

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
June 8, 2016

Present: Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Superintendent Craig Hamelin; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Ron White, Executive Director-NH Association of Counties; Sheriff Gerry Marcou; Captain Keith Roberge; and a member of the press. Commissioner Samson was excused.

1. Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting. Mr. White led the Pledge of Allegiance.
2. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda as presented. All approved 2-0.
3. Approval of the Minutes of the May 4, 2016, regular meeting and the June 6, 2016, special meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the May 4, 2016, regular meeting and the June 6, 2016 special meeting, as presented. All approved 2-0.
4. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Grenier to approve the Payrolls and Disbursements for the month of May and to authorize the Treasurer, during the month of June, to meet all payroll obligations and pay all other obligations due during the month. All approved 2-0.
5. Correspondence: Ms. Fish reported on the following correspondence:
 - Notification from the Town of Lancaster of a meeting at the town hall on June 8 at 6:30 regarding site plan review of a proposed wireless facility.
 - A letter from Commissioner Victoria Sheehan, Department of Transportation regarding the Dixville-Colebrook Project 40518/Discontinuance of Golf Links Road. The letter read as follows:

The Department is preparing to advertise for construction the above noted project to rehabilitate Golf Links Road that straddles the town line between Colebrook and Dixville Notch. This project is being coordinated with the redevelopment of the Balsams resort. We reviewed the project with the Town/County at a public information meeting in Colebrook on March 28. (conference report attached)

Golf Links Road is presently a state maintained, class II roadway. Upon completion of the project, the Department will discontinue Golf Links Road as a class II road and remove it from State jurisdiction and maintenance responsibility. Per the process for discontinuance outlined in RSA 230:55-60, the Town of Colebrook and Coös County will then need to take action to discontinue the road from Town/County interest by notifying the Commissioner of their determination, and Golf Links Road will then revert to the under lying property owner. The end

result is that the Balsams development will henceforth assume ownership and maintenance responsibility for Golf Links Road.

As part of the Ten Year Plan legislation under consideration, the legislature directed that the project be contingent upon agreement between the Town and County regarding ownership of the road prior to construction. Accordingly, I am requesting the County's formal written concurrence with intended discontinuance outlined above - that the County agrees with the State's discontinuance of Golf Links Road, and the County's subsequent discontinuance to a private road.

Thank you for your consideration. I look forward to hearing from you and moving the project forward to construction. If there are any questions, please don't hesitate to contact me.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady that a public hearing would be scheduled to coincide with the July 13 Commissioners meeting which will be held at the Coös County Nursing Hospital to obtain public opinion. All approved 2-0.

Commissioner Grenier added that if Golf Links Road is not updated the funds have been earmarked for a project at the southern end of the state.

6. Hearing of the Public:

- Ron White, Executive Director of the New Hampshire Association of Counties (NHAC) provided an overview of the NHAC activities. He announced that the 2016 Conference/Trade Show will be hosted by Rockingham County and will be held September 21-24 in Portsmouth, NH. His office is working with the affiliates and asking what topics should be discussed at the conference.

Superintendent Hamelin inquired about the status of a Corrections Academy Coordinator. Mr. White's goal is to hold an officers' meeting and have the Academy Coordinator's updated job description approved by the officers in order to move forward.

- Sheriff Marcou and Captain Roberge reported that the department has been extremely busy with IEAs. The department is still short with the resignation of Deputy Reichert. They were not able to remain at the meeting due to a transport.

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. Ms. Fish was informed by Jay Poulin, HEB Engineers, that the construction documents are almost ready for the roof project at the Coös County Nursing Home. He expects that public advertising for contractors for bidding will begin in the next couple of weeks. A meeting will be held on June 9, 2016 at 1:30 pm with Louise Belanger, members of her staff and Ms. Fish to provide updates.
- b. Jennifer received a request from Dr. Fothergill, Indian Stream Health Clinic, if the Commissioners would consider allowing the clinic to use the County house for an Intensive Outpatient Program

for chemical dependency. The program would use the house for 3-4 hours per week. The clinic has limited space so he has been reaching out to other facilities to seek alternatives.

The Board asked that Ms. Fish continue discussions with Dr. Fothergill and asked that she contact Primex³ to verify liability insurance.

UNINCORPORATED PLACES

- a. Jennifer attended a meeting on May 26 organized by Casey Gordon of NH Emergency Services. Representatives attended the meeting from Gorham, Carroll, Fish & Game, and Grafton County Dispatch. A plan was devised amongst the representatives on which agency will cover specific areas of the Unincorporated Places. It was also determined that the Town of Carroll will cover Hadley's Purchase for emergency services and Grafton County Dispatch would handle all 911 calls for Hadley's Purchase.
 - b. The Planning Board met on Monday, June 6 at 6 pm at the Tillotson Center, Colebrook, NH. Another meeting has been scheduled for July 5 at 6 pm at the Tillotson Center in Colebrook.
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	28
HOUSE OF CORRECTIONS	17
PRETRIAL	11
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	13
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC MALE, 4 HOC FEMALE, 1 PT FEMALE ROCKINGHAM: 1 PT MALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 3 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION MAY	26
MALE DAYS SERVED IN FACILITY	812
FEMALE DAYS SERVED MAY	173 (8 females)
TOTAL INMATES BOOKED MAY	23
TOTAL INMATES RELEASED MAY	19

- a. As previously reported to the Commissioners, Officer Andre Dionne graduated from the 102nd County Corrections Academy on May 6. Extra congratulations are in order as he was not only awarded both the Academic Achievement Award and Academy Honor Graduate, but he broke the all-time record for the 1.5 mile run. Officer Dionne earned the honor of carrying the Academy's guidon back to the Coös County Department of Corrections where it is displayed until the next Academy. He must make a speech to the graduates and present the next Honor Graduate award.

Superintendent Hamelin presented a letter of commendation for the Board's signature.

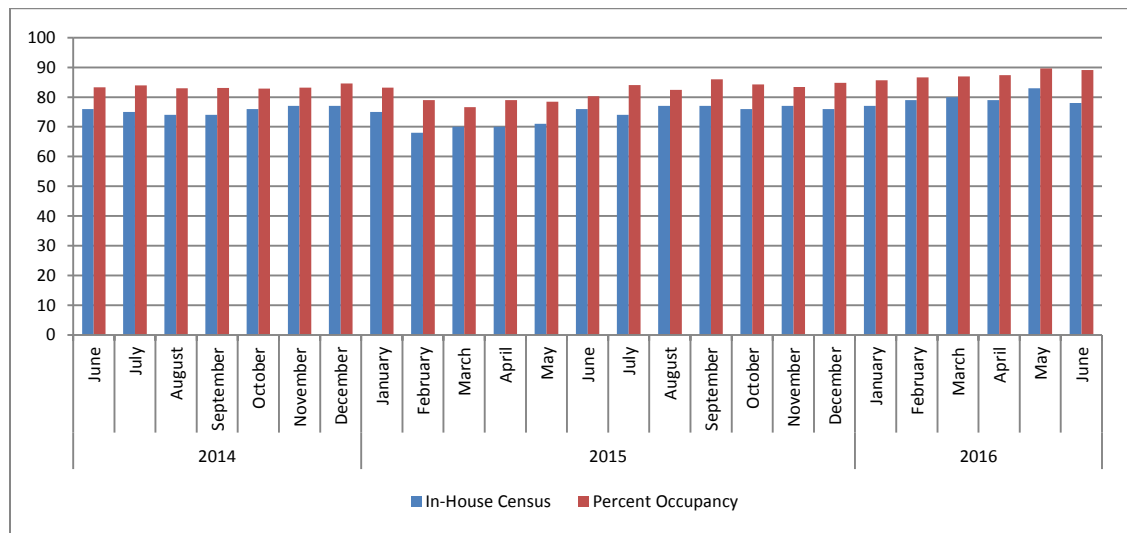
- b. Superintendent Hamelin attended the Primex³ Annual Conference on May 11 and attended sessions such as, "Plan to Succeed with High-Performance Teams", "Accountability: Keys to Organizational Success", and "Discipline Equals Freedom: The Dichotomy of Leadership." It was very organized and informative this year.
 - c. A second meeting was held with Indian Stream Health Center's Behavior Health staff to discuss beginning weekly educational programming in the facility on substance abuse and behavioral issues. A tour was given to the group, then Evelyn Earley, Sora Davis and Superintendent Hamelin met with the group to discuss ideas focusing on the formation of a 6 to 8 week model program for high risk/need individuals, which could begin as soon as this August. Further discussions are scheduled as the ISHC staff work on the educational plan.
 - d. On Saturday, May 28, an inmate assigned to work next door in the Nursing Hospital kitchen absconded through a Nursing Hospital restroom window and was missing for approximately two hours. A multi-agency effort was activated to locate him, and he was spotted and apprehended by Pittsburg Police Chief John LeBlanc, who was on an ATV, on the trail between Stewartstown and Colebrook. This individual has been charged by the NH State Police with escape and is being held on his original sentence and \$50,000 cash bail. Superintendent Hamelin thanked not only the Corrections staff who instituted the search in a timely manner, but the individuals from the local, state and federal agencies that responded and were successful in quickly capturing and returning the individual.
 - e. Sergeant Brian Morann retired on June 3 after serving the past 24 years with the Department. On May 31, a plaque was presented to Sergeant Morann on behalf of the Department of Corrections. Superintendent Hamelin thanked him for the many years of dedicated service and wished him the best in his well-deserved retirement.
 - f. Congratulations to Brian Cross who was promoted from Corporal to Sergeant on June 4. He has assumed the duties of 1st Shift Sergeant, which was vacated upon Sergeant Morann's retirement. Sergeant Cross has been with the Department since 2007 and had most recently been assigned as 1st Shift Corporal.
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 78. Occupancy for the month of May was 89.1%. In May, there were four (4) admissions, two (2) discharges and six (6) deaths. There has been one (1) respite discharge in June. Of the 78 residents, thirteen (13) were Private Pay. One (1) resident was Medicaid Pending. Nine (9) residents were Vermont Medicaid. *Totals for 2016: Sixteen (16) admissions, three (3) discharges and eleven (11) deaths.*
 - b. Nursing Staff: The Nursing Department continues to have 64 hours open for RN/LPN. A nurse who had left the Nursing Hospital this spring returned and took the 11-7 position as a 36 hour position instead of a 32 hour position. Two contract nurses are covering the open hours at this time.

Currently there are 88 open LNA hours plus medical leaves. The LNA Class started June 1. Unfortunately, only four students were able to start the class.

- c. First Floor Tub Room: The renovations are almost complete in the first floor tub room including installation of the new tub.
- d. 3-11 LNAs: Three (3) more LNAs on the 3-11 shift have requested to increase their hours from 32 to 40 hours per week.

The Board agreed to the changes as long as costs remained within budget.

- e. Washing Machine: The welder was able to repair the washing machine for \$402; much better than the \$8,000 quoted for a new tub.
- f. Occupancy:

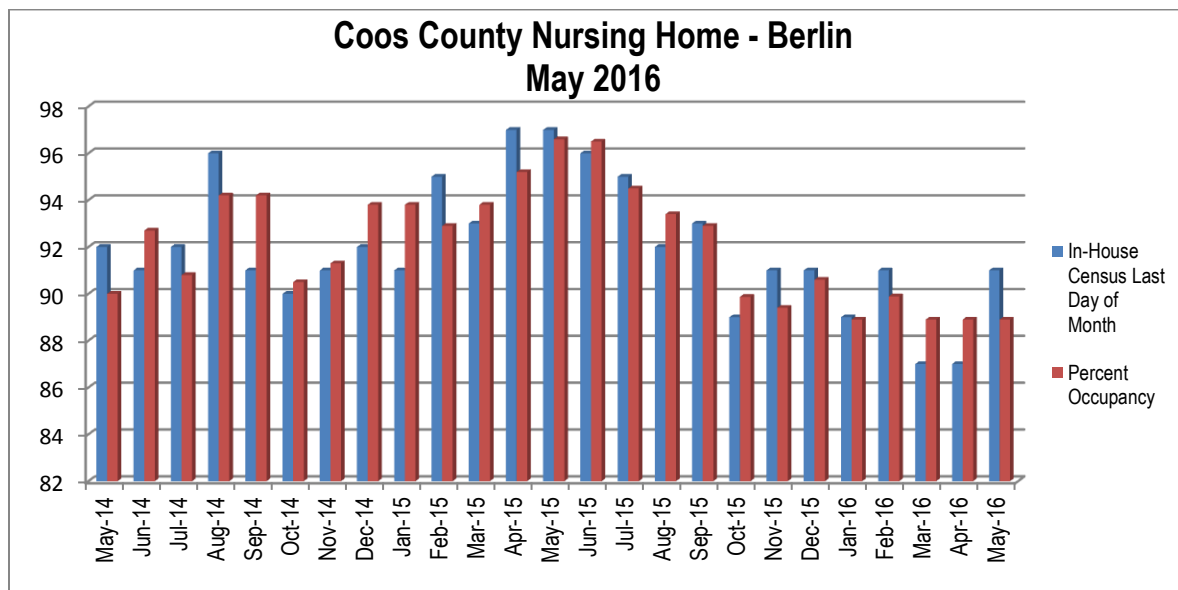


- g. Nursing Hours at the Department of Corrections:

	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			

- h. The Medicaid room rate, effective July 1, has been set at \$154.05, which is an increase of \$2.64 from the current rate.
 - i. The annual picnic will be held July 17 and this year's theme is Christmas in July.
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. Nine (9) residents were Private Pay, six (6) residents were Medicaid pending. The average daily census for May was 88.9; there were five (5) admissions and 1 death in May. The year to date average daily census was 88.6, admissions 18, transfers 2 and deaths 16.

- b. Nursing Department: Currently there were 176 hours of open nursing (RN/LPN) positions and 1 FMLA (2 agency nurses are covering 80 hours). LNA open positions were also down to 312 hours. Currently 2 agency LNAs are helping to cover the open positions. *At the meeting, 32 hours were added to the open LNA hours due to an interdepartmental transfer. Total LNA open hours were 344.*
- c. Medicaid Room rate: The Medicaid room rate, effective July 1, has been set at \$159.20, which is an increase of \$4.03.
- d. AFSCME, Council 93, Local 3421: On May 24, the Union members voted on the proposed contract. The contract passed 63 to 0.
- e. Social Services: Alyssa Carlisle will be completing a 300 hour internship, scheduled to start on June 2, at the Nursing Home with Candice Santy, Social Services Director. Ms. Carlisle is a recent recipient of the Winant Fellowship award from the University of New Hampshire.
- f. On June 2, Louise attended a New Hampshire Department of Labor meeting in Berlin, "Staying in Compliance with NH Labor Laws". As always the meeting was informative and new and past labor board laws were reviewed.
- g. 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. A payment was received on April 11 from the State of NH for reimbursement for state forest land in 3 of the Unincorporated Places: Dixville received \$33.46, Odell received \$2,906.64 and Wentworth Location received \$35.19.
 - b. A payment was received on May 31 from the US Fish & Wildlife Service for \$12,958. The Refuge Revenue Sharing Act provides for annual payments to local governments for lands under the

administration of the US Fish and Wildlife Service. The payments are funded from revenues generated from these lands and from a supplemental congressional appropriation. The payment was allocated as follows: Cambridge received \$7,130 and Wentworth Location received \$5,828.

- c. On May 26, \$750,000 was transferred from the Tax Anticipation Note to the General Fund.
- d. In order to complete the Coös County Nursing Home's Medicare Application, a dedicated bank account needed to be opened to receive the Medicare funds. Once funds are received, funds will be transferred to the General Fund. The account will not be used until the Medicare application process has been completed and Coös County Nursing Home begins accepting Medicare patients.
- e. The Planning Board Chair and the Coös County Administrator would like to have a bank account opened for the expenses incurred by Dixville Capital, LLC. Currently, the Coös County General Fund pays any bills incurred for the process of approving permits, subdivisions, etc. for Dixville Capital, LLC. Dixville Capital, LLC in turn reimburses Coös County General Fund. This reimbursement can take a few months to process. With the new checking account, Dixville Capital, LLC will give a deposit in advance to cover these expenses. Ms. Klebe requested Board approval to open this new checking account as an escrow account for Dixville Capital, LLC Planning Board expenses.

Commissioner Grenier asked if the auditors had been consulted about the request. If the auditors agree with the request, the Board authorized to move forward. Ms. Klebe will consult with the auditors.

- f. Carrie presented a contract for review from George E. Sansoucy, PE, LLC regarding consulting services for the purchase of electricity by the County. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to engage the services of George E. Sansoucy, PE, LLC for general consulting services with a cost not to exceed \$5,000. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to waive the County purchasing process and allow George E. Sansoucy to review the utility bids and provide a recommendation to the Board. All approved 2-0.

- g. Ms. Klebe provided two bids for audit services for the years 2016, 2017 and 2018. Bids were received from Melanson Heath and Vachon Clukay & Company LLC. The Board reviewed the bids and asked Ms. Klebe to review the information and provide a recommendation to the Board at the July meeting.

12. Commissioners' Committee Reports:

Commissioner Grenier reported that AVRDD had held its Hazardous Waste Day and it went well.

Commissioner Brady reported that a NHAC meeting was scheduled later in the week and a Planning Board meeting was held Monday, June 6.

13. Other Business: None

14. Unincorporated Places:

- a. Timber Tax Warrants: Linda Harris presented timber tax warrants for the Unincorporated Places of Millsfield and Success. The Board approved and signed the warrants. Ms. Harris reported that all reports of cut had been received. The total timber revenue for all of the Unincorporated Places was \$329,863.
- b. Approval of "corrected" Millsfield Property Tax Warrant: Linda Harris presented a corrected Millsfield Property Tax Warrant for the Board's signatures. The amount on the previous warrant did not match the tax commitment. The Board signed the warrant.

Commissioner Brady stated that it was brought to his attention that the meeting agenda was not posted on the website. It was mentioned that the agenda had been posted and there seemed to be a system glitch.

15. Non-public Session: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (a) at 10:30 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public at 10:39 a.m. All approved 2-0.

The July meeting will be held on Wednesday, July 13, 2016 at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 10:40 a.m. All approved 2-0.

Respectfully submitted,

Linda Harris
Administrative Assistant