

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown
July 13, 2016

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Chief Deputy Brian Valerino; County Treasurer Fred King; Representative Wayne Moynihan; Mike Scala, CEDC Executive Director; Sheryl Stephens Burke, Melanson Heath; Dolly McPhaul; Kathleen Kelley; and members of the press. Superintendent Hamelin was excused.

PUBLIC HEARING
Discontinuance of Golf Links Road in the Unincorporated Place of Dixville

Commissioner Brady opened the public hearing at 9:05 a.m. Commissioner Brady noted that he would accept public comments only from Coös County residents.

Commissioner Grenier had no comments.

Commissioner Samson provided informational packets to the Board which included copies of RSA 230:56 and 229:5 as well as letters from the Towns of Northumberland, Pittsburg and Stewartstown to DOT Commissioner Victoria Sheehan opposing the expenditure of \$2.8 million dollars for the upgrade of Golf Links Road in Dixville and Colebrook; copies of Commissioner Sheehan's response to each Town; a copy of Commissioner Samson's letter to Commissioner Sheehan as well as her response. (*Copies are on file.*)

Commissioner Samson noted that he did not oppose the Balsams project; he objected to the \$2.4 million expenditure of State funds. Also, in his opinion, the public hearing was not noticed properly. He believed that Golf Links is at best a Class V town road and not a Class II highway.

County Treasurer King asked if the road was a County-owned road. Commissioner Brady replied it was a State-owned road which is maintained by the State. Donna Jordan, *The Colebrook Chronicle*, asked for clarification in regards to the road as the DOT noted at a past meeting that they only had a maintenance contract. Commissioner Brady stated that the road was owned by the State. The road repairs and transfers are contingent on the Balsams financing. Edith Tucker, *Berlin Daily Sun*, asked if a statement had been received from the Town of Colebrook. County Administrator Jennifer Fish replied no statement was received from Colebrook. Commissioner Grenier noted that the City of Berlin had submitted its letter directly to the DOT, in support.

Rep. Moynihan noted that the law indicates that the work on the road would not begin until the financing was in place. He asked if the County would be responsible for the road until such time. Commissioner Grenier replied that the transfer of property would more likely be done in unison. He continued that no decision would be made.

Ms. Fish also noted that the hearing was noticed according to the DOT letter.

The public hearing closed at 9:35 a.m.

REGULAR MEETING

1. Commissioner Brady opened the Commissioners' meeting at 9:50 a.m. and welcomed everyone to the meeting. Chief Deputy Valerino 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 a nonpublic session per RSA 91-A:3 II (a). All approved 3-0. 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 June 8, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the June 8, 2016, regular meeting, as presented. All approved 2-0.
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 June and to authorize the Treasurer, during the month of July, 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 letter was received from the NH Division of Forest and Lands informing the Board that a harvest of timber is being planned for the Unincorporated Place of Odell.
6. Hearing of the Public:
 - a. Sheryl Stephens Burke of Melanson Heath reported that the results of the 2015 Audit was a clean audit. The County was also required to undergo a single audit because of the distribution of federal funds/CDBG. There were no findings.

Commissioner Grenier noted that overall he was pleased with the audit.
 - b. Mike Scala, Executive Director - CEDC: Mr. Scala provided the Board with a quarterly report. (*A copy of the report is on file.*)
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. Primex³ is offering Coös County the option of participating in the Property & Liability Contribution Assurance Program (CAP) for the next two coverage period years. The maximum increase would be 9% for FY 2018 July 1, 2017 to June 30, 2018 and 9% increase for FY 2019 July 1, 2018 to June 30, 2019.
- b. Primex³ is also offering Coös County the option of participating in the Workers' Compensation Contribution Assurance Program (CAP) for the next three period years. The maximum increase would be 10% for CY 2017 January 1, 2017 to December 31, 2017; 10% increase for CY 2018 January 1, 2018 to December 31, 2018 and 10% increase for CY 2019 January 1, 2019 to December 31, 2019.

Commissioner Grenier noted that it had been quite some time since Primex³ had attended a meeting and asked that they be invited to a future meeting to make a presentation on the workers' compensation experience for the County.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the agreements for the Property & Liability Contribution Assurance Program (CAP) and Workers' Compensation Contribution Assurance Program (CAP). All approved 3-0.

- c. Underwood Engineers submitted a draft General Services Agreement and Engineering Service Request for review and approval. A draft of the agreement was emailed to Commissioners in June. The agreement is for services related to the Coös County Complex Interconnection with the West Stewartstown Water Precinct Design & Bidding phases. The total estimated costs would be \$111,700 for the services. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the draft agreement from Underwood Engineers. All approved 3-0.
- d. The CDBG project, Bartlett School Renovation, has been completed. Jennifer presented closeout documents which needed to be signed by Commissioner Brady. Commissioner Brady signed the documents.
- e. The State Fiscal Year County Invoice for State Assistance Programs, Home and Community Based Care and Intermediate Nursing Care was received. The total net obligation for SFY July, 1 2016 to June 30, 2017 is \$6,154,927. This is an increase of \$127,951 or 2.21% over last year's bill. The total 2016 Budget amount is \$6,789,433. The total amount due in 2016 will be \$6,219,922 for a savings of \$569,511.

UNINCORPORATED PLACES

- a. The Planning Board will meet on Tuesday, July 26 at 6 pm at the DRED Building, Lancaster, NH.
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:

TOTAL IN FACILITY	30
HOUSE OF CORRECTIONS	19
PRETRIAL	11
NH STATE PRISON INMATES	0
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 JUNE	29
MALE DAYS SERVED IN FACILITY JUNE	879
FEMALE DAYS SERVED JUNE	188 (8 females)
TOTAL INMATES BOOKED JUNE	21
TOTAL INMATES RELEASED JUNE	21

- a. Corporal Zach Covill has transitioned from Second Shift to First Shift. Numerous staff members submitted for the open Corporal position and he was ultimately selected. He has been with the Department since 2011 and was promoted to Corporal in June of last year.
- b. Congratulations to Officer Brendon Lynch who was promoted to Corporal on June 27. Brendon has been with the Department since 2014 and was most recently assigned to Second Shift. He has been assigned as Corporal of Second Shift.
- c. Officer Kayne Gilcris submitted his resignation, effective July 2, and will be relocating to the lower part of the State.
- d. Tyler Joyce, of Clarksville NH, has been hired for an open position on Second Shift. He started the 8-week Field Training Program on July 4. Staff are actively screening applicants and conducting employment testing for another vacant position on Second Shift.
- e. On July 6, the Behavioral Health Staff of Indian Stream Health Center began an 8-week program in the facility on substance abuse and dependency forming substances. Inmates were assembled on June 29 to meet the ISHC staff and to have input on the program's content.
- f. Request that the Commissioners allow non-union instructors in Corrections an increase from \$1.00 to \$2.00 per hour for each hour in which the employee is providing training or teaching a class. This would equalize the differential for all instructors in the Department.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the request to allow non-union instructors in Corrections an increase from \$1.00 to \$2.00 per hour for each hour in which the employee is providing training or teaching a class. All approved 3-0. Commissioner Grenier asked for a financial impact report from Carrie.

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. Occupancy for the month of June was 84.7%. In June there were no (0) admissions, one (1) discharge and four (4) deaths. Of the 74 residents, thirteen (13) were private pay. Nine (9) residents are Vermont Medicaid. *Totals for 2016: Sixteen (16) admissions, three (3) discharges, and fifteen (15) deaths.*
- b. Nursing Staff: The nursing department continues to have 64 hours open for RN/LPN. Two contract nurses are currently covering the open hours. There are 112 open LNA hours. One contract LNA is covering 40 of those hours.

The LNA Class graduated four students on July 1. It is hoped these students will pick up the open hours.

- c. AVH Rehab: The Nursing Hospital's contract with AVH for rehab services has been extended for one (1) more year. Discussions will be needed throughout the year to determine what services they will be able to provide and at what cost in the future.

Commissioner Samson asked if both nursing homes could use the same rehab services. Louise replied that the Berlin Nursing Home just switched to Select Rehab and are very satisfied. Commissioner Grenier suggested that Laura should begin discussions with others. Louise offered to set up a meeting in the Fall.

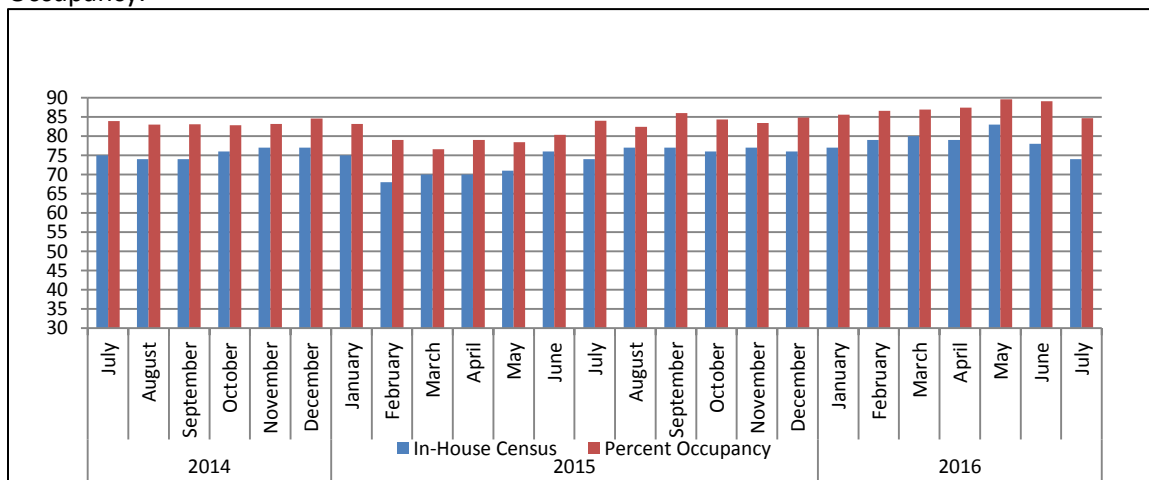
- d. Farm Week: On Wednesday, June 8, Steve Turaj, Agricultural Educator for UNH Cooperative Extension; Chris Brady, Agricultural Instructor for Canaan Memorial High School; and student members of the local Future Farmers of America Chapter (FFA) visited the residents and talked about the history of farming in Coös County and the projects being worked on by the FFA students.

Later in the week the residents enjoyed visits with several farm animals provided by members of the Stratford 4H group. In attendance were a Nigerian Dwarf goat, a pot-bellied pig, Khaki Campbell ducks, a Dutch rabbit, some Netherland Dwarf rabbits, and a Basset Hound/Pit Bull mix, Marty, the only dog in Coös County to have achieved Canine Good Citizenship status.

- e. Annual Family Picnic: The Annual Family Picnic is planned for July 17. The theme this year is "Christmas in July."
- 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			
June				

- g. Occupancy:



- 10. 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:

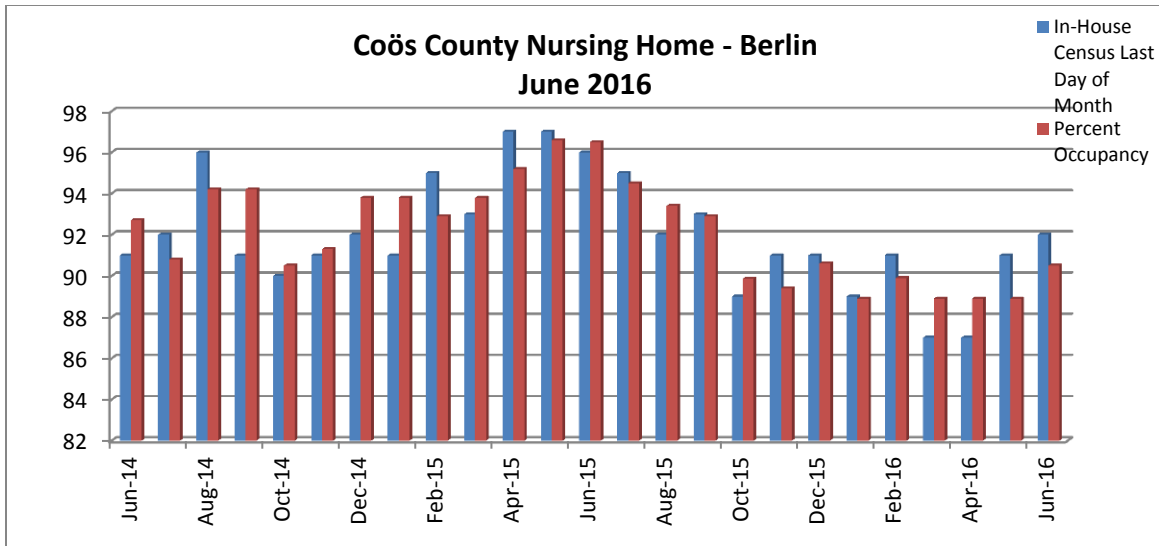
- a. Census: The current census was 91. Twelve (12) residents were Private Pay, five (5) residents were Medicaid pending. The average daily census for June was 90.5; there were four (4)

admissions and two (2) deaths in June. Year to Date averages: daily census 88.9; admissions 22; transfers 2; and deaths 18.

- b. Nursing Department Update: Currently there are 176 hours of open nursing (RN/LPN) positions and 1 FMLA (2 agency nurses are covering 80 hours); and there are 336 hours of LNA open positions. Five (5) LNAs were recently hired. Licenses are still pending but the individuals are currently working as Unit Aides. Once the licenses are received the individuals will be given an LNA position. Currently 2 agency LNAs are helping to cover open positions.
- c. Medicaid Recertification Survey concluded on June 23. There was one minor isolated deficiency in Quality of Care and the facility was deficiency free in Life Safety. The survey went well; many compliments were received on the great care staff provides.
- d. Outside Services: Landscaping was completed to the front of the Nursing Home on June 21. The residents took part in the selection of trees and shrubs that were planted. Vinyl fencing will also be added to an area behind the Nursing Home. This will enable residents to exit the back patio to an area where they can sit under the trees. The residents have also requested that elevated gardens be made available in the future to plant vegetables.
- e. Meteorologist Hayley LaPoint from WMUR-TV will be at the Nursing Home on July 13 at 2:00 for a presentation on forecasting the weather. The residents are excited for this unique opportunity.
- f. The Family Support Group met on June 22 for a presentation by Amanda Dustin, APRN on "Understanding Alzheimer's". The program was well received by the many family members who attended. Amanda is a provider at the Nursing Home and is familiar with the residents and their families. Her knowledge of the residents enabled her to address questions and concerns completely.
- g. Propane Bids: The timing of the propane bids will be adjusted in order to include all certifications on the propane tanks that will be buried during the roof and HVAC upgrades. The bids will probably be delayed a couple months.
- h. At the meeting, Louise reported that she had received a letter from the Department of Health & Human Services informing her that the Civil Rights Application had been approved. This application was part of the skilled licensing application procedure.

Commissioner Grenier asked how skilled licensing will affect the 2017 budget. Louise replied that there will be a substantial affect as the Nursing Home will be responsible for payment of all costs which will be reimbursed by Medicare. The room rate will also be higher. Acceptance of skilled patients will not be accepted until after the 2017 budget is passed. A new position, Medicare Biller, will also be requested. Commissioner Grenier stated that the expenses will increase as will the revenue.

- i. Occupancy:



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 Board selected a bid for the 2016, 2017 and 2018 Audit Services from the two bids submitted at the June meeting which Carrie reviewed.

FY	2016	2017	2018
Melanson Heath	25,500	26,000	26,500
Vachon Clukay	20,875	20,875	20,875

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to remain with the audit firm Melanson Heath at the quote prices of \$25,500 FY2016; \$26,000 FY 2017; and \$26,500 FY 2018. All approved 3-0.

- b. A total of \$750,000 has been transferred from the Tax Anticipation Note to the General Fund to date this year.
- c. On June 14, Coös County received the Pro-Share funds. The total amount received was \$4,989,653 of which \$2,494,826.50 was sent to the State of NH and \$2,494,826.50 was retained by the County. The payment received by the County was \$494,826.50 more than what was budgeted for. Carrie noted that the budgeted bed tax amount will also increase due to the excess funds received.
- d. Coös County's Tax Anticipation Note is at Passumpsic Bank. The County has an option to set up a Business Checking Sweep Account, which would set up an auto-transfer between the TAN and the operating account. It is a change in the County's procedure from withdrawing from the Tax Anticipation Note. This change minimizes the interest expense to the County as the advance isn't being done until absolutely necessary and this will assure all funds are always collateralized. There is no fee for this service.

- e. The Registry of Deeds Tax Account is held by Passumpsic Bank. In order to collateralize any deposit over \$250,000, we wish to implement an Insured Cash Sweep. There is no charge for this service and keeps us collateralized in case of any fluctuations to the account.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the Director of Finance to establish sweep accounts for the TANs and the Registry of Deeds Tax Account. All approved 3-0.

- f. Carrie presented the heating oil and LP gas bids to open for the 2016-2017 season.

After reviewing the bids, a motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bids as follows:

• #2 Fuel Oil Prebuy:	Both Nursing Homes	P&L Cote	1.499/gallon	68,000 gallons
• LP Prebuy:	CCNH-W Stewartstown	CN Brown	.989/gallon	
• Pedal truck Delivery Prebuy:	W Stewartstown	CN Brown	1.709/gallon	2,900 gallons

All approved 3-0.

- g. On June 22, Coös County received \$369,830 from the Federal Government for Payment in Lieu of Tax for the US National Forest and National Park Service land in Coös County.
- h. On June 2, Coös County received its 2016 Equity Repayment from Agri-Mark Inc. in the amount of \$10,924.87. There are a total of 2 repayments remaining in 2017 and 2018.
- i. The MS-46 County Proposed Budget and Estimate of Revenue form was signed by the Board.

12. Commissioners' Committee Reports:

Commissioner Samson reported that at the June 5 Cooperative Extension it was reported that funds for an extra position would be requested for the 2017 budget.

13. Other Business: None

14. Unincorporated Places:

Linda Harris presented the CAI Technology Tax Map Maintenance Contract for the Board's approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the tax map maintenance contract with CAI Technology. All approved 3-0.

15. Any other public input:

- Chief Deputy Brian Valerino reported that the Sheriff's Department has been attending meetings for an ATV event which will be held in Berlin the weekend of September 24. The department will be assisting with patrols during the event. Commissioner Grenier suggested that Sheriff Marcou review his department's budget for funding of this event. The Delegation has an expense line item that does not get completely expended and the Sheriff could request for additional funds.
- Dolly McPhaul introduced herself as she is running for the State Senate.

- Kathleen Kelley also introduced herself and she is running for County Treasurer.

16. Non-public Session: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II (a) at 11:30 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public session at 11:44 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to deny the payment of personal time in lieu of time off to a Nursing Hospital employee. All approved 3-0.

The July meeting will be held on Wednesday, August 10, 2016 at 9:00 a.m. at the North Country Resource Center, Lancaster, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:45 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reopen the meeting at 11:50 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to reconsider the awarding of the pedal truck fuel delivery. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to strike the pedal truck delivery to CN Brown, prebuy, at a price of 1.7090 per gallon and to award the bid to C Bean Transport at a price of 1.5790 per gallon, prebuy. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:53 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk