

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
June 11, 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; Glenn Normandeau, Executive Director NH Fish & Game; Gary Leach, Tata and Howard; Bob DeAngelis & Chris Diego, CEDC; Joyce Brady; Harry Brown; members of the press and public.

Commissioner Brady opened the Commissioners' meeting at 9:07 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 May 7, 2014 meeting:

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the May 7, 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 May 2014 and to authorize the Treasurer, during the month of June, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

4. Correspondence:

Ms. Fish stated that the correspondence received during the month would be addressed during the meeting.

5. Hearing of the Public:

- a. Glenn Normandeau, Executive Director NH Fish & Game acknowledged that he had received a letter from the Board of Commissioners in regards to the changes in the baiting rules which have since passed the Senate. He explained that rules and regulations are reviewed every two years for hunting and trapping. The Fish and Game Department was given rule making authority in 2007. Preliminary proposals by staff are presented to the Fish and Game Commission for review. The proposals then go through a series of public hearings for comments. After the hearings, the department presents the final proposal to the Fish and Game Commission for final approval. The proposal is then submitted to the Joint Legislative Committee on Administrative Rules. Three public hearings on the proposed rule changes were held in Lancaster, Keene and Concord.

The new regulations reduce deer baiting to four weeks with only two weeks allowed for those hunting with a rifle or muzzleloader. The deer kill in 2013 was the fourth highest in the state's

history. The state's data showed that hunters who use baiting have a higher success rate than hunters who do not bait.

Commissioner Grenier noted that several of his constituents who are sportsmen in his district were against the new rule. Attractants are a big part of archery hunting. He was concerned that sportsmen may not purchase a license in protest and the department will lose revenue which will affect the Fish & Game Department budget.

Mr. Normandeau continued that without the restrictions the deer season could be shortened. The agency's revenue is not the driving force behind the changes. The agency's prime concern is long-term management. Comments from the public and staff were considered when implementing the new law.

Commissioner Samson asked if there was any data on the effect of baiting. Mr. Normandeau replied that one of the questions which will be asked at the deer tagging stations will be whether the deer was baited or not.

Commissioner Brady asked if any provisions were made for the elderly and handicapped who still enjoy hunting and do so with baiting. Mr. Normandeau replied that individuals with handicap permits will have season long bait access.

Sheriff Marcou thanked Mr. Normandeau and the Fish & Game Department for the OHRV training provided to the Sheriff's Department.

- b. Gary Leach, Tata and Howard - Canaan/Stewartstown Water System provided an overview of the \$4.6 million water system between the towns of Canaan, VT and West Stewartstown, NH. The project will include a 150,000 gallon water storage tank, a new water filtration and treatment facility and upgrades to the existing water distribution system. If the County complex were to connect to the system, the estimated cost to the County would be \$30,000 - \$35,000 per year. He suggested that the County figure out its yearly cost to maintain its own water system.

Commissioner Grenier asked if the proposed system was a filtration system. Mr. Leach replied it was not; however DES has reviewed the water system. The Board thanked Mr. Leach for his presentation and asked that he keep in contact with Jennifer Fish.

- c. Bob DeAngelis, Executive Director & Chris Diego, Board President of Coös Economic Development Corporation: Mr. DeAngelis introduced himself as the new executive director of the CEDC. Mr. DeAngelis provided the Board with a handout (*copy is on file*) which explained: where the 2013 County funds were spent; the enhancements to the CEDC website; a request for the 2014 County funds; and expectations moving forward.

Commissioner Grenier asked that Mr. DeAngelis meet with the Commissioners once a quarter to provide a quick review of the CEDC activities. He was also in favor of disbursing the full amount of \$50,000. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to release the \$50,000 appropriation to the Coös Economic Development Corporation. All approved 3-0.

Mr. Diego noted that the use of the County's funding is considered very seriously.

- d. Harry Brown asked for additional police presence on the ATV trails and municipalities. The coalition's position is that the roads are the town's police responsibility and not the Fish & Game Department. The Coös County Commissioners are the Selectboard of the Unincorporated Places. He asked if the Sheriff's Department intended on patrolling the ATV trails in the Unincorporated Places. Sheriff Marcou replied that his department has to first do its regular duties. However, patrolling will be provided on weekends and possibly one day per week during July, August and part of September. He will be coordinating a schedule with Lt. Saunders of NH Fish and Game. The training and education for ATV patrols has been completed. Additional safety equipment is needed and no personal vehicles will be used.
- e. Sheryl Stevens Burke from Melanson Heath provided the Board with a draft copy of the 2013 audit. She reviewed the document with the Board. Commissioner Grenier asked that the Board meet with Melanson Heath once the audit is finalized to thoroughly explain all aspects to the Commissioners. This could be a lengthy meeting in order to understand the unassigned fund balance.

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 seven requests from towns to date for financial support in their legal fight over utility tax valuations in their respective towns. The requests totaled \$58,142.02. The current balance of the fund is \$40,000. Jennifer presented the requests in the order received:

• Town of Whitefield	\$25,041.08
• Town of Colebrook	7,334.37
• Town of Stark	1,920.57
• Town of Stratford	2,346.00
• Town of Pittsburg	6,500.00
• Town of Dalton	5,000.00
• Town of Dummer	10,000.00

The Board inquired if any of the towns had submitted backup details with their requests. Jennifer replied only the towns of Stark and Stratford. Commissioner Grenier noted that some of the communities were requesting for full reimbursement of their legal expenses. He used the City of Berlin's request as an example. The City requested \$15,000 from the fund but total legal expenses over a three year period was around \$250,000. The fund was designed to help communities with their legal costs. The County should not incur the full costs. Commissioner Samson stated that proportionately the requests were out of whack. He suggested that in the future the Board come up with a formula for reimbursement.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to fund the Towns of Dalton \$5,000; Stark \$1,920.57; and Stratford \$2,346 which totaled \$9,266.57. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to disburse to the Towns of Whitefield \$7,000; Colebrook \$5,000; and Pittsburg \$3,000. All approved 3-0.

The Board asked Jennifer to contact the Town of Dummer for clarification on their request.

- b. Jennifer reported that she had received one application for the CDBG grant administrator for the Bartlett School Project. Jennifer recommended that the Commissioners select Donna Lane as administrator for this project.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to select Donna Lane as Grant Administrator for the Bartlett School Project. All approved 3-0.

- c. The Financial Management Plan for CDBG projects has not been updated since 2010. Jennifer requested that the plan be reviewed and adopted. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to re-adopt the Coös County Financial Management Plan. All approved 3-0.
- d. Representatives from CDBG came to West Stewartstown on May 21 to do a site visit for the emergency grant funds the County is applying for. Ronnie Crawford and Dennis Bouvier gave them a tour and answered questions about the current water system.

At the meeting, Jennifer announced that the request for emergency funding had been denied.

- e. Jennifer received a phone call from Columbia Selectman Eric Stohl regarding the Economic Impact Study. Since the study focused on Umbagog Wildlife Refuge, he wanted it known that there are other Coös towns dealing with federal land ownership than just Errol. Columbia has properties owned by the Silvio Conte Wildlife Refuge and the town receives little to no property taxes from this federal owned land.
- f. The AFSCME union at Coös County Nursing Home has agreed to change to the Harvard Pilgrim 4-tier prescription plan that was approved last month. The discussions with the SEA union at Coös County Corrections are ongoing.
- g. A request was submitted through County Forester Brendan Prusik to allow access to county land for a proposed logging trail. Mr. Prusik walked the proposed trail with a LandVest representative and believed that the trail and supervision by LandVest is well suited for this project. Mr. Prusik recommended that the Commissioners' allow permission for LandVest to utilize said trail during the summer of 2014 with the condition that appropriate NH Best Management Practices are utilized during construction, use and close-out. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the request from the County Forester. All approved 3-0.
- h. At the meeting, Jennifer asked the Board to consider a farm advisory committee. The Board agreed with the suggestion. Commissioner Grenier stated that Commissioner Samson should Chair the committee. Commissioner Samson stated that the Delegation's subcommittee had previously mentioned an advisory committee which would consist of two farmers, an individual from each district, one business person and one commissioner. Commissioner Brady asked that Commissioner Samson bring forth a proposal at the next meeting.

The Board asked that Jennifer contact Chairman Théberge and set the joint meeting of the Delegation and Commissioners after Labor Day.

Commissioner Grenier referred back to the meeting previously suggested with Melanson Heath to discuss the final audit report. Based on a recommendation from the Finance Director, he suggested that the meeting consist of Melanson Heath, the County Administrator, Finance Director, one Delegation member and himself. The Board agreed with the suggestion.

UNINCORPORATED PLACES

- a. One applicant responded to the ad in local newspapers for a seat on the Unincorporated Places Planning Board. The applicant for consideration is Luc Cote. A copy of his letter of interest and resume was previously sent to the Board. The two current members whose seats expire in June, Ed Mellet and Rick Tillotson, have expressed their desire to continue on the board. There is one alternate seat still vacant. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to recommend to the Delegation the reappointment of Ed Mellett and Rick Tillotson as current members and appoint Luc Cote as an alternate member to the Coös County Planning Board. All approved 3-0.
 - b. The 2013 Assessment Review of the Unincorporated Places has been completed by the Municipal and Property Division of DRA. The Unincorporated Places were reviewed on 6 standard assessment areas in accordance with RSA 21-J:11-a and RSA 21-J:14-b I. (c) Jennifer was happy to report that the State found that the County met all of those standards. Jennifer thanked Linda Harris for all the hard work she did during this review. Commissioner Brady noted that the report indicated that the County's files were an excellent example for other communities to follow.
 - c. Attorney Jon Frizzell is currently working on an appeal for Millsfield and Dixville's 2013 Equalized Values set by DRA. For 2013, Millsfield is set at 142,197,099 and Dixville is 44,045,917.
 - d. Legislation Update: HB 1590 was passed by the NH House and the Senate and is awaiting Governor Hassan's signature.
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	34
HOUSE OF CORRECTIONS	22
PRETRIAL	12
NH STATE PRISON INMATES	1
OTHER COUNTY INMATES	2
ELECTRONIC MONITORING PROGRAM	2 (1 FEMALE - GRAFTON PROGRAM)
WORK RELEASE PROGRAM	0
HELD AT OTHER FACILITIES	13
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	CARROLL DOC: 1 PT MALE GRAFTON DOC: 2 PT MALE, 1 HOC FEMALE, 4 PT FEMALE ROCKINGHAM DOC: 1 HOC MALE NHSP: 2 HOC MALE, 2 PT MALE
AVERAGE DAILY POPULATION MAY	36
MALE DAYS SERVED IN FACILITY MAY	1108
FEMALE DAYS SERVED MAY	148 (13 females)

TOTAL INMATES ADMITTED MAY	41
TOTAL INMATES RELEASED MAY	34

- a. Annual Taser and Chemical Agents (O.C.) training and re-certification was conducted on May 13, 20 and 27. Through live scenarios and classroom instruction, 17 staff members were recertified and 2 staff were newly certified.
 - b. Superintendent Hamelin attended the Primex³ Annual Conference on May 21 and 22, which was very organized and informative this year. "Training Tracks" were provided focusing on Leadership, Effecting Positive Change, Workforce Solutions and Reducing Risk, so one was able to choose one training objective or cross over to different sessions. The final session was an intense leadership presentation by retired Boston Police Chief Daniel Linskey, who was in charge during the 2013 Boston Marathon Bombing.
 - c. Jason Ellis, NH DHHS Juvenile Compliance Monitor, has requested that the DOC show its operation to federal compliance monitors of the Juvenile Justice and Delinquency Prevention Act when they travel around to New Hampshire facilities on July 24. He would like to show the group the operation as the DOC has had an excellent compliance record and history of not housing 17 year olds on inappropriate charges.
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 May was 86.5%. In May, there were two (2) admissions. There have been two (2) deaths, two (2) planned discharges and one admission in June. Another admission was planned for June 16.

Of the 77 residents, twelve (12) were Private Pay and nine (9) residents were Vermont Medicaid. Two residents have been denied Medicaid. The family continues to work on the appeal. There should be a decision soon.

Totals for 2014: *Eleven (11) admissions and eight (9) deaths.*
 - b. Medicaid Rate: The Nursing Hospital received its preliminary Medicaid rate for July 1 which is expected to be \$159.10, an increase of .31 from the January 1 rate of \$158.79.
 - c. Survey: An off-site complaint investigation was conducted over incidents the Nursing Hospital reported caused by an aggressive resident. It was concluded on May 27. No deficiencies were identified.
 - d. Third Floor Tub Room: The renovation of the third floor tub room will be completed this week.
 - e. LNA Class: The LNA class started May 27 with seven students.
 - f. Primex Conference: Laura attended the Primex Conference on May 21 and 22. The sessions she attended included one on Change, Risk and the Human Resources Function; Hindsight, History, and Leadership (Steve Barba provided a look back at Neil Tillotson's leadership principles); and Creating a Culture of Change. The most inspiring and moving session was from Daniel Linskey,

Superintendent in Chief of the Boston Police Department. He shared his Leadership Lessons from the Boston Marathon Bombing. The entire conference was excellent.

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

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 92; 17 residents were Private Pay; 2 residents were Medicaid pending. The average daily census for May was 90.06; there were **5** admissions in May, and **2** deaths.

Year to Date: Admissions **17**, deaths **15**. (Total deaths in 2013 was 27, and admissions 22)

- b. Medicaid Rate: The Nursing Home received its Proposed Medicaid rate for July 1 of \$154.92 which is a decrease of \$1.09. A larger decrease was anticipated based on January 1 rate (which was an increase of \$9.88).
- c. Vehicle Bids: Louise provided 2 bids to be opened by the Board. The bids for a 2014 Ford Flex UP SE FWD read as follows:

Berlin City Auto Group:	\$26,521
North Country Ford:	\$27,219

A motion was made by Commissioner Samson, seconded by Commissioner Brady to award the bid to Berlin City Auto Group in the amount of \$26,521. All approved 2-0. Commissioner Grenier abstained as he had a pecuniary interest.

- d. New Hampshire Interlocal Trust: The Nursing Home will be participating in the 2nd Annual Walk NH Challenge which began on June 9 and will end on July 20. Participating employees have been given tracking materials along with pedometers which were provided by New Hampshire Interlocal Trust. Prizes will be awarded to participants in August.
- e. Primex Conference: Louise attended the Primex conference on May 21 and 22. This year's Primex conference focused on Managing Risk. Louise attended sessions focused on managing risk and Workforce Development-Future Trends. This year's conference was excellent and well attended.
- f. New Entrance Canopy/Parking Lot Update: Construction is expected to begin on Monday June 16. The contract for the entrance canopy has been modified. Materials have been revised on

the canopy to be “non-combustible” to eliminate the need for sprinkler coverage.
Commissioner Tom Brady signed the Change Order on June 5.

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. Four bids for electricity were provided to the Board for review, which include U-source, Provider Power, Choice Energy Services and Integrlys.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the bid from Choice Energy for twelve months at \$0.0945 per kilowatt/hour. All approved 3-0.

Commissioner Grenier asked that Carrie notify the other vendors and inform them of the Board’s decision.

- b. Funds in the amount of \$1,000,000 were transferred on May 23 from the TAN.
- c. At the meeting, Carrie informed the Board that the County received preliminary notice that it is expected to receive \$2.5 million in federal ProShare funds.

11. Other Business:

- a. County Farm Land Applications: Jennifer reported that she had received one application for the lease of the county farm land from Chris and Joyce Brady/Scott and Debbie Deblois. Jennifer presented a lease for the Board’s approval. The agreed upon price was \$15 per acre. Commissioner Grenier suggested that language be added that Brady/Deblois should have first dibs at the next bid process. Mrs. Brady asked that the lease be changed to a calendar year and the Board agreed. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve County Farm Land Lease with CJEJ Farm/Blue Mountain Dairy. The two farms will be given first priority at the next bidding process in December. All approved 3-0. The Board signed the lease.
- b. Update on County Forestry Plan: Commissioner Samson reported that the County Forester would begin by walking through the properties during the second week of July. He will then present his suggestions to the Board.
- c. Bid opening - Sheriff’s vehicles: Jennifer presented bids to the Board on the Chevy Tahoe and Ford Crown Victoria. The bids read as follows:

Jesse Boemig	Chevy Tahoe	\$850
Gregory Woodward	Chevy Tahoe	\$2,375
	Ford Crown Victoria	\$1,875
Joseph Daniels	Chevy Tahoe	\$2,500
	Ford Crown Victoria	\$2,500

A motion was made to award the bid for the Chevy Tahoe of \$2,500 and the bid for the Ford Crown Victoria of \$2,500 to Joseph Daniels. All approved 3-0.

12. Unincorporated Places:

- a. Timber Warrants: The Board approved and signed several timber warrants. Linda Harris reported that the anticipated timber tax revenue totaled \$340,230.
- b. 911 Road Signs - Forest Ranger Jason Huter admitted that he dislikes admitting defeat. However, he admitted defeat regarding the road signs in the Unincorporated Places. The signs are no sooner placed than they are stolen. The cost of purchasing the metal green/white signs is expensive. He proposed installing yellow plastic signs on secondary woods roads and the green/white metals alongside main roads. He and Linda Harris will be working together on the project. The Board authorized the new road signs.
- c. Commissioner Samson reported that the riverbank project in Wentworth Location was nearing completion. All of the constituents are happy with the work completed.

The next regular monthly meeting will be held Wednesday, July 23, 2014, at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 1:30 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk