

A Checklist to Ensure Meetings Are Compliant
With The Right-to-Know Law during the State Of Emergency
Regular Commissioners Meeting
December 16, 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 # 839 6424 8899 passcode 464319.

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; 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; County Treasurer Sue Collins; Commissioner-Elect Ray Gorman; Charlie Cotton; Administrative Assistant Linda Harris; and members of the press.

Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting.

1. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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2. Approval of the Minutes from the November 12, 2020, regular meeting and the November 20, 2020, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the November 12, 2020, regular meeting. 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 Samson, seconded by Commissioner Grenier to amend the minutes of the November 20, 2020, special meeting as submitted by the Administrative Assistant. 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 Samson to approve the minutes of the November 20, 2020, as amended. The motion was approved by roll call 3-0.

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

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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4. Correspondence: The County Administrator reported that correspondence was received from Michael A Klass, NH Office of Strategic Initiatives requesting comment from the Board on the Department of Military Affairs and Veterans Services proposal to convey the Lancaster Armory to NH Fish & Game for storage purposes. Comments and/or questions are due by January 11, 2021. The Board did not oppose to the change of use.
5. Hearing of the public: There was no public comment.
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. Water System Update: The project is very close to being complete. However, it is currently on hold until the sprinkler work can be done which requires access to the nursing hospital building.
- b. SNS IT Update: SNS continues to work on the IT upgrade.
- c. County House Renovation Update: The renovation completion date has been extended to mid-January because of additional work to the house and floor contractor availability.
- d. The NACO Leadership Academy starts on December 16
- e. NHAC Executive Committee-Appoint 5 members to the Committee. Ms. Fish noted that the by-laws have changed and one member has to be Treasurer Sue Collins as she is an officer of the NHAC. The current members are Lynn Beede, Ben Champagne, Jennifer Fish, Carrie Klebe, and Laura Mills. Ms. Fish recommended Lynn Beede, Ben Champagne, Jennifer Fish, Laura Mills and Sue Collins. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the County Administrator's recommendation of Lynn Beede, Ben Champagne,

Jennifer Fish, Laura Mills and Sue Collins as members of the NHAC Executive Committee. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- f. Update on Broadband Committee: The County Administrator reported that because 91-A is applicable to the committee meetings that all meetings must be posted and minutes taken. The committee suggested that the county provide someone to take minutes. The County Administrator suggested that Linda Harris take minutes of the committee meetings. The committee meets once per month.

Commissioner Grenier proposed that the county appoint Gregor Stocks from Jefferson as the Commissioners' appointee on the Broadband Committee. He noted that he would bring knowledge of the industry to the table. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Gregor Stocks as technical representative to the Broadband Committee. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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UNINCORPORATED PLACES

- a. A planning board meeting has been scheduled for January 20, 2020

COMMITTEES / BOARDS:

- NH Association of Counties Executive Meeting: December 4
- North Country Council Board Meeting: December 17
- NH Interlocal Trust Board Meeting: December 3
- 45th Parallel EMS Board Meeting: December 16
- Coös County Broadband Committee December 16

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	7
PRETRIAL	13
NH STATE PRISON INMATES	0
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: 2 PT FEMALE, 2 HOC FEMALE NHSP: 1 PT MALE
AVERAGE DAILY POPULATION NOVEMBER	20
MALE DAYS SERVED IN FACILITY NOVEMBER	587
FEMALE DAYS SERVED NOVEMBER	131 (7 females)
FEDERAL INMATE DAYS SERVED NOVEMBER	0
TOTAL INMATES BOOKED NOVEMBER	14
TOTAL INMATES RELEASED NOVEMBER	17

- a. All corrections staff, were tested for COVID-19 on December 1, 2020, all results were negative.
 - b. A virtual meeting on December 4, 2020 was held between County Administrator Jennifer Fish, Director of Finance Carrie Klebe, Anna Cole of Drummond Woodsum and Superintendent Champagne regarding the calculation of overtime. The SEA representative has been notified of the situation regarding the calculation of overtime and the upcoming payments. Payments are scheduled to be distributed between December 17, 2020 and December 24, 2020 for all eligible corrections employees.
 - c. The Department of Corrections continues to see very high need, high risk offenders being admitted into the facility. On November 18, 2020, the Superintendent authorized a furlough for a sentenced offender who was having such severe alcohol withdrawal symptoms, he needed to be hospitalized. Another offender brought into the facility has been severely aggressive towards staff and been in restrictive housing on suicide watch. A separate offender managed to kick a window in the Restrictive Housing Unit so hard it caused it to break. This window was made of tempered safety glass and was supposed to be unbreakable.
 - d. Staff is working on COVID-19 vaccine distribution plans, when the vaccine should become available.
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 50. In November, there were no (0) admissions and thirteen (13) deaths. There have been seven (7) deaths so far in December. The Nursing Home is on hold for all admissions at this time.
- Of the 50 residents, seven (7) were Private Pay and four (4) residents were Vermont Medicaid. Two (2) residents were Medicaid Pending for NH.
- Totals for 2020: Nineteen (19) admissions, forty-four (44) deaths, and five (5) discharges.*
- b. STAFFING:
The Nursing Department had 176 hours open for RN/LPN (4.4 FTE). A 32 Hour LPN was out on FMLA. There were two (2) contract LPNs covering some of the hours but with the low census there is a decreased need so they will be released from their contracts.
- The Nursing Department had 632 open LNA hours (15.8 FTE). As in nursing, the low census has temporarily decreased the need. Currently, there were six (6) contract LNAs. One is done this week and three are done next week. Two of the contracts were transferred to the Berlin nursing home. The department will re-evaluate the need for the last two.
- c. LNA CLASSES: The nursing hospital anticipates eight (8) students to start class the first week of February. It is hoped that the nursing hospital will be clear of this virus in time for the class to start.
 - d. COVID-19: The nursing hospital is in Phase 0 at this time due to an outbreak of positive COVID-19 in the building in both residents and staff. The only visitation allowed is Compassionate Care

(End of Life) visits. Families are being updated several times per week at this time. Families and the community seem to appreciate the frequent updates and the transparency of our COVID journey. New guidance is received almost weekly.

Staff is preparing for the arrival of the vaccine and have entered into a contract with Walgreen's for our vaccine.

The nursing hospital has received three (3) truckloads of PPE delivered by the National Guard so far.

The first report of positive COVID-19 in a staff member was received on October 30, 2020. The National Guard has been in to test all residents and employees every Monday for the past six weeks and will continue to test everyone on every Monday until we are able to complete two weeks with no new positive cases. The highest week for both residents and staff was the week of 11/9 with 39 cases. The low week of one case from the testing the week of 12/7. No residents currently have active infections. Unfortunately, we continue to have employees presenting with symptoms and testing positive at the hospital on the average of two to three per week. The outbreak cannot be closed until there are 14 days with no new cases.

Employees received the first stipend check for this round last week.

Commissioner Grenier asked for the percentage of residents with COVID at the nursing hospital. Ms. Mills replied currently 48 had recovered and two have not tested positive. Commissioner Grenier replied about 96%. Ms. Mills also noted that 97 staff have not tested positive. Commissioner Grenier noted that 40% of the employees have not tested positive.

Ms. Mills reported that Walgreen is anticipating the vaccine with the next week. A day will need to be scheduled to administer the vaccine to residents and staff. Staff will be surveyed to see who wants the vaccine. The vaccine cannot be mandated because it is experimental at this time. Ms. Mills has advised the Department of Corrections and the Sheriff's Department as to where the vaccines may be obtained.

Commissioner Grenier stated that the county should not be obligated to pay Families First Coronavirus Response Act (FFCRA) to employees who refuses the vaccine and contracts the virus. He asked for a legal opinion on the matter. Ms. Fish replied that she would ask the HR Coordinator to contact Primex³.

- e. Trash Disposal: On November 5, the nursing home administrator was informed by the Superintendent that Corrections would not be picking up trash during the outbreak. The NHA was able to get an emergency dumpster from JK Lynch that day. Later in the week, a second dumpster was obtained. The amount of waste generated due to the increased use of PPE and paper plates required the second dumpster. The bill for the month of November received last week was for \$4,239.

The NHA hoped that Corrections will start taking trash again very soon. The Maintenance crew and the Housekeeping Porter handle the trash daily without any issues with proper precautions, the risk from the trash is minimal.

At the meeting, the nursing hospital administrator reported that she and the superintendent were working together to come up with a solution.

f. 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 October 20.
- UCVH Board of Directors: attended an in-person meeting on December 3.

g. 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
October	18	
November	27	
December	61	

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:

- Census: The current census was 82; Private Pay 17; Medicaid Pending 2; SNF: 5 and Hospice 3. The average daily census for November was 84.4; Admissions 4, Readmissions 0; Deaths 2; Discharges 3; Transfer out 0. Year to date average daily census 89.0.
- Director of Nursing: Sarah Berry, MSN, RN-BC, CHPN, has been hired to fill the Director of Nursing position. Sarah has more than 20 years of experience providing quality patient-centered care to a wide variety of patients. Her references spoke volumes attesting to her character and drive to provide excellence in nursing. Sarah describes herself as having a strong commitment to continuing education and patient advocacy. She is a member of Sigma Theta Tau International Honor Society of Nursing, and the National Hospice and Palliative Nurses Association. She has already spent time off-shift and on weekends getting to know the staff and residents alike.
- Nursing Shortage: The nursing home continues to offer full scholarships for LNA programs and have been recruiting for MNAs as well. The tuition loan program and tuition reimbursement are both being utilized. The nursing home received some of the Agency Nurses that Laura no longer has need of, which has helped significantly. His Excellency, Gov. Christopher Sununu, has

authorized certain nursing students to obtain temporary licensure in New Hampshire. The students have made aware, however, there has not been any movement at this time.

- d. COVID-19: The nursing home continues in Phase 1, conducting indoor and compassionate care visits. Staff: 1 (past positive 5); Residents: 0 (past positive 0). Nursing Supervisors have been trained in POC testing; the nursing home is using BinaxNow test kits; all negative tests will require follow up PCR lab-based testing. At least weekly, communication is sent via email and/or letters to keep residents, families, and staff informed of the COVID-19 status.

Ms. Beede reported that 198 were tested on December 15.

She is waiting on a vaccine date and would like to correlate the date with a testing date. She has volunteered to be the first to receive the vaccine.

Commissioner Grenier reported that he had spoken to Lori Shibinette of DHHS and asked that the nursing homes in Berlin be pushed to the top of the line for vaccines since there has been no outbreaks in the nursing homes and does not want it to happen.

- e. 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.
- f. Request for Non-Public: Two concerns to discuss; per Title VI, Chapter 91-A:3 II (c).
- g. Building Repairs/Maintenance: SNS continues working in the background to upgrade IT. Estimates are pending for the four 1,000-gallon propane tanks located at the rear of the facility; engineering plans are needed. No tank movement reported at this time.
- h. Meetings/Committee Reports:
- NHAC Nursing Home Affiliate December 10, meet weekly via Zoom
 - Executive Committee: Monthly Zoom, meeting minutes reviewed
 - NHAC HR Affiliate: Danielle Rioux via Zoom
 - 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 - Zoom
 - County Administrator Weekly Meeting each Wednesday at 11 am – Lynn & Danielle
- i. At the meeting, the nursing home administrator requested authorization to purchase a snowblower from Absolute Powersports at a cost of \$1,188. The Maintenance Department has funds in their budget. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the purchase of the snowblower at a cost of \$1,188. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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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. The County Tax Warrants were issued to the Coös County towns/city and the county taxes are due on December 17. As of December 10, payments were received from three towns.
- b. As of December 8, 2020, the county had drawn \$6,400,000 from the Tax Anticipation Note line of credit. In 2019, the county had borrowed \$8,400,000.
- c. On December 12, the Delegation to authorized Coös County to borrow up to \$11,000,000 during the calendar year 2021 in anticipation of County Tax payments due in December. With that approval, the request for bids can be sent to Coös County banks at the beginning of the year. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to request bids for the 2021 Tax Anticipation Notes. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- d. The Coös County Investment Policy needs to be reviewed and approved yearly by the Treasurer and the Commissioners. The Treasurer and Director of Finance have reviewed the policy and do not have any changes to be made this year. A copy of the current policy was forwarded to the Board prior to the meeting for review. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 2021 Investment Policy. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- e. The Director of Finance has been working with the State of NH, Department of Administrative Services in regards to renewing the lease agreement for the County Courthouse Complex, which will expire in May 2021. The proposed lease agreement offers a 3 year lease with 0% increase the first year and 1% increase in year 2 & year 3. The proposed lease agreement forwarded to the Board for review prior to the meeting. A copy was also forwarded to the County Administrator, County Attorney, Registrar and Sheriff for review also. Once the agreement is signed, it will go to DOJ for review and then the Long Range Utilization Committee and finally Governor and Council. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the three-year lease agreement with the State of NH, Department of Administrative Services. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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- f. On 10/30/20, the Governor's Office for Emergency Relief & Recovery (GOFERR) grant for September 1 through October 15 for County office, ie County Administration, Finance, DOC, and Deeds was prepared. The remainder amount of the GOFERR grant in the amount of \$151,358.26 was submitted. To date, the county has not received notice or funds for this grant submission.
- g. The county has been working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor. He, along with Anna Cole, legal counsel, are helping staff to navigate thru the DOL rules and keep the county in compliance with all the regulations. Staff is in the final stages of this huge project and will be issuing the first set of checks to the affected employees this coming week. The first payroll in January we will implement the updated BMSI Payroll software in both facilities, which will include the overtime calculation. In January, any overtime due on bonuses, etc. from between September 30 and

December 31 will be paid. There are many moving pieces to the project, but I believe we are nearing the end!

- h. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute, the county was waiting for legislation to resolve the issue. In the meantime, the county continues to use both of these banks for County deposits. As of the 2019/2020 Legislative session, the bill passed the House of Representatives and the Senate laid the bill on the Table. In fall Legislative session, County Delegates, Larry Laflamme and Troy Merner refiled the bill as the bill sponsors. The county has already been contacted by the NH Bankers Association in regards to this bill with their concerns.
 - i. The County Administrator and Director of Finance have been in discussions with Whitney Lewis, Conservation District Administrator; Haven Neal, the Conservation District Chair; and, Carl Weber from Primex³ on working through solutions for the cost of the Property and Liability Insurance for the district.
 - j. Since the last meeting, the Director attended weekly meetings with the NHAC Administrators Affiliate and also attended the following virtual meetings/classes:
 - November 18 - 20: NH Municipal Association Conference
 - November 20: Primex³ Training - Creating & Maintaining Positive Workplace Culture
 - December 1: NHGFOA Executive Committee Meeting
 - December 2: Primex³ Training – Creating & Maintaining Positive Workplace Culture
 - December 4: NHAC Executive Committee Meeting
 - December 16: The last Primex³ Training for Creating & Maintain Positive Workplace Culture. The Director of Finance was not be able to attend due to a timing conflict with the monthly Commissioners meeting.
 - k. In January, the Director of Finance will be attending the NACO High Performance Leadership Academy. This is a 12 week online program with content provided by industry leading executives.
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: 11/01/2020 – 11/30/2020

a. New Hires: 9

Department:	#	Positions
Nursing Home	5 (3 PT 2 Temps)	DON, LPN, LNA, UA, Dietary Aide
Nursing Hospital	3 (2 FT, 1 Temp)	RN, LPN. Maintenance
County	1 (FT)	Assistant County Attorney

b. Separations: 2

Department:	#	
Nursing Hospital	2 (PT, Temp)	LNA, Dietary Aides

c. Change in Status: 0

- d. Reasons for separation/ Change of status:
 - 1 relocated
 - 1 resigned (secondary job)
- e. FMLA/Leave of absences/ADA/WC:
 - Nursing Home 10
 - Nursing Hospital 75
 - 63 claims-COVID related-Workers' Comp
 - 9 High Risk employees qualifying Families First Coronavirus Response Act
 - 3 FMLA
- f. On November 30, 2020, Alexander Speidel, was hired as the new Assistant County Attorney. Welcome to Coös County and wishing you much success.

12. Commissioners' Committee Reports:

- Commissioner Grenier reported that AVRRDD had passed its 2021 budget.
- Commissioner Samson reported that the CEDC meeting was scheduled for December 17.
- Commissioner Brady reported that a Planning Board meeting was held December 2 which he did not attend.

13. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-3100 Medical & Surgical Supplies	8,000.00	
From:	01-05195-2000 COVID19 expenses		8,000.00
To:	01-05170-3900 Housekeeping Supplies & Services	7,330.00	
From:	01-05195-2000 COVID19 expenses		7,330.00
To:	01-05160-3900 Laundry Supplies & Expenses	1,040.00	
From:	01-05195-2000 COVID19 expenses		1,040.00
To:	01-05142-0100 Staff Development Director	3,000.00	
From:	01-05140-1700 Nursing Education & Conferences		3,000.00
To:	01-05100-2400 IT Contracted Services	20,500.00	
From:	01-05100-0200 Accounting Staff Salaries		3,500.00
From:	01-05130-0200 Cooks Salaries		10,500.00
From:	01-05100-0300 Dietary Aides Salaries		6,500.00
To:	01-05100-0100 Administrator Salary	8,030.00	
From:	01-05100-0200 Accounting Staff Salaries		8,030.00
To:	01-05140-0300 Licensed Practical Nurses Salaries	90,000.00	
From:	01-05140-0200 Registered Nurses Salaries		29,000.00
From:	01-05195-2000 COVID Expenses		61,000.00

To:	01-05140-2300 Contract Nurses	180,000.00	
From:	01-05140-0200 Registered Nurses Salaries		50,000.00
From:	01-05195-2000 COVID Expenses		130,000.00

Coös County Nursing Home

To:	02-05641-0200 Health Information Clerks	9,630.00	
From:	02-06000-2000 Covid 19 Expenses		9,630.00

To:	02-05641-1300 Retirement	1,250.00	
From:	02-05641-1200 Health Insurance		1,250.00

To:	02-05642-1300 Retirement	750.00	
From:	02-05642-1200 Health Insurance		750.00

To:	02-05693-1200 Health Insurance	7,010.00	
From:	02-05693-1300 Retirement		6,340.00
From:	02-05693-2300 Physical Therapy Consultant		670.00

To:	02-05642-9700 New Equipment	160.00	
From:	02-06000-2000 Covid 19 Expenses		160.00

To:	02-05650-8100 Building Repairs	1,210.00	
From:	02-06000-2000 Covid 19 Expenses		1,210.00

To:	02-05670-3900 Housekeeping Supplies & Expenses	2,920.00	
From:	02-06000-2000 Covid 19 Expenses		2,920.00

To:	02-05692-9700 New Equipment	1,590.00	
From:	02-06000-2000 Covid 19 Expenses		1,590.00

To:	02-05630-0800 In lieu of Health Benefit	1,140.00	
From:	02-05630-1200 Health Insurance		760.00
From:	02-05630-1300 Retirement		380.00

To:	02-05691-9700 New Equipment	1,330.00	
From:	02-05691-3900 Activities Supplies & Expenses		1,330.00

To:	02-05600-7000 Travel	900.00	
From:	02-05640-7000 Travel		900.00

To:	02-05600-3800 Postage	150.00	
From:	02-06000-2000 Covid 19 Expenses		150.00

To:	02-05600-6800 Communications	250.00	
From:	02-06000-2000 Covid 19 Expenses		250.00

To:	02-05640-3100 Medical & Surgical Supplies	1,210.00	
From:	02-06000-2000 Covid 19 Expenses		1,210.00

Department of Corrections:

To: 03-06100-3100 Maintenance Services 1,200.00
From: 03-06100-5600 Prisoners/Other Institutions 1,200.00

To: 03-06100-5200 Uniforms 800.00
From: 03-06100-5600 Prisoners/Other Institutions 800.00

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. County Report Bids: The County Administrator reported that one bid was received from Smith & Town Printers. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the 2020 County Report bid to Smith & Town Printers in the amount of \$2,400. 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. Linda Harris, Tax Collector, reported that she experienced printer issues while printing property tax bills the week of December 7 and was unable to print all property tax bills. The Unincorporated Places of Dixville, Green's Grant, Millsfield and Odell had a due date of January 11, 2021; and Pinkham's Grant, Success, Thompson & Meserve's Purchase and Wentworth Location had a due date of January 18, 2021. She thanked the Board for signing the revised warrants.
- b. The County Administrator reported that a request for funds was received from Randolph Mountain Club Board Member Christopher Hawkins to replace/purchase six analog/digital portable radios to enhance safe operations and coordination with search and rescue missions.

The RMC operates four overnight facilities located in Low and Burbank's Grant. However, staff may assist with rescues in Low & Burbank's Grant, Sargent's Purchase and Thompson & Meserve's Purchase. Two quotes were submitted in the amounts of \$2,813 and \$3,643.50. Letters of support were also provided from NH Fish & Game and Androscoggin Valley Search & Rescue.

Commissioner Grenier asked that the request be placed in the amended budget in January. He noted that the budget will not be approved until March and suggested that the vendor be contacted to verify that the quote will stand.

Commissioner Grenier also asked that a report of the rescues for the last five years be sent to the County Administrator. The information will be used to allocate the cost of the radios.

Commissioner-Elect Ray Gorman stated that he works with the north country dispatch center. Over the years, the center has obtained grant funding to upgrade and purchase equipment. He suggested contacting a FEMA representative or contact a local dispatch center for information and possible guidance.

15. Any Other Business:

- a. Commissioner Brady asked if any information had been provided for the swearing-in of county officials in January. Linda Harris replied that a message was received from David Carlson stating that the county would need to make other arrangements to swear in the elected county officials this year. The last Supreme Court order directed court employees to not conduct in-person hearings on January 4, 5, 6 & 7, because of the increased risk of COVID-19 following the holiday.

Commissioner Brady questioned whether town clerks could swear in officials. Ms. Collins suggested contacting the NHAC for guidance as this decision will affect other counties as well.

- b. Commissioner Grenier and Commissioner Brady thanked Commissioner Samson for his many years of service to the county and for serving the public. All county department heads also thanked Commissioner Samson.

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 10:21 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 Samson to come out of nonpublic session at 10:45 a.m. No action was taken. 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 Samson to seal the minutes of nonpublic session indefinitely. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Samson	Yes	Commissioner Brady	Yes
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The January 13, 2021 Regular Meeting will be held remotely beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:52 a.m. The motion was approved by roll call 3-0.

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

Commissioner Rick Samson, Clerk