

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
January 6, 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; Sheriff Gerry Marcou; Chief Deputy Keith Roberge; County Treasurer Fred King; Tom LoPizzo & Mike Davey, EEI; Henry Gosselin, Success Pond Owners' Association; and members of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. and welcomed everyone to the meeting. Superintendent Hamelin 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 December 9, 2015, Regular Meeting, as presented:
A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the December 9, 2015, Regular Meeting. 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 December and to authorize the Treasurer, during the month of January, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence: Jennifer reported that there was no correspondence; other issues were addressed in the County Administrator's report.
6. Hearing of the Public:
 - a. Tom LoPizzo & Mike Davey, EEI: Mr. Davey presented an updated matrix of the Phase II energy audit report which was done in 2015. Mr. Davey noted the following highlights:
 - The project will reduce energy expenditures by just under 20%;
 - The project would make both facilities dual fuel;
 - The roof top equipment at the Berlin Nursing Home is in very poor shape;
 - The controls system at the Department of Corrections has been a constant problem with roof top equipment;
 - The project can be financed with Municipal Lease or Bond financed primarily through savings;
 - The LP price assumed was \$1.33 per gallon, oil at \$2.50 per gallon and electricity at .16 per KWH.

Commissioner Grenier noted that repairs to the roof and units have been included in the 2016 budget. Commissioner Brady stated that the Board would discuss the proposal further and the County Administrator would contact them in the future.

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:

- a. The well at the County house was connected and the water filtration system installed by Capital Well.
- b. Jennifer received an estimate from Brad Montague for trimming the trees around the power line. The estimate for trimming and wind row the brush was \$3,750. The estimate for trimming and chipping brush was \$4,950.

Commissioner Brady suggested that the trimming around the power lines be added to the 2016 budget. Commissioner Samson stated that ultimately the responsibility belongs to Coös County. If the line were to come down during a storm due to the trees, PSNH would repair the lines and send a bill to Coös County. The Board agreed that the trimming should be done as soon as possible. A motion was made to award the tree trimming to Brad Montague with a not to exceed price of 4,950. The appropriation breakdown will be 80% Nursing Hospital Building and Maintenance and 20% Department of Corrections Building and Maintenance. The Delegation will be notified of the expense and additional funds may be needed in the future. All approved 3-0.

- c. The request for qualifications for the Coös County Nursing Home roof project has been posted. The last day for submission is February 12, 2016.
- d. The Cadillac Tax or the 40% excise tax on high-value health plans (individual plans with premiums that exceed \$10,200 and family plans with premiums exceeding \$27,500) has been slated to kick in January 1, 2020. The excise tax was originally scheduled to kick in January 1, 2018.
- e. The IRS issued a notice on December 28, notifying large employers that the agency extended the deadlines for the 2015 Affordable Care Act information reporting. The deadline was extended for both furnishing to individuals reporting forms and filing them with the IRS. Starting in 2016, Coös County must report whether an individual is covered by minimum essential health coverage and that an offer of minimum essential health coverage that provides minimum value was made to each full-time employee. A full-time employee is any employee that averages 30 or more hours per week.
- f. Michael Pelchat of The Androscoggin Valley Search and Rescue with the full support of the NH Fish & Game Department submitted a letter of request to the Commissioners for funds in order to purchase five P-25 compliant radios that would significantly enhance the team's two-way radio communication capability. The rescue team provides coverage for many of the Unincorporated Places in the White Mountain National Forest.

Commissioner Grenier stated that the Unincorporated Places that are not provided coverage by AVSR should not be charged. Commissioner Samson asked if Coös County was the group's only

source of funding. He did not agree that the County should pay 100%. The County should not be responsible to pay for hikers without a hike safe card. County Treasurer King and Sheriff Marcou both supported the request. Commissioner Samson agreed to the funding but asked that Mr. Pelchat attend the next meeting. The cost will be included to the 2016 budget of the Unincorporated Places covered by AVSR.

- g. The Town of Gorham submitted their EMS contract figures for 2016. The request showed an increase from \$21,300 in 2015 to \$27,585.08 in 2016. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the increase in the Gorham EMS Contract for the year 2016. All approved 3-0.
 - h. Jennifer asked if the Commissioners and Treasurer 2016 Salary would remain the same as 2015. The Board stated that the issue would be revisited after the March budget meeting.
 - i. Jennifer stated that she had received a contract from Colebrook Dispatch for the Unincorporated Places of Dixville, Millsfield and Wentworth Location. The 2015 cost was \$3,000 per Unincorporated Place; and the 2016 cost increased to \$3,500 per Unincorporated Place. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Colebrook Dispatch contract at a cost of \$3,500 for each of the following Unincorporated Places: Dixville, Millsfield and Wentworth Location. All approved 3-0.
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	16
PRETRIAL	14
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	14
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 PT MALE, 2 HOC FEMALE, 3 PT FEMALE ROCKINGHAM DOC: 1 PT MALE STRAFFORD DOC: 1 HOC FEMALE NHSP: 1 PT MALE, 2 HOC MALE, 2 HOC FEMALE
AVERAGE DAILY POPULATION DECEMBER	33
MALE DAYS SERVED IN FACILITY DECEMBER	1023
FEMALE DAYS SERVED DECEMBER	256 (13 females)
TOTAL INMATES BOOKED DECEMBER	20
TOTAL INMATES RELEASED DECEMBER	29

- a. Bertina Jondro- RN, who has been filling in as a temp nurse, has elected once again to fill a 16-hour regular position in the Medical Department, which has been vacant since early November. We are pleased to have Bertina and her expertise back on the schedule. This enables us to at least maintain nursing levels at what they were, and continue to focus on expanding hours and utilizing Nursing Hospital staff less.

- b. Due to increased medical and disciplinary issues recently, there has been difficulty in fully manning outside work crews. The Recycling Center has been operating with fewer inmates than what is ideal. The Outside Supervisor has been intermittently borrowing an inmate from that work site to complete necessary details around the property.

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 76. Occupancy for the month of December was 84.8%. In December there were two (2) admissions, no (0) discharges and two (2) deaths. There was one (1) admission planned for Monday, January 4 and another in the works. Of the 76 residents, fourteen (14) are Private Pay. One (1) resident is Medicaid Pending NH. Eight (8) residents are Vermont Medicaid. Totals for 2015: *Twenty-eight (28) admissions, two (2) discharges and twenty-five (25) deaths.*
- b. Nursing Staff: Some of the nurses have shifted positions in-house; currently there is a 32 hour position on the 3-11 shift, a 32 hour position on the 11-7 shift and an 8 hour position open for RN/LPN. The nursing department continues to utilize a contract nurse to cover the open hours at this time and will be looking for another.

There are 61 open LNA hours plus a hold on a 32 hour position for an LNA on medical leave. The students from the LNA class have been starting as they receive their licenses. Three have been hired to fill 32 hour positions.

- c. Dementia Training: Nine staff members were able to attend a training provided by the Office of the Long Term Care Ombudsman in Plymouth on December 10 and 11. The speaker was Dr. Al Power, the author of the books "Dementia Beyond Drugs" and "Dementia Beyond Disease". It was an excellent training.
- d. Holidays: This year the Dietary Department prepared over 400 meals for Thanksgiving Dinner which included residents, staff, guests and DOC inmates. It was wonderful but overwhelming for the dietary department. A different approach was tried for Christmas. A Christmas Eve Social was held in the Family Room on Christmas Eve day. Close to 100 guests joined the residents for eggnog, punch and assorted desserts around the Christmas tree.
- h. Nursing Hours at the Department of Corrections:

2014	Minutes	Hours	2015	Minutes	Hours
January	22	<0.5	January	30	0.5
February	37	<1	February	0	0
March	31	0.5	March	0	0
April	0	0	April	183	3
May	175	3	May	0	0
June	70	1.2	June		
July	22	<0.5	July		
August	219	3.5	August	28	0.5
September	0	0	September	0	0
October	32	0.5	October		
November				79	13
December					

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 census was 91. Six (6) residents were Private Pay; eleven (11) residents were Medicaid pending. The average daily census for December was 90.6; there were 5 admissions and 5 deaths in December. The year to date average daily census was 93.3, admissions 37, deaths 39, transfers/discharged 2.
- b. Nursing Department: The Nursing Department currently has 184 hours of open nursing positions (2 agency nurses are covering 80 hours of the open hours) and 396 hours of LNA open positions (The increase in open positions was due to LNAs moving in-house to other departments).
- c. Select Rehabilitation Services began providing rehab services on January 4. Both AVH rehab and Select Rehab provided services for the week of January 4 to the 8 to ensure a smooth transition for the residents and staff. The Nursing Home looks forward to the opportunity to work with Select Rehabilitation Services.
- d. Dementia Training: Seven staff members attended the Dementia Beyond Drugs training that was sponsored by the Office of Long Term Care Ombudsman in Plymouth on December 10 and 11. As noted in Laura's report, it was an excellent training.
- e. Coös County Nursing Home will be participating in the North Country Public Health Region's emergency preparedness plan that will help protect the health and safety of our region. One of the main things that can threaten the health and safety of our residents, staff and their families is a public health emergency, which could be an event such as a pandemic influenza, a natural disaster or even an act of terrorism. One way that the facility works to protect the residents, staff and families, is to serve as a "closed point of dispensing," or closed POD. A Closed POD is a private location (such as CCNH) where medications are dispensed to a specific group of people. During a public health emergency we would receive and dispense medication to keep the residents, staff and families from becoming ill. At this time the appropriate forms are being completed and information is being exchanged.

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 sealed bids for the 2016 Tax Anticipation Note were presented to the Board:

Northway Bank	1.60%
Mascoma Savings Bank	2.15%
Passumpsic Savings Bank	1.54%

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the Tax Anticipation Note (\$10 Million Line of Credit) to Passumpsic Savings Bank with a fixed rate of 1.54%. All approved 3-0.

- b. The Tax Anticipation Note with Passumpsic Savings Bank was paid in full on December 22. The total amount borrowed was \$5,700,000 and the total interest incurred was \$22,815.60.

- c. All the County Taxes were received by the year end.
- d. The Auditors, Melanson Heath will be at the County offices on January 11 & 12 for preliminary work. They will be returning March 7 & 8 to do fieldwork.
- e. The water project has been completed at the County House. The total cost for the project was \$8,779. The funds for this project were removed from the Facility Fund per Commissioners and Delegation vote. The remaining balance of the Facility Fund is \$158,255.64 which is invested at Passumpsic Savings Bank in the ICS® Service.

12. Commissioners' Committee Reports:

- a. Commissioner Samson reported on the following:
 - Coös Economic Development Corporation: a press release is forthcoming on the status of the cell towers; and grant awardees will be announced in the next week.
 - Cooperative Extension: Coös County is the only county that meets with the extension service on a regularly.
- b. Commissioner Grenier reported that Androscoggin Valley Regional Refuge Disposal District (AVRRDD) had also received a request for road repairs from the Success Pond Owners Association.
- c. Commissioner Brady reported that the Planning Board was currently working on two projects: The Balsams in Dixville and the Glen House in Green's Grant.

The NHAC is sending Commissioner Brady to a legislative conference in Washington DC in February.

13. Other Business:

- a. County Treasurer Fred King reported that he had received a letter from Pamela Yonkin at HDR requesting a meeting with the Board to discuss the Economic Impact Report. The Board stated there was no need to meet and further discuss the report.
- b. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the mileage rate of 54 cents per mile based on the IRS standard mileage rate. All approved 3-0.
- c. Commissioner Brady announced that Commissioner Cryans from Grafton County has invited the Coös County Commissioners, Coös County Delegation, Sheriff's Department, Superintendent Hamelin and County Administrator Jennifer Fish to observe the Drug Court in action on Monday, January 11 at the Grafton County Complex. Commissioner Grenier asked that the meeting be posted since a majority of the Commissioners and Delegation may be in attendance.
- d. Budget transfers: Several budget transfers were presented.

Coös County Nursing Hospital:

To:	01-05130-8200 Dietary-Equipment Repair	\$1,230.00	
From:	01-05130-2300 Dietitian		\$1,230.00

To:	01-05140-8200 Nursing-Equipment Repair	\$6,000.00	
From:	01-05140-0400 Nursing-LNA Salaries		\$6,000.00
To:	01-05193-1200 Restorative Health Insurance	\$1,400.00	
From:	01-05193-0100 Restorative Aide Salaries		\$1,400.00
To:	01-05150-2900 Outside Services	\$2,650.00	
From:	01-05150-6100 Electricity		\$2,650.00
To:	01-51040-9700 Nursing-New Equipment	\$1,200.00	
From:	01-05140-0400 Nursing-LNA Salaries		\$1,200.00
To:	01-5130-1200 Dietary-Health Insurance	\$3,160.00	
From:	01-5130-1400 Dietary-Workers Comp		\$3,160.00
To:	01-05160-1200 Laundry-Health Insurance	\$4,400.00	
From:	01-05160-0200 Laundry Aide Salaries		\$4,400.00
<u>Coös County Nursing Home:</u>			
To:	02-05630-0300 Dietary Aide Salaries	\$2,800.00	
From:	02-05630-0200 Cook Salaries		\$2,800.00
To:	02-05630-5000 Food	\$3,000.00	
From:	02-05630-3900 Dietary Supplies and Expense		\$3,000.00
To:	02-05650-8100 Building Repairs	\$4,000.00	
From:	02-05650-6500 Fuel		\$4,000.00
To:	02-05660-0200 Laundry Aide Salaries	\$5,600.00	
From:	02-05670-0300 Housekeeping Aide Salaries		\$5,600.00
To:	02-05693-1300 Retirement	\$1,900.00	
From:	02-05640-1300 Retirement		\$1,900.00
<u>County:</u>			
To:	03-04100-3600 Office Supplies and Expense	\$1,250.00	
From:	03-04100-1200 Health Insurance		\$1,250.00
To:	03-07100-8100 Building Repair	\$3,700.00	
From:	03-07100-8300 Land Maintenance		\$2,300.00
From:	03-07100-8500 Real Estate Taxes		\$1,400.00
<u>Finance:</u>			
To:	03-04193-5200 Home & Community Based Care	\$92,300.00	
From:	03-04193-5600 Intermediate Nursing Care		\$92,300.00
To:	03-09150-9200 Interest: Short Term Notes	\$2,820.00	
From:	03-04193-5600 Intermediate Nursing Care		\$2,820.00

Department of Corrections:

To:	03-06100-2900 Hospitalization	\$1,300.00	
From:	03-06100-1400 Workers Compensation		\$1,300.00
To:	03-06100-2500 Medical Services	\$6,000.00	
From:	03-06100-1200 Health Insurance		\$6,000.00
To:	03-06100-5600 Prisoners: Other Institutions	\$4,500.00	
From:	03-06100-1200 Health Insurance		\$4,500.00
To:	03-06100-0700 Medical Services Nurses	\$9,200.00	
From:	03-06100-1200 Health Insurance		\$9,200.00

13. Unincorporated Places:

- a. Timber Warrants - Cambridge, Millsfield and Success. The Board signed the timber warrants.

Linda Harris reported that Forest Ranger Jason Huter had revised estimated revenues for the intents to cut that are currently on file.

- b. Success Pond Owners Association - Henry Gosselin: Mr. Gosselin attended the meeting on behalf of the association. He explained that a request was submitted to increase the yearly road maintenance stipend from \$2,500 to \$7,500.

Mr. Gosselin explained that 13 miles of Success Pond Road will require grading. The road is owned by three owners: AVRRDD, Dillon and The Conservation Fund. In the past Dillon provided road maintenance when logging the area. That is no longer the case. Commissioner Grenier stated that the Appalachian Mountain Club (AMC) uses the road significantly. He asked if a request had been sent to them. Mr. Gosselin replied yes but with no response. Commissioner Grenier suggested that the Commissioners send a letter to the AMC requesting funding of \$2,500 every three years for road maintenance. The letter should request \$1,500 for the 2016 road maintenance. AVRRDD will also assist with their section. Sheriff Marcou supported the request. The road is heavily travelled. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to send a letter to the Appalachian Mountain Club requesting \$1,500 for budget year 2016 and \$2,500 every third year thereafter for road maintenance of Success Pond Road. All approved 3-0.

- c. Public Safety Agreements: The Board approved and signed the Public Safety Agreements with the Errol Rescue Squad and the Town of Carroll.
- d. 2015 Outstanding Property Taxes Report: Linda Harris, Tax Collector, provided a report of outstanding 2015 property taxes as of December 31, 2015.

Dixville	\$78,345.58
Millsfield	11,440.96
Odell	1,369.50
Wentworth Location	3,837.22

- e. Jennifer reported that a property tax abatement application was received from a property owner in Millsfield. The Board agreed that the application should be forwarded to the assessors' office.

14. Any Other Business:

- a. Commissioner Brady inquired about the status of the boundary lines of County property. Jennifer replied that there were no funds in the 2015 budget for this project and understood that the project was a 2016 budget item. Commissioner Brady noted to Commissioner Samson that the boundary line project would have to wait until the approval of the budget in March. He asked that Jennifer contact John Stewart at LandVest to inform him of the status of the project.
- b. Jennifer presented the Welfare Guidelines for the Unincorporated Places for the Board's review and approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson. All approved 3-0.

Commissioner Samson thanked Jennifer for preparing the guidelines. Jennifer stated that she had obtained help from the City of Berlin in preparing the document.

- c. Coös County Water System: The Board inquired if answers had been obtained regarding the water pressure from the previous meeting. Jennifer had not received any information. Commissioner Samson suggested that the Commissioners, Stewartstown Selectmen and the engineers for both Coös County and Stewartstown hold a joint meeting. Commissioner Grenier stated that his decision will be based on whether Coös County will still need to maintain its own pumps. Commissioner Brady asked Jennifer to set up a meeting the last week of January.

The next regular monthly meeting will be held Wednesday, February 10, 2016, at 9:00 a.m. at the Coös County Nursing Hospital in W. Stewartstown, NH.

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

Respectfully submitted,

Rick Samson, Clerk