

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown, NH  
July 23, 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; members of the press.

Commissioner Brady opened the Commissioners' meeting at 9:04 a.m. and welcomed everyone to the meeting. He asked everyone to rise for the Pledge of Allegiance.

1. Approval of the Agenda:

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

2. Approval of the Minutes of the June 11, 2014 meeting:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the June 11, 2014 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 June 2014 and to authorize the Treasurer, during the month of July, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

4. Correspondence:

County Administrator Jennifer Fish reported on two items of correspondence:

- A letter was received from Centennial Paving informing the Board that the company would be resurfacing one and a half miles of Route 16 in Pinkham's Grant.
- A letter from the Department of Revenue Administration via Attorney Jonathan Frizzell to the Coös County Commissioners requesting a formal withdrawal of the County's appeal for the tax period April 1, 2013 be filed which has been done by Attorney Frizzell.

Commissioner Grenier inquired if the revised equalized values had been received from the DRA and Jennifer replied no.

Commissioner Samson asked if the wind park had been appraised by Mr. Sansoucy. Jennifer replied yes and had received one copy of the appraisal in binder form. A summary sheet was provided to the Commissioners.

- A letter from Ray Cyr, property owner in Wentworth Location, thanking the Board for the work that was done on Chapel Hill Road.
- An email from Dave Enos, Pittsburg, NH.

- A letter from the Town of Pittsburg thanking the Board for the contribution received from the County to assist with the legal cost.

Commissioner Grenier thanked Commissioner Samson and County Treasurer Fred King for the assistance provided in repairing the riverbank in Wentworth Location. Everyone is happy and pleased with the outcome of the project. Commissioner Brady agreed and Commissioner Samson also thanked Mr. King.

Mr. King added that the Wildlife Refuge should also be commended for their assistance with this project. Commissioner Samson asked that a letter be sent to Mr. Casey thanking him for his assistance. Commissioner Brady asked Jennifer to draw up the letter to be signed by all three Commissioners.

Commissioner Brady asked that the minutes reflect that the initial proposed costs for the project ranged from \$775,000 to \$1,000,000. The actual cost of the project was \$88,000.

5. Hearing of the Public: There were no members of the public.
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. Jennifer reported that she had received the information requested by the Commissioners, at the last meeting, from the Town of Dummer for their request of funds. The Town has spent \$3,979.08 in litigation fees regarding New England Telephone Operations, LLC d/b/a Fairpoint and PSNH.

Commissioner Brady inquired if the towns' requests had been 100% funded. Commissioner Grenier replied no. He proposed contributing \$1,000 and the Board agreed. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to contribute \$1,000 to the Town of Dummer towards their litigation fees against the utility companies. All approved 3-0.

Mr. King noted that the County assisting the towns with their litigations costs shows the valuation companies that everyone is working together.

- b. The County received the 2015 Cap Summary for State Assistance Programs from the Department of Health and Human Services. For the State's Fiscal Year, the County's obligation will be \$5,957,502. This is an increase of \$169,546 from SFY 2014. The County's budgeted figure for FY 2014 is \$6,395,700.
- c. Soil samples of the Coös County farm were taken in June and submitted to UNH Cooperative Extension for analysis. Jennifer will mail copies of the soil samples to the Brady's and Deblois.

Commissioner Samson announced that Dennis Thompson had arranged to have two loads of donated ash delivered to the barn. He is planning on meeting with the Brady's and Steve Turaj next week.

- d. On Friday, July 11, Jennifer and Louise attended the New England Consortium of State Labor Relations Agencies Summer Conference in Portsmouth, NH. This was the first time in several years that the conference was held in New Hampshire. Some of the topics covered were Affordable Care Act, Labor Negotiations, Ethics and Bullying in the Workplace.

#### UNINCORPORATED PLACES

- a. The rip rap project in Wentworth Location on Chapel Hill Road has been completed. A letter from Ray Cyr including pictures was sent prior to the report.
  - b. Howie Wemyss, the General Manager of the Mt. Washington Auto Road requested permission to be allowed to serve alcohol (beer and wine) at a fundraising event being held on September 6, 2014. The annual Sunset Soiree will hold events at the Auto Road Lodge as well as in the Sherman Adams building on the Summit. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the serving of alcohol at a function being held on September 6, 2014 at the Auto Road Lodge and the Sherman Adams Building. All approved 3-0.
  - c. Legislation Update: HB 1590 - the Governor signed the bill on July 3. Commissioner Brady thanked everyone who helped in resolving this issue, including the County Delegation.
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:

<b>TOTAL IN FACILITY</b>	<b>39</b>
HOUSE OF CORRECTIONS	21
PRETRIAL	18
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	2
WORK RELEASE PROGRAM	0
HELD AT OTHER FACILITIES	15
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 PT MALE, 2 HOC FEMALE, 5 PT FEMALE MERRIMACK DOC: 1 PT MALE NHSP: 2 HOC MALE, 2 PT MALE, 1 PT FEMALE
AVERAGE DAILY POPULATION JUNE	35
MALE DAYS SERVED IN FACILITY JUNE	1042
FEMALE DAYS SERVED JUNE	169 (14 females)
TOTAL INMATES ADMITTED JUNE	33
TOTAL INMATES RELEASED JUNE	35

- a. On June 13, the Superintendents' Affiliate met with Kevin Casey of the Veterans Administration regarding their creation of the Veterans Reentry Search Service (VRSS). This database identifies veterans in inmate populations and allows direct outreach to them and linkage to medical, mental health and housing services to facilitate successful community reentry. All Superintendents in attendance agreed to begin working with Mr. Casey to develop population data files which will be sent frequently from each facility for entry into the VRSS.
- b. As reported in the Superintendent's May 2014 report, training and implementation of the Relias Learning Management System is in progress. Currently, Sgt. Ben Champagne and Superintendent Hamelin have worked with Relias to complete the custom facility training site

and staff data upload. Training on assigning learning, course and curriculum creation and staff training management took place on July 16. Beginning in August, all corrections staff members, including medical, will have access to over 390 courses with 60 accreditations for elective learning or assignment by the training coordinator.

- c. Superintendent Hamelin requested the Commissioners' approval to expend \$943.50 from the Inmate Trust Fund for repairs to the treadmill in the inmate fitness room. At the meeting, Superintendent Hamelin requested to amend the amount to \$1,070.20 for an additional part. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the expenditure of \$1,070.20 from the Inmate Trust Fund to repair a treadmill. All approved 3-0.

Commissioner Grenier asked for the total balance of the Inmate Trust Fund. Ms. Klebe replied that she would obtain the information for him.

Commissioner Grenier noted that all enterprise funds will appear in the completed audit report.

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 76. Occupancy for the month of June was 83.3%. In June, there were three (3) admissions, four (4) discharges and three (3) deaths. There have been four (4) admissions in July. Of the 76 residents, eleven (11) are Private Pay and seven (7) residents are Vermont Medicaid.

Totals for 2014: *Sixteen (16) admissions, four (4) discharges, and ten (10) deaths.*

- b. Medicaid Rate: The Nursing Hospital received its final Medicaid rate for July 1. It was expected to be \$159.10, an increase of .31 from our January 1 rate of \$158.79, but was actually determined to be \$158.66, a decrease of .13.
- c. Annual Family Picnic: The annual family picnic was held on Sunday, July 20. The theme this year was Mexican Fiesta. Everyone had a good time.
- d. LNA Class: The LNA Class graduated six (6) students on July 3.
- e. 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		
August	388	6	August		

- f. At the meeting, Laura reported on staffing issues in the nursing department. Several nurses are on leave due to family and medical issues. She requested authorization to hire a contract nurse up to 12 weeks. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the request to hire a contract nurse up to 12 weeks. All approved 3-0.

Commissioner Grenier asked how things were going in the Maintenance Department. Laura reported that the employee who has been painting has resigned. He will be attending college on the GI bill. The hiring of a new employee is now in process. Ronnie is working out great as supervisor and the line of communication with all departments is better. Superintendent Hamelin agreed and spoke of the computerized work order system which is working great.

Commissioner Samson asked if handicap signs could be placed on the building. Laura added that the next project for the Maintenance Department will be the installation of the handicap entry at the emergency entrance.

- 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 91; 13 residents are Private Pay and 4 residents are Medicaid pending. The average daily census for June was 92.7. There were 3 admissions in June and 3 deaths and 1 discharge home.

Year to Date: Admissions 20, deaths 18 and 1 discharge home. (Total deaths in 2013 was 27, and admissions 22)

- b. Vehicle: The Ford Flex was delivered on June 30. Louise requested some direction on the future of the Crown Victoria which is registered until March. Staff is currently using the car for errands only. Staff is not transporting residents in the vehicle because of the lack of air conditioning during the hot weather. The Commissioners agreed that staff could continue using the car until March at which time it will be put up for bid. If any repairs are to be made to the car, the Board asked to be notified.
- c. New Entrance Canopy/Parking Lot Update: Construction is well underway. The additional parking lot is almost completed, the first coat of tar was poured on 7/14 and the second coat will be added on or near 7/18. Things have been uneventful, and the residents have enjoyed watching the heavy equipment and construction workers.
- d. Intergenerational Program: Children from the White Mountains Community College Childcare Center will be visiting weekly with the residents over the summer months. Visits will begin July 18.
- e. Therapeutic Music: Angela Brown, therapeutic music student, has finished her internship hours with Coös County Nursing Home. Angela will be a Certified Music Practitioner. She will be visiting with residents through July. Angela stated that she has enjoyed her internship here at the home, and our residents are anxious for her return visits.
- f. Louise requested non-public sessions per RSA 91-A:3, II(a) & RSA 91-A:3, II(c).

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. An RFP for electricity was posted on the Coös County website. Carrie reported that she has learned a lot about electricity in the last month. She had spoken with individuals from other counties and only one county handles their bid process. Skip Sansoucy has offered to guide Carrie through the process and teach her how to obtain the necessary information.

Commissioner Grenier suggested that the County Administrator open the bids, meet with Mr. Sansoucy and prepare a recommendation for the Commissioners. The Board agreed to hold a special meeting to award the bid. Carrie added that the contract has been cancelled with USource. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to have the Administrator open the bids, meet with Mr. Sansoucy and make a recommendation to the Board. Commissioner Samson noted that Carrie learning the process from Mr. Sansoucy will save the County money in the future. All approved 3-0.

- b. Carrie reported that \$2,000,000 has been transferred from the Tax Anticipation Note to date. With the receipt of the Pro-Share funds, there should not be a need for another draw anytime soon.
- c. At the end of June, the Pro-Share funds were received in the amount of \$4,720,163 with \$2,360,081.50 returned to the State of NH, with a remainder of \$2,360,081.50. The amount was \$414,929.50 less than the amount received last year for Pro-Share funds.
- d. The first payment for the Wentworth Location Rip Rap project is not due until September 2015. The 2014 PILT from the Fish & Wildlife Service has been received. The first payment for the loan was included in the 2014 Budget. There is no prepayment penalty on the loan, so the first payment could be made this year.

Commissioner Grenier suggested that the funds be set aside for future use and make the first payment next year. The Board agreed to wait until September 2015.

11. Other Business:

- a. Discussion of Coös County Water System Options: Ron Crawford, Plant Manager, addressed the Commissioners on the different options available to the facility.
  - The Town of Stewartstown would like the facility to hook into the new proposed system between Stewartstown and Canaan, VT and not use the facility's water;
  - Horizons Engineer has prepared a preliminary estimate to upgrade the entire water system; and
  - Everclean's proposal, which Mr. Crawford is in favor of.

Everclean proposes to keep the existing well, cap the reservoir differently by lowering the head room and install a system in the Nursing Hospital which would chlorinate, filtrate and soften the water all within the basement of the facility. None of the piping would be changed. The capping of the reservoir would be done at a later date. The capping is not part of the current proposal.

Since the hiring of the new water systems operator, all tests have come back clean. Currently the water system is being self-chlorinated by the water systems operator.

The Town's proposal includes a 30-year note. Commissioner Grenier asked of the three options which would be the most cost effective.

Superintendent Hamelin asked if the above proposal included the Nursing Hospital, Department of Corrections, the barn and house. Mr. Crawford replied only the Nursing Hospital and Department of Corrections. There would be an additional cost to extend the line to the house.

Laura stated that the Horizons proposal was \$340,000. The Canaan/Stewartstown proposal was estimated at \$35,000 per year and a 30-year note. Commissioner Grenier stated that did not include the funds for the debt service. The Everclean proposal was \$48,999 without the reservoir capped.

Commissioner Grenier stated the Everclean proposal was a good proposal. He asked for a cost of capping the reservoir. In his opinion, if the Everclean proposal is selected the reservoir should also be capped. The reservoir is a critical piece.

Laura stated that Mr. Leach of Tata & Howard mentioned the capping of the reservoir during a meeting. Laura also added that the Canaan/Stewartstown water project is still two years out.

Mr. Crawford noted that he plans on including the upgrading of water pipes on a yearly basis in future budget requests. The pipes in the building are old and need to be changed.

Commissioner Grenier asked if there was a system with Everclean which would chlorinate in house instead of driving off the property. Mr. Crawford replied that system would be in the building. Commissioner Brady asked if there was a system that would do all of the adjustments. Mr. Crawford did not know but offered to obtain the information. Superintendent Hamelin asked if the filtration system would include the farm. Mr. Crawford replied that the system would be for the Nursing Hospital and Department of Corrections.

Commissioner Samson was concerned with the figures that were proposed. There are systems available that will do all of the testing. Commissioner Samson noted that the water for the barn does not need to be filtered. The County house is an issue. He agreed with Commissioner Grenier that additional information should be obtained from Everclean. He has been leaning towards the Canaan/Stewartstown water system but there is the estimated cost of \$30,000-\$35,000 per year for 30 years with no fees. After the 30 years, fees will be based on usage.

Commissioner Grenier suggested a joint meeting with the Delegation once all information is obtained. Fred King stated that the Nursing Hospital has been supplying its own water for years. He asked if the County truly wanted to join other towns for water usage. He suggested fixing the water system in-house.

Edith Tucker, *The Coös County Democrat*, asked what would happen if CCNH closed during the next 30 years? Commissioner Grenier replied that the County would be responsible for the remainder of the cost.

Commissioner Brady asked for the square footage of the reservoir. Mr. Crawford replied he would get the information to him.

- b. County Farm and Land Advisory Committee Proposal: Commissioner Samson presented the following draft information to the Commissioners for consideration and review:

He suggested the following makeup of the Barn & Farm Advisory Committee

- Two people currently or formerly successful farmers.
- One person with knowledge of farm and business experience.
- One person from each district with a desire to contribute to the success of the farm & land.
- One Commissioner to coordinate and oversee the advisory board.
- One member of the Delegation as their representative on the board.

The board will be responsible to the Coös County Commissioners and the County Administrator.

The board will serve as a volunteer board with the best interest of the county, county land and farm in mind.

The board will draw up duties, obligations and a working set of guidelines approved by the Commissioners.

Commissioner Samson noted that both Grafton and Carroll Counties have advisory boards and plans to meet with them to obtain information on how the boards proceed.

Jennifer stated that there is a discrepancy on the acreage between the maps provided to the Brady's by Cooperative Extension and the Coös County documents. An accurate figure of the farm land would clarify the discrepancy. Commissioner Grenier asked if there was money in the budget for a survey. Jennifer replied that there were funds available in the Land Management budget. Commissioner Brady suggested obtaining the acreage through GIS. It could be done very inexpensively. Edith Tucker noted that this was Sam Stoddard's specialty and suggested that the County contact him.

Commissioner Brady and Commissioner Grenier asked that the proposal be placed on the August agenda.

Jennifer reported that Chris Brady has requested to rent some space in the lower part of the barn for temporary hay storage in order to remove the bales off the field until they are moved to permanent storage. Commissioner Brady asked if the liability insurance covered the barn. Jennifer stated that all of the insurance certificates have been received. Commissioner Samson inquired about the previous lease price. Jennifer replied \$1,700 which was for a year. Commissioner Grenier suggested \$1 per month. A long-term agreement for the barn and land will need to be worked on. Jennifer added that a rough draft will be worked on in order to be ready for January 1. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow the lessees of the land to temporarily use the barn for \$1 per month provided that all necessary insurance documents are provided to the County. All approved 3-0.

- c. Discussion of the "Healthy Kids Program" - Chairman Robert Théberge. Jennifer reported that Chairman Théberge had called and apologized as he was unable to be at the meeting. The

Healthy Kids Program is a federal program available through USDA that would possibly help feed children in Coös County at the Nursing Homes. Federal funds would be available for the program and for possible kitchen upgrades. He added that funds could also be available for playground equipment in areas of the County. Jennifer reported that he will obtain further information for the Commissioners.

Commissioner Brady suggested that the proposal be made to Jennifer as she is the County Administrator and she will report back to the Board. Commissioner Grenier added that the City of Berlin has the program and children are typically fed at the playgrounds. The County's primary duty is to protect the health and welfare of the residents. There should not be 30-40 children running around geriatric patients. These are two very different make ups of population. Mr. King stated that there will be added costs like cleaning. The county taxpayers should not have to fund a new venture. It's a great idea for schools and towns.

Commissioner Brady added there is a procedure. All requests should go through the County Administrator.

Jennifer added that Chairman Thérberge is organizing a tour of the Northern Pass with Public Service. He will provide further information to the Board at a later date.

12. Unincorporated Places:

- a. Approval of road name changes in Atkinson & Gilmanton Academy Grant. Linda Harris reported that she has been working with the NH Trails Bureau and NH911 to two road names in Atkinson & Gilmanton Academy Grant: Skillings Gore Road and Laramies Camp Trail. The two names coincide with the Town of Pittsburg and will be added to the trail system. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to add Skillings Gore Road and Laramies Camp Trail in Atkinson and Gilmanton Academy Grant. All approved 3-0.
- b. Approval of Current Use Summary of Stewardship Plans: Millsfield and Success. Linda presented updated Stewardship Plans (CU-12) for Thomas & Scott Dillon in Success and Twitchell Heirs in Millsfield. The Board signed and approved the summary of stewardship plans.
- c. Approval of an updated Current Use Application: Success and Wentworth Location. Linda presented updated current use applications (A-10) for The Conservation Fund in Success and in Dr. Robert H. Enderson & Barbara M. Enderson Revocable Trust of 2008 in Wentworth Location. The Board approved and signed the applications.
- d. Timber Warrants: The Board signed two timber warrants.
- e. Applications for Reimbursement to Towns & Cities in which Federal & State Forest Land is situated. The Board signed the applications for the Unincorporated Places with Federal and State Forest Lands.

Commissioner Samson inquired if Commerford Nieder Perkins had hired an assessor to replace Mark Nieder. Linda reported that she had met with CNP in June. John Hatfield who has worked for the assessing firm for many years will be the Unincorporated Places assessor. Mr. Hatfield worked many years with Mr. Nieder and is familiar with the Unincorporated Places.

13. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3, II (a) & (c) at 9:55 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 11:30 a.m. All approved 3-0.

The next regular monthly meeting will be held Wednesday August 20, 2014, at 9:00 a.m. at the Jericho State Park in Berlin, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:30 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk