

Coös County Commissioners
Regular Meeting
Jericho State Park - Berlin, NH
August 20, 2014

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Nursing Home Administrator Louise Belanger; Superintendent Craig Hamelin; Nursing Hospital Administrator Laura Mills; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; Chief Deputy Keith Roberge, County Treasurer Fred King, Larry Barker, UNH/Cooperative Extension and members of the press and public.

Commissioner Brady opened the Commissioners' meeting at 9:10 a.m. and welcomed everyone to the meeting.

1. Approval of the Agenda:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to add under item 14 nonpublic session: RSA 91-A:3 II(a). All approved 3-0.

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

2. Approval of the Minutes of the August 6, 2014 special meeting:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the August 6, 2014 special meeting. All approved 3-0.

3. Approval of Payrolls and Disbursements:

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the Payrolls and Disbursements for the month of July 2014 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.

4. Correspondence:

Jennifer Fish, County Administrator, received a letter from the USDA-Carroll/Coös FSA office requesting the completion of a commodity crop history form. Jennifer has not found any previous completed forms for guidance. Jennifer did ask the Board if the survey needed to be completed since the farm land is leased. Commissioner Grenier stated that the crops grown on the County land are for dairy feed and not for market use. Commissioner Samson agreed. The Board asked that Jennifer research the issue further.

5. Hearing of the Public:

County Treasurer Fred King requested that during the budget process the Board consider budgeting funds for the paving of the upper parking lot at the Nursing Hospital. The parking lot is in horrible condition. Commissioner Brady asked that the request be noted.

6. 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. On July 16, 2014 the North Country Scenic Byways Council was formed to provide advisory oversight to the state-designated scenic and cultural byways in the North Country region. The Council has included in the bylaws that Coös County should have a voting membership on the group. The Council requested that the County agree to participate, but not designate a representative; agree to participate, and duly designate a representative; or decline to participate.

Commissioner Grenier noted that the City of Berlin agreed to participate but did not designate a specific person. The County should participate. Commissioner Brady stated that the Town of Jefferson agreed to participate but requested clarification on that if a representative is not designated would that seat be able to vote. Commissioner Samson stated that the County should agree to participate and designate a representative. He asked if Jennifer would be interested in becoming the County's representative. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to agree to participate and designate a representative. All approved 3-0.

- b. The Farm Subcommittee submitted their report to the Delegation at their meeting on August 13, 2014. The committee recommended that the Delegation support continuing to own and control the farm, land and county house. The complete report was mailed separately.

Jennifer added that she had submitted a proposal to the subcommittee to use the County house for administrative offices, meeting room and training area for the Department of Corrections. The Delegation has requested that Jennifer provide an estimated cost figure for the renovations at the October meeting. Jennifer noted that in order to do so she should obtain bids from engineers and/or contractors.

Commissioner Grenier agreed, noting that if the house becomes a meeting place it is currently not handicap accessible and will need to be. A cost will be required for the retrofit of the house. If the estimated cost is \$80,000 to \$100,000 there may not be a lot of support.

Commissioner Samson stated for the record that the radio station had announced that the Commissioners had agreed to move the offices to the house. He called the radio station to clarify. He agreed that a request for proposal will be needed.

Mr. King suggested that an architect work with Jennifer to design plans so that all contractors bid on the same plan. Superintendent Hamelin agreed that a decision should be made on who would be moving and how the space would be used prior to a meeting with an architect. Commissioner Grenier also added that there is currently no public parking. There should be no parking over the well. Commissioner Grenier had serious reservations on if the building can be converted to public use. Mr. King also added that all of the files stored in the nursing hospital attic will need to be moved. Commissioner Grenier noted that a whole new Delegation could decide next year that the house should be sold. Jennifer agreed with the architectural plans but there is no budgeted money for the expense. Commissioner Samson asked if a letter could be sent to the Delegation requesting that a decision not be made at this time as further research is required. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to send a letter to the County Delegation requesting an extension of their request. All approved 3-0.

UNINCORPORATED PLACES

- a. A letter was received from Dennis Thompson, the contractor on the Wentworth Location project. He is asking for the Commissioners to consider reimbursing him for unexpected engineering fees that were incurred while working on the project. The total fees were \$5,637.07. Jennifer noted that there is \$2,000 remaining in the line item.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the payment of \$2,000 and approach the Delegation for the remainder. All approve 3-0.

Commissioner Grenier stated that obtaining the permits was a long process and he intends to secure all of the funds.

- b. There will be a Coös County Planning Board meeting on Tuesday, August 26 at 6 PM in the Granite State Room at the North Country Resource Center in Lancaster.

7. 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	48
HOUSE OF CORRECTIONS	24
PRETRIAL	24
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
HELD AT OTHER FACILITIES	18
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 PT MALE, 3 HOC FEMALE, 8 PT FEMALE MERRIMACK DOC: 1 PT MALE SULLIVAN DOC: 1 HOC MALE NHSP: 1 HOC MALE, 1 PT MALE, 1 HOC FEMALE
AVERAGE DAILY POPULATION JULY	40
MALE DAYS SERVED IN FACILITY JULY	1248
FEMALE DAYS SERVED JULY	219 (13 females)
TOTAL INMATES BOOKED JULY	39
TOTAL INMATES RELEASED JULY	31

- a. The project of having the tile flooring and cove base in the Administrative Hallway, Control Center, Medical Room and Processing Room removed and replaced has been in progress. To date, all areas are complete except the Control Center, which is scheduled to start on August 20. Superintendent Hamelin thanked staff as they have made this difficult process as seamless as possible in addition to completing the day to day duties.
- b. A new GED/HiSET Coordinator, Sara Gray, is coming on board as the current coordinator, James Grittner, notified the DOC that he must move on to other priorities. Ms. Gray, an educator in the Stratford NH school system, will begin meeting with Mr. Grittner and inmates to make the transition prior to the end of the month. The transition is occurring at a good time as the facility is making a fresh start with the HiSET (High School Equivalency Testing) program, which New Hampshire replaced the GED program with this year.

- c. At the quarterly County Delegation Meeting held on August 12, it was reported to the Delegation that the use of the County House basement for training space for the Corrections Department was an outstanding and much needed improvement for staff. This area was set up by corrections training staff with classroom and practical training areas, and since May staff has conducted approximately eight training sessions, as well as utilized the area for staff meetings. The DOC staff appreciates this opportunity and hopes that the County House continues to serve the employees and citizens well into the future.

8. 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 75. Occupancy for the month of July was 83.9%. In July there were three (3) admissions and one (1) death. There have been no admissions in August but there has been one death. Of the 75 residents, ten (10) are Private Pay and ten (10) residents are Vermont Medicaid. *Totals for 2014: Seventeen (17) admissions, four (4) discharges and eleven (11) deaths.*
- b. Nurse Staffing: The contract nurse started on August 4. She has been contracted for 12 weeks.
- c. LNA of the Year: The state did not hold the LNA of the Year Award this year. Three (3) LNAs have been voted "Quality Person of the Quarter" during the year. The Nursing Hospital will recognize them by sending them to the Morrison on September 9 for the LNA Day of Discussion presented by the NHHCA in place of the LNA of the Year celebration. The three LNAs being recognized are Liane Kenney, Christine Muhlhauser, and Becky Masters.
- d. NH Medicaid: A representative from the NH Medicaid office in Berlin has been traveling to the nursing hospital two days per month to be available to meet with residents and local community members. It is working out very well.
- e. Kitchen: The new steamer and tilt griddle have been installed.
- f. Water System: Scott Clang from Granite State Rural Water Association notified Ron Crawford on August 13 that he will be in the area for a routine visit of the local water systems and water treatment systems that belong to the association on Monday, August 18 or Tuesday, August 19. He has not visited the Coös County Farm water system in over a year and wants to touch base.

At the meeting, Laura reported that Mr. Clang has offered his services to review the options as a third party. Commissioner Grenier agreed that would be a tremendous help.

- g. Nursing Hours at the DOC:

2013	MINUTES	Hours	2014	Minutes	Hours
January	267	4	January	22	<0.5
February	534	9	February	37	<1
March	632	11	March	31	0.5
April	846	14	April		0
May	670	11	May	175	3
June	361	6	June	70	1.2
July	383	6	July	22	<.5

9. 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 95. 16 residents were Private Pay and 5 residents were Medicaid pending. The average daily census for July was 90.8; there were 2 admissions in July and 0 deaths. The year to date totals: Admissions 22, deaths 18 and 1 discharge to home. (Total deaths in 2013 were 27 and admissions 22)

- b. New Entrance Canopy/Parking Lot Update: Construction on the Canopy began on August 4.

Louise has expressed to HEB that the building of the canopy seems to be taking longer than anticipated. A representative from the engineering firm will be visiting the facility.

- c. Propane Bids: Louise presented two propane bids to the Board.

Amerigas	\$1.87	17,000 gallons
Irving	\$1.814	17,000 gallons

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the propane bid to Irving at a price of \$1.814 per gallon. All approved 3-0.

- d. Time Warner Cable: All upgrades have been completed internally. The exterior underground cable has not been installed at this time.
- e. Pharmacy: The nursing home is planning on changing pharmacy providers in October. The changes will result in improved services, decrease costs for the facility and the residents, and an improved billing system requiring less monitoring by the Director of Nursing. The improved billing system should also benefit private pay residents.
- f. Clinical Career Training: An MNA Program is currently being held at the nursing home which began July 29 and continues through September 23 from 4pm-10pm on Tuesdays and Thursdays. Three of the four students are currently nursing home employees.
- g. Power Outage: Back in February, Louise reported to the Commissioners on a break in the underground wires connecting the nursing home with the PSNH power grid. A phase failure relay switch burnt as a result of the cable break. A representative from Primex³ visited the nursing home to complete a claim on the incident. At this time, a new switch is not in place. Staff has been informed that the switch is no longer manufactured and the system is out of date. Primex³ will have an electrician from Concord evaluate the situation and give a quote for repair/upgrade. A quote was also requested from Ray's Electric. Louise will update the Commissioners as information is made available.

10. 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. Carrie provided bids for fuel oil and propane to open and review for the upcoming heating season and for propane.

<u>#2 Fuel Oil (Pre-Buy)</u>	<u>W. Stewartstown Bulk Deliveries 38,000 Gallons</u>	<u>Berlin Bulk Deliveries 37,500 Gallons</u>
P&L Cote	3.1590	3.1590
Lewis Oil/Styles	3.1840	3.1840
<u>#2 Fuel Oil - Pedal Truck</u>	<u>W. Stewartstown - 2,700 gallons</u>	<u>Terms</u>
CN Brown	3.2490	Charge
CN Brown	3.1490	Cash
Styles - Lewis Oil	3.4840	Prebuy
C Bean	3.2990	Prebuy
C Bean	3.3990	Cash
<u>LP Gas (Net Terms)</u>	<u>W. Stewartstown - 21,000 Gallons</u>	<u>Terms</u>
CN Brown	1.7590	Cash
<u>LP Gas (Net Terms)</u>	<u>Berlin - 17,000 Gallons</u>	<u>Terms</u>
Irving	1.8140	Cash

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bulk fuel deliveries of 75,500 to P&L Cote at a price of \$3.159 per gallon. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the #2 fuel oil pedal truck delivery of 2,700 gallons to CN Brown at a price of \$3.149 per gallon. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the LP gas bid in the amount of 21,000 gallons to CN Brown at a price of \$1.759 per gallon. All approved 3-0.

- b. The 2013 Audit has now been completed. Carrie reported she was waiting to receive copies to disburse.
- c. To date, \$2,000,000 has been transferred from the Tax Anticipation Note. Another draw will occur within the next month.

11. Other Business:

- a. Budget Transfers: Carrie reported that the incorrect account number had been used on a prior budget transfer request and asked the Board to approve a corrected budget transfer.

Nursing Hospital:

To: 01-05140-2300 Contract Nurses	\$17,000.00	
From: 01-05140-1700 - Nursing - Education		\$3,000.00
From: 01-05140-1400 - Nursing - Workers' Comp.		\$14,000.00

The Board approved and signed the budget transfer.

- b. *County Farm and Land Advisory Committee Proposal:* Commissioner Samson reported that he will not approach anyone until a formal vote is taken by the Board. He added that the Delegation is in favor of the committee. He has a meeting scheduled with Grafton County's committee next week. Commissioner Grenier suggested that Commissioner Samson report on the meeting with Grafton County at the next meeting.

12. Unincorporated Places:

- a. *Approval of the MS-1 Extension:* The Board signed the MS-1 extension request provided by Linda Harris.
- b. *Approval of Cartographics Associates contracts:* Linda presented contracts for tax map maintenance and street numbering. The Board signed the contracts.
- c. *Report of Outstanding 2013 Property Tax Liens:* Linda presented the report to the Board. Currently the total due for 2012 is \$808.06 and the total due for 2013 is \$1,214.55.
- d. *Timber Warrant:* The Board signed a timber warrant for Cambridge.

13. Any Other Public Input:

Barbara Tetreault, Berlin Daily Sun, inquired if a date had been set for the joint meeting of the Board of Commissioners and County Delegation to discuss the Economic Impact Study. Commissioner Brady replied that a date has not been set.

14. 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 10:20 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 10:34 a.m. All approved 3-0.

The next regular monthly meeting will be held Wednesday September 10, 2014, at 9:00 a.m. at the North Country Resource Center in Lancaster, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 10:34 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk