

Coös County Commissioners
Regular Meeting
Meeting held remotely in accordance with the
Governor's Emergency Order #12 pursuant to Executive Order 2020-04,
October 13, 2020

As Chair of the Coös County Commissioners, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

We are utilizing Zoom for this electronic meeting. All members of the Coös County Commissioners have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 or by clicking on the following website address: www.zoom.us/join . The meeting ID is # 842 5804 2962 password 913542.

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Coös County Commissioners at: www.cooscountynh.us

If anybody has a problem, please call 603-331-5670 or email at: jennifer.fish@cooscountynh.us
In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The following individuals were in attendance remotely: Commissioners Tom Brady, Paul Grenier and Rick Samson (*joined at 9:45 a.m.*); County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Lynn Beede; Sheriff Brian Valerino; Captain Keith Roberge; HR Coordinator Julie Brunault; County Treasurer Sue Collins; and Administrative Assistant Linda Harris.

Commissioner Brady opened the Commissioners' meeting at 9:02 a.m. and welcomed everyone to the meeting. The Chair noted that Commissioner Samson was traveling and would try to join the meeting at some point.

1. ***Approval of the Agenda:*** A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda, as presented. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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2. Approval of the Minutes from the October 7, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the October 7, 2020, special meeting. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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3. 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 September and to authorize the Treasurer, during the month October, to meet all payroll obligations and pay all other obligations due during the month. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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4. Correspondence: There was no correspondence.

5. Hearing of the Public: There were no members of the public.

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

COUNTY

- a. The 2020 County Tax Apportionment was received on September 23, 2020.
- b. The reservoir demolition was completed by AB Excavating. Barrie Miller's Well & Pump Services began work on the wells on September 29, 2020.
- c. NH Interlocal Trust has provided the 2021 renewal rates for the Medicare plan. The single rate will be \$471.51 per month and the prescription drug benefit rate is \$200.61 for a total plan rate of \$672.12 per month. The new rate takes effect January 1, 2021. The current 2020 rate is \$667.73. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Medicare plan rate for 2021. The motion was approved by roll call vote 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- d. SNS IT Update: SNS is working on converting the County's current email program MD Office to Microsoft Office 365. There has been a delay with Microsoft approving the licensing. The email address will remain the same for employees but a new procedure will be put in place to access emails.
- e. County House Renovation Update: The renovation is on track to be completed in December.
- DHI informed the County Administrator that there are several places where the roof is leaking. The roof can be patched for the winter but it has been recommended that the roof be replaced in the spring. The current roof is 19 years old.
 - The sewer system had stopped working. Plant Manager Dennis Bouvier was able to clear the pipe leading to the septic tank. However, it has been noted that the pipe from the house to the tank is not up to code. The tank was replaced in 2009 but the pipes were not updated at that time.

- The furnace should be replaced. The cost estimate to replace would be \$17,000.
- The central air no longer works in the house. DHI provided a quote to upgrade the system. The total quote was \$8,400.

Commissioner Grenier asked that \$50,000 be included in the 2021 proposed budget for house repairs.

- f. Covid Testing: The County Administrator reported that after October 17, the State of NH will no longer be paying for the testing of County and Corrections employees.

The cost per employee test with private lab selected by the Nursing Hospital Administrator will be \$76 each every 28 days. The Berlin Nursing Home Administrator reported that her facility was using a different lab with a slightly higher cost. The lab selected by the Berlin Nursing Home will be billing employee's health first and the county second. Commissioner Grenier stated that a uniform testing procedure is needed county wide. Employee health insurance should not pay for these tests. Department heads should find funds within their budgets. He also suggested that a request be submitted to the Delegation to use undesignated funds for the cost until the end of the year.

Superintendent Champagne reported that not all of the DOC employees are testing. He has contacted other facilities to inquire about their procedures and testing is not mandatory. He has had difficulty enforcing the testing as it is not part of the bargaining unit.

- g. Emergency Dispatch Agreement: Phil Beaulieu, NHDOT will be attending the meeting to discuss a new agreement that NHDOT is asking the County to sign. *Mr. Beaulieu did not attend the meeting.*

Sheriff Brian Valerino reported that the DOT Lancaster District Office will discontinue dispatch services after June 30, 2022. The Sheriff's Department does not use the dispatch center during the day as Iris is in the office until 4 p.m. The dispatch center is utilized after that time. He has made arrangements with the City of Berlin. He supports the dispatch center but does not want the Sheriff's Department to take it over. Grafton County has offered to assistance and to handle dispatch for Coös County. Captain Roberge noted that the Sheriff's Department should participate with the process in order to know what it going on and have input. Commissioner Grenier stated that he did not want any cost to the county especially when services are free from others. The Board agreed not to sign the agreement but are willing to have a representative to participate in the transition.

- h. The County Administrator will be attending the Virtual NH Association of Counties conference October 26-30, 2020.

UNINCORPORATED PLACES

- a. A representative from Brookfield has contacted the County Administrator regarding the Granite Reliable wind park PILOT. The agreement will expire in December 2021. The representative is asking what information Brookfield could provide to support a new PILOT agreement.

Commissioner Grenier suggested hiring Skip Sansoucy to analyze all information pertaining to Brookfield and the PILOT agreement. County Treasurer Sue Collins noted that legislation was passed that would protect Dixville and Millsfield from the DRA wind park values. The legislation will also need to be looked at. She questioned if the windmills should be placed on the tax roll instead of a PILOT agreement. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to advertise and request qualifications from a utility appraiser in order to have the wind park revaluated. The motion was approved by roll call vote 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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- b. The Virtual North Country Council Annual Meeting is scheduled for October 29, 2020.

7. 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	20
HOUSE OF CORRECTIONS	11
PRETRIAL	9
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	4
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 3 PT FEMALE, 2 HOC FEMALE MERRIMACK DOC: 1 PT MALE
AVERAGE DAILY POPULATION SEPTEMBER	23
MALE DAYS SERVED IN FACILITY SEPTEMBER	688
FEMALE DAYS SERVED SEPTEMBER	130 (10 females)
FEDERAL INMATE DAYS SERVED SEPTEMBER	0
TOTAL INMATES BOOKED SEPTEMBER	17
TOTAL INMATES RELEASED SEPTEMBER	16

- a. On September 30, 2020 staff responded to an inmate that was demonstrating extreme hostility and aggression. Staff utilized the Correctional Emergency Response Team/ C.E.R.T equipment. The cell was breached and control of the inmate was gained. The Taser X26 was displayed but not used. No injuries resulted in this incident and staff did an outstanding job.
- b. The Superintendent reported that he attended his first meeting with the Corrections Advisory Committee in Concord, NH on October 1, 2020. This was a very productive meeting and he looks forward to continued collaboration with the respective members.
- c. The American Civil Liberties Union has filed a 91-A request with all ten counties for the contracts between the jails and their inmate telephone providers. There seems to be an agenda to introduce legislation limiting the facilities ability to receive a portion of revenue from inmate telephone call charges. Superintendent Champagne will keep the Board of Commissioners updated on developments as this moves along.
- d. State Employees Association of NH representative Neil Smith has filed a complaint with the Public Employees Labor Relations Board of New Hampshire for an alleged Unfair Labor Practice. There are hearings scheduled for October 28, 2020 and November 13, 2020.

Superintendent Champagne requested a clear policy stating what the expectation is from employees pertaining to COVID testing since it is not a recommendation from DHHS. What happens if an employee does not test? What happens if an employee misses a test? The policy would be helpful when it comes to enforcement of the mandatory testing. Commissioner Grenier stated that the Board has a right to set conditions of employment and the corrections staff should be tested. He also added that the corrections staff should not be allowed in the nursing home. Commissioner Samson agreed with the Superintendent that a written policy should be created. A motion was made by Commissioner Grenier, seconded by Commissioner Samson that it is the expectation of the Board of Commissioners that until a formal policy is written that all County employees shall be tested on the stated dates. Superintendent Champagne asked if a staff member is unable or unavailable to make the testing date due to time off are they able to return to work. Commissioner Grenier replied in the affirmative. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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8. 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 August was 81.8% based on a bed count of 85. In September, there were no (0) admissions and three (3) deaths. There has been three (3) admissions so far in October. We have two (2) pending admissions.

Of the 71 residents, eleven (11) were private pay and seven (7) residents were Vermont Medicaid. Six (6) residents were Medicaid Pending for NH.

Totals for 2020: Twenty (20) admissions, twenty-three (23) deaths, and five (5) discharges.

b. STAFFING:

The nursing department has 132 hours open for RN/LPN (3.3 FTE). A 32-hour LPN is out on FMLA. Three (3) contract LPNs are covering some of the hours. There are 592 open LNA hours (14.8 FTE). Six (6) contract LNAs, many temps, and many current staff, taking advantage of the incentive pay for picking up additional hours, are covering some of the open hours. We also have a low census so are not staffing all positions fully.

The Nursing Hospital is seeing staff call-outs with sore throats and respiratory symptoms. Although staff is testing routinely, any reported COVID-type symptoms mean the employee is out for 10 days. This is affecting all departments.

- c. LNA CLASSES: Staff is preparing for the next LNA Class for the high school students. It is expected eight (8) students will start class the first week of February.

- d. IT: Staff continues to work through many IT issues with SNS.

- e. BUDGET: Work has begun on the 2021 Budget.

c. FACILITY ISSUES:

- Work on switching the sprinkler system over to W. Stewartstown water is on hold while the new company looks into hiring a plumber.

- The Nursing Hospital continues to have an isolation unit in the Family Room for an initial COVID, but plan to switch the unit to the County Office wing as soon as we have the go ahead.
 - Work is almost complete on closing in the old Employee Entrance area.
- d. QAPI: Staff continues to make progress on the QAPI Plan. COVID preparations have also been included into the process.
- e. Family/Resident/Staff Concerns: One Ombudsman Report was filed this month. Staff also continues to field calls from families who do not agree with many of the limitations and regulations put on the nursing hospital for limiting visitation and quarantine of residents.
- f. COVID-19: The Nursing Hospital is in Phase 3 of reopening as of September 10. Social visits are now allowed both inside and outside, but continue to be under controlled conditions. Father Cheney has returned as well as the Podiatrist. These visitors are allowed on the Patio or in the Den only. There is also a process in place for Compassionate Care situations.

Letters continue going out weekly to families to keep them informed of the Nursing Hospital's status. Ms. Mills continues to hold open meetings with staff to share new information and answer any questions and concerns they may have. Staff continues to give out information for the EAP as well. The Facebook page is working well to keep both resident families, friends, and staff connected and informed.

New guidance is received almost weekly. The new guidance requires adjustments to policies and procedures and is taking up a great deal of time.

The Nursing Hospital is holding steady with PPE. Glove availability continues to fluctuate.

Surveillance testing was held on September 7, 17, and 27. The Nursing Hospital will finish its testing through the CRSSSP either October 7 or 17. After that, the Nursing Hospital will be required to have a contract with a private lab, arrange its own testing, and bill the State of NH to be reimbursed for costs. At the meeting, the Nursing Hospital Administrator requested that the Board waive the bid process to contract with Dartmouth for COVID 19 testing of employees. The estimated cost will be \$76 per person. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Nursing Hospital Administrator to contract with Dartmouth for testing services and to waive the bid process. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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The Nursing Hospital Administrator stated that she would add the County employees as well as the Department of Corrections employees to her list.

Staff has not begun using the BD Veritor test machine. Its accuracy is less than ideal so staff will be limiting its use to testing symptomatic residents only.

g. Committee Reports:

- NHAC Executive Committee: attending the regular Zoom Meetings.
- NHAC Nursing Home Affiliate: meeting weekly via conference call and Zoom.
- Workforce Development: attended the Zoom Meeting on September 15. The next meeting will be a Zoom Meeting on October 20.
- UCVH Board of Directors: attended an in-person meeting on September 24.

h. Nursing Hours at the Department of Corrections:

	2019	2020
	Minutes	Minutes
January	59	2
February	5	69
March	53	155
April	1	41
May	1	55
June	7	2+ time not documented
July	26	19+ time not documented
August	68	103+ time not documented
September	18	49

i. The Nursing Hospital Administrator requested a Non-Public, Section 91-A:3 II (a & c).

9. Report of the Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 82; Private Pay 16; Medicaid Pending 3; SNF: 5 and Hospice 1. Average daily census for September was 83.4; Admissions 6, Readmissions 2; Deaths 2; Discharges 5; Transfer out 1; Transfer in 1. Year to date average daily census 90.2.
- b. Nursing Shortage: Received letter of resignation from DON 10/12/2020, with 60 day notice. The Nursing Home continues to offer full scholarships for LNA programs. There were 27.1 FTEs open LNA positions and 9.7 FTEs RN/LPN open positions. The tuition loan program and tuition reimbursement are both being utilized. There has also been some movement through Employment Security.
- c. COVID-19: The Nursing Home is in Phase 3, conducting both indoor and outdoor visits. Staff: 0 (past positive 4; two past positive with two follow-up negative tests as well as a negative antibody test for both); Residents: 0; Pending. We are contracted with LabCorp for COVID-19 testing. We are experiencing ongoing PPE shortages of gloves. State continues to be unable to fill requested amounts of PPE. Received an antigen testing machine, not currently in use. Weekly communication is being sent via email and/or letters to keep residents, families, and staff informed of our COVID-19 status. Time clock contract has been signed for two additional clocks – Carrie is working on this. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Nursing Home Administrator to sign the contract for COVID testing and to waive the bid process. The motion was approved by roll call vote 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- d. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – two; Medications; Exit Interviews; Music and Memory Program (Tele); Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
 - e. Budget/Financials/Payroll: two-year lookback of weighted OT and BMSI software updates are ongoing; Danielle Rioux has been working diligently on this project for the nursing home. Working to complete 2021 budget proposal.
 - f. Request for Non-Public: Three concerns to discuss; per Title VI, Chapter 91-A:3 II (a) and (c).
 - g. Building Repairs/Maintenance: Running of cable for IT upgrade is complete. SNS is working in the background to change the external email over from MDOOffice to Office 365. Internal email will no longer be supported. Fence repairs are complete. The four 1,000 gallon propane tanks located at the rear of the facility may need to be moved with concrete pad installed; estimates are pending from S. B. and Mike has a new lead (W. H.) from Irving Oil Corp he will be reaching out to. The transit is set up to measure for tank movement within 1/16th of an inch; first measurement has been logged. Tanks will be measured every seven (7) days, if movement is observed Mike will then increase frequency for closer monitoring.
 - h. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate, DHHS, and AV Workgroup– Weekly Zoom/Tele. meetings
 - Executive Committee –Monthly Zoom
 - AVH Extended Care Meeting –June cancelled, next meeting September, considering Zoom.
 - NHAC HR Affiliate – Danielle Rioux via Zoom, next meeting September.
 - NHAC Billing Affiliate – Vicky Nason and Jane Ryan last attended September 2019; cancelled in January 2020 as well as April 2020. Next meeting TBD.
 - North Country Health Care Workforce Meeting
 - County Administrator Weekly Update Meeting each Wednesday at 11 am – Lynn & Danielle
 - DOL Virtual Summit 9/14/2020 10am to 12:30 - Danielle
10. 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. On October 6, NH DHHS Medicaid Auditors began their 2019 Cost Reports Reviews for both Coos County Nursing facilities.
 - b. The Director of Finance is currently working with the State of NH, Department of Administrative Services in regards to renewing Coös County’s lease agreement for the County Courthouse Complex, which will expire in May 2021. The county is looking at a three year lease with 0% increase the first year and 1% increase in year two and year three.

- c. On 9/15/20, the Director of Finance prepared the Governor's Office for Emergency Relief & Recovery (GOFERR) grant for July and August for the County offices (County Administration, Finance, Department of Corrections and Registry of Deeds) in the amount of \$2,374.58

Also on 9/15/20, the Director of Finance submitted to FEMA grant a second submission for July and August for the County offices, which included the Department of Corrections, Sheriff's Office and Registry of Deeds, in the amount of \$876.73. FEMA determined they were not going to cover the costs of the Corrections Department or the Deeds Office. This left the county with \$2,702.81, which is below the FEMA small project threshold of \$3,300. On the next submission to GOFERR, the denied FEMA expenses will be resubmitted.

- d. 9/11/2020, all department heads received their beginning budget worksheets and everyone has been busy preparing their department's budget.
- e. As of October 8, 2020, the county have drawn \$3,000,000 from the Tax Anticipation Note line of credit. As of October 9, 2019, the county had drawn \$5,900,000.
- f. The Finance Department began working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor back in the spring. He has been helping staff to navigate thru the DOL rules and to keep staff in compliance with all the regulations. The project was delayed due to the extra work payroll required this spring and summer due to Covid19. Staff is back on track to implement a change in how overtime is calculated for Coös County employees within the next month. BMSI has updated the software to implement the change when staff is ready, which should be soon. The payroll personnel has been busy reviewing all overtime calculations and the new system for accuracy. This is a tedious process.
- g. On October 21, the software vendor Smartlinx, will be rolling out a new upgrade for the Time and Attendance and Scheduling program that is used by Coös County. All department heads and payroll personnel will have to attend some online training in these next few weeks to be ready for the roll-out. Change is always scary, but there should be some updates that will be beneficial to staff.
- h. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute, we were waiting for the Senate to take action on this bill. As of now, the bill has been "Laid on the Table" and will have to be refiled in the next session. In the meantime, staff continues to use both of these banks for County deposits. When the window is open again in the next legislative session, the Director of Finance is hopeful that the Delegation will try to bring this bill forward. The item will remain in her report until resolved.
- i. Since the last meeting, the Director of Finance has attended weekly meetings with the NHAC Administrators Affiliate and the 10/2/20 NHAC Executive Committee meeting. She also attended the following virtual meetings/classes:
 - 9/10/20 Primex³ Training with Jon Wortman Listening Well in a Crisis
 - 9/15/20 Primex³ Training with Nick Manolis Creating & Maintaining Positive Workplace Culture
 - 10/6/20 NHGFOA Executive Committee Meeting

11. 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: 9/01/2020 – 9/30/2020

a. New Hires: 11

Department:	#	Positions
Nursing Home	5 (Temps)	1 LNA, 1 DA, 3 Unit Aides
Nursing Hospital	6 (3 FT, 3 Temps)	1 RN, 1 Activity Aide, 4 Dietary Aides

b. Separations: 12

Department:	#	
Nursing Home	3 (Temps)	1 LNA, 2 Unit Aides
Nursing Hospital	7 (2 FT, 2 PT, 3 Temps)	1 Adm. Assist., 1 LNA, 1UA, 4 Dietary Aides)
County	2 (1 FT, 1 Appointed)	1 Register of Deeds, 1 Assistant County Atty.

c. Change in Status: 1

Department:	#	
Nursing Home	1 (PT)	LNA

d. Reasons for separation/ Change of status:

2 new employment
3 personal reasons
2 relocated
2 retirement
2 Did not meet job requirements
2 Quit LNA Program

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

Nursing Home	11
Nursing Hospital	5
County	2

f. The Register of Deeds has filled its vacant position as of October 1, 2020. We welcome Abigail Querrard to the team.

g. John McCormick and the HR Coordinator continue to work on filling the Assistant County Attorney's position which became vacant September 16, 2020. To date there has been little interest from the NH Bar News and will be expanding the search in the local papers and on the Indeeds.com website.

12. Commissioners' Committee Reports: There were no committee reports.

13. Other Business:

a. Budget Transfers: The following budget transfer were presented to the Board for approval:

Coös County Nursing Home

To:	02-05640-2300 Contract Nurses	430,000.00	
From:	02-05640-0400 Nursing Assistants' Salaries		430,000.00

To:	02-05600-3800 Postage	700.00	
From:	02-06000-2000 Covid 19 Expenses		700.00
To:	02-05600-6800 Communications	1,380.00	
From:	02-05600-8200 Equip Repair/Maint Contracts		1,380.00
To:	02-05640-1700 Education & Conferences	18,000.00	
From:	02-06000-2000 Covid 19 Expenses		18,000.00
To:	02-05650-3900 Plant Supplies & Expense	1,400.00	
From:	02-06000-2000 Covid 19 Expenses		1,400.00
To:	02-05660-1300 Retirement	1,500.00	
From:	02-06000-2000 Covid 19 Expenses		1,500.00
To:	02-05650-8100 Building Repairs	350.00	
From:	02-06000-2000 Covid 19 Expenses		350.00
To:	02-05640-0300 LPN Salaries	20,000.00	
From:	02-06000-2000 Covid 19 Expenses		700.00
From:	02-05640-0200 RN Salaries		19,300.00
To:	02-05641-1300 Retirement	3,500.00	
From:	02-06000-2000 Covid 19 Expenses		3,500.00
To:	02-05691-2300 Consultant Services	1,000.00	
From:	02-06000-2000 Covid 19 Expenses		1,000.00
To:	02-05660-0200 Laundry Aides' Salaries	18,600.00	
From:	02-06000-2000 Covid 19 Expenses		18,600.00

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the budget transfers as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- b. Certificate of Authority - VAWA Grant: The County Administrator explained that the document was for the County's Attorney's Grant. The following was read into the record:

I, Thomas Brady, Chair of the Coös County Board of Commissioners do hereby certify that:

- (1) the Coös County Commissioners voted to accept funds and enter into a grant agreement with the New Hampshire Department of Justice;*
- (2) The Coös County Commissioners further authorize the Coös County Attorney to execute any documents which may be necessary for this contract;*
- (3) This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and*

(4) *The following now occupies the office indicated above:*

John G. McCormick

IN WITNESS WHEREOF, I have hereunto set my hand as the Chairman this 14th day of October 2020.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize the Board Chair to sign the Certificate of Authority. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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14. Unincorporated Places:

- a. Bayroot vs. Millsfield - BTLA Appeal for Tax Year 2019: Linda Harris emailed the information to the Board prior to the meeting. Commissioner Grenier stated that the BTLA was really backed up with cases and it could be a while before this matter is resolved.
- b. Discussion & Approval of Utility Revaluation Services Contract for years 2020-2024 with George Sansoucy PE, LLC: Linda Harris had previously emailed the contract to the Board. She requested action from the Board on the following items:
 - Approval of the utility revaluation contract;
 - waive the bid process; and
 - Approval of the revaluation of the cell towers.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to engage the services of George E Sansoucy for Utility Revaluation Services for years 2020-2024; to waive the bid process; and, to engage the services of George E Sansoucy for the appraisal of the cell towers. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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15. Any other public input:

The Director of Finance reminded the Board that the land lease agreement expires in December. The lease will automatically renew if there are no issues from either party. An invoice will be issued to the lessees. Commissioner Samson did note that one of the parties is not fertilizing the fields.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session RSA 91-A:3, II (a) and (c) at 10:42 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of nonpublic session at 11:22 a.m. (*Commissioner Samson did not join the nonpublic sessions.*) No action was taken.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow the West Stewartstown Nursing Hospital Administrator to hire Joanne Gilbert as an on-call per diem employee. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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The November 4, 2020 Budget Work Session will be held remotely beginning at 9:00 a.m.

The November 12, 2020 Regular Meeting will also be held remotely beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 11:26 a.m. The motion was approved by roll call 2-0.

Commissioner Grenier	Yes	Commissioner Samson	Excused	Commissioner Brady	Yes
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Respectfully submitted,

Commissioner Rick Samson, Clerk