

A Checklist to Ensure Meetings Are Compliant
With The Right-to-Know Law during the State Of Emergency
Regular Commissioners Meeting
January 13, 2021

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 # 858 9641 6080 passcode 377065.

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 Raymond Gorman; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Sheriff Brian Valerino; Captain Keith Roberge; County Treasurer Sue Collins; Representative Donald Dostie; Administrative Assistant Linda Harris; and a member 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 Gorman to approve the agenda, as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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2. **Election of Officers:**

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to nominate Thomas Brady as Chair. The motion was approved 2-0-1.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Abstain
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A motion was made by Commissioner Brady, seconded by Commissioner Gorman to nominate Paul Grenier as Vice Chair. The motion was approved 2-0-1.

Commissioner Grenier	Abstain	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to nominate Raymond Gorman as Clerk. The motion was approved 2-0-1.

Commissioner Grenier	Yes	Commissioner Gorman	Abstain	Commissioner Brady	Yes
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3. Approval of the Minutes from the December 16, 2020, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the minutes of the December 16, 2020, regular meeting. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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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 December and to authorize the Treasurer, during the month January, 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 Gorman	Yes	Commissioner Brady	Yes
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5. Correspondence: There was no correspondence.

6. Hearing of the public:

- a. Sheriff Brian Valerino reported that most of the employees in the Sheriff's Department had received the first round of the COVID vaccine.

Sheriff Valerino reported that the ATV revenue for 2020 was \$71,640. The Sheriff's Department is the primary law enforcement on the ATV trails. He continued that last year he had reported that the old OHRV was in a state of disrepair and budgeted \$10,000 to acquire a new OHRV.

Representative Dostie suggested obtaining pricing on two OHRVs. The ATV trails need to be properly policed.

Commissioner Grenier urged the Sheriff to obtain bids for the purchase of an OHRV to recommend to the Delegation. He continued that a budget with realistic figures will need to be presented to the Delegation. The moratorium on Vermont residents should be lifted as there are several empty beds in West Stewartstown. The Nursing Hospital will not be at 80 plus residents for quite some time. The fixed costs will not change but the revenues need to be adjusted. Once the Finance Director has pre-audit figures, Commissioner Grenier will meet with the County Administrator and the Finance Director to review the budget and a meeting will be held to report to the Board.

County Treasurer Sue Collins inquired from the County Administrator if the funds from Washington in the last relief package for long term care included loss revenue or was it only for

COVID related expenses. She noted that there was millions for long term care and education. Commissioner Grenier reported that he had a meeting Wednesday afternoon (as Mayor) to discuss the issue. The County Administrator reported that she and the Director of Finance also had a meeting Wednesday and would inquire.

Sheriff Valerino thanked the Commissioners and Delegation for their support. The Sheriff's Department goal is to make the ATV trail system safe.

Sheriff Valerino requested a non-public session to discuss a personnel issue.

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:

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 flooring contractor is scheduled to begin installing the carpet and laminate flooring this month. The sewer has started having issues again. I have asked DHI to look into a solution.
- d. Review and approval of Motor Vehicle Driving Policy: The policy was advised by Primex³ and is for employees that drive county vehicles during his or her job. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to adopt the Motor Vehicle Driving Record Policy as presented. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- e. The County Administrator presented an amendment to the travel policy dated August 12, 2020. Per the CDC guidelines issued January 11, 2021: The following people do NOT need to quarantine after an unprotected exposure to a person with COVID-19, or after travel outside of New England: 1) A person who is 14 days beyond the second dose of their COVID-19 vaccine (i.e. 14 days after full vaccination.) A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the amendment to the travel policy. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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UNINCORPORATED PLACES

- a. A planning board meeting has been scheduled for January 20, 2020
- b. Commissioners' representative on 45th Parallel EMS Board. The County Administrator currently represents the Commissioners on the 45th Parallel EMS Board but will need to be reappointed if a Commissioner does not want to be on the board. The topic was discussed under Commissioners' Committee Assignments item 14a.

- c. Engineer Contract: The planning board approved a subdivision in Millsfield with a condition that an engineer be hired by the county to oversee the road construction. The applicant will reimburse the county for the cost of the fees. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the contract with Aaron P. Joos. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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COMMITTEES / BOARDS

- NH Association of Counties Executive Meeting: January 8
- North Country Council Board Meeting: January 21
- NH Interlocal Trust Board Meeting: March 2021
- 45th Parallel EMS Board Meeting: December 16
- Coös County Broadband Committee: January 20

8. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY	19
HOUSE OF CORRECTIONS	6
PRETRIAL	13
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	3
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: 2 PT MALE
AVERAGE DAILY POPULATION DECEMBER	20
MALE DAYS SERVED IN FACILITY DECEMBER	621
FEMALE DAYS SERVED DECEMBER	125 (5 females)
FEDERAL INMATE DAYS SERVED DECEMBER	0
TOTAL INMATES BOOKED DECEMBER	11
TOTAL INMATES RELEASED DECEMBER	11

- a. All corrections staff were tested for COVID-19 on December 29, 2020, one staff member tested positive. The DOC is following NH DHHS and CDC guidance as the department works through this. Fortunately, this staff member has remained completely asymptomatic. Contact tracing was initiated following this discovery.

Staff were tested again on January 5, 2021, one individual tested positive as part of our pre-employment requirements. This person had not begun employment yet and was not exposed to any staff or inmates. Staff will test every seven days until we have consistent negative results.

- b. The Superintendent presented a letter which he will be sending to the member towns that make up the Coös County Recycling Center. This letter is notifying them that in the event of a COVID-19 outbreak at the facility, recycling services would likely be temporarily suspended due to a lack of labor force.

- c. The COVID-19 vaccine clinic for corrections staff will be held on Saturday January 9, 2021 at the Upper Connecticut Valley Hospital in Colebrook, NH.
 - d. At the meeting, Superintendent Champagne reported that he had an electrician look at the breaker box at the garage and it will need to be updated. The breaker box also serves as a backup power source for the nursing hospital water system.
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 48. In December, there were no admissions and eight (8) deaths. There has been one (1) death so far in January. The Nursing Hospital has been on hold for all admissions but the Nursing Hospital Administrator hopes to be able to start admitting again in the next two weeks. There is concern over potential community exposure as well as exposure at the nursing hospital since there are still positive staff members. Staff also needs to find out more on how to offer the COVID-19 vaccine to new admissions going forward.

Of the 48 residents, four are Private Pay and four residents are Vermont Medicaid. One resident is Medicaid Pending for NH. *Totals for 2020: Nineteen (19) admissions, forty-five (45) deaths, and five (5) discharges.*

- b. STAFFING:
The Nursing Department has 176 hours open for RN/LPN (4.4 FTE). Due to low census, most of these positions will not be filled at this time. One of the contract LPN who has been covering some of the hours has decided to resign from her agency and join the nursing hospital full time as a regular employee on the 3-11 shift.

The Nursing Department has 704 open LNA hours (17.6 FTE). As in nursing, the low census has temporarily decreased need. There are no contract LNAs at this time.

- c. LNA CLASSES: The Nursing Hospital is anticipating eight (8) students to start class the first week of February. Hopefully the nursing hospital will be clear of the virus in time for the class to start.
- d. COVID-19: The outbreak was closed on December 30. The nursing hospital is in Phase 1 at this time. Normally, the nursing hospital would be eligible to move to Phase 2 in 14 days, but due to the county positivity rate being over 10% and due to two new staff being positive COVID-19 this week, the nursing hospital will remain in Phase 1. Only essential personnel are allowed in the building. The only visitation allowed is Compassionate Care (End of Life) visits and through the window barrier visits. Families are being updated several times per week and new guidance is received almost weekly.

The first dose of the Pfizer BioNTech vaccine was received on December 30, 2020. Forty (40) residents (82%) and sixty-three (63) employees (37%) received the first dose. The second dose is scheduled for January 20, 2021. Staff who did not receive the first dose during the first clinic will be able to receive it on the January 20 and a third date will be set for their second dose. Ms. Mills hopes more employees will consider getting it.

Staff and residents have been testing with the National Guard weekly since November 2. With the closing of the outbreak, the nursing hospital has returned to weekly testing with the DHMC lab. Unfortunately, with the high county positivity rate, all currently negative employees of the nursing hospital must be tested twice per week until further notice. The rapid test kits will be used for one testing day and sending out samples to DHMC for the second round each week until the nursing hospital is cleared to go back to once per week. The County employees and the DOC employees will be included with the DHMC testing on Wednesday only this week. They do not need to be tested twice per week as it is specific to LTC. The nursing hospital employees will be tested on both Monday and Wednesday.

Three (3) truckloads of PPE have been received and delivered by the National Guard so far.

Employees received the first stipend check for this round but the following six weeks of stipends have been delayed. Ms. Mills hopes to see them start arriving any day.

- e. Trash Disposal: The nursing hospital will be working on returning to Corrections picking up the trash when a key Corrections employee returns from vacation in mid-January.
- 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 December 15.
 - UCVH Board of Directors: attended the Zoom Meeting on December 16.
- 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	

- h. The Nursing Hospital Administrator requested a Non-public, Section 91-A:3 II (c).
10. 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. Ms. Beede did not attend the meeting.

- a. Census: The current census was 79 plus one unpaid bed hold (resident in the hospital); Private Pay 14; Medicaid Pending 4; SNF: 6 and Hospice 4. Average daily census for December was 81.2; Admissions 2; Readmissions 1; Deaths 5; Discharges 1; Transfer out 0. Year to date average daily census 88.2.
- b. Nursing Shortage: The nursing home continues to offer full scholarships for approved LNA programs and have sponsored 13 since July, with 2 currently enrolled. Eight (8) MNA scholarship students have been recruited and begin their program next week. The tuition loan program and tuition reimbursement are both being utilized. An LNA has been promoted to LPN status (she continues in the Associate Degree Program at WMCC for her RN); one emergency student nurse license is still pending from Office of Professional Licensure.
- c. COVID-19: The nursing home received 5 doses of Bamlanivimab (IV/infusion to treat COVID-19) from AVH should any of the residents test positive for COVID-19 in the future. This treatment is refrigerated and will expire October 2021. The long-term care pharmacy has been made aware and DON is working on a policy. Staff is conducting tele-visits, indoor compassionate care visits, and window visits. Staff: 1 (past positive 7); Residents: 0 (past positive 0). The nursing home has experienced a few delays by FedEx in the delivery of residents' specimens, this is not anything that staff is able to rectify internally and have made the lab company aware. There are 75 resident test results pending (*the lab has now received and are processing*); one employee is out of work due to positive COVID-19 discovered during weekly testing. All residents and staff will be tested again on Thursday. At least weekly communication is sent via email and/or letters to keep residents, families, and staff informed of the COVID-19 status. The nursing home has significantly revamped how business is conducted with medical providers, the new system is working well and will further reduce risk for transmission. Due to high level of community transmission, all staff are wearing both N95 with a procedure mask cover (this has been a difficulty transition for many of our staff). The second vaccine clinic is scheduled for January 18. A third clinic is scheduled for February 8.
- d. QAPI: Process improvement projects, to include: COVID-19; Family Communication; Weight Loss; State Mandated Reports – 0; Medications; Exit Interviews; Music and Memory Program (Tele); Wheelchairs; Antibiotic Stewardship; Care Planning; Employee Retention; Dementia Training.
- e. Request for Non-Public: Two concerns to discuss; per Title VI, Chapter 91-A:3 II (a).
- f. 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; measured weekly.
- g. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate: 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

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 Tax Anticipation Note of \$6,400,000 was paid in full on 12/18/2020. The total interest paid was \$40,427.70. The budgeted interest expense was \$75,000.
- b. 2021 Tax Anticipate Note bids will be available for the February 10 Commissioners' meeting.

Commissioner Grenier recommended that the bids be mailed to the Director of Finance and a recommendation made to the Board. County Treasurer Sue Collins agreed that the bids should be mailed to the Director of Finance and summarized for the Board. She had no concerns for manipulation. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to authorize that the Tax Anticipation Notes be mailed to the Director of Finance and to authorize the County Treasurer and Director of Finance to open bids and make recommendation to the Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- c. This is a busy time of the year trying to pull together the close of the year. This year there is a lot of extra work to complete grant requirements and the county will need to complete the Single Audit, also known as the OMB A-133 audit. This is a rigorous, organization-wide audit or examination of an entity that expends \$750,000 or more of Federal assistance received for its operations.
- d. The county also needs to complete a full valuation of the County's OPEB and related GASB 75 disclosures as of December 31, 2020 in order to complete the 2020 financial audit. KMS Actuaries completes the evaluation for the county, but it requires a large amount of information compiled regarding employees, retirees, insurance and other benefits.
- e. Vachon Clukay & Company PC will be working on the audits remotely this year as they are with many other municipalities. It should work fine as most documents are now electronically processed.
- f. 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. *Update: The lease agreement was signed by the Coös County Commissioners and forwarded to State of NH for approval by the Long Range Utilization committee and Governor and Executive Council.*
- g. On 10/30/20 we prepared 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. The remainder amount of the GOFERR grant in the amount of \$151,358.26 was submitted and the payment arrived on 12/17/2020.

- h. The Finance Department has been working with Steven McKinney, the Community Outreach & Resource Planning Specialist for the US Department of Labor. He, along with Anna Cole, Coös County counsel, have been helping to navigate thru the DOL rules and to keep in compliance with all the regulations. Checks were issued to affected employees on December 14, 2020 for the 2 year look back period. The new BMSI payroll software was first used for payroll week ending 1/2/2021 in both facilities. Overall, it went well. The employees pay stubs have a different look, so there will be time period of adjustment. The next step is to calculate overtime owed between the end of September and the end of December and pay this to affected employees by the end of January. At that point, this immense project should be complete and the county will be compliant with the DOL overtime rules. Going forward, it would be beneficial to reconsider how and why some of these extra bonuses and stipends are paid in order to simplify a very complicated payroll process.
- i. 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 the Fall Legislative session, County Delegates, Larry Laflamme and Troy Merner refiled the bill as the bill sponsors. The Director of Finance has been in contact with Kate Horgan of the Dupont Group and Becky Benvenuti of NH Municipal Association in regards to this bill.
- j. Since the last meeting, classes and meetings have been at a minimal due to the Holidays. The Director of Finance has attended weekly meetings with the NHAC Administrators Affiliate and on 1/5/2021 attended the NH Government Finance Officers Executive Committee meeting. She has stepped down from the NH Association of Counties Executive Committee in order to help Coös County be compliant with updated by-laws allowing only 5 Executive Committee members per County in total. She is still able to attend the meetings as a member of the public. She finds the meetings helpful in staying abreast of county issues, especially issues with funding.
- k. On January 14, the Director of Finance will begin attending the NACO High Performance Leadership Academy. This is a 12 week online program with content provided by industry leading executives.

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. The HR Coordinator did not attend the meeting.

HR Activity Report: 12/01/2020 – 12/31/2020

- a. New Hires: 10

Department:	#	Positions
Nursing Home	9 (4 PT, 5 Temps)	3 LNA, 4 Unit Aides, 1 Porter, 1 Porter/LA
Corrections	1 (FT)	Officer

- b. Separations: 5

Department:	#	
Nursing Home	4 (Temps)	LNA's & Unit Aides
Nursing Hospital	1 (FT)	LPN.

c. Change in Status: 4

Department:	#	
Nursing Home	4 (2 FT, 2PT)	DON, HI, Activity, Hskp.

d. Reasons for separation/ Change of status:

- 1 new employment
- 4 personal reasons
- 1 retirement
- 3 Did not meet job requirements

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

Nursing Home	4
Nursing Hospital	17

f. As reported last month nine high risk employees qualified for the Families First Coronavirus Response Act; seven employees have returned to work and two will be returning once the second vaccine has been received.

g. Both facilities are working on the end of the year reporting, keeping everyone extremely busy.

h. The CDC issued new **travel** guidelines on January 11, 2021, for vaccinated individuals. *The policy was approved earlier under the County Administrator's Report.*

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

a. Commissioners' Committee Assignments were discussed and the following actions were taken:

A motion was made by Commissioner Gorman, seconded by Commissioner Grenier to appoint Commissioner Grenier to the Androscoggin Valley Regional Refuse Disposal District Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to appoint Commissioner Brady to the Berlin Airport Authority Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appoint Commissioner Gorman to the Connecticut Lakes Headwaters Citizens Committee per RSA 12-A:9-b). The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to appoint Commissioner Brady as the Ex-Officio member of the Coös County Planning Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appoint Commissioner Gorman to the Coös Economic Development Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman that the three Commissioners remain on the Coös County Farm/Land Advisory Committee. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appoint Commissioner Gorman to the UNH Cooperative Extension County Advisory Council. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to appoint County Administrator Jennifer Fish as the Board's representative on the 45th Parallel EMS Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to appoint County Administrator Jennifer Fish and Director of Finance Carrie Klebe to represent the Board on The North Country Council. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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13. Other Business:

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

Coös County Nursing Hospital:

To:	01-05140-0600 Scheduling Coordinator	2,780.00	
From:	01-05195-2000 COVID19 expenses		2,780.00
To:	01-05142-0100 Staff Development Director	5,140.00	
From:	01-05142-1200 SD Health Insurance		5,140.00
To:	01-05140-0100 Director of Nursing Salary	2,520.00	
From:	01-05140-0200 RN Salaries		2,520.00
To:	01-05140-0300 LPN Salaries	4,330.00	
From:	01-05140-0200 RN Salaries		4,330.00
To:	01-05170-0300 Housekeeping Aides Salaries	4,620.00	
From:	01-05160-0300 Laundry Aides Salaries		4,620.00

To:	01-05191-0200 Activity Aides Salaries	5,600.00	
From:	01-05195-2000 COVID 19 Expenses		5,600.00
To:	01-05195-2360 LTCS Program Contract Staff	2,750.00	
From:	01-05140-2300 Contract Nurses		2,750.00
<u>Coös County Nursing Home:</u>			
To:	02-05620-3700 Provider Assessment	115,890.00	
From:	02-05640-2300 Contract Nurses		115,890.00
To:	02-06000-2000 COVID 19 expenses	53,110.00	
From:	02-05640-2300 Contract Nurses		53,110.00
To:	02-05600-0100 Skilled Administrator's Salary	150.00	
From:	02-05600-0200 Office Manager's Salary		150.00
To:	02-05600-0300 Office Staff Salaries	1,350.00	
From:	02-05600-0200 Office Manager's Salary		1,350.00
To:	02-05600-1700 Education & Conferences	500.00	
From:	02-05600-1000 Social Security (FICA)		500.00
To:	02-05600-3800 Postage	460.00	
From:	02-05600-3600 Office Supplies		460.00
To:	02-05600-3900 Admin Supplies & Expenses	460.00	
From:	02-05600-0200 Office Manager's Salary		450.00
From:	02-05600-1000 Social Security (FICA)		10.00
To:	02-05600-6800 Communications	1,010.00	
From:	02-05600-1300 Retirement		1,010.00
To:	02-05600-8200 Equip repair/maint contracts	420.00	
From:	02-05600-7000 Travel		220.00
From:	02-05600-3600 Office Supplies		200.00
To:	02-05630-9700 New Equipment	3,100.00	
From:	02-05630-3900 Dietary Supplies & Expenses		3,100.00
To:	02-05640-0100 Director of Nursing Salary	80,410.00	
From:	02-05640-0400 Nursing Assistants' Salaries		80,410.00
To:	02-05640-0300 LPN Salaries	1,960.00	
From:	02-05640-0200 RN Salaries		1,960.00
To:	02-05640-0500 MNA Salaries	2,410.00	
From:	02-05640-0200 RN Salaries		2,410.00

To:	02-05640-1700 Education & Conferences	4,220.00	
From:	02-05640-0200 RN Salaries		4,220.00
To:	02-05640-1800 Employee Physicals	1,190.00	
From:	02-05640-0200 RN Salaries		1,190.00
To:	02-05640-3100 Medical & Surgical Supplies	7,530.00	
From:	02-05640-0200 RN Salaries		7,530.00
To:	02-05641-1000 Social Security (FICA)	140.00	
From:	02-05641-0900 Longevity		140.00
To:	02-05642-0100 Staff Development Director	2,660.00	
From:	02-05642-0200 RN Staff		300.00
From:	02-05642-3900 Staff Development Supplies & Expenses		700.00
From:	02-05642-1200 Health Insurance		470.00
From:	02-05640-0200 RN Salaries		1,190.00
To:	02-05642-1000 Social Security	940.00	
From:	02-05640-0200 RN Salaries		940.00
To:	02-05642-1300 Retirement	120.00	
From:	02-05640-0200 RN Salaries		120.00
To:	02-05643-0100 Quality Director's Salary	1,430.00	
From:	02-05640-0200 RN Salaries		1,430.00
To:	02-05643-0900 Longevity Pay	800.00	
From:	02-05642-0900 Longevity Pay		800.00
To:	02-05643-1000 Social Security (FICA)	430.00	
From:	02-05643-1200 Health Insurance		430.00
To:	02-05650-3900 Plant Supplies & Expenses	560.00	
From:	02-05650-2900 Outside Services		560.00
To:	02-05650-8100 Building Repairs	70.00	
From:	02-05650-2900 Outside Services		70.00
To:	02-05650-8200 Equip Repair/Maint Contracts	990.00	
From:	02-05650-2900 Outside Services		990.00
To:	02-05650-9700 New Equipment	800.00	
From:	02-05650-2900 Outside Services		800.00
To:	02-05660-1000 Social Security (FICA)	1,430.00	
From:	02-05660-0200 Laundry Aides Salaries		1,430.00

To:	02-05660-1300 Retirement	290.00	
From:	02-05660-0200 Laundry Aides Salaries		290.00
To:	02-05670-0100 Environmental Svcs Mgr Salary	100.00	
From:	02-05670-0200 Porter Salaries		100.00
To:	02-05670-0400 Environmental Svcs Asst Manager	370.00	
From:	02-05670-0200 Porter Salaries		370.00
To:	02-05670-1000 Social Security (FICA)	290.00	
From:	02-05670-0200 Porter Salaries		290.00
To:	02-05670-1200 Health Insurance	4,510.00	
From:	02-05670-0200 Porter Salaries		4,510.00
To:	02-05670-1300 Retirement	280.00	
From:	02-05670-0200 Porter Salaries		280.00
To:	02-05670-9800 Furnishings	1,320.00	
From:	02-05670-3900 Housekeeping Supplies & Expenses		1,320.00
To:	02-05680-2200 Physician Services	15,540.00	
From:	02-05640-1000 Social Security (FICA)		15,540.00
To:	02-05680-2300 Pharmacy Consultant	990.00	
From:	02-05640-1000 Social Security (FICA)		990.00
To:	02-05680-2600 Mental Health Services	760.00	
From:	02-05680-2500 Dentist Services		760.00
To:	02-05691-0100 Activity Director's Salary	1,150.00	
From:	02-05691-1000 Social Security (FICA)		1,150.00
To:	02-05691-0200 Activity Aides Salaries	5,030.00	
From:	02-05691-1200 Health Insurance		5,030.00
To:	02-05691-1300 Retirement	2,560.00	
From:	02-05691-1200 Health Insurance		2,560.00
To:	02-05691-2300 Consultant	70.00	
From:	02-05691-3900 Activities Supplies & Expenses		70.00
To:	02-05692-1800 Employee Physicals	30.00	
From:	02-05692-1000 Social Security (FICA)		30.00
To:	02-05692-3900 Social Services Supplies & Expenses	1,340.00	
From:	02-05692-9700 New Equipment		1,340.00

To:	02-05693-0200 Restorative Nurse	1,690.00	
From:	02-05693-0100 Restorative Aides' Salaries		1,690.00

To:	02-05693-1300 Retirement	140.00	
From:	02-05693-0100 Restorative Aides Salaries		140.00

County Administration:

To:	03-04100-2000 Outside Legal Fees	3,970.00	
From:	03-04100-1200 Health Insurance		2,540.00
From:	03-04100-1700 Education		1,070.00
From:	03-04100-3600 Office Supplies		360.00

To:	03-04100-2400 IT Contract Services	1,560.00	
From:	03-04100-3600 Office Supplies		1,560.00

To:	03-04150-2400 Medical Referees	5,000.00	
From:	03-04103-6700 Printing Expense		1,000.00
From:	03-04193-5200 HCBC		4,000.00

To:	03-04100-0300 County Administrator	4,430.00	
To:	03-04100-0500 HR Coordinator	1,420.00	
To:	03-04100-8100 Building Expense	1,050.00	
From:	03-04102-9701 COVID 19 Expenses		6,900.00

To:	03-04100-1300 Retirement	4,030.00	
From:	03-04100-7000 Employee Travel		4,030.00

Finance Department:

To:	03-04102-0100 Finance Officer	3,000.00	
From:	03-04102-1200 Health Insurance		3,000.00

To:	03-04102-0200 Account Staff	2,760.00	
From:	03-04102-1200 Health Insurance		2,760.00

To:	03-04102-3600 Office Supplies	1,680.00	
From:	03-04102-7000 Employee Travel & Expense		1,680.00

Registry of Deeds:

To:	03-04120-8800 Equip Maint & Lease	8,000.00	
From:	03-04120-9800 Index Proc.		8,000.00

To:	03-04120-6800 Communications	250.00	
From:	03-04120-7000 Travel		250.00

To:	03-04120-3600 Office Supplies	675.00	
From:	03-04120-7000 Travel		675.00

Sheriff's Department:

To: 03-04140-0701 Deputy OHRV Patrols	8,325.00	
From: 03-04140-0600 Deputy Court Attendance		8,325.00
To: 03-04140-8200 Vehicle Repair	7,132.00	
From: 03-04140-8100 Vehicle Purchase		7,132.00
To: 03-04140-8200 Vehicle Repair	500.00	
From: 03-04140-7000 Travel		500.00
To: 03-04140-0400 Deputy Transport Salaries	1,100.00	
From: 03-04140-0402 Overtime		1,100.00
To: 03-04140-0401 Deputy Full Time	2,250.00	
From: 03-04140-0200 Clerk's Salary		2,250.00
To: 03-04140-1300 Retirement	8,600.00	
From: 03-04140-0700 Deputy On-Call		6,600.00
From: 03-04140-0200 Clerk's Salary		2,000.00
To: 03-04141-0000 First Responder COVID 19 Stipend	1,700.00	
From: 03-04140-0300 Deputy Special Details		1,700.00

Department of Corrections:

To: 03-06100-3900 Supplies & Expenses	2,300.00	
From: 03-06100-0400 Corrections Officers Salaries		2,300.00
To: 03-06100-5200 Uniforms	1,000.00	
From: 03-06100-0400 Corrections Officers Salaries		1,000.00

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the budget transfers provided to the Board prior to the meeting. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. Approval of the 2021 IRS mileage rate: The County Administrator presented the 2021 IRS mileage rate of 56 cents per mile. The rate decreased one and half cents from 2020. A motion was made by Commission Grenier, seconded by Commissioner Gorman to authorize the mileage rate of 56 cents per mile for the calendar year 2021. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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15. Unincorporated Places:

- a. Approval of a property tax abatement in Green's Grant: The tax collector previously emailed the information to the Board explaining that carrier improvements on a cell tower belonged to another provided. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the property tax abatement in Green's Grant for Cellco Partnership d/b/a

Verizon Wireless (GG 1605-29-VER) in the amount of \$131.00. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- b. Approval of Supplemental Warrant in Green's Grant: The tax collector reported that the supplemental warrant in the amount of \$131.00 was for the correction relating to the abatement. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the warrant in the amount of \$131.00. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- c. Approval of the Public Safety Agreements & Ambulance Services for the Town of Carroll, Town of Carroll and Town of Gorham. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the Ambulance Agreement with the Errol Rescue Squad; the Public Safety Agreement with the Town of Errol; the Public Safety Agreement and Ambulance Agreement with the Town of Carroll; and the 2021-2024 Public Safety Agreement with the Town of Gorham. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- d. Approval of 2021 Prepayment Authorization: The tax collector requested that the Board adopt the policy pursuant to RSA 80:52-a. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to adopt the policy pursuant to RSA 80:52-a. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- e. Approval of 2021 Per RSA 80:57 Refund of Overpayments: The tax collector requested that the Board approve the process of overpayments per RSA 80:57. The County Treasurer approved the policy prior to the meeting. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to process of overpayments per RSA 80:57. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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- f. Approval of 2021 Deposit Authority - County Treasurer Sue Collins: In accordance with RSA 41:29 VI, the Coös County Treasurer delegates deposit authority to the Unincorporated Places Tax Collector and his/her deputy. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to approve the 2021 deposit authority. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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16. Any Other Public Input: There was none.

17. A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to enter into nonpublic session per RSA 91-A:3, II (a) and (c) at 10:20 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to come out of nonpublic session at 10:55 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the West Stewartstown Nursing Home Administrator to settle a client debt of \$15,926 with \$13,000 paid immediately and monthly payments to follow until the debt is paid in full. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the Berlin Nursing Home Administrator to enter into a tuition loan agreement with a business office employee in the amount of \$8,000 for a Master's Degree in Accounting. The employee agrees to a work commitment of five years after graduation with the Coös County Nursing Home. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to allow the Berlin Nursing Home Administrator to upgrade a 32 hour LPN/RN position to a 36 hour LPN/RN position on the 3-11 shift. Commissioner Grenier requested details of the costs to the budget and that in the future the financial information be provided to the Board. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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The next regular meeting is scheduled for February 10, 2021 through zoom.

A motion was made by Commissioner Grenier, seconded by Commissioner Gorman to adjourn the meeting at 11:03 a.m. The motion was approved by roll call 3-0.

Commissioner Grenier	Yes	Commissioner Gorman	Yes	Commissioner Brady	Yes
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Respectfully submitted,

Commissioner Raymond Gorman, Clerk