

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
May 4, 2016

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; 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; County Attorney John McCormick; County Treasurer Fred King; Coös County Conservation District Administrator Sarah Kilbourn and members of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:00 a.m. and welcomed everyone to the meeting. He 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 as presented. All approved 3-0.
3. Approval of the Minutes of the April 13, 2016, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the April 13, 2016, 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 April and to authorize the Treasurer, during the month of May, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: Ms. Fish reported she did not have any correspondence to report. Commissioner Samson reported that he had received a letter of thanks from Coös Economic Development Corporation thanking the County for its yearly appropriation.
6. Hearing of the Public:
 - a. County Attorney John McCormick requested approval to create a full time position. This position would be effective July 1 and would qualify for both health insurance and state retirement. Currently, Jennifer Chardon works less than 30 hours per week. The County Attorney proposed using the \$10,500 originally designated for a new part-time investigator. He will also apply for a federal grant to help offset the cost. Commissioner Grenier said he would support the request as long as the County Attorney stayed within his department's recently approved budget. The County Attorney also noted that he would not fill the additional attorney position until the fall.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 40-hour position in the County Attorney's department. All approved 3-0.
 - b. Coös County Conservation District Administrator Sarah Kilbourn requested a letter of support for grant funding in the amount of \$20,000 for the purchase of a wood ash spreader. A rental agreement will be prepared in order for farms to use the ash spreader. It is hoped that the piece of equipment will be stored at the county farm in Stewartstown. A maintenance fee will also be assessed to users for a maintenance fund. Commissioner Grenier asked for a written

procedure and the information forwarded to the County's insurance company. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to submit a letter of support for the grant and for the storage of the wood ash spreader on County property subject to insurance approval. All approved 3-0.

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. Jay Poulin, HEB Engineers and Mike Metcalf, Underwood Engineers have begun to coordinate a proposal to complete the design and funding assistance for the West Stewartstown Water System project. They hope to have a proposal for the County's review in the next week or two.

With regard to the Berlin Nursing Home roof project, HEB is currently preparing the construction documents. The schedule is to complete construction documents by the end of May, followed by bidding that should be complete by end of June, followed by construction. HEB anticipates completing construction by October.

UNINCORPORATED PLACES

- a. The County needs to contract with a dispatch service to cover Hadley's Purchase because Gorham does not want to be listed. Casey Gordon of NH Emergency Services suggested contacting the town of Carroll. NH Emergency Services has also said that the Unincorporated Places that are listed on both Gorham & Carroll contracts for emergency response will need to be divided in a manner that makes sense with the trails & terrain. E9-1-1 Commissioner Barney Valliere has offered to coordinate a meeting with all parties involved. Ms. Fish suggested inviting someone from the Fish & Game Department. The Board agreed with the suggestion.
- b. The Planning Board will meet on Wednesday, May 18 at 6 pm at the Lancaster Town Hall to continue the site plan review of the ski area and to accept a subdivision application and site plan application for The Balsams.

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:

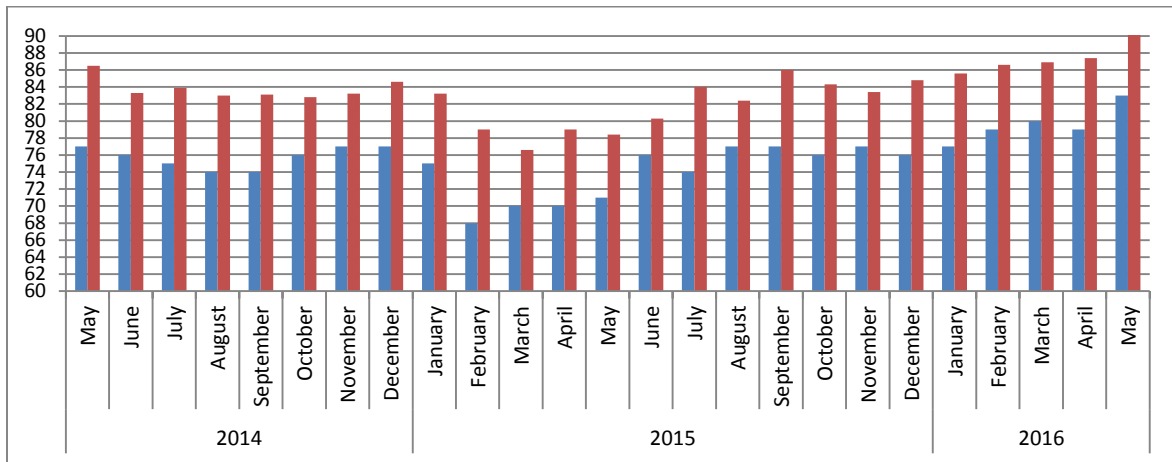
TOTAL IN FACILITY	28
HOUSE OF CORRECTIONS	16
PRETRIAL	12
NH STATE PRISON INMATES	0
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	12
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 2 PT MALE GRAFTON DOC: 1 HOC MALE, 3 HOC FEMALE, 1 PT FEMALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 3 HOC MALE, 1 PT MALE
AVERAGE DAILY POPULATION APRIL	30
MALE DAYS SERVED IN FACILITY	901
FEMALE DAYS SERVED APRIL	167 (7 females)
TOTAL INMATES BOOKED APRIL	25
TOTAL INMATES RELEASED APRIL	31

- a. National Correctional Officers and Employees Week is May 1 - 7, 2016. During this week, time is taken to honor all the dedicated men and women who serve in our federal, state and local correctional facilities. The contributions to public safety of our very own correctional and medical staff are deserving of sincere public appreciation and Superintendent Hamelin thanked them for their hard work and dedication throughout the year. The Corrections nursing staff also deserve additional recognition as National Nurses Week is May 6 - 12.
 - b. Officer Andre Dionne will graduate from the 102nd NHAC Corrections Academy on Friday, May 6. Graduation ceremonies will be held at Merrimack County Department of Corrections, at 11:00 a.m.
 - c. On Monday, April 25, a meeting was held at the Indian Stream Health Center with CEO Jonathan Brown, Dr. John Fothergill and other members of their staff to discuss the Health Resources and Services Administration Substance Misuse Expansion Grant they have received. Medical Services Coordinator Evelyn Earley and Counselor Sora Davis attended as well. Discussed were ways to partner and collaborate to provide the inmates substance abuse resources and behavioral health services as part of the grant. An immediate goal was set to work to create some in-house educational programming provided by ISHC staff and to provide inmates substance abuse services from ISHC professionals during incarceration and post-release. A meeting with ISHC team and tour of the DOC educational and counseling areas was tentatively scheduled for May 11.
 - d. On Thursday, April 28, Superintendent Hamelin attended the North Country Drug Summit follow-up meeting at the Mt. View Grand Hotel. This was a 6-month follow up for the Carroll, Coös and Grafton County Drug Summit held in October 2015. Committees from the three counties presented action plans, successes, challenges and potential funding sources to combat the state's drug epidemic. State-wide agencies, judges, and legislators were present, as well as New Hampshire's new "drug czar", James Vara.
 - e. At the meeting, Superintendent Hamelin reported that the Outside Corporal and inmates have been gathering old tires scattered at the barn and fields. To date there are roughly 1,200 tires and there could be more. A quote for disposal was estimated at \$115 per ton over 10 ton. Commissioner Grenier asked if there were funds available in the DOC budget. Ms. Fish stated the funds should be expended from the land management budget. Ms. Klebe will have a report available at the June meeting.
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 83. Occupancy for the month of April was 87.4%. In April, there were seven (7) admissions, no (0) discharges and three (3) deaths. One (1) admission has been scheduled for May 5 and a respite scheduled for the end of May. Of the 83 residents, fourteen (14) are Private Pay, five (5) residents are Medicaid Pending and nine (9) residents are Vermont Medicaid. *Totals for 2016: Twelve (12) admissions, no (0) discharges and five (5) deaths.*
- Staff have been very busy with admissions. All departments are feeling the difference in workload with an increase of 12 residents from this time last year.

- b. Nursing Staff: The nursing department continues to have 104 hours open for RN/LPN. Three contract nurses are covering the open hours at this time.

There are 64 open LNA hours. Applicants are being interviewed for the LNA class in May.

- c. Office Changes: Staff have been busy changing offices around and renovating in an attempt to fit staff into available office spaces. Some resident space had been previously taken away on 3rd floor but with the increase in census we have found we really need to give this space back to the residents. This has caused a cascade affect as we move people and change office sharing and configurations. We will have some growing pains, but the end result is to benefit the residents.
- d. Occupancy:



- e. Nursing Hours at the Department of Corrections:

	Minutes	Hours	Minutes	Hours
January	30	0.5	93	1.5
February	0	0	37	0.5

At the meeting, Laura informed the Board that an LNA had been accepted in the nursing program at White Mountain Community College under the Nursing Hospital's tuition loan program. The Board signed the agreement.

Laura also informed the Board that she may have to contract LNAs to fill open hours during the LNA class. The Board approved the request.

On Monday, May 2, the basket in one of the washing machines cracked. The estimated cost is \$8,000 if repaired by the manufacturer. It is hoped that a local welder may be able to repair the basket for less. If not, the cost of a new machine is \$18,000.

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 87. Nine (9) residents were Private Pay, six (6) residents were Medicaid pending. The average daily census for April was 86.5; there were four (4) admissions, three (3) deaths in April and one (1) discharge. A tentative admission was planned for May 6.

The Year to Date average daily census was 88.5 (13 admissions, 2 transfers and 15 deaths)

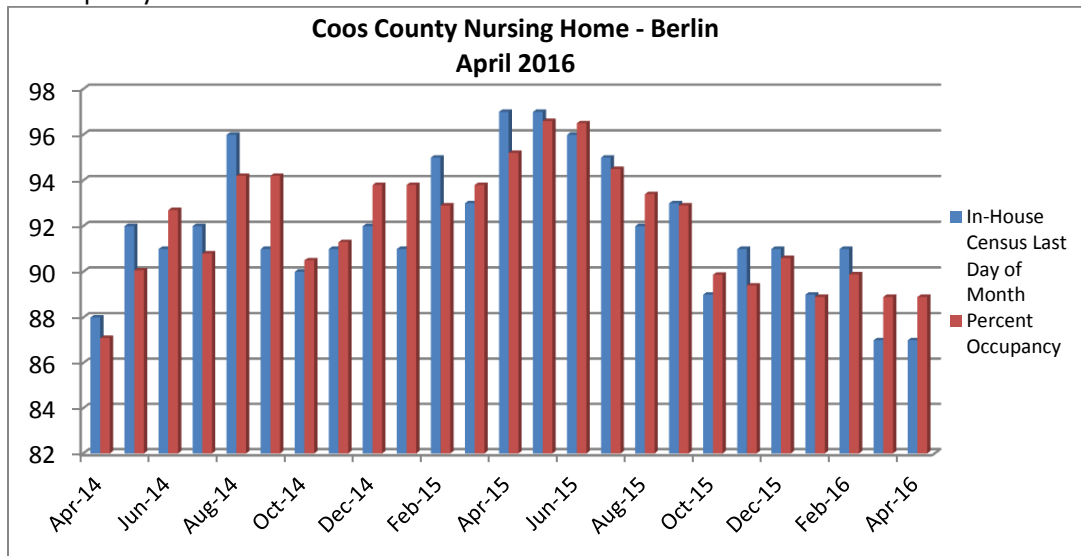
- b. Nursing Department Update: Currently there are 176 hours of open nursing (RN/LPN) positions and 1 FMLA (2 agency nurses are covering 80 hours) which was an improvement from the 200 hours open last month. A nurse returned after trying employment elsewhere. The department was also down to 320 hours of LNA open positions. Currently 2 agency LNAs are helping to cover open positions.

There are eight LNA open positions on the 11-7 shift that range in hours from 8 to 24. A request was submitting by the Nursing Home Administrator to create a 32 hour position, which would add a position with insurance. Louise asked the Commissioners to consider the request in order to improve staffing on the 11-7 shift. The Board agreed as long as the funds remained within the appropriated budget. A motion was made Commissioner Grenier, seconded by Commissioner Samson to allow the consolidation of hours to create the position on the 11-7 shift.

Commissioner Samson asked Laura if there were positions in West Stewartstown which also fit the criteria. Laura mentioned that an LNA with a 32 hour position on 11-7 has requested an additional 8 hours. The additional eight hours would qualify the position for NH retirement. The Board approved the request as long as the department remained within its budget. All approved 3-0.

- c. National Nursing Home Week: The fun will begin on Monday May 9. The theme is "It's a Small World with a Big Heart". Many exciting activities are planned for the residents. Employees will enjoy a week of treats along with an appreciation gift for all they do to make our home 5 Stars.
- d. The Primex³ Annual Conference will be May 11 and 12. Louise will be attending the conference this year. Primex³ always does a great job with their conference, offering sessions that deal with current issues occurring in the workplace.
- e. Harvard Pilgrim Health Insurance: On June 2, Biometric Screening will be available for all insured employees and family members 19 years of age and older. There will be no charge for the screening. The following procedures will be done: Body Mass index, Waist Circumference, Total Cholesterol and HDL Ratio, Blood Glucose and Blood Pressure readings. These screenings will be private and confidential.
- f. Louise had a budget transfer for the Commissioners.

g. Occupancy:



11. Report of the Director of Finance Carrie Klebe. A written report was not submitted to the Board.

At the meeting, Carrie reported that no draw had been made to date from the tax anticipation note.

The request for proposals for the audit will be available at the June meeting.

12. Commissioners' Committee Reports:

Commissioner Brady reported that the NHAC Executive Committee Meeting scheduled for May 6 had been cancelled as several individuals were unavailable.

Commissioner Samson reported that Ben Oleson from the CEDC resigned due to family issues. The Farm Advisory Board will be setting up a meeting in May.

Commissioner Grenier reported that the election of officers was held at AVRRDD and he was selected as Vice Chair. Also, an accident occurred at the Refuge due to a medical event.

13. Other Business:

- a. Budget Transfers: The Board approved and signed the budget transfer request.

Coös County Nursing Home:

To:	02-05640-2300 Contract Nurses	\$100,000.00	
From:	02-05640-0200 Registered Nurses Salaries		\$40,000.00
	02-05640-0400 LNA Salaries		60,000.00

14. Unincorporated Places:

- a. Timber Tax Warrants: Linda Harris presented timber tax warrants for the Unincorporated Places of Cambridge, Crawford's Purchase, Dix Grant, Dixville, Millsfield, Success and Wentworth Location. The Board approved and signed the warrants.

- b. Report of Outstanding Property Taxes as of 3/31/16: Linda Harris presented a report of outstanding property taxes as of March 31, 2016. She reported that three properties remained unpaid as of April 25, 2016 and went to tax lien.
- c. Approval of the 2016 Property Tax Warrants - 1st billing: Linda Harris presented the property tax warrants for Dixville, Green's Grant, Millsfield, Odell, Pinkham's Grant, Thompson/Meserve's Purchase and Wentworth Location for the Board's approval and signature. The warrant totals were as follows:

Dixville	\$50,173.00
Green's Grant	13,283.00
Millsfield	51,556.00
Odell	8,363.00
Pinkham's Grant	14,513.00
Success	28,675.00
Thompson & Meserve's Purchase	11,658.00
Wentworth Location	21,951.00

The Board approved and signed the property tax warrants. Linda reported that the property tax bills will be mailed the week of May 23 with a due date of July 1.

- d. 2015 Property Tax Abatements: Millsfield - Alan Pinkham & Odell - Robert Hill: Linda Harris presented two property tax abatements as recommended by the assessing firm Commerford Nieder Perkins.

Millsfield 0214-006/1 Alan Pinkham: The construction of the new structure had not started as of April 1, 2015 and the old camp was removed in 2014. The property was listed in error in 2015 as being partially complete. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the recommendation of Commerford Nieder Perkins to grant an abatement to Alan Pinkham in the Unincorporated Place of Millsfield. The amount of the abatement was \$237.67. All approved 3-0.

Odell 0210-015/1 Robert Hill & Bernard Hill: The grade of the camp was adjusted to reflect the quality of construction for the property. The previous assessment of \$25,700 was revised to \$23,200. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the recommendation of Commerford Nieder Perkins to grant an abatement on the Robert Hill & Bernard Hill camp in the Unincorporated Place of Odell. The amount of the abatement was \$29.54. All approved 3-0.

- e. Updates to 911 maps: Linda Harris reported that she has been working with Wagner Forest for a period of time on the road names for Wagner properties in the Unincorporated Places. The dispatch maps were reviewed by the foresters and changes were made as the County had incorrect names in some areas. Linda requested authorization to make the corrections and to meet with NH911 and Cartographics to make the changes. The Board authorized the changes.

15. Non-public Session: A motion was made by Commissioner Samson, seconded by Commissioner Grenier to enter into non-public session per RSA 91-A:3 II (a) at 10:08 a.m. All approved 3-0.

A motion was made by Commissioner Samson, seconded by Commissioner Samson to come out of non-public at 10:45 a.m. All approved 3-0.

The June meeting will be held on Wednesday, June 8, 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 10:08 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk