

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown, NH  
February 8, 2017

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Craig Hamelin; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Finance Director Carrie Klebe; Sheriff Brian Valerino; Ben Champagne; County Treasurer Sue Collins; Fred King; James Brady; Paul Cyr; Scott Deblois; Gregory Sipple; Mark Evans (*arrived at 9:30*) and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:04 a.m. and welcomed everyone to the meeting. Mr. James Brady led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to include item 7c. *Planning Board Alternate Appointment*. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda, as amended. All approved 3-0.
3. Approval of the Minutes of the January 10, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the January 10, 2017, regular meeting, as presented. All approved 3-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of January 2017 and to authorize the Treasurer, during the month of February 2017, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: Ms. Fish reported that a thank you card was received from the Colebrook Area Food Pantry.
6. Hearing of the Public: There was no public comment.
7. Unincorporated Places:
  - a. Swearing-in of Zoning Board of Adjustment members: Zoning Board of Adjustments members Fred King, James Brady, Paul Cyr, Scott Deblois and alternate Gregory Sipple were sworn in by Commissioner Brady.
  - b. Wentworth Location Supplemental Property Tax Warrant Levy 2016: Linda Harris, Tax Collector, explained that a property that was purchased by the federal government in July 2016 was transferred to tax exempt status. According to the Department of Revenue Administration, a property should remain taxable throughout the tax year. A warrant in the amount of \$238 was approved and signed by the Board.
  - c. Planning Board Alternate Appointment: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Leon Rideout as a Planning Board Alternate with a term end date of June 2019. Mr. Rideout previously served on the Planning Board as the Delegation's representative. All approved 3-0.

The appointment will be presented to the Delegation for final approval.

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

- a. The County's application for a CDBG grant for the water system has been submitted. The County should be notified in April if the application is approved. The County will be required to match \$287,600 of the grant funds. At the meeting, Jennifer reported that no further work could be done on the water system until the grant is approved or denied.
- b. HB 476-Relative to the duties of registers of probate is currently in committee. This bill would restore the duties of probate back to the counties. An executive session meeting is scheduled for February 7, 2017. The Dupont Group on behalf of the Association of Counties is following this bill closely. At the meeting, Jennifer explained that the Register of Probate and staff would become County employees and expenses would become part of the County budget. Commissioner Samson suggested that Jennifer contact the Registrar of Probate for further information. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to send a letter to voice opposition from the Coös County Commissioners. All approved 3-0.
- c. The 45<sup>th</sup> Parallel Emergency Management agreement for Dixville was presented for approval. The annual fee for 2017 will be \$1,497.81. This is increase of \$274.17 from 2016. The Board signed the agreement.
- d. Jennifer followed up with Attorney Frizzell regarding using the county house for traveling nurses. He agreed that it would create a landlord-tenant relationship. He recommended that a rental agreement be in place, in which he would be willing to assist in drafting. A rental agreement can be used to manage/prevent tenants and unauthorized persons refusing to vacate but it would still require the eviction process to be followed.

Commissioner Grenier asked Laura Mills if a lease agreement could be set up with the agency instead of the nurse. Laura replied she would contact the agency.

- e. The members of the Zoning Board of Adjustment were sworn in at the Commissioners' meeting February 8, 2017. An organizational meeting has been scheduled for February 21, 2017 at 6 pm in Lancaster.
- f. The next Planning Board meeting has been scheduled for February 22, 2017 at 6 pm in Lancaster.
- g. At the meeting, Jennifer noted that she had received a request from the County Attorney, who is working on a Drug Court Grant with Alex Casale, NH Statewide Drug Coordinator, for a letter of support. The Commissioners were not in favor of providing such a letter until a dollar amount is known.
- h. Jennifer requested a non-public session with the Board.

At this point, Mark Evans was sworn in as a Zoning Board of Adjustment member by Commissioner Brady.

9. Report of the Superintendent of Corrections Craig Hamelin. The written report that was submitted to the Board in advance of the meeting was as follows:

<b>TOTAL IN FACILITY</b>	<b>24</b>
HOUSE OF CORRECTIONS	14
PRETRIAL	10
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	12
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	BELKNAP DOC: 1 PT FEMALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 3 HOC FEMALE, 1 PT FEMALE NHSP: 6 HOC MALE
AVERAGE DAILY POPULATION JANUARY	25
MALE DAYS SERVED IN FACILITY JANUARY	760
FEMALE DAYS SERVED JANUARY	136 (7 females)
TOTAL INMATES BOOKED JANUARY	17
TOTAL INMATES RELEASED JANUARY	26

- a. An area school meeting was held at the facility on January 25 to promote awareness of the Department and to provide a tour for Superintendents, principals and school board members. SAU 7 Superintendent Bruce Beasley, Essex North Supervisory Union Superintendent Chris Masson, Canaan and Pittsburg principals and school board members were in attendance. Another meeting with Superintendent Beasley and local school board chairmen was held in the facility on February 3, with a tour following.
  - b. An inmate, who was admitted on January 24, has been charged with one class A and three class B felony Assaults by Prisoners, for an altercation with a corporal and officer on January 25. This altercation and assault resulted in facial injuries to the corporal. Superintendent Hamelin thanked Border Patrol, Colebrook Police Department and the NH State Police for their response and assistance with the incident.
  - c. At the meeting, Superintendent Hamelin introduced Ben Champagne. He also announced that James Lesperance had been promoted from a Corrections Officer to Communities Program Corporal/Recycling Center Operator. Corporal Lesperance began in the position on Monday, February 6. The promotion caused a vacancy on first shift and advertising is ongoing.
10. Report of the West Stewartstown Nursing Hospital Administrator Laura Mills. The written report that was submitted to the Board in advance of the meeting was as follows:
- a. Census: The census was 70. Occupancy for the month of January was 77.8%. In January, there were no (0) admissions and five (5) deaths. The facility was closed to admissions for two weeks due to the flu. Two (2) admissions are currently being worked on.

Of the 70 residents, fourteen (14) are Private Pay and nine (9) residents are Vermont Medicaid. One (1) resident is Medicaid Pending for VT. *Totals for 2016: Twenty-nine (29) admissions, five (5) discharges, and twenty-six (26) deaths. Totals for 2017: No (0) admissions and five (5) deaths.*

- b. **Nursing Staff:** The nursing department continues to have 88 hours open for RN/LPN, but this could increase to 120 open hours depending on if current employees transition into newly vacated positions. We have two (2) contract nurses covering the open hours at this time, but may need a third.

Two long-term nurses (each with over 27 years of service) will be retiring in the next few months. Sandy Harrington on February 28 and Deborah Wells on April 14. Julie Giroux, the current Director of Nursing will be stepping down from the Director of Nursing role to take Sandy's Clinical Care Coordinator position. Currently, Laura is advertising the Director of Nursing position. The current Assistant MDS Coordinator will move up to take Deb Wells' position as MDS Coordinator. A new RN begins working on March 6.

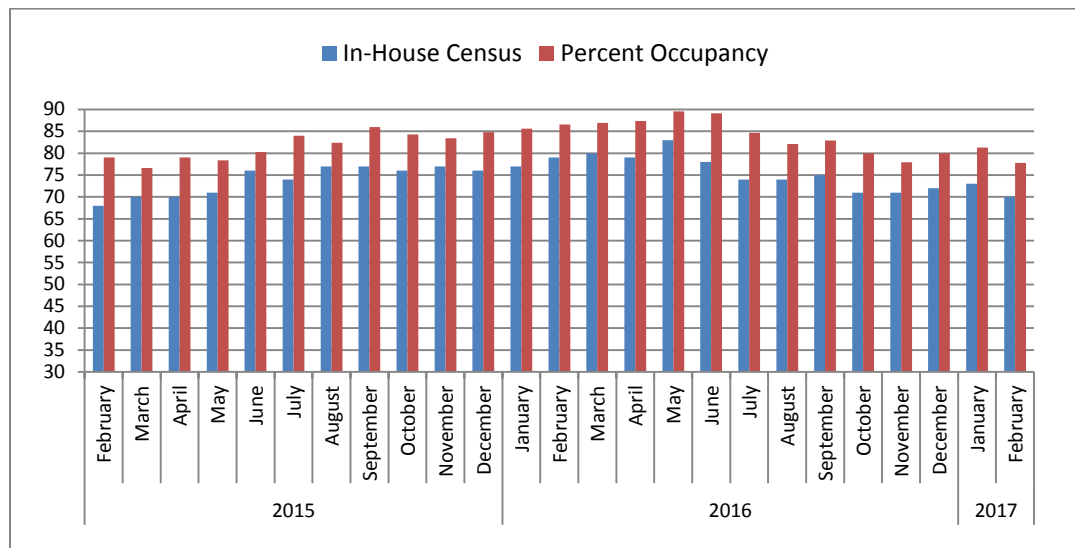
Currently there are no open LNA hours but two (2) 32 hour LNAs are currently out on FMLA.

Laura added that certain positions are being restructured due to the changes in staff.

- c. **New Plant Manager Garry Parkhurst** would like to meet with the Commissioners and discuss some observations, requests and recommendations he has for CCNH. The Board agreed to meet with Mr. Parkhurst at the end of the meeting.
- d. **Employee Discounts:** Employee discounts are being offered through the group purchasing organization, Navigator/MHA. Any Coös County employee is eligible.
- e. **Meeting on Future Healthcare Needs in the North Country:** The next meeting has been scheduled for March 3 at AVH. The group continues to discuss the shortage of health care professionals in the North Country and what could be done to encourage these professionals to come north as well as how to encourage locals to go into the health care field and stay here. The group is planning a joint Job Fair to be held in Bedford, NH on April 20. The group is doing its best to include all Coös County health care agencies.
- f. **Nursing Hours at the Department of Corrections:**

	2015		2016	
	Minutes	Hours	Minutes	Hours
January	30	0.5	93	1.5
February	0	0	37	0.5
March	0	0		
April	183	3		1.5
May	0			0
June				0
July				0
August				0
September				0
October				

g. Occupancy:



h. Laura had an issue for non-public, Section 91-A:3 II (b).

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

- a. Census: The current census was 85. Nine (9) residents were private pay; five (5) residents were Medicaid pending. The average daily census for January was 84.1. There were two admissions and four deaths in January. The facility has been receiving referrals weekly for skilled services, once we start admissions for skilled services our census will improve considerably.

The 2016 average daily census was 88.7, admissions 44, transfers 5 and deaths 45.

- b. Nursing Department Update: Currently there are 196 hours of open nursing (RN/LPN) positions and also 1 FMLA 40 hours. Two (2) agency LPNs are covering 80 hours of the open positions. There are 192 hours of LNA open positions and one (1) agency LNA is helping to cover open positions. We will be hosting an LNA course in April; candidates for the LNA course are needed.

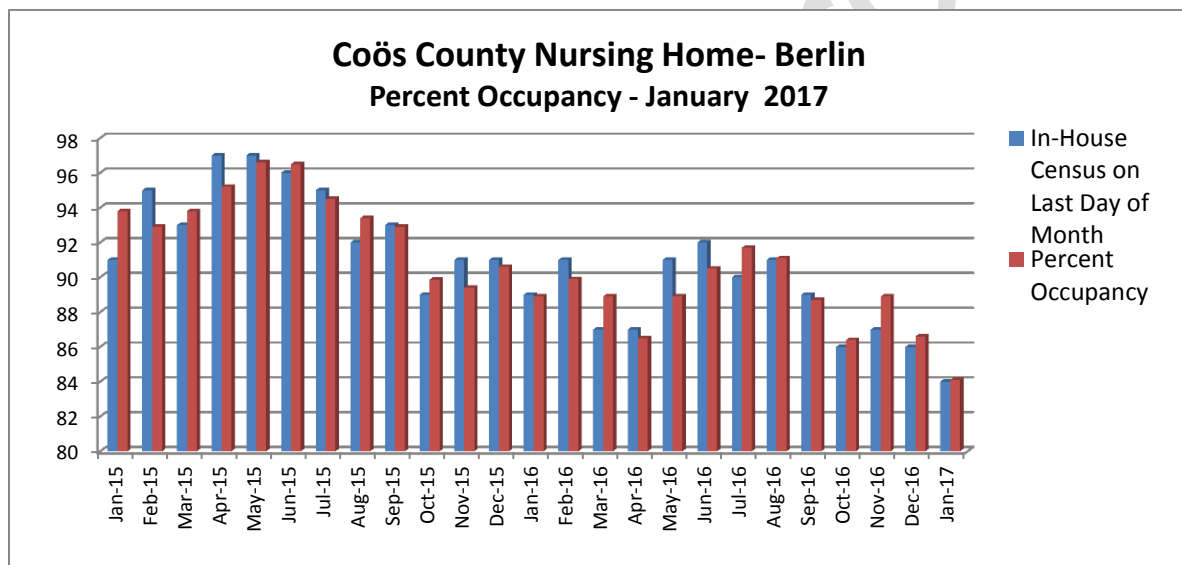
At the meeting, Louise reported that a night shift nurse had been hired.

- c. Moving forward as a Skilled Nursing Facility (SNF): Approval has been received from DHHS to build an office within the facility for the biller and construction has begun. Advertising for the biller position has brought in many applications; however, many do not have Medicare billing experience. An interview team has been put together and interviews are being scheduled.

In order to move forward several things will need to be put in place which involves utilizing money from the 2017 budget. Training by Harmony Healthcare International needs to be scheduled; they will not schedule dates here at the home without a signed contract. This training is imperative if we are to be successful in this transition. Point Click Care computer software needs to be integrated with our pharmacy and rehab providers. The open 20 hours in

the Social Services department needs to be filled, however our RN Skills Admissions Coordinator is utilizing those hours and MDS hours until her new position is approved in the budget. Commissioner Grenier asked if Louise would be ready by April 1. Louise replied in the negative. She is anticipating sometime in May. She explained that training of staff is critical as well as the integration of the computers.

- d. Roof replacement and HVAC upgrades: The HVAC system continues to be adjusted; temperatures in the facility continue to fluctuate. An issue with the units malfunctioning continues. Ray's Electric employees were at the nursing home along with Randy Fortin on February 1 trying to problem solve the issues and again on February 2.
- e. Budget Transfers: Louise reported that she would have budget transfers for the Board's approval.
- f. Occupancy:



- 12. Report of the Director of Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. The bids for the Tax Anticipation Note were opened at the meeting.

Carrie has been made aware why some of the TAN bids may come in for less than \$10,000,000. When we have a bank loan with a bank for \$10,000,000, the bank has to borrow the \$10,000,000 to have available for Coos County. If we only use \$5,400,000, the bank is paying interest on the remaining funds and is cash heavy. So we may be receiving more bids for a loan amount less than \$10,000,000. This is not saying during the year, if the need arises for more funds, we could have another loan taken out.

The bids read as follows:

Bank of NH	\$10,000,000 line of credit	1.40 fixed
Granite Bank	No proposal	

Mascoma Savings Bank	\$10,000,000 line of credit	2.15 fixed
Northway Bank	\$10,000,000 line of credit	1.75 fixed

Commissioner Brady asked the Director of Finance to review the bid documents and the Board would vote at the end of the meeting.

13. Commissioners' Committee Reports:

Commissioner Samson reported that the UNH Cooperative Extension Advisory Board had met Monday, February 6.

Commissioner Brady reported that he had chaired the NHAC meeting on February 3. He noted that the NHAC had not passed a 2017 budget and questioned if the NHAC had the authority to spend funds. He also asked for a vote to authorize the President, Vice President and Past President to travel out of state for an upcoming convention. Commissioner Brady also asked for an audit of the organization.

Also, as an officer of the association Commissioner Brady should not have been part of the five-member Coös County Executive Committee nominations. He requested a list of the names submitted to the Association.

14. Other Business:

a. Budget Transfers: The following budget transfers were approved by the Board:

Coös County Nursing Hospital:

To:	01-09256-9760 Walk-In Freezer	\$1,280.00	
From:	01-05130-1000 Social Security		\$1,280.00

To:	01-05130-5000 Food	3,750.00	
From:	01-05130-1300 Retirement		3,750.00

Coös County Nursing Home:

To:	02-05640-1300 Retirement	2,850.00	
From:	02-05640-1000 Social Security		2,850.00

To:	02-05650-8200 Equipment Repair	1,250.00	
From:	02-05650-8400 Snow Removal		1,250.00

To:	02-05670-1300 Retirement	1,500.00	
From:	02-05670-1200 Health Insurance		1,500.00

To:	02-05693-1300 Retirement	1,650.00	
From:	02-05693-0100 Restorative Aide Salaries		1,650.00

Department of Corrections:

To:	03-06100-2500 Medical Services	1,561.00	
To:	03-06100-3900 Corrections Supplies & Expense	2,390.00	
From:	03-06100-2900 Hospitalization		3,951.00

- b. Appointment of Benjamin Champagne as Department of Corrections Superintendent: Commissioner Brady read RSA 30-B:3. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Benjamin Champagne as the Department of Corrections Superintendent. All approved 3-0. Superintendent Champagne was congratulated by all.
- c. Review and Approval of the recommended 2017 budget: Commissioner Grenier stated that he was in agreement with Commissioner Samson and requests from the outside agencies will need to be revisited. He also asked all departments to reduce their budgets by a half percent. A 12% increase in the County tax was unacceptable. Commissioner Brady stated that further meetings will be held to cut the budget. He explained that the budget now belonged to the Delegation; however the Commissioners are able to make suggestions. The Delegation and Commissioners must discuss future operations in Coös County. The Board cannot continue to support a \$7 million deficit.

Fred King noted that if a nursing home was eliminated the County would still be responsible for the Medicaid cost per resident. Commissioner Samson stated that the Board was not advocating closing a nursing home. There must be ways found to decrease expenditures.

15. Any other public input:

- a. Sheriff Brian Valerino reported that he had attended the Governor's Inaugural Ball. He is planning on attending town hall meetings in each town to introduce himself and to inform them of the Sheriff's Department.

Sheriff Valerino was elected President of the Coös County Chiefs Association.

- b. Garry Parkhurst, Plant Manager at the Coös County Nursing Hospital, introduced himself to the Board. Mr. Parkhurst presented the following requests to the Board:

- Increase a current employee's hours from 32 to 40 hours per week in order to institute a preventative maintenance program. The estimated increase to the budget \$5,000.
- The 1935 service elevator will no longer be working in two years. Some parts are no longer available and must be built. The estimated minimum cost to replace \$200,000.
- The water softener installed in 1993 does not work. He has obtained two quotes \$6,500/\$7,200 and he would be able to repair in-house for half the cost \$3,000/\$3,500.
- The fire panel will be obsolete within two years.

Commissioner Brady advised that all future requests should be submitted to Jennifer who would then provide the information to the Board.

Mr. Parkhurst also requested a pay increase comparable to the former plant manager.

Commissioner Grenier noted that the request for additional hours was only \$5,000 for this year; however, he will need justification for the increase which includes future projects and plans. Laura replied that the increase has been included in the budget. Line items were reduced to accommodate the \$5,000 increase.

Follow-up to item 13 where Commissioner Brady requested a list of the NHAC members: the January 3, 2017 Commissioners Meeting minutes read as follows: *Commissioner Grenier asked if*



*County Treasurer Sue Collins would be willing to serve on the NH Association of Counties Board to replace Superintendent Craig Hamelin. Sue accepted. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint the following individuals to represent Coös County at the NHAC: Thomas Brady, Louise Belanger, Suzanne Collins, Jennifer Fish and Laura Mills. All approved 3-0.*

As he had noted earlier in the meeting, Commissioner Brady stated that since he is an officer of the association there was a vacant seat on the Executive Committee. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to appoint Superintendent Ben Champagne to fill the vacant seat on the NHAC Executive Committee. All approved 3-0.

Commissioner Brady asked that an updated list of the Coös County Executive Committee members: Louise Belanger, Ben Champagne, Suzanne Collins, Jennifer Fish and Laura Mills be forwarded to the NHAC. Commissioner Brady also asked that Jennifer obtain verification from the NHAC on the change.

Follow-up to the Tax Anticipation Notes: Director of Finance Carrie Klebe reported that she had reviewed the bids opened earlier in the meeting with County Treasurer Sue Collins. The Bank of New Hampshire rate was contingent on the transfer of the County's main accounts to the bank. County Treasurer Collins stated that a list of fees was not included and there could be significant costs which includes the printing of new checks for all accounts. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the Northway Bank bid of 1.75%. All approved 3-0.

16. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session per RSA 91-A:3 II (b) per the Nursing Hospital Administrator request and RSA 91-A:3 II (c) per the County Administrator's request at 11:13 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of nonpublic session at 11:38 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes of the nonpublic session under RSA 91-A:3 II (b). Roll Call: Commissioner Brady- yes, Commissioner Grenier-yes and Commissioner Samson-yes.

The Board reviewed the ZBA member list and the term dates were assigned as follows:

Fred King	2/28/18
Mark Evans	2/28/18
Scott Deblois	2/28/19
Paul Cyr	2/28/19
James Brady	2/28/20
Gregory Sipple (alternate)	2/28/20

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Zoning Board of Adjustments term dates. All approved 3-0.

Jennifer noted that two or three alternates were still needed.

The March meeting has been scheduled for Wednesday, March 8, 2017 at the Coös County Nursing Hospital in West Stewartstown, NH at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:41 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk