Board requesting the following:
 - that the Board negotiate an increase of the PILT payment from Androscooggin Valley Regional Refuse Disposal District (AVRRDD) of \$3,000 to a fair and equitable amount; and,
 - that the Board request a direct percentage of the per ton tipping fee from AVRRDD Mt. Carberry Landfill to benefit the host community of Success.

Commissioner Grenier stated that the current payment of \$3,000 from AVRRDD is a good will payment to offset the cost of fire and emergency services. There is no PILT agreement. AVRRDD is a tax-exempt property. Commissioner Samson inquired that the property owners of Success were requesting that the Board, as Selectmen of Success, negotiate some type of PILT agreement. Mr. Gosselin replied in the affirmative.

County Treasurer Sue Collins noted that the former Commissioners had made good will efforts to help maintain the roads as there were no property taxes with huge fund balances. However, the fund balances have now eroded. The funds for the road maintenance are not an entitlement. She suggested requesting an increase in the road maintenance line item.

Commissioner Grenier noted that he is the County's representative and Vice Chair of the Board. Mr. Gosselin should have requested to meet with him, express his concerns and Commissioner Grenier would have provided him with background information. He also noted that the taxpayers cannot get both an increase in the PILT and the tipping fees.

Mr. Gosselin stated that the Success Pond Owners' Association has been requesting road maintenance assistance from AVRRDD for years and the Board refuses. Commissioner Grenier

replied that Success Pond Road is a private road and AVRRDD will only maintain 2.5 miles which they own.

Commissioner Samson noted that he appreciated all of the work put forth in the presentation.

- b. County Treasurer Sue Collins reported that she, Laura Mills and Superintendent Champagne had attended the NHAC Executive Committee meeting on Friday, March 8 and noted the following to the Board:
- A decision is needed from the Commissioners as to the Coös County representative on the Awards Committee. The County Administrator has been the representative in the past. Ms. Fish noted that she is currently on the Steering Committee, Finance Committee and the Executive Committee. All of these meetings are held in Concord. She preferred stepping down from this committee. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Julie Brunault to the Awards Committee. All approved 3-0.
 - The conference will be held October 14-16 at Mill Falls/Church Landing in Meredith as Belknap County will be the host county.
 - The 2019 NHAC budget was approved. A copy was sent to the County Administrator.
 - Commissioner Meyer attended the meeting to speak about the IDNs and the Governor's proposed budget for the next two years. HB2, which is the trailer bill to the budget, maintained the counties' cap with a 2.1 percent increase in state fiscal year 2020; and, another 1.6 percent increase in fiscal year 2021. The Commissioner announced to the committee that it was a mistake. He wants the cap to go up by \$5 million. The Dupont Group will lobby on behalf of the counties to not allow this to happen.
 - The commissioner also advised that proshare will increase over the summer; however, he expects \$10 million from the counties cooperatively. He did not want to tell the counties on what to pay. He wants the counties to decide on amounts. Sue reviewed a copy of the five year budget and noted that the state received \$2,358,477 in fiscal year 2018. The counties never received increased proshare that year. She was told that the state was informed by the Feds to draw down the funds and not share it with the counties. Sue has requested written documentation from Jim Monahan on the authorization.
 - DHHS will meet with each Board of Commissioners to discuss the value of IDN.
 - Another item that worried Sue was the amount of money for Home & Community Based Care. According to the state's contract with the feds, there can be no waiting list. The state's budget for HCBC is going from \$38 million to \$52 million if the Governor's budget goes through. The county pays half of that figure.
 - Sue will argue against sending the proposed \$347,000 IDN payment from Coös County at Saturday's supplemental budget hearing.

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:

- a. Ms. Fish presented two bids for the Sheriff's 2011 Ford Crown Victoria. The total mileage on the vehicle was 133,205. A motion as made by Commissioner Grenier, seconded by Commissioner Samson to award the disposition of the 2011 Ford Crown Victoria to Jason Gray of Milan in the amount of \$401, subject to the final vote of the Delegation on the Department of Corrections cruiser. All approved 3-0.
- b. Ms. Fish reported that Wildcat Mountain requested permission to serve liquor at an outdoor event in March and another in April. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize Wildcat Mountain to serve liquor at an outdoor event in March and another in April. All approved 3-0.
- c. DrummondWoodsum attorneys, Greg Im and Bill Stockmeyer, are reviewing the language of HB 540 on the county's behalf. A Municipal and County Government executive session was scheduled for March 13, 2018 at 10 am in Concord.
- d. The Coös ZBA held a meeting on February 28, 2019. PJ Cyr was elected Chair, Scott Deblois-Vice Chair and Mark Evans-Clerk.
- e. Ms. Fish requested a non-meeting to discuss Collective Bargaining matters.
- f. Boards/Committees
 - NH Association of Counties Executive Committee - March 8
 - NH Association of Counties Steering Committee - March 8
 - North Country Council Board Finance Committee - March 15
 - North Country Council Board Meeting - March 21
 - NH Interlocal Trust Board Meeting - March 28

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	15
HOUSE OF CORRECTIONS	5
PRETRIAL	10
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 4 HOC FEMALE, STRAFFORD DOC: 1 HOC MALE
AVERAGE DAILY POPULATION FEBRUARY	14
MALE DAYS SERVED IN FACILITY FEBRUARY	403
FEMALE DAYS SERVED FEBRUARY	140 (7 females)
FEDERAL INMATE DAYS SERVED FEBRUARY	0
TOTAL INMATES BOOKED FEBRUARY	10
TOTAL INMATES RELEASED FEBRUARY	15

- a. The Department of Corrections continues to have issues with the gentleman that's being held with severe mental health issues. The Superintendent has pursued an alternative route through the New Hampshire Hospital in hopes of getting him accepted into a facility that will better serve his mental health needs.
 - b. On February 27, 2019, the DOC received information that a pretrial inmate being held was believed to have Suboxone in his possession. A search of this inmate's person revealed that he in fact was in possession of some sort of contraband. Subsequently the inmate engaged in a brief struggle with staff and he was able to get the contraband into a toilet in a holding cell where he was being searched and flush it.
 - c. The Superintendent has made a request to the New Hampshire State Prison for some trustee level inmates to help fill the void in the DOC work programs. The Warden from the Northern Correctional Facility in Berlin, NH and Superintendent have engaged in dialogue to explore this option. Per RSA 30-B:21 II, the Superintendent would request that the expense of the transfer and maintenance be waived. Coös County Department of Corrections would review all incoming transfers, inmate files and medical needs before accepting any transfers. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Superintendent the flexibility with the RSA in order to run his facility. All approved 3-0.
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 83. Occupancy for the month of February was 97.8% based on a bed count of 84. In February, there were (0) admissions and two (2) deaths. There have been two (2) admissions in March and are full once again. There are twelve (12) people on a waiting list for admissions. Of the 83 residents, sixteen (16) were private pay, nine (9) residents were Vermont Medicaid, nine (9) residents were Medicaid Pending, (four (4) for NH and five (5) for VT.)
- Totals for 2019: Nine (9) admissions, six (6) deaths, no (0) discharges. Total residents receiving services or assistance from CCNH in 2019: One hundred-two (102).
- b. Staffing: The nursing department has 36 hours open for RN/LPN. A 32 hour RN has been out on Medical Leave. One (1) contract LPN has been covering some of these hours.
- The nursing department has 244 open LNA hours (6.1 FTE). Two 32 hour LNAs are out on Medical Leave. Two (2) contract LNAs have been covering some of the hours and another coming.
- Ms. Mills reported that she obtained information that Grafton County has posted at the college that they are offering a tuition reimbursement to nurses up to \$40,000 for any nurse willing to sign up with Grafton County and work for the nursing home for two years.
- If Coös County sends an LNA through the tuition loan program which pays them to go to school, gives them \$5,000 per year towards their tuition. The County spends over \$30,000 to send an individual to school. Commissioner Grenier agreed that it should be discussed further.

- c. Telephone System: There continues to have a time issue with our voicemail system, but it appears to be related to the programming of the time on the main switchboard telephone.
- d. Computers: Departments continue to work on getting back up to full operations after the server crash on February 11.
- e. QAPI: Staff continue to make progress on the QAPI Plan for the new regulations. Staff began a PIP on Pain Management and another on "Smooth Transitions" making the admissions process smoother.
- f. Family/Resident/Staff Concerns: No Ombudsman reports were filed in February. Darlene Cray from the OLTCO came up on February 13 to meet with one of the families from last month.
- g. Dentist: A search still continues for replacement dental services for the residents. Staff will be holding a Social on March 19 at the nursing home to thank Dr. Katz and his wife Emily for their years of service to CCNH.
- h. Hot Water: There are issues with the hot water and discolored water. Maintenance is working on options to correct the problem.

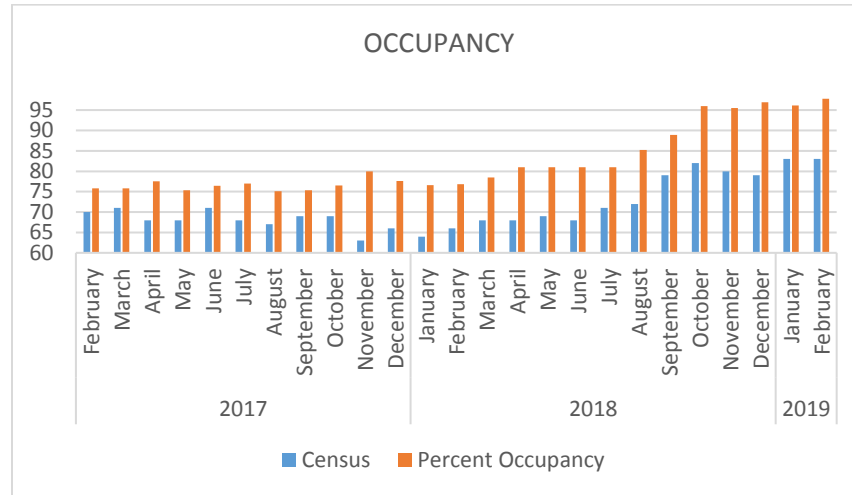
At the meeting, Ms. Mills reported that she had received two quotes from DHI to replace the two tanks. Replacement of existing tanks with the same type but new tanks \$72,800; replacement with glass lined tanks \$79,385; or replace the coil inside of the 2003 tank for \$8,000.

Commissioner Grenier asked if the replacement option of \$8,000 would carry the facility through until the water connection is in place with Stewartstown. Ms. Collins noted that the current tanks were over 10 years old and totally depreciated. She suggested purchasing the glass line tanks. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to recommend to the Delegation to withdraw \$79,385 from the facility fund to purchase two glass lined water tanks and to waive the bid process due to the emergency situation. All approved 3-0.

- i. Committee Reports:
 - NHAC Executive Committee: attended the meeting on March 8.
 - NHAC Nursing Home Affiliate: attended the February 14 at Rockingham County via Conference Call. The next meeting is scheduled for March 14 at Merrimack County.
 - Workforce Development: attended the meeting on February 19 via Conference Call. The next meeting is scheduled for March 19.
- j. Nursing Hours at the Department of Corrections:

	2018	2019
	Minutes	Minutes
January		59
February		5
March		

k. 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 97. 12 residents were private pay; 4 residents were Medicaid pending. The average daily census for February was 94.4; there were 3 admissions, 2 deaths and 3 discharged. SNF: Part A: 9 residents and Part B: 21 residents. Some residents are counted twice if receiving multiple rehab services (PT, OT, and SP).

Year to Date for 2019: The average daily census 93.9, admissions 10, deaths 3, discharge 4.
Total residents who have received services year to date at CCNH in 2019: 102

- b. Nursing Department currently had 276 hours of open nursing (RN/LPN) positions (6.90 FTE's). Three agency LPNs have been helping cover open hours. There were 612 hours of LNA open positions (15.30 FTE's). Eight agency LNAs have been helping with open positions/hours. These figures did not reflect employees out on FMLA or workers comp.

Commissioner Samson asked that the two nursing home administrators discuss and come up with a proposal on hiring nurses in college just as Grafton County has implemented.

- c. Disaster Exercise: On Saturday April 13, the nursing home will be participating in a Closed Point of Dispensing (POD) exercise. CCNH in Berlin is a Closed Point of Dispensing for the residents, staff and their families. A Closed POD is a location operated by a private organization for a specific group of people, normally that organizations clients, staff, and staff family members. Closed PODs are not open to the public at-large. The exercise in April will involve obtaining medications from the an Open POD pick-up site, and following the facility's plan to ensure the residents, staff and staff family members receive the medications. Department Managers will each have a role to play in how to achieve the goal of a Closed POD. Staff will be working with the local Public Health Emergency Preparedness Representative James Richardson from the North Country Health Consortium. On February 28, the nursing home administrator met with a co-worker of Mr. Richardson's to review the nursing home's internal plan.

- d. Meetings/Committee Reports:
- NHAC Nursing Home Affiliate: The meeting was February 14 attended via teleconference.
 - North Country Health Care Workforce Group: Phone conference was held on February 14 attended via teleconference.
 - NHAC Executive Meeting held February 1 which was attended. Did not attend the meeting on March 8.
 - AVH Board of Directors: The monthly meeting was February 28 and attended. The next meeting is March 28.
 - AVH Professional Affairs Committee: The next meeting is March 20.
 - AVH Board Quality Committee: The meeting will be in April.

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:

- The Finance Director presented the documents for the Tax Anticipation Note for review and requested signatures from the Board and the County Treasurer.
- The Auditors, Melanson Heath were on site at the West Stewartstown Facility on February 27 & 28. They also completed a walk thru at the Registry of Deeds. The 2018 Audit and Actuary report are both moving along.
- The Department of Health and Human Services began its yearly desk audit of the 2017 Medicaid Cost Report on March 6.

12. Report of the HR Coordinator Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 2/01/2019 – 2/28/2019

a. New Hires: 6

Department:	#	Positions
Nursing Home	4 (1 PT, 3 Temp)	1 RN, 2 UA, 1 DA
Nursing Hospital	1 (PT)	RN
Corrections	1 (FT)	Officer

b. Separations: 8

Department:	#	
Nursing Home	5 (3 PT, 2 Temp)	1 RN, 2 LNA, 1 DA, 1 LA
Nursing Hospital	2 (1PT, 1 Temp)	LNA'S
Corrections	1 (FT)	Officer

c. Change in Status: 0

d. Reasons for separation/Change of status:

- 1 new job
- 1 did not meet on call requirements
- 3 personal
- 3 relocating

- e. FMLA/Leave of absences/ADA/WC: 17
Nursing Home 13 (5 FT, 8 PT)
Nursing Hospital 4 (2 FT, 2 PT)

- f. David Leveille and CCI Managed Services have been working together in implementing the new backup system. David Leveille along with CCI Managed Services will be monitoring and providing service work needed to guarantee backups are working.
- g. Kirsten Barber from New Hampshire Interlocal Trust will be on site March 27, 2019, to present the retirees information regarding the proposed prescription program. She will begin by having a group informational session and follow up with retirees one on one regarding their personal prescription coverage needs.

Mrs. Brunault reported that this will be an informational meeting only with the West Stewartstown retirees. No date has been set for the Berlin retirees.

- h. Upcoming events: March 15, 2019 - HR Affiliate meeting at Strafford County Dover, NH.

13. Commissioners' Committee Reports:

Commissioner Grenier reported that CEDC will be meeting on March 14. A CEDC subcommittee voted not to proceed with the Whitefield Downtown Redevelopment. The asking price on certain buildings went above value once the proposed project was announced. A potential \$2 million project became an \$8 million project. The decision will be presented at the meeting to the full board.

14. Other Business:

- a. Budget Transfers: There were no budget transfers.

15. Unincorporated Places:

- a. NH DOT Discontinuance of Roads in Dixville: A motion was made by Commissioner Grenier, seconded by Commissioner Samson seeing that there is no occasion for use of the roads that on behalf of the Unincorporated Place of Dixville that the Board refuses to take the road from DOT. Commissioner Samson asked that DOT be notified. Commissioner Grenier noted that legally the abutters must be notified by the State. Commissioner Samson read from a publication "A Hard Road to Travel". Commissioner Grenier noted that some type of sub-agreement should be reached between the landowners and the public needing access. Mr. Tillotson and Mr. Otten will work on some type of agreement. All approved 3-0. The Board signed a letter to be sent to DOT to notify them of the Board's decision.
- b. Property Tax Abatement Requests: Linda Harris presented the following property tax abatements to the Board:
 - Dixville: Balsams Resort Amenities, Balsams View, LLC, Dan & Dan, LLC and Dixville Woodlands, LLC (12 parcels)
 - Millsfield: Bayroot, LLC (32 parcels)

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to submit the property tax abatements to the assessors Commerford Nieder Perkins LLC for review. All approved 3-0.

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 11:44 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out non-public session at 12:12 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes indefinitely. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) at 12:15 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out non-public session at 12:23 p.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-meeting to discuss Collective Bargaining at 12:23 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-meeting at 12:35 p.m. All approved 3-0.

The next regular Commissioners' meeting will be held Wednesday, April 10, 2019 at the North Country Resource Center in Lancaster.

The May meeting will be held May 8, 2019 at the Coös County Nursing Hospital in West Stewartstown, NH at 9:30 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:35 p.m. All approved 3-0.

Respectfully submitted,

Commissioner Rick Samson, Clerk