

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
April 10, 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; Captain Keith Roberge; and, Administrative Assistant Linda Harris.

1. Commissioner Brady opened the Commissioners' meeting at 9:03 a.m., welcomed everyone to the meeting and Captain Roberge 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 March 13, 2019, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the March 13, 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 March and to authorize the Treasurer, during the month of April, 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 she had received correspondence from the New Hampshire Council on Resources and Development asking the Board to review information pertaining to the Berlin Armory and if the County had any interest in the property. The deadline for comments is Monday, May 6, 2019. A motion was made by Commissioner Grenier, seconded by Commissioner Samson that Coös County has no interest in the facility. All approved 3-0.
6. Hearing of the Public: There was no public comment.
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 reported that she had received the final renewal rates from NH Interlocal Trust for the county's health insurance plans effective July 1, 2019-June 30, 2020. There will be a zero increase in premiums. Ms. Fish recommended that alternative plans be considered for non-union employees and retirees not eligible for Medicare. She proposed that the County eliminate the current plan option the HMO Super \$20/\$40 with a \$1,000 deductible. She proposed that the County offer two alternate plans the HMO Super \$25/50 \$2000 and ElevateHealth Options \$2000. Employees would be able to choose either alternate plan. The county would continue to contribute \$200/350/500 towards the deductible. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to offer the two alternate plans to non-union members. All approved 3-0.

- b. Wage Schedules: Ms. Fish presented the wage schedules for non-union employees for approval that included a two percent cost of living increase and increases in shift differentials 25 cents per hour and weekend premium pay 25 cents per hour. The changes in shift differential and weekend premium would be effective 4/14/19.

Director of Finance Carrie Klebe noted that she had not updated the salary changes to reflect the increase in salaries for the Berlin Nursing Home Administrator, the Assistant to the Administrator and the Director of Nursing.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the wage schedules for the non-union employees with the changes to the Berlin Nursing Home Administrator, the Assistant to the Administrator and the Director of Nursing. All approved 3-0.

Superintendent Champagne noted that historically all of the Department of Corrections have had the same shift differential and weekend premium. If the DOC union were to negotiate different rates, the sergeants and corporals would be held to the proposed 25 cents per hour for shift differential and weekend premium pay. Ms. Fish replied in the affirmative.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson that the two percent cost of living increase be retroactive to 12/30/2018. All approved 3-0.

- c. A request for funds was received from the Colebrook Area Food Pantry for \$5,000. Ms. Fish noted that the food pantry line item has a total of \$5,000 for the entire fiscal year. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allocate \$1,000 to the Colebrook Area Food Pantry and to revisit the request at the end of the year. All approved 3-0.
  - d. Ms. Fish requested that the Commissioners waive the bid process to purchase the Lenovo Think System computer server and its components from CCI Managed Services. The total purchase price is \$34,536 which is more than budgeted. Ms. Fish stated that she will be able to transfer funds from other line items. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to waive the bid process to purchase the Lenovo Think System computer server and its components from CCI Managed Services at a total purchase price is \$34,536. All approved 3-0.
  - e. Ms. Fish stated that a motion was needed for her reappointment to the North Country Council. The County is allowed to have two representatives on the council. She also recommended Carrie Klebe to be appointed to the council. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reappoint County Administrator Jennifer Fish and appoint Director of Finance Carrie Klebe to the North Country Council. All approved 3-0.
  - f. Ms. Fish presented a check request for the Treasurer, State of NH in the amount of \$340,927.67 for IDN Funding. The Board asked the item be tabled until the end of 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:

<b>TOTAL IN FACILITY</b>	<b>10</b>
HOUSE OF CORRECTIONS	3
PRETRIAL	7
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 3 HOC FEMALE, 1 PT FEMALE, STRAFFORD DOC: 1 HOC MALE
AVERAGE DAILY POPULATION MARCH	11
MALE DAYS SERVED IN FACILITY MARCH	344
FEMALE DAYS SERVED MARCH	136 (7 females)
FEDERAL INMATE DAYS SERVED MARCH	12
TOTAL INMATES BOOKED MARCH	23
TOTAL INMATES RELEASED MARCH	27

- a. Superintendent Champagne reported that he had made a conditional offer of employment to Garrett Purrington of Clarksville, NH. Mr. Purrington will be graduating from the New Hampshire Technical Institute in May of 2019. He is scheduled to start on May 13, 2019 and the department is eager to have him.
- b. Superintendent Champagne hired Michael Rodevitz as a temporary employee. Mr. Rodevitz was a full time employee and resigned from that position effective March 1, 2019. Mr. Rodevitz is still a certified corrections officer and will be required to maintain that certification.
- c. Constraints within the Coös County Recycling Center have been high with the low count of inmates able to work outside. The Superintendent commended Corporals James Lesperance and Richard Dube for stepping in and filling the voids of the inmate labor. These gentlemen have been personally sorting, baling and processing commodities a job traditionally done exclusively with inmate labor. Ongoing efforts are being made to become more efficient and deal with this issue.
- d. A draft MOU has been generated to outline the agreement between the New Hampshire State Prison and Coös County Department of Corrections. The MOU is in response to the Superintendent's request for trustee level state prison inmates to fill the void in the department's inmate labor needs. At the meeting, Superintendent Champagne reported that he had not received the final MOU.
- e. On April 2, 2019, Superintendent Champagne was invited to attend Ms. Ginette White's Careers Class at the Colebrook Academy. He gave a breakdown of the opportunities available here at the corrections department to the students and an outline of his own career at Coös County.
- f. Commissioner Grenier reported that it had been brought to this attention that the Sheriff's Department was stepping away from their 2015 Ford Explorer interceptor package. The vehicle is in tip top shape with 150,000 miles. Instead of using taxpayer money to lease a new vehicle, the Sheriff's Department is willing to give the vehicle to the Department of Corrections. It will be cleaned, serviced and have decals removed prior to the transfer. Commissioner Grenier explained that with the current facility count he did not want to add light to the situation and

answer questions from the Delegation. He suggested leaving the appropriated funds in the budget and if needed, the funds will be available. Superintendent Champagne agreed that it was a reasonable approach given the low inmate count at the facility. A motion was made by Commissioner Grenier, seconded by Commissioner Samson that the Sheriff's Department give the 2015 Ford Explorer after the vehicle is cleaned, serviced and Sheriff decals removed. 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 March was 98.4% based on a bed count of 84. In March, there were two (2) admissions and no (0) deaths. The facility remains full with twelve (12) people on a waiting list for admissions. Calls and inquiries are coming in daily.

Of the 83 residents, sixteen (16) were Private Pay, twelve (12) were Vermont Medicaid and nine (9) were Medicaid Pending, (five (5) for NH and four (4) for VT.) *Totals for 2019: Nine (9) admissions, six (6) deaths, no (0) discharges.* Total residents receiving services or assistance from CCHH in 2019: One hundred-two (102).

- b. Staffing: The Nursing Department has 36 hours open for RN/LPN. One (1) contract LPN has been covering these hours. The Nursing Department has 380 open LNA hours (9.5 FTE). Two (2) LNAs have resigned to go work for one of the contract agencies the nursing hospital uses. Another has completed her Medical Assistant Class and has accepted a position at Indian Stream Health Center. Two (2) 32 hour LNAs were out on Workers Comp. Four (4) contract LNAs have been covering some of the hours and two (2) more coming in two (2) weeks.

The Dietary Department has one (1) 30 hour and one (1) 24 hour position open for dietary aides.

- c. Telephone System: The facility continues to have a time issue with the voicemail system, but it appears to be the programming of the time on the main switchboard telephone. David has worked on it and Rich Brooks from Goulet Communications has been up to look at it. Rich was submitting a "ticket" to Avaya to try to get some guidance on the issue.
- d. 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.
- e. Family/Resident/Staff Concerns: No Ombudsman reports were filed in March.
- f. Dentist: Ms. Mills continues to search for replacement dental services for the residents. Ms. Mills will be attending a meeting on April 18, 2019 at Indian Stream Health Center with the North Country Health Consortium and other local entities to discuss possible solutions going forward. At the meeting, Ms. Mills reported that she had notified the state surveyors of the recent events. They asked to be kept updated.
- g. Hot Water: Ms. Mills reported that she had reached out to the Commissioners via email on March 25 after meeting with Dan Hebert. He brought the updated proposal provided by Yeaton

Engineering. Their recommendation was for an on-demand hot water system with brazed heat exchangers rather than the glass-lined tanks. Ms. Mills received the approval to move forward with the brazed heat exchangers for the same price approved for the glass-lined tanks. There was a lead-time of 4 weeks so work is expected to be started by the week of April 29.

- h. New Van: The van will be picked up on April 10. At the meeting, Ms. Mills reported that the van would be picked up a week later.

Carrie Klebe, Director of Finance, stated that the County's purchasing policy and State statute is currently very vague. The policy states that the bid process may be waived by the Commissioners. She plans on working on updating the purchasing policy in June or July. Commissioner Grenier inquired if the price for bid should be increased to \$10,000. Ms. Klebe replied that the State statute is \$5,000. She will prepare a few proposals for the Board at a later date.

Both nursing home administrators requested that the sealed bid process be waived for the purchase of the vans from Mobility Works totaling \$96,830.40. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to waive the bid process for the purchase of the vans from Mobility Works totaling \$96,830.40. All approved 3-0.

Ms. Mills also asked the Board to waive the bid process for the purchase of a tub chair. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to waive the bid process for the purchase of a tub chair in the amount of \$6,216.33. All approved 3-0.

- i. Nursing Student Loan Repayment Policy: Ms. Mills reported that she has been working with Louise Belanger on a Student Loan Repayment Policy to consider as a benefit to attract new nursing graduates to the facilities. A copy of the proposed policy was provided to the Board.

Commissioner Grenier asked if there were any unpaid losses from the current program. Mrs. Belanger replied that she had two people. All of the information has been forwarded to the County Attorney to pursue payment.

Commissioner Grenier inquired on where the funds would come from. Ms. Mills replied that funds would be transferred from the wages line item. Commissioner Grenier asked that both facilities use the same loan program. He also asked if this program would be budget neutral. Ms. Mills replied in the affirmative as she has only one position. Mrs. Belanger replied that she will proceed slowly as she wants to make sure the program works. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to institute the Student Loan Repayment Program. All approved 3-0.

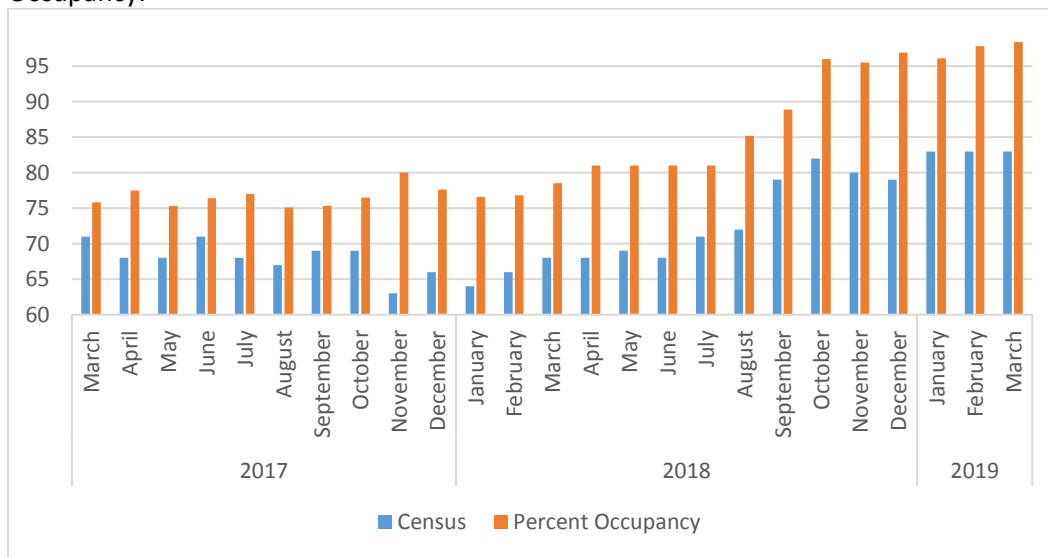
- j. Committee Reports:
  - NHAC Executive Committee: attended the meeting on March 8. Did not attend the April 5 due to a scheduling conflict with the nursing home QAA meeting which the administrator is required by regulation to attend.
  - NHAC Nursing Home Affiliate: attended the March 14 at Merrimack County via conference call. The next meeting is scheduled for April 11 at Belknap County Nursing Home.

- Workforce Development: attended the meeting on March 19 via conference call. The next meeting is scheduled for April 16.
- Ms. Mills is also on the committee for the LNA Day of Education planned for October. The group met via conference call on March 22. The next meeting is scheduled for April 12.

k. Nursing Hours at the Department of Corrections:

	2018	2019
	Minutes	Minutes
January		59
February		5
March		53

l. Occupancy:



- m. Ms. Mills requested out of state travel for the Director of Housekeeping/Laundry to attend an Environmental Services Workshop in Vergennes, Vermont on June 6. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the out of state travel. All 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. Census: The current census was 95. Twelve (12) residents were Private Pay, three (3) residents were Medicaid pending. The average daily census for March was 96.5; there were 9 admissions, 1 death, and 4 discharged.

SNF Part A: 10 residents; Part B: 21 residents. Some residents are counted twice if receiving multiple rehab services (PT, OT, and SP).

Year to Date (totals for 2019): Average daily census is 94.8, admissions 19, deaths 4, discharged 8. Total residents who have received services year to date at CCNH in 2019: 108

- b. Nursing Department: Currently there are 300 hours of open nursing (RN/LPN) positions (7.50 FTE's). Four agency LPNs and one RN are helping cover the open hours. There are 660 hours of LNA open positions (16.50 FTE's). Nine agency LNAs are helping with open positions/hours. These figures do not reflect employees out on an FMLA or workers Comp.
- c. On April 17, the White Mountains Community College will be having a Student Senate Career Fair. Mrs. Belanger received an email from the Student Senate requesting representation at the fair which was forwarded to Julie Brunault and ask that she attend if possible. Danielle Rioux may attend pending completion of payroll and Business Office coverage.
- d. 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 our residents, staff and their families. A Closed POD is a location operated by a private organization for a specific group of people, normally that organization's 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 Open POD pick-up site, and following our plan to ensure the residents, staff and staff family members receive the medications. Department Managers will each have a role to play in how we achieve the goal of a Closed POD. Staff will be working with local Public Health Emergency Preparedness Representative, James Richardson, from the North Country Health Consortium. On February 28, Mrs. Belanger met with a co-worker of Mr. Richardson's to review the nursing home's internal plan, and met again on April 8. Mr. Richardson was present at the meeting.
- e. QAPI (Quality Assurance Performance Improvement): Monthly meetings continue. Department Managers and staff work on various projects and/or issues to ensure resident/family safety, quality care, and continued/improved satisfaction in a home like environment.
- f. Patient Driven Payment Model (PDPM) seminar: On May 17, the nursing home affiliate from the Association of Counties, will host a seminar at Belknap County Nursing Home on the new Medicare skilled payment system that will begin on October 1, 2019. All skilled county nursing home administrators and appropriate staff members will be attending the seminar. Mrs. Belanger will be unable to attend the Delegation meeting scheduled for May 17.
- g. Meetings/Committee Reports:
  - *NHAC Nursing Home Affiliate*- Did not attend the meeting on March 14. A meeting was scheduled with the LTC Ombudsman's office at the nursing home on that day.
  - *North Country Health Care Workforce Group*- Did not attend the Phone conference held on March 22. The LNA day of recognition/education will be on October 2 at the Mountain View Grand.
  - *NHAC Executive Meeting*- Meeting scheduled for April 5, which she planned on attending.
  - *AVH Board of Directors*- attended the monthly meeting on March 28. Planning on attending the next meeting May 2 and 3 in Jackson.
  - *AVH Professional Affairs Committee*- Attended the meeting on March 20.

- *AVH Board Quality Committee*- Attended the meeting on March 19. The next meeting will be in April.
  - *AVH Cooperate Compliance Committee*- Attended the meeting on March 19.
  - *QLUE Committee (Quality of Life Until the End)* - This Committee has now been assigned to Social Services Director, Candice Santy. The meeting was on March 25 which Ms. Santy attended.
- h. Request for nonpublic Session- Section 91-A: 3 II (c)
- i. A request was made to allow out of state travel for the Director of Nursing to travel to the NADONA National Conference in Las Vegas, Nevada. NADONA will be paying for half of the travel. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the out of state travel. All approved 3-0.
- j. Mrs. Belanger requested guidance on what to do with the old van. It has lots of issues and the lift does not work well. The Board asked that it be put up for bid.
- k. At the meeting, the NHA asked the Board to sign a letter of thanks for a long term employee who is retiring after 39 years as an LPN at the Nursing Home. She will remain on-call.
- l. Mrs. Belanger will not be able to attend the Delegation's May 17 Quarterly meeting as she has training at the Belknap County Nursing Home.
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 New Hampshire Government Finance Officers Association is presenting the NH Government Accounting Certificate Program. Mrs. Klebe has been awarded a scholarship to cover the \$350 tuition cost. Participants in the program will gain knowledge, understanding and learn best practices in all areas of government accounting including finance, internal controls and risk management, budget development, payroll, personnel, state and municipal finance, auditing and business communications. The first class she will be attending is April 23 and 24 in Concord.
  - b. Mrs. Klebe discussed with the Commissioners on upgrading the Decommission Fund to an account that earns a better interest rate. After a brief discussion, the Board agreed to transfer the funds in its entirety to a nine month cd with a 2.6% interest. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to transfer the decommission fund in its entirety to Union Bank to a nine month special cd with a 2.6% interest. All approved 3-0.
  - c. The 23 Unincorporated Places MS-26 School Budget form for Millsfield School and MS-22 Report of Appropriations Actually Voted for Millsfield School were presented for the Commissioners to review and sign.
  - d. The majority of the 2018 Financial Audit by Melanson Heath has been completed. Currently the Actuary valuation is being worked on, which is needed to complete the audit.



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: 3/01/2019 – 3/31/2019

a. New Hires: 4

Department:	#	Positions
Nursing Home	4 (3 PT, 1 Temp)	1 DA, 3 UA

b. Separations: 12

Department:	#	
Nursing Home	6 (1 FT, 4 PT, 1 Temp)	2 LPN, 1 LNA, 3 DA
Nursing Hospital	5 (4 PT, 1 Temp)	4 LNA, 1 DA
Corrections	1 (FT)	Officer

c. Change in Status: 1

Department:	#	
Nursing Home	1 (PT)	LNA

d. Reasons for separation/ Change of status:

4 new employment  
4 did not meet job requirements  
4 personal  
1 relocated

e. FMLA/Leave of absences/ADA/WC: 16

Nursing Home	13 (11 FT, 2 PT)
Nursing Hospital	3 (3 FT)

- f. Kirsten Barber from New Hampshire Interlocal Trust was in West Stewartstown on March 27, 2019, and in Berlin April 8, 2019, and presented the retirees information regarding the proposed prescription program. She began by having a group informational session and followed up with each retiree regarding their personal prescription coverage needs. At the end of the meeting Kirsten and the retirees informed the HR Coordinator that:

1. Current list of prescriptions from retirees are covered.
2. Cost was less or equivalent to what they are currently paying.

The feedback from the retirees was positive and their appreciation to Coös County in providing them this benefit was voiced many times.

The proposed AETNA prescription plan is heavily subsidized by Medicare and will save Coös County thousands of dollars. Currently Coös County is paying \$938.31 per month, per retiree, there are twenty seven (27) retirees participating in this plan. With the proposed change the cost to Coös County will be \$598.12 per month per retiree. The savings is \$340.19 per month multiplied by 27 retirees equals \$9,185.13 per month. The total savings for a year is \$110,221.56. In summary the retirees will retain great coverage and Coös County taxpayers will benefit from the savings, a win/win proposal. An outline of benefit provided by NHIT was provided for the Board's review. A motion was made by Commissioner Grenier, seconded by

Commissioner Samson to offer to the retirees the AETNA prescription plan effective July 1, 2019. All approved 3-0.

- g. As previously reported to the Board of Commissioners, Rose Hibbard and Mrs. Brunault will be attending the 2019 Annual Labor Law Training on April 10, 2019. This is being presented by the Department of Labor.
- h. Coös County has been invited by White Mountain Community College to participate in the 2019 Student Senate Career Fair on April 17, 2019. Mrs. Brunault will be representing Coös County.
- i. Melanie Huntington from Northeast Delta Dental and Vision will be in West Stewartstown April 18, 2019, from 10A-4P and in Berlin April 19, 2019, 9A-4P for open enrollment. Melanie provided Coös County with the rates for 2019/2020 contract year, zero percent (0%) increase

13. Commissioners' Committee Reports:

- a. Commissioner Samson reported that he will be attending the Cooperative Extension Advisory Board Meeting Friday evening to interview candidates for Steve Turaj's vacant position.

Commissioner Samson will be attending the Connecticut Lakes Headwaters meeting in Pittsburg on Saturday. He noted that he anticipated a possible discussion on opening areas to ATVs. Both Commissioner Brady and Commissioner Grenier agreed that the locals showed a very strong support for ATVs and did not oppose the expansion as long as there was law enforcement presence.

14. Other Business:

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

*Coös County Nursing Hospital:*

To:	01-05140-2300 Contract Nurses	151,730.00	
From:	01-05140-0200 RN Salaries		46,330.00
From:	01-05140-0400 LPN Salaries		105,400.00

15. Unincorporated Places:

- a. Request Authorization to Contract for Mortgage Searches for Levy 2018 Tax Liens: Linda Harris requested authorization to contract with Attorney Jay Riff for mortgage searches relating to the Levy 2018 Tax Liens for the Unincorporated Places of Dixville, Millsfield, Odell and Wentworth Location. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize Linda Harris to contract with Attorney Jay Riff for the mortgage searches on 2018 tax liens. All approved 3-0.
- b. Dixville Property Tax Abatement Request Update: Linda Harris reported that she had received a letter from Dan Hebert/Les Otten as partners of Balsams View, LLC and its related entities requesting the withdrawal of the property tax abatement applications submitted in March.
- c. DRA Reports MS-232, MS-535, MS-636: The Board signed all reports.
- d. A yield tax warrant was presented for the Unincorporated Place of Millsfield in the amount of \$5,388. The Board signed the warrant and certification report.

- e. Tax Deed: Linda Harris informed the Board that an impending tax deed notice was mailed certified, return receipt on March 15, 2019 with a tax deed date of April 25, 2019. The Board informed the tax collector that the Board would not accept the tax deed. The tax collector will contact the property owner to work out a payment arrangement.

16. Any other public input:

- a. Captain Keith Roberge reported that the office is actively searching for a part-time civil secretary. He also reported on current IT problems. He requested a nonpublic session with the Board to discuss a personnel issue.
- b. Commissioner Grenier stated that he had attended a public hearing in Concord to testify in support of HB540. Commissioner Samson also testified but in opposition of HB540. He was made aware by a senator from Franklin that Commissioner Samson had used Coös County Commissioner letterhead, with the all of the Commissioners' names on the bottom, to oppose the HB. This was unauthorized use of county property. Using the letterhead indicates that the county supports Commissioner Samson's point of view. Commissioner Grenier asked that a communication be sent to the Governor's office, NH State Senate President, Speaker of the House stating that any communication coming from the Coös County Commissioners office and not signed by either Chairman Thomas Brady or County Administrator Jennifer Fish should be deemed as unauthorized use of county property and shall not be counted as part of the public record.

Commissioner Grenier also asked for copies of Commissioner Samson's mileage reports for the last three years.

Commissioner Samson replied that he had informed the senator that the letter was his opinion as Commissioner of District 3 and not of the County Commissioners. He stated that he was opposing the language of the bill and not the Balsams project. He continued that after the hearing he had a good, civil conversation with Les Otten and will be meeting again.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady that a communication be sent to the Governor's office, NH State Senate President, Speaker of the House stating any communication coming from the Coös County Commissioners office and not signed by either Chairman Thomas Brady or County Administrator Jennifer Fish should be deemed as unauthorized use of county property and shall not be counted as part of the public record. Commissioner Brady asked if there was a policy on the use of Commissioners' letterhead. Ms. Fish replied that there was no written policy. The motion passed 2-0-1. *(Commissioner Samson abstained.)*

A motion was made by Commissioner Grenier, seconded by Commissioner Samson that any use of County Commissioners stationery be used exclusively for County Commissioner business where the County Commissioners have taken an official majority position or by the County Administrator. All approved 3-0.

Ms. Fish referred back to the check request for the Treasurer, State of NH in the amount of \$340,927.67 for the IDN Funding as she had requested that a Board member sign the check request. Each Board member indicated that they would not sign the check request and the Board did not authorize the County Administrator to sign the check request. A motion was made by Commissioner Grenier,

seconded by Commissioner Samson to send \$105,500 to the IDN Network and the Board authorized the County Administrator Jennifer Fish to sign the check request on their behalf. The Board also requested that correspondence stating that County Treasurer Sue Collins' question was never answered. The funds will be withheld until the question is answered. All approved 3-0.

17. 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 10:59 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 11:05 a.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 11:05 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 11:10 a.m. All approved 3-0.

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

The June meeting will be held June 18, 2019 at the Coös County Nursing Home in Berlin, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:21 a.m. All approved 3-0.

Respectfully submitted,

Commissioner Rick Samson, Clerk