

Coös County Commissioners  
Regular Meeting  
North Country Resource Center - Lancaster, NH  
August 10, 2016

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Craig Hamelin, Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; Chief Deputy Brian Valerino; County Treasurer Fred King; Representative Wayne Moynihan; County Attorney John McCormick; Jay Poulin, HEB Engineers; Dave Leblanc and Mike Holt, Coös County Nursing Home; and a member of the press. Nursing Home Administrator Louise Belanger and Director of Finance Carrie Klebe were excused.

1. Commissioner Brady opened the Commissioners' meeting at 9:01 a.m. and welcomed everyone to the meeting. County Attorney John McCormick led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda. All approved 3-0.
3. Approval of the Minutes of the July 13, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the July 13, 2016, 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 July and to authorize the Treasurer, during the month of August, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: Ms. Fish reported on the following correspondence:
  - A thank you card was received from Angela Johnson, Senior Meals Coordinator, thanking the Board for their continued support of the program.
6. Hearing of the Public:
  - a. Jay Poulin, HEB Engineers, reported that the bids for the Berlin Nursing Home Roof Project were opened on July 20. Two bids were received:

DHI	\$681,000
Ray's Electric	\$632,000

Mr. Poulin reported that both bids were higher than the budgeted amount of \$560,000 provided in 2015. The contract was not awarded. HEB contacted the low bidder, Ray's Electric, to discuss possible cost savings.

The bid specified an adhesive roof which is a better product, less intrusive and would also provide insulation. The contractor suggested a mechanical screw roof and increase the thickness of the insulation.

Alterations were also made with the propane tank repairs which was a \$15,000 cost savings.

Mr. Poulin reported that he was comfortable with the deductions. Commissioner Grenier asked if the roof alterations would affect the roof warranty and Mr. Poulin replied no.

Mr. Poulin did state that because of the noise level that will be created with the revised roof proposal, residents on the third floor of the facility will be moved for a period of two months.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the roof bid to Ray's Electric subject to the Delegation approval of the \$25,000 appropriation from the facility fund. All approved 3-0.

The request will be presented at the Delegation meeting on August 17.

- b. County Attorney John McCormick requested that the Board accept funds from a Victim/Witness Grant in the amount of \$11,500 which would be added to the existing revenue line item of \$30,000. He would use some of the funds to purchase two new computers for the department. Commissioner Grenier stated that the County Attorney would need to present his request to the Delegation for approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the grant and related expenses subject to the Delegation approval. All approved 3-0.

The County Attorney provided a brief update on his department. He is hoping to begin the interview process for the budgeted assistant attorney position in the fall.

- c. Sheriff Gerry Marcou reported that everything went well at the ATV Festival held in Berlin over the weekend of August 6-7. A grant received from NH Fish & Game was used to offset costs. He is hoping to do the same for the September festival.

- 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. Benefit Strategies has requested a formal record of action in respect to the County's adoption of the NHIT-Flexible Benefit Plan now being offered to employees. Commissioner Grenier read the following resolution:

#### **NHIT - COÖS COUNTY FORMAL RECORD OF ACTION**

*The following is a formal record of action taken by the governing body of NHIT - Coös County (the "Company"). With respect to the adoption of the NHIT - Coös County Flexible Benefit Plan (the "Plan"), the following resolutions are hereby adopted:*

*RESOLVED: That the Plan be adopted in the form attached hereto, which Plan is hereby adopted and approved; RESOLVED FURTHER: That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company; RESOLVED FURTHER: That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.*

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the resolution as read. All approved 3-0.

- b. The NH Association of Counties' Annual Conference and Trade Show will be hosted by Rockingham County this year. The conference will be held in Portsmouth at the Sheraton Portsmouth Harborside Hotel on September 21-24, 2016.
- c. The annual County Government Award nomination packets have been distributed. The nomination forms must be returned to the County Administrator by August 17.

#### UNINCORPORATED PLACES

- a. The Planning Board will meet on Tuesday, August 23 at 6 PM in the Granite State Room in Lancaster.
  - b. The US Fish & Wildlife Service recently purchased more land in Wentworth Location.
8. 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>35</b>
HOUSE OF CORRECTIONS	22
PRETRIAL	13
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	11
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC MALE, 4 HOC FEMALE, 1 PT FEMALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 2 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION JULY	32
MALE DAYS SERVED IN FACILITY JULY	982
FEMALE DAYS SERVED JULY	185 (8 females)
TOTAL INMATES BOOKED JULY	22
TOTAL INMATES RELEASED JULY	16

- a. Congratulations to Sergeant Brian Cross who successfully completed the Primex<sup>3</sup> Supervisors' Academy which was held July 19 - 21 at the Primex<sup>3</sup> facility in Concord.
- b. Officer Reno Gilbert submitted his resignation, effective July 19, to pursue a different career. He was thanked for his years of service and wished the best of luck.
- c. The department has been actively reviewing applications and conducting employment testing. The hiring process has been completed on two individuals, James Dagesse of Colebrook and Kyle Audit of Groveton. The individuals began the 8-week Field Training program on August 1 and 8, respectively.
- d. US Marshall Christopher Deaton conducted an inspection of the facility on July 21. This annual inspection is necessary to house Federal detainees under the current contract. As in previous

years, he commended the facility's condition and staff, and found no issues in the operation regarding the care and custody of Federal prisoners.

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 74. The occupancy for the month of July was 82.1%. In July, there was one (1) admission, no (0) discharges, and one (1) death. Of the 74 residents, thirteen (13) were private pay and nine (9) residents were Vermont Medicaid. *Totals for 2016: Seventeen (17) admissions, three (3) discharges, and sixteen (16) deaths.* Currently, two (2) admissions are being worked on.
- b. Nursing Staff: The nursing department continues to have 64 hours open for RN/LPN. Two contract nurses are covering the open hours. An additional RN temp was hired but another temp was lost as she was not able to give any time.

The nursing department currently has 40 open LNA hours, but also 80 hours of medical leave, a day shift LNA will be attending nursing school on the Tuition Loan Program, and several temp LNAs will be leaving for college this month.

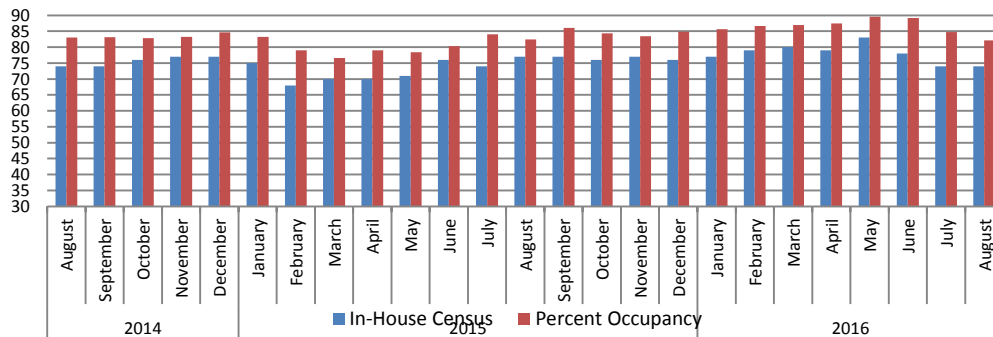
- c. Annual Family Picnic: The Annual Family Picnic was held July 17. The weather was beautiful, the decorations were tasteful, and the food was fantastic as always. Chantal estimates attendance at 320 residents, staff and guests.
- d. Deck off the Family Room: It has been 8 years since the addition was added to Coös County Nursing Hospital. Throughout the past 8 years the facility has continued to have issues with the slate tiles lifting on the upper deck. The maintenance department has had to re-cement stray tiles here and there but unfortunately the tiles continue to lift. A few weeks ago a complaint was filed with the State because of the loose tiles on the deck being unsafe. Dan Hebert came out to look at the deck. He requested some pictures of the areas of concern and has forwarded them to the installer, Paul G White. A repair estimate has been obtained from Jason Young. At this time the deck is closed until the risks have been addressed and repaired.

At the meeting, Laura reported that she had spoken with the State and it was agreed that as long as the concerned area was roped off, the residents would still be allowed to use the deck.

- e. 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

f. Occupancy:



10. Report of the Berlin Nursing Home Administrator Louise Belanger. There was no written report.

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. A total of \$750,000 has been transferred from the Tax Anticipation Note to the General Fund to date.
- b. The MS-25 School Finance Report and DOE-25 - NH State Department of Education Annual Financial Report for the Coös County Unincorporated Places were presented to the Board for their review & signatures.

12. Commissioners' Committee Reports:

Commissioner Samson reported that the CEDC meeting will be held Thursday, August 11.

13. Other Business:

- a. Budget Transfers: Laura Mills, NHA, presented the following budget transfer request.

Coös County Nursing Hospital:

To:	01-05140-2300 Nursing: Contract Nurses	\$60,100.00	
From:	01-05140-0200 Nursing: Registered Nurses Salaries		\$44,500.00
From:	01-05140-0400 Nursing: LNA Salaries		\$15,600.00

The Board signed the budget transfer request.

14. Unincorporated Places:

- a. Linda Harris presented the Report of Outstanding Property Taxes as of June 30, 2016.
- b. Linda Harris requested that the Board sign the Applications for Reimbursement to Towns & Cities in which Federal & State Forest Land is situated. The Board signed the documents.
- c. Linda Harris presented the MS-1 Extension Request form for the Unincorporated Places. Ms. Harris explained that as of this date the utility values, obtained from the Department of Revenue Administration (DRA), have not been posted on the website. A motion was made by

Commissioner Grenier, seconded by Commissioner Samson to approve the MS-1 Extension request as presented. All approved 3-0.

The September meeting will be held on Wednesday, September 14, 2016 at 9:00 a.m. at the Coös County Nursing Home in Berlin.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 9:45 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk