

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
April 19, 2017

Present: Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Finance Director Carrie Klebe; Sheriff Brian Valerino; Captain Keith Roberge; Joyce Brady, Les Otten, Alex Ritchie, Ed Brisson and Burt Mills, Dixville Capital, LLC; Fred King; and members of the press. Excused: Commissioner Rick Samson and Nursing Home Administrator Louise Belanger

1. Commissioner Brady opened the Commissioners' meeting at 9:02 a.m. and welcomed everyone to the meeting. Superintendent Ben Champagne led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda, as presented. All approved 2-0.
3. Approval of the Minutes of the March 8 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the March 8, 2017, regular meeting, as presented. All approved 2-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of March 2017 and to authorize the Treasurer, during the month of April 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 2-0.
5. Non-public Session RSA 91-A:3 II (c): A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (c) at 9:04 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session RSA 91-A:3 II (c) at 9:23 a.m. All approved 2-0.

6. Correspondence: There was no correspondence.
7. Hearing of the Public:
  - a. Les Otten, Alex Ritchie, Ed Brisson and Burt Mills, Dixville Capital, LLC: Mr. Otten spoke on behalf of the group. Handouts were distributed to the Board. *(A copy is on file.)*  
Mr. Otten reviewed what has been accomplished to date:
    - Legislation SB30 passed allowing for creation of a Tax Assessment District
    - NH DES Water Withdrawal Permit for snowmaking granted (Section 401 Water Quality Certificate);
    - NH DES & Army Corp of Engineers wetlands permits secured;
    - Memorandum of Agreement with Department of Historical Resources, ACOE and Dixville Capital;
    - NH DES Permitting of Hampshire/Dix Renovation;

- Coös County Rezoning and Master Plan (PUD) approval and development agreement;
- Coös County Site Plan and Subdivision Approvals for Hampshire/Dix House;
- DOT Shed relocation agreement;
- Master Planning & Design Work;
- Identified Lead Lender for Debt Financing;
- Land Options secured relating to ski expansion;
- Real Estate offering launched; and
- Appraisal, feasibility and work force studies completed.

The goals for the coming months:

- NH BFA & Lead Lender advance the BFA process and the creation of the Tax Assessment District;
- Finalize DOT agreement regarding Spur Road relocation, renovation and reassignment;
- Submittal of AG application for Hampshire/Dix House;
- Finalize conservation mitigation easement details (DRED, DES, ACOE);
- Finalize outstanding permitting requirements for Hampshire/Dix House;
- Finalize outstanding water, wastewater, Alteration of Terrain and Shoreland permits;
- Completion of design work; and
- Financial close and start of construction.

Mr. Otten stated that he was comfortable saying that there will be a shovel in the ground this summer. He continued that he has always been hesitant to provide a start date and would not provide one. This is a complicated project but complicated does not mean impossible.

The Commissioners stated that they were looking forward to the groundbreaking and would continue to support the project.

- b. Fred King noted that the road between the golf course and the Balsams is in need of repair. The state will not proceed with the road repairs until the project begins. He suggested that the Commissioners as Selectmen of Dixville verify the status of the project. Commissioner Brady replied that a letter would be sent to the State Senator and the DOT Commissioner. He also asked that the Delegation receive a copy as well.

8. 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 rate of 19.13% from NH Interlocal Trust for the County's health insurance plan effective July 1, 2017-June 30, 2018. The County will also receive a refund of 2016 premium overpayments of \$106,544.92. Ms. Fish recommended accepting the refund in a lump sum payment. The portion of the refund due to employees will be returned to them in a check cut by accounts payable. Ms. Fish also recommended that the Commissioners consider changing the prescription plan for July 1, 2017. Employees currently pay copayments of \$0/10/30/50 for prescription drugs. Harvard Pilgrim offers a \$5/10/30/50 plan that would save the county and employees approximately 2% in premium costs. Commissioner Grenier asked if the two unions were contacted about the change in prescription plan. Ms. Fish replied that the plan was comparable and the unions did

not need to be notified. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the change in prescription plan. All approved 2-0.

- b. CDFA informed the County that the grant application submitted for the water system scored the lowest of all the applications. Therefore, the application was denied for a CDBG grant. Mike Metcalf, Underwood Engineers, continues to look into other financing options.
- c. DRED has issued a special use permit for borings on the rail trail in Stewartstown for the water line. Underwood Engineers Representatives will be working on that over the next few weeks.
- d. Ms. Fish presented the following grant and contracts for review and signatures:
  - The Victims of Violence (VOCA) grant from the State of NH;
  - The agreement with the Soil Conservation District for storage of the ash spreader at the county farm; and
  - a contract with the North Country Council for the development of new zoning and building permit applications.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Victims of Violence (VOCA) grant from the State of NH. All approved 2-0. Commissioner Brady signed the grant.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the contract between the Soil Conservation District and Coös County and to authorize the Board Chair to sign on behalf of the Board. All approved 2-0.

Commissioner Grenier requested further information on the proposed changes on the building permit applications. In his opinion, less regulation is better and people who own camps in the Unincorporated Places should not have to jump through hoops. He requested that Tara Bamford attend the next Commissioners meeting. He was leery of the changes in the forms. Ms. Fish will contact her. Commissioner Brady stated that some of the documents were being cleaned up and brought up to date with the new regulations.

- e. The Coös Planning Board will meet next on April 26, 2017 at 6:00 p.m. in Lancaster.
  - f. Ms. Fish requested authorization to pay the LandVest invoice. The project was not completed as more time was spent than anticipated. There was still painting to complete. The invoice was for the budgeted amount. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the payment of the invoice. All approved 2-0.
9. 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>28</b>
HOUSE OF CORRECTIONS	15
PRETRIAL	13
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0

FURLOUGH	0
HELD AT OTHER FACILITIES	16
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	BELKNAP DOC: 1 PT FEMALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 3 HOC FEMALE, 4 PT FEMALE NHSP: 6 HOC MALE HILLSBOROUGH DOC: 1 HOC MALE
AVERAGE DAILY POPULATION MARCH	23
MALE DAYS SERVED IN FACILITY MARCH	705
FEMALE DAYS SERVED MARCH	199 (10 females)
TOTAL INMATES BOOKED MARCH	25
TOTAL INMATES RELEASED MARCH	16

- a. Superintendent Champagne thanked everyone for their hard work through this budget season and for the help that was provided to him through the process.
  - b. Officer Brandon Marsh has successfully completed the departments' FTO program and is now working as a solo officer posted to Third Shift.
  - c. An HOC inmate was admitted with a host of medical and behavioral problems. This inmate spit in a staff member's face and fought with staff on March 9, 2017. Corrections and medical staff have since been working with him to better his behavior and medical problems. A significant improvement in this individual has been seen.
  - d. The Emergency Restraint Chair was used on March 20, 2017 (different individual) in accordance with the facilities policy and procedures. This was used to prevent further injury to an individual who was having a self-destructive outburst. The Emergency Restraint Chair proved once again to be a valuable tool.
  - e. Corporal Zachary Covill attended a three day Supervisors' Academy hosted by Primex<sup>3</sup> in Concord, NH. Corporal Covill reported that it was a great class and a great opportunity for professional development.
  - h. Superintendent Champagne reported that one of the vacant correctional officer positions had been filled by Zachary Benoit of Columbia, NH. CO Benoit started on April 16, 2017, and is very eager and enthusiastic about this employment opportunity.
  - i. The Department is still actively seeking applications for one vacant officer position. Corporal Covill has been conducting physical fitness testing on some applicants and we will be following up to determine if they are viable candidates for the position.
  - j. The Department of Corrections is among numerous law enforcement agencies coming together once again for the upcoming Law Enforcement Torch Run for Special Olympics. The Department of Corrections will be responsible for the "leg" from the county entrance south to the Colebrook Town line. Any and all runners are encouraged to participate for this great cause.
10. 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 today was 71. The occupancy for the month of March was 75.8%. In March we had four (4) admissions and three (3) deaths. Three (3) admissions are being worked on.

Of the 71 residents, fourteen (14) are Private Pay. Nine (9) residents are Vermont Medicaid. Three (3) residents are Medicaid Pending for NH. One (1) resident is Medicaid Pending for VT. *Totals for 2017: Eight (8) admissions and twelve (12) deaths.*

- b. Nursing Staff: The nursing department had 104 hours open for RN/LPN. Two (2) contract nurses have been covering the open hours.

There were 32 open LNA hours; three (3) 32 hour LNAs out on FMLA; one (1) on Workers Comp; and, one (1) on the Tuition Loan Program.

The administrative nursing positions have been filled after the recent retirements. Everyone is settling into their new roles

- c. Changes ahead for LTC: CMS has made some drastic changes to nursing home regulations that will be phased in over the next three years. Once again the nursing homes are mandated to do more with less. CMS estimates the cost to implement all the requirements in facilities at \$62,000 in the first year and \$55,000 per year over the following two years.

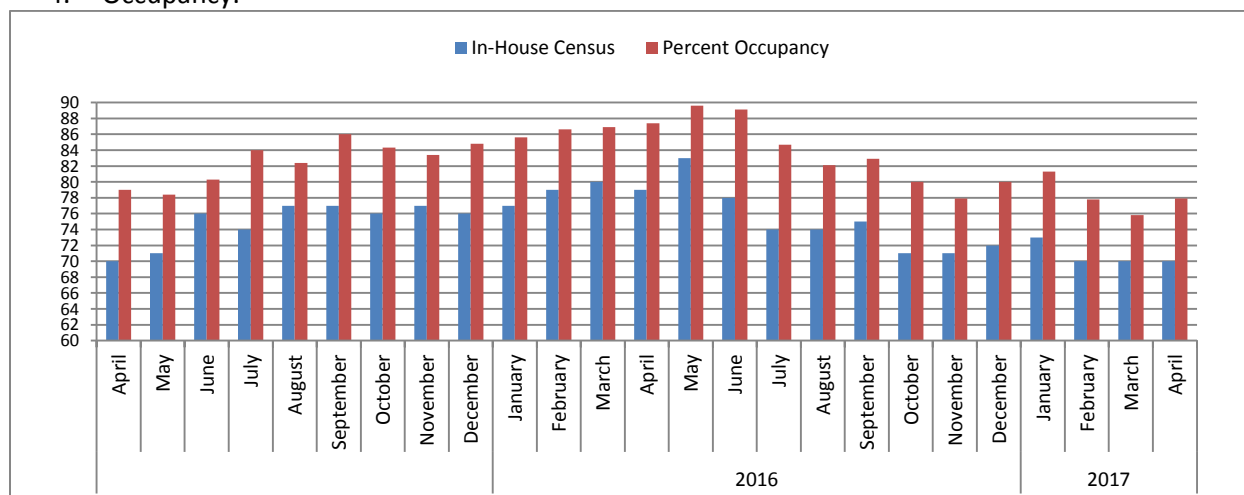
One of the requirements will require additional input from the Board of Commissioners. Nursing Home Administrators will be required to report on Quality Assurance and Performance Improvement (QAPI) projects and progress at each Commissioners meeting. I will update more as we go.

- d. Meeting on Future Healthcare Needs in the North Country: The joint Job Fair to be held in Bedford is planned for April 20. Julie Brunault and Ms. Mills plan to attend.

- e. Nursing Hours at the Department of Corrections:

	2016		2017	
	Minutes	Hours	Minutes	Hours
January	93	1.5		0
February	37	0.5		0
March		0		0

- f. Occupancy:



- g. Ms. Mills requested to meet with the Board for non-public, Section 91-A:3 II (a).

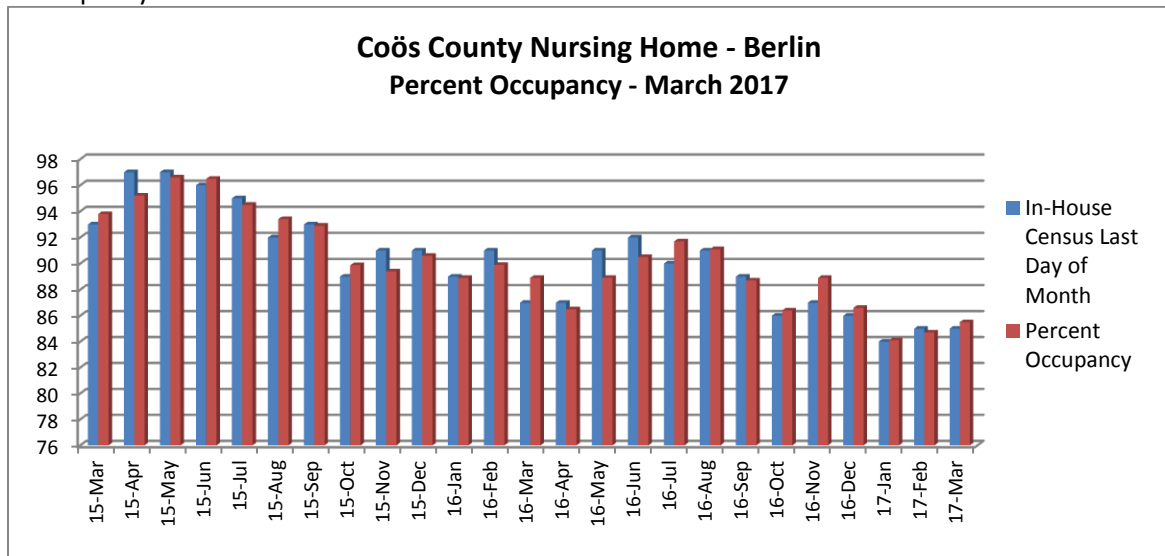
11. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 86. Eleven (11) residents were private pay, five (5) residents were Medicaid pending. The average daily census for March was 85.5; there were six admissions and five deaths in March. The facility is receiving referrals weekly for skilled services, once we start admissions for skilled services our census will improve considerably.

Year to Date: the average daily census is 84.8, admissions 11 and 11 deaths.

- b. Helen Couture, Assistant to the Administrator will be retiring on May 31, after 21 years of employment with the Nursing Home. Helen's knowledge of the day to day operations will be missed by all.
- c. Nursing Department Update: Currently there are 132 hours of open nursing (RN/LPN) positions and also 1 FMLA 40 hours. Two (2) agency LPNs are covering 80 hours of the open positions. There are 160 hours of LNA open positions, and one (1) agency LNA is helping to cover open positions. The Nursing Home will be hosting an LNA course in April; candidates for the LNA course are needed. Open positions have decreased significantly.
- d. Harmony Healthcare International, Inc. completed training of 19 staff members in the nursing department which focused on providing skilled services and reimbursement. The training was held on April 5, 6 and 7. The training was intense and necessary in order to pursue becoming a Skilled Nursing Facility.
- e. Medicaid/Medicare Survey: The survey team arrived on April 11 and completed the survey on April 13. The team consisted of 7 surveyors. Ms. Belanger was out on FMLA during the survey, but kept in close contact with the Business Office and Lynn Beede, RN, Director of Nursing. Ms. Belanger did receive a phone call by the Team Leader for the State survey team during the exit conference with the nursing home department heads and management staff. It was during this call that she was made aware that the nursing home was "Deficiency Free". Ms. Belanger is so proud of the employees at the nursing home for all of their care and devotion to the residents and to the County Home.
- f. Changes Ahead for LTC: As stated in Ms. Mills' report, regulations are being updated in three phases, one per year. Most of the changes in phase one require policy and procedure updates within nursing homes. Department Heads have been busy ensuring that their policies are up to date. More changes will evolve as we move through the year.
- g. Family Support Group: On April 13, an evening meeting was held for the Family Support Group entitled "Understanding Hospice". The Special guest was Karen Coy, RN from Northwoods Home Health & Hospice. The event was well attended.
- h. Roof replacement and HVAC upgrades: 97% Completed, a few minor things will be done in the spring to complete the project.

i. Occupancy:



12. 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. Carrie presented the following forms for the Commissioners to review & sign:
  - MS-636 – Budget for each Unincorporated Places
  - MS-232 – Report of Appropriations Actually Voted for each Unincorporated Place
  - MS-535 – Financial Report for each Unincorporated Place
  - MS-26 – School Budget form for Millsfield
  - MS-22 – Report of Appropriations Actually Voted for Millsfield School

b. The first withdrawal on the 2017 Tax Anticipation Note of \$750,000 was made on April 12.

13. Commissioners' Committee Reports:

- a. A motion was made by Commissioner Grenier, seconded by Commissioner Brady that instead of one County Commissioner as representative on the Farm Advisory Committee that all three County Commissioners will be members of the Farm Advisory Committee. Also, there will be no interactions by the Farm Advisory Committee members with the lessees unless initiated by the lessees or at a meeting. All approved 2-0. A letter will be sent to the committee members informing them of the changes.
- b. Commissioner Brady reported that he had attended a NHAC Commissioners Council Meeting on April 18 to discuss the NHAC budget. A continuing resolution was passed until the annual meeting to be held September 2017.

14. Other Business:

- a. Budget Transfers:
 

To: 01-05140-2300 Contract Nurses	84,000.00	
From: 01-05140-0200 Registered Nurse Salaries		84,000.00
- b. Approval of the 2017 Salary Schedules: The Board signed the 2017 Salary Schedules.

- c. NHAC Assessment Request for Managed Care Model: Commissioner Brady reported that Ron White, NHAC Executive Director, has requested a \$10,000 appropriation from each county in order to hire a firm to devise a plan that would work for the counties in regards to managed care. Commissioner Grenier stated that the County's budget had already been approved and inquired where the funds would be taken from. Ms. Mills replied the legal services line item. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appropriate \$5,000 each from the Coös County Nursing Hospital and the Coös County Nursing Home legal services line item for the NHAC Assessment Request. A letter of support will be sent to the NHAC President George Maglaras. All approved 2-0.

15. Unincorporated Places:

- a. Approval of CAI Technologies 2017-2018 tax map contract: Linda Harris requested approval of the CAI Technologies Tax Map Maintenance contract in the amount of \$1,000. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the CAI Technology tax map maintenance contract. All approved 2-0. The Board members signed the contract.
- b. Discussion of Zoning Board Alternates: Commissioner Brady stated additional alternates are needed on the Zoning Board. He suggested that the Commissioners come up with a few names and meet at the Berlin Nursing Home at 9:30 prior to the Delegation meeting on April 28 to prepare a list to present to the Delegation at their meeting.
- c. Approval of the National Forest Reserve Funds: The NH Department of Education informed the County that the National Forest Reserve funds have been received. The total amount received was \$64,839.08 which was \$38,519.32 less than last year. The National Forest Reserve funds are used to pay student tuition for those children that reside in the Unincorporated Places.

Currently two students from Millsfield attend Colebrook Schools. Part of the NFR funds, \$16,500, will be used to pay the tuition for those students. The remaining \$48,339.08 will be equally distributed to the school districts throughout Coös County. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the allocation and to recommend it to the Delegation for approval. All approved 2-0.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (a) (c) at 10:46 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:30 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes of the session under RSA 91-A:3 II (c) for 90 days. If the issue has not been resolved, it must be discussed. All approved 2-0.

The May meeting has been scheduled for Wednesday, May 17, 2017, at the Coös County Nursing Home in Berlin, NH at 9:00 a.m.

The June meeting has been scheduled for Wednesday, June 14, 2017, at the Coös County Nursing Hospital in West Stewartstown, NH at 9:30 a.m.



The July meeting has been scheduled for Wednesday, July 12, 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 Brady to adjourn the meeting at 11:30 a.m. All approved 2-0.

Respectfully submitted,

Linda Harris, Administrative Assistant