

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
January 10, 2018

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger, Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Administrative Assistant Linda Harris; Captain Keith Roberge; Human Resources Coordinator Julie Brunault; County Treasurer Sue Collins, Representative Wayne Moynihan and a member of the press.

1. Commissioner Brady opened the Commissioners' meeting at 9:05 a.m. and welcomed everyone to the meeting. Commissioner Grenier 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 item 14 c. Discussion of the County House; and, item 17 Nonpublic Session under 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 December 13, 2017, regular meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the December 13, 2017, regular meeting, 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 December 2017 and to authorize the Treasurer, during the month of January 2018, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
5. Correspondence:
 - a. County Administrator Jennifer Fish received an email invitation from David Rodrigue, NHDOT Director of Operations, inviting a County Commission member to attend a meeting scheduled on January 23 at 1:30 p.m. at the DOT District Office in Lancaster with Dixville Capital to discuss possible DOT roadway discontinuance of a portion of Spur Road, Cold Springs Road and Valley Road in Dixville. A motion was by Commissioner Grenier, seconded by Commissioner Brady to have the Chair attend the meeting on behalf of the Board. The motion was approved 2-0-1 (*Commissioner Samson*). Commissioner Grenier asked that the record show that one member of the Commission will be attending the meeting.
 - b. County Administrator Jennifer Fish received an email from Roland Proulx, owner of the Log Haven Restaurant and Lounge in Millsfield, requesting the Board to allow Keno in Millsfield. Ms. Fish noted that the RSA indicated that the Keno games will only be operated in towns and cities. The unincorporated places were not mentioned. She has requested further information. Commissioner Grenier stated that the request will need to go to the Delegation for final approval. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve Mr. Proulx's request for Keno at his business subject to the State allowing the unincorporated places and Delegation approval. All approved 3-0.

- c. County Administrator Jennifer Fish received a request from the Wildcat Race Team requesting permission from the Board to hold a raffle to benefit the team. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the raffle. All approved 3-0.
- d. A copied letter to Clare Mendelsohn, White Mountain National Forest, was received from Attorney Jason Reimers, BCM Environmental & Land Law LLC in regards to the Mount Washington Railway Company. The letter was placed on file and a copy was forwarded to the Coös County Planning Board.
- e. A letter of support was presented by the County Administrator for the Board's signature relating to HB1278 naming the Colebrook Rest Area after Fred King, Sr. Representative Richardson was testifying on January 10 in favor of the request. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the letter. All approved 3-0. The letter was signed and faxed.

6. Hearing of the Public:

- a. Captain Keith Roberge reported that the old cruiser previously advertised for sale by bid had no offers. The vehicle will only be good for parts. He obtained an offer from AutoNorth in the amount of \$129. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to take the offer of \$129 from AutoNorth. All approved 3-0.

Captain Roberge also reported on the department's 2017 statistics.

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 IRS recently announced the new mileage rate effective January 1, 2018 increasing to 54.5 cents per mileage. The 2017 rate was 53.5 cents. The County Administrator recommended raising the county rate to 54.5 cents effective, January 10, 2018. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the County Administrator's recommendation of 54.5 cents mileage reimbursement. All approved 3-0.
- b. The County Administrator received, on December 21, 2017, a request from the food pantry serving the Colebrook area for \$5,000. The 2017 current balance remaining in the pantry fund is \$5,400.

Commissioner Grenier stated that he was not in favor of cutting a check in the amount of \$5,000 at this time of year. The funds have already been accounted for as part of the 2017 surplus. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to use funds from the 2018 budget. Commissioner Brady asked the County Administrator when the 2018 funds would be available. Ms. Fish replied after the budget meeting in March. County Treasurer Sue Collins noted that the request was received in December and the audit may count the request as a 2017 expense. Commissioner Grenier replied that the expense was not incurred in 2017. The continuing resolution approved by the Delegation would allow the expense. Both Commissioner Grenier and Commissioner Samson withdrew their motions. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to authorize a one-time allocation of \$1,000 from the 2017 budget to the food pantry and to ask the representative from the food pantry to submit a new request for 2018. All approved 3-0.

- c. HB 476- The duties of the Register of Probate passed the House. According to the Bill docket, the bill has been moved to the House Finance Committee.

Commissioner Samson asked Representative Moynihan if the letter previously sent by the Commissioners should also be sent to the Finance Committee. Representative Moynihan stated that alarm bells were rung and suggested that the letter be sent to Senator Woodburn, Senate President Woodhouse as well as the entire Senate. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to send the letter to the Senate. All approved 3-0.

- d. The following Zoning Board of Adjustment members' terms will expire at the end of February: Fred King, Mark Evans and alternate Brian LaPerle. The Planning Board is recommending that Leon Rideout replace Fred King as the Planning Board representative on the board. The new term will be for 3 years. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the reappointments of Fred King, Mark Evans and alternate Brian LaPerle to the Zoning Board of Adjustments with terms ending February 28, 2021; and that Leon Rideout replace Fred King as the Planning Board representative on the Zoning Board of Adjustments. The reappointments and replacement will be presented to the Delegation for final approval. All approved 3-0.
- e. The County Administrator reported that she had made an error on the resolution presented to the Delegation in October for authorization to file an application and authorization to borrow funds in the amount of \$824,000. Mike Metcalf has asked that the resolution be amended to read "to borrow funds up to the amount of \$900,000". She will be presenting the information to the Delegation at the next meeting.

8. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY	22
HOUSE OF CORRECTIONS	18
PRETRIAL	4
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	2
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES	GRAFTON DOC: 2 PT MALE, 2 PT FEMALE, 2 HOC FEMALE NHSP: 4 HOC MALE, 1 HOC FEMALE
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	
AVERAGE DAILY POPULATION DECEMBER	23
MALE DAYS SERVED IN FACILITY DECEMBER	721
FEMALE DAYS SERVED DECEMBER	122 (8 females)
FEDERAL INMATE DAYS SERVED DECEMBER	0
TOTAL INMATES BOOKED DECEMBER	15
TOTAL INMATES RELEASED DECEMBER	15

- a. On December 14, 2017 there was an incident with a combative inmate that resulted in three staff members being assaulted. One staff member in particular sustained serious bodily injury and is on workers compensation as a result of the altercation. This inmate was transferred to the New Hampshire State Prison in Concord, NH. The NH State Police and the Coös County

Attorneys' office have been notified and charges will be brought forward. Commissioner Grenier urged to follow through with the charges.

- b. One Source Security and Officer Jason Rella installed five more cameras as part of the facilities camera upgrade project. The project is approximately 75% complete, with fifteen cameras left to replace.
- c. A new fire alarm panel was installed by SimplexGrinnell in the Corrections Control Center. The old panel had exceeded its end of life and was very problematic.

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 66. Occupancy for the month of December was 72.4% (77.6% based on bed count of 85.) In December, there were three (3) admissions, two (2) deaths and one (1) discharge to home. There has been one (1) admission in January.

Of the 66 residents, thirteen (13) were Private Pay. Seven (7) residents were Vermont Medicaid. Four (4) residents were Medicaid Pending for NH. *Totals for 2017: Twenty-six (26) admissions, four (4) discharges and thirty-two (32) deaths. Totals for 2018: One (1) admission.*

- b. Staffing: The nursing department had 88 hours open for RN/LPN. One (1) contract nurse and a "temp" have been covering the open hours.

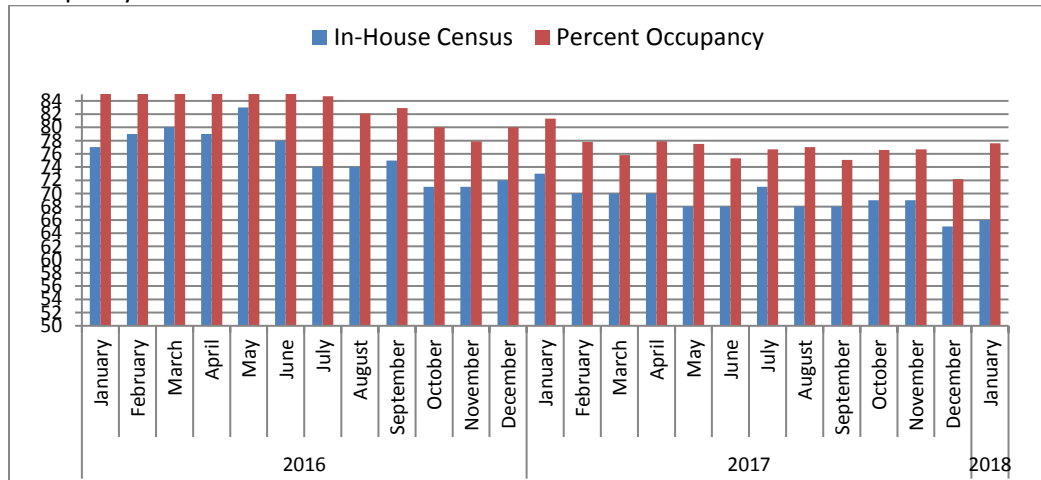
There were 160 open LNA hours plus one (1) 40 hour LNA on FMLA and one (1) 36 hour and one (1) 32 hour LNA on Workers Comp. Due to the low census, the department has been working with less staff, utilizing "temps" and will only fill critical need hours until census increases.

- c. Committee Reports:
NHAC Executive Committee - January Meeting cancelled.
NHAC Nursing Home Affiliate - No December meeting, next meeting January 11, 2018.
Future of Health Care in the North Country - Last meeting was August 29. Next meeting TBD.
- d. Medical Director: Dr. Fothergill has been approved by the state to be the Nursing Hospital's Medical Director once again starting January 1, 2018.
- e. Final Medicaid Rate: The State of NH released final Medicaid Rates for January 1, 2018. The rate was a bit higher than originally projected at \$153.70 per day, but still shows a drastic decrease of \$10.75 from the July 1, 2017 rate of \$164.45 per day. The VT Medicaid Rate will be \$203.36.
- f. QAPI: Staff continues to make progress on the QAPI Plan for the new regulations.
- g. Nursing Hours at the Department of Corrections:

	2016		2017	
	Minutes	Hours	Minutes	Hours
January	93	1.5		.25
February	37	0.5		.50
March		0		.25

April		1.5		
May	0	0		.10
June				1
July				0
August				0
September				0
October				0
November				0
December				0

h. Occupancy:



Commissioner Grenier announced that the Chairman of the Board was scheduling a Budget Work Session for Wednesday, February 7. He asked for revised revenues that will reflect the decrease in the daily rate. He also asked that all departments review its expenditures and revenues. He would like to present a workable budget to the Delegation.

Commissioner Samson inquired why licensed staff do not administer IVs. Ms. Mills replied that LPNs are not IV trained and residents are sent to the local hospital which is good for the hospital's business. The nursing hospital does not get reimbursed for IVs. The former pharmacist would not come to the facility to train staff. However, the current pharmacist has offered to come to the facility and train staff. Berlin Nursing Home Administrator Louise Belanger noted that the staff at the nursing home has been IV certified since 1998. Costs for IVs are included in the cost report. She added that if a resident from West Stewartstown goes to the local hospital for IV treatment and requires skilled care, the resident could be transferred to Berlin for skilled care and returned to West Stewartstown once skilled care is completed. Commissioner Samson asked why West Stewartstown wouldn't think of doing this training. He asked that IV administration be researched. Commissioner Grenier asked why administer IVs if the nursing hospital does not get paid. It provides revenue to the local hospital. He asked for a report with costs from the Nursing Hospital Administrator. Mrs. Belanger noted that if a resident is admitted to the hospital the nursing homes loses the daily Medicaid rate for those days.

Commissioner Samson asked both administrators if residents have access to all TV channels. Both replied that residents have access to whatever is provided by the cable company.

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 95. Thirteen (13) residents were Private Pay; four (4) residents were Medicaid pending. The average daily census for December was 95.1; there were (4) admissions, four (4) deaths and one (1) discharge. SNF Part A: 6 residents. Part B: 12 residents. Totals for 2017: average daily census was 90; admissions 55, deaths 31 and discharged home 14.
- b. Nursing Department: There were 257 hours of open nursing (RN/LPN) positions (6.43 FTE's). 3-4 agency LPNs are helping with open positions/hours. There were 560 hours of LNA open positions (14.00 FTE's) 2 agency LNAs are helping with open positions/hours. These figures did not reflect employees out on an FMLA.
- c. LNA Course: The nursing home will be hosting an LNA course from White Mountains Community College beginning on January 18. At this time, all of the students are currently nursing home employees working as Unit Aides.
- d. Medicaid Rate: The Medicaid rate for January 1 has been set at \$163.87, which is a \$2.59 increase from \$161.28.
- e. Karen Salome, Public Health Nurse Liaison visited the nursing home on December 6 to review changes in the CMS guidelines. Karen met with nursing management to discuss reportable infectious diseases, outbreaks, vaccine recommendations, antibiotic stewardship, current recommendations for TB screening, and emergency preparedness which has many new rules and regulations for nursing homes.
- h. Disaster Exercise: On December 5, the nursing home conducted its Intruder Alert exercise with the current policy and procedure. Tim Godin, from the Berlin Police Department met with Department Heads and staff prior to the exercise to review its policy and make recommendations. Only one change was made to the policy and procedure. Officer Godin was present during the entire drill, and afterwards held a debriefing with staff answering questions and making suggestions on how to better protect themselves and residents. MOAB (Management of Abuse and Behaviors) training will take place at the nursing home with Officer Godin at a later date.
- i. LPN Program: Prior to the Holidays both Nursing Home Administrators and the Director of Nurses from another local nursing home attended a meeting with Charles Lloyd, Ed.D, Interim President of White Mountains Community College to discuss the shortage of nurses in Coös County, and the need for an LPN program at the college. Concerns were heard, however Mrs. Belanger recently reached out to the Interim President questioning if any developments have been made in accessing an LPN program for the college. He has reassured that he continues to work with other colleges in hopes that a LPN program can be instituted.
- j. The Nursing Home Administrator requested a nonpublic session, 91-A: 3 II (a)
- k. The facility license was presented to the Chair for signatures.

Commissioner Brady asked the nursing home administrators for a more detailed report that would indicate a grand total of residents per day.

Commissioner Samson reported that he had visited the Rockingham County Nursing Home recently. A comment made during the visit was particularly disturbing. He was told that if a nursing home is not skilled, it will not survive. A nursing home needs to make money. Mrs. Belanger explained that Rockingham has assisted living and it is a feeder program for long term care. Ms. Collins stated that she had looked into skilled nursing care at West Stewartstown when she was administrator. The biggest issue was that there was not sufficient rehab services for the area. Mrs. Belanger agreed that rehab services is a big part of skilled. Commissioner Samson stated that ways have to be figured out to bring in revenue.

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. All the County Taxes were received by the year end.
- b. The Tax Anticipation Note with Passumpsic Savings Bank was paid in full on December 21. The total amount borrowed was \$7,850,000 and the total interest incurred was \$45,925.34.
- c. The Auditors, Melanson Heath will be in West Stewartstown on January 29 and 30 for preliminary audit work and will return on February 26 to the 28 for fieldwork.
- d. Both the WSNH/County and Berlin Nursing Home Payroll Staff have been working diligently with Business Management Systems Inc (BMSI) to implement the Time and Attendance software. This is a very big endeavor, especially at this time of year. Payroll Staff has been making extra efforts and their positive can-do attitudes are much appreciated.

12. Report of the HR Coordinator Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 12/01/17 – 12/31/17

- a. New Hires: 5

Department:	#	Positions
Nursing Hospital	3 (1 PT, 1 FT, 1 Temp)	2 LNA'S 1 RN
Nursing Home	2 (Temps)	1 LNA 1 Unit Aide

- b. Separations: 9

Department:	#	
Nursing Hospital	3 (2 PT, 1 FT)	1 RN 2 LNA's
Nursing Home	6 (4 PT, 1 FT, 1 Temp)	6 LNA's

Reasons for separation:

1 - Voluntary resignation

- 1 - voluntary unable to meet job specifications
- 3 – other job opportunity
- 3 – retirement
- 1 – relocating

FMLA/Leave of absences/ADA: 13

Nursing Hospital 3 (2 FT, 1PT)

Nursing Home 10 (1 FT, 9 PT)

- c. Upcoming events: January 19, 2018, HR Affiliate meeting, Concord, NH.
- d. At the meeting, Mrs. Brunault reported that 18 applications were received for the open position at the Cooperative Extension office. Interviews will begin the week of January 15.

Commissioner Samson asked the HR Coordinator how many hours per day she spent on human resource functions. Mrs. Brunault replied about 6.50. She is in the process of handing over all payroll functions to the payroll clerk. She has been working on the new time and attendance system which will go live at the end of February.

Commissioner Samson also asked about the bid process of open positions. Mrs. Brunault replied that a position is posted in-house five days. If the position is not filled, an ad is placed in the newspapers and on the county website.

Commissioner Samson asked if hours are changed to a position is it reposted. Mrs. Brunault replied in the affirmative. He also asked if employees are made aware of open positions prior to posting. Mrs. Brunault replied not to her knowledge.

Commissioner Samson also asked who makes the final decision on hiring employees. Mrs. Brunault replied the nursing home administrators.

13. Commissioners' Committee Reports:

Commissioner Brady and Commissioner Samson had nothing to report.

Commissioner Grenier reported that the AVRDD budget had been approved and everything was going well at CEDC.

14. Other Business:

- a. Budget Transfers: The following budget transfers were approved by the Board:

Coös County Nursing Hospital:

To:	01-05140-0200 RN Salaries	50,520.00	
From:	01-05140-1200 Health Insurance		50,520.00
To:	01-05140-0300 LPN Salaries	1,590.00	
From:	01-05140-1200 Health Insurance		1,590.00
To:	01-05130-0200 Dietary Equipment Repair	1,520.00	
From:	01-05130-5000 Food		1,520.00

To: 01-05150-7900 Vehicle Supplies & Expense	1,260.00	
From: 01-05150-6500 Fuel		1,260.00
To: 01-05150-1200 Health Insurance	1,650.00	
From: 01-05150-0200 Maintenance Salaries		1,650.00
<i>Coös County Nursing Home:</i>		
To: 02-05600-0900 Longevity Pay	1,100.00	
From: 02-05600-1200 Health Insurance		1,100.00
To: 02-05600-8200 Equipment Repair/Maintenance	3,000.00	
From: 02-05600-1200 Health Insurance		3,000.00
To: 02-05640-0300 LPN Salaries	4,000.00	
From: 02-05640-0200 RN Salaries		4,000.00
To: 02-05640-1300 Retirement	6,700.00	
From: 02-05640-0200 RN Salaries		6,700.00
To: 02-05640-2300 Contract Nurses	13,700.00	
From: 02-05640-0200 RN Salaries		13,700.00
To: 02-05640-3100 Medical & Surgical Supplies	10,000.00	
From: 02-05640-1200 Health Insurance		10,000.00
To: 02-05650-6100 Electricity	2,100.00	
From: 02-05650-6500 Fuel		2,100.00
To: 02-05650-6300 Water	1,000.00	
From: 02-05650-6500 Fuel		1,000.00
To: 02-05650-6400 Sewer	1,500.00	
From: 02-05650-6500 Fuel		1,500.00
To: 02-05660-0200 Laundry Aide Salaries	4,000.00	
From: 02-05660-1200 Health Insurance		4,000.00
To: 02-05670-3900 Housekeeping Supplies/Expenses	3,500.00	
From: 02-05670-0200 Porter		3,500.00
To: 02-05692-0100 Social Services Salaries	2,250.00	
From: 02-05640-0200 RN Salaries		2,250.00
To: 02-05692-1200 Health Insurance	3,500.00	
From: 02-05640-1200 Health Insurance		3,500.00
To: 02-05693-0200 Restorative Nurse	20,800.00	
From: 02-05640-0200 RN Salaries		20,800.00

To: 02-05693-1000 FICA	1,600.00	
From: 02-05640-1000 FICA		1,600.00

Victim/Witness Program:

To: 03-04111-0200 Clerk Salary	500.00	
From: 03-04111-1200 Health Insurance		500.00

Sheriff's Department:

To: 03-04140-8200 Vehicle Repair	1,500.00	
From: 03-04140-3700 Gasoline		1,500.00

To: 03-04140-0401 Deputies Full Time	1,500.00	
From: 03-04140-0400 Deputy Transp. Salaries		1,500.00

To: 03-04140-3600 Office Supplies	500.00	
From: 03-04140-3700 Gasoline		500.00

To: 03-04140-1300 Retirement	6,500.00	
From: 03-04140-0600 Deputy Court Attend. Salary		6,500.00

Finance Department:

To: 03-04193-5200 HCBC	45,370.00	
To: 03-09150-9200 Interest: Short Term Notes	17,930.00	
From: 03-04193-5600 Intermediate Nursing Care		63,300.00

Department of Corrections:

To: 03-06100-0600 Training Salaries	3,300.00	
From: 03-06100-0400 Corrections Officers' Salaries		3,300.00

To: 03-06100-0700 Medical Services Nurses	9,000.00	
From: 03-06100-0400 Corrections Officers' Salaries		9,000.00

To: 03-06100-5200 Uniforms	1,100.00	
From: 03-06100-5000 Food/Meals		1,100.00

To: 03-06100-9900 Retiree Benefits	2,800.00	
From: 03-06100-5000 Food/Meals		2,800.00

- b. 2018 IRS Standard Mileage Rate: Refer to the County Administrator's Report item 7a.
- c. Discussion of the County House: Commissioner Samson asked the Board members what to do with the house. Representative Moynihan noted that some Delegation members do not want to liquidate the house but others want to sell the house. The decision is a burden placed upon the Board of Commissioners. He asked what efforts have been made to come up with uses for the house. He did not believe in placing a family in the middle of Coös County property.

Commissioner Grenier's personal opinion was that the house should be sold as well as all properties in West Stewartstown not associated with the nursing home and department of

corrections. The real estate market is fairly stable and now is the time to sell. The proceeds could be used to pay down debt. The courthouse in Lancaster is owned by the State; the Berlin Nursing Home has been working on increasing revenue by becoming skilled; and in West Stewartstown nothing has been done. A mission statement needs to be identified for West Stewartstown. In 15-20 years, the nursing home may be seeing issues because of population. Representative Moynihan stated that a strategic planning process is needed. He suggested forming some kind of committee to come up with a plan and this could take months.

Commissioner Brady asked if the situation occurred and the nursing home closed, where the county offices would go. The house is suitable. Could the Department of Corrections stand alone?

Commissioner Samson agreed with some of Commissioner Grenier's comments. The Stewartstown Selectboard has asked why the house is empty. The County Forester has been working on a plan for the county lands. Currently, the price of wood is down. The farm land is being leased but the County is not making any money.

Commissioner Brady suggested future joint meetings with the Delegation to keep the conversation going in regards to the house. He will contact Representative Th  berge to begin the process. County Treasurer Collins stated that the frustration comes from inaction in regards to the house. The Board needs to make a decision and the Delegation needs to take action.

Superintendent Champagne noted that the mission statement in West Stewartstown should be clear and expressed to both he and the Nursing Hospital Administrator. He continued that not a lot of money is spent on maintaining the house. The Department of Corrections continues to use the house for training. The use of the Border Patrol Station is not a long term option. If the land around the facilities is sold, staff will question what is going on.

Nursing Home Administrator Louise Belanger stated that the mission statement needs to be positive.

Commissioner Brady asked if something could be placed on the county website asking for public input.

Commissioner Grenier stated that the nursing homes have an operation deficit of \$3.4 million annually. It's unsustainable and staff should not question these decisions.

Commissioner Brady added that getting rid of county land will not address the deficit. It would be a drop in the bucket. He likes to see the open land for recreation and wildlife use.

Commissioner Samson asked Ms. Collins if she would be part of future discussions. Both Commissioner Brady and Ms. Collins agreed.

Ms. Collins noted that the reason for the deficit has to do with the NH legislature. They keep cutting costs and pass them on to the taxpayers.

15. Unincorporated Places:

- a. 2018 Public Safety Agreements for the Town of Carroll - Public Safety & Ambulance Services; and, the Errol Rescue Squad - Ambulance Agreement were presented by the County Administrator for Board approval. The Board signed the agreements.

Ms. Fish also presented the 45th Parallel EMS Memo of Understanding for the Chair's signature. Commissioner Brady signed the MOU.

- b. Approval of Coös County Treasurer delegating deposit function authority to the Unincorporated Places Tax Collector and her deputy per RSA 41:29 VI: Linda Harris presented the document which was previously signed by the County Treasurer.
- c. Authorization to accept prepayment of 2018 property taxes: Linda Harris, Tax Collector, requested authorization to accept prepayment of 2018 property taxes. The Board signed the authorization document.

16. 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 10:55 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 11:15 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to change the minimum grade point average (GPA) from 3.0 to 2.5 in the Nursing Tuition Loan Program. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to waive the 3.0 GPA for a specific employee for the second semester. All approved 3-0.

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 11:16 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of non-public at 11:46 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to seal the minutes of the non-public session. All approved 3-0.

A budget work session was scheduled for February 7, 2018 at the Coös County Nursing Hospital in West Stewartstown, NH. The February meeting has been scheduled for February 14, 2018 at the Coös County Nursing Home in Berlin, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:49 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk