

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown  
November 13, 2013

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; Representative Herb Richardson; Larry Barker, UNH Cooperative Extension; Dennis Thompson, NNEFS; members of the press and public.

Commissioner Brady opened the meeting at 9:40 a.m.

Commissioner Brady made a brief statement on the passing of Councilor Ray Burton. He set the bar decades ago of what an elected official should be. He taught that giving of one's self to help others was the greatest thing one could do and he devoted his entire life to it. No one can ever match his demeanor and devotion as a public servant. Commissioner Brady requested a moment of silence.

Commissioner Brady stated that as Chair he has different responsibilities which are placed upon him and one of which is to make sure that everyone is safe when attending meetings. Things have happened in the past and he requested that Sheriff Marcou attend the meeting.

Commissioner Grenier asked that the following item be included on the agenda - request that from this point forward an armed deputy sheriff attends all Commissioners' meetings. Commissioner Brady stated that the item could be included prior to the approval of the agenda.

1. Approval of the agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to amend the agenda to add item 11e - Discussion of Deputy Sheriff to attend Commissioners' meetings. The motion was approved 2-0-1. Commissioner Samson abstained.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the amended agenda. Commissioner Samson asked that Commissioner Brady lay out the policy to add items to the agenda. Commissioner Brady stated that the procedure was explained at the last meeting and he added that Commissioner Samson had explained it in the newspaper article but reviewed the procedure again: please contact the County Administrator and she will forward the request to the Chair. It is the Chair's prerogative on whether an item should be added to the agenda or not. If the Chair approves the item, it will be placed on the agenda. If it is not approved, it may be brought up at the meeting under Approval of the Agenda. Commissioner Samson asked if that has always been the policy. Commissioner Brady replied that it is under Robert's Rules of Order. He did not care about past policy. Commissioner Samson asked how the Chair based his decisions on requests for items to be added to the agenda. Commissioner Brady replied that it is his decision. Commissioner Samson asked if it would be appropriate to add County Forester Prusik as an agenda item. Commissioner Brady stated that it should have been added prior to the motion to approve the amended agenda. The motion was approved 3-0.

2. Approval of the Minutes of October 17, 2013: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the October 17, 2013 meeting.

Commissioner Samson stated there was an omission in the minutes. While discussing the awarding of the bids for the wind park appraisal, the minutes fail to mention that Commissioner Grenier moved the motion which ended the discussion before Commissioner Samson was allowed to present the rest of his information. Commissioner Grenier stated Commissioner Samson needed to make a motion to amend the minutes. A motion was made by Commissioner Samson to amend the minutes of October 17, 2013, to include that Commissioner Grenier moved the motion to vote which ended the discussion before Commissioner Samson was allowed to present all of his information. Commissioner Grenier seconded the motion for purpose of discussion. Commissioner Grenier did move the question after the item was fully discussed. After forty-five minutes spent arguing on why Commissioner Samson supported one vendor over the other, there was nothing further to add, and that is why he moved the question. Commissioner Brady stated that Commissioner Samson had every opportunity to bring forth all of the information. Commissioner Brady agreed that enough time had been spent on the discussion. Commissioner Samson stated he had spent seven hours researching the information and requested that the Commissioners review the research. Commissioner Brady added that he does his own research. The motion was defeated 1-2. Commissioner Brady stated there was a motion on the floor to approve the minutes of the October 17, 2013. The motion was approved 2-1.

3. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of October 2013 and to authorize the Treasurer, during the month of November, to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.

4. Hearing of the Public:

- a. County Treasurer Fred King provided a copy of the final report of the Commission of Medicaid for Long-Term Care Financing and Costs. The committee held its last meeting and concluded that it did not accomplish anything but felt the process should move forward. Mr. King did state that he would not sign on as the group only discussed nursing home costs. The final recommendation was to report to the legislature to continue with the committee but to reorganize. There were only six members and the Senate member never showed up. Mr. King recommended that the Commissioners follow the above issue carefully through the NHAC. He suggested that if budget neutrality continues it should be identified as a separate line item in the budget. Commissioner Grenier thanked Mr. King for representing the County Commission on the committee.
- b. John Amey, Pittsburg, stated that he has over 30 years' experience of attending meetings and there have been several heated discussions but never a request for an armed guard at meetings. As a citizen and taxpayer he did not like the idea that the newspaper will indicate that an armed guard will be at Commissioners' meetings. It is embarrassing.

Mr. Amey continued that according to the newspapers, there will be approximately a \$129,000 benefit to the City of Berlin because of the wind park in Millsfield and Dixville. With the new generation facility in Berlin, will there be a shifting of value for County tax purposes in the future. Commissioner Brady stated that all Coös County communities benefited from the wind turbines valuation. Berlin will pay more of the County tax in the future.

- c. Haven Haynes, Jr. Beecher Falls, VT, presented a letter to the Board requesting the use of one of the County's garages to stock pile wood through the spring. He provides stove wood to

families who cannot afford wood during the winter. Commissioner Brady stated that the Board would make a decision once the County's insurance company reviewed the request.

- d. Representative Herb Richardson reported that he had not met with the Sheriff to discuss the department's budget requirements. He will meet with the Sheriff at a later date.
- e. Sheriff Marcou stated that having a deputy at the meetings will not be an additional cost to the taxpayers as he or Chief Deputy Roberge attend the meetings. Representative Richardson stated that Sheriff Marcou or Chief Deputy Roberge also attend the Delegation meetings. He added that a police officer now attends the White Mountains Regional Board meetings.
- f. Mary Ellen Hasselbacker, Colebrook, stated that she has recently moved back to the Colebrook area and was quite disappointed to see the wind turbines in Dixville. She hoped that the County receives tax revenue for what she feels the North Country has sacrificed. She also hoped that the County had a decommissioning fund in place. Commissioner Brady stated that there was a decommissioning fund in place and there is a payment in lieu of tax. Representative Richardson stated that legislation is being worked on regarding the appraisal of the wind park.

She hopes that the West Stewartstown nursing home is never consolidated with the Berlin Nursing Home. The nursing homes are a big expense but worth it.

She noted the contentious feelings amongst the Board members and hoped the Board would listen to Commissioner Samson.

- 5. 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. At the October meeting, Jennifer had presented a letter from the Colebrook Ski Bees asking for permission to use county land for a snowmobile trail. Per the Board's request, Jennifer followed up with Attorney Jon Frizzell regarding the permission form. In Attorney Frizzell's opinion the form was most likely prepared by the Attorney General's Office at the request of the NH Bureau of Trails. Attorney Frizzell is unsure if the Ski-Bees have the authority to change the form upon request of a land owner. He did state that if they have the authority to add language, he would recommend that the following language be inserted in the form:

*If any claim is asserted against the County, the Bureau of Trails agrees to defend, indemnify, and hold the County harmless from and against any and all such claims.*

In the event, that the form cannot be changed, Attorney Frizzell stated that the form is still sufficient as is, especially given the large insurance coverage protection provided by the State.

Commissioner Brady stated that the section of the trails is part of the main trail in the North Country. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to sign the form with the above change. If the form cannot be changed, the form may be signed as is. Commissioner Grenier stated that the Notre Dame Arena has such an agreement and there is current litigation pending. All approved 3-0.

- b. The USDA-Natural Resources Conservation Services (NRCS) notified Jennifer that they had performed a site visit on September 6, 2013 to monitor the areas held under the Floodplain Easement on the Coös County land. The areas monitored were the lower meadow, ditch banks and riverbank along the Connecticut River. They reported that the plantings are becoming well established and are stabilizing the lower meadow.

However, NRCS did note one area of concern. Some of the buffer areas in the upper hayfield were mown within the easement boundaries. The mower also cut directly up to the tree trunks in the area of the field with the most severely eroded stream bank. NRCS advised that such close mowing should not occur. NRCS has offered to have someone walk the boundaries and work with the County to establish a mowing setback that respects the easement boundaries.

Commissioner Grenier asked if NRCS would be willing to mark the area and Jennifer replied in the affirmative. The Board stated that they wanted to be involved in the project.

- c. The Grafton County Farm delivered 4,000 pounds of potatoes to Coös County food pantries on October 29.

Commissioner Brady thanked Representative Richardson for his involvement with the Lancaster Food Pantry and Grafton County. Representative Richardson in turn thanked Commissioner Samson for the work he accomplished in the Colebrook area. Commissioner Samson did note that if Grafton County is contacted earlier next year squash and other items may be available.

- d. The Revaluation of the County's Unincorporated Places is nearly complete. Preliminary value letters were sent out to all property owners providing the opportunity to meet with the assessors either by phone or in person.

Commissioner Grenier stated that constituents contacted him about availability of the assessed values on the County's website. Linda Harris replied that the letters with the preliminary values were mailed to the property owners before the report was made available to the County. The report was available on Tuesday, November 12, on the County's website under the Unincorporated Places tab.

- e. Commissioner Brady stated that the meeting with County Forester Brendon Prusik will be included on the January agenda. Jennifer stated that Mr. Prusik will need one hour with the Board.

6. 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>44</b>
HOUSE OF CORRECTIONS	27
PRETRIAL	17
NH STATE PRISON INMATES	3
OTHER COUNTY INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0

HELD AT OTHER FACILITIES  HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	10 GRAFTON DOC: 1 HOC MALE, 1 HOC FEMALE, 1 PT FEMALE HILLSBOROUGH DOC: 1 PT MALE, 1 HOC FEMALE ROCKINGHAM DOC: 1 PT MALE NHSP: 1 HOC MALE, 2 PT MALE, 1 HOC FEMALE
AVERAGE DAILY POPULATION OCTOBER	45
MALE DAYS SERVED IN FACILITY OCTOBER	1,408
FEMALE DAYS SERVED OCTOBER	158 (11 females)
TOTAL INMATES ADMITTED OCTOBER	40
TOTAL INMATES RELEASED OCTOBER	39

- a. Officer Matt Shannon, one of the department's Field Training Officers, successfully completed a 5 day Field Training Officer course held at NH Police Standards and Training in Concord on October 7. The course enhances a Field Trainer's ability to train and inspire new officers, and addresses documentation, legal issues, rating scales and performance evaluations.
  - b. The annual meeting to present the Coös County Recycling Center budget to the member towns was held on November 1. The members in attendance voted to approve the presented 2014 budget with one change related to how much 2013 commodity revenue will be applied to the 2014 budget.
  - c. Graduation of the 94<sup>th</sup> NHAC Corrections Academy will be held on Tuesday, November 19. Officers Matthew Burrill and Jason Rella are in the fourth week of the academy.
  - d. The 2013 NHAC Annual Conference was well put together, once again. The Corrections Superintendents' Affiliate held elections for President and Vice President, and sessions offered on issues such as Drug Courts, Employment Law and the Prison Rape Elimination Act (PREA) were extremely informative.
7. 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 71. The occupancy for the month of October was 80.6%. In October, there were five (5) admissions, two (2) discharges and four (4) deaths. There was an admission on November 5 and another on November 7. There are three other potential admissions, one of which is a respite. Of the 71 residents, thirteen (13) are Private Pay and eight (8) residents are Vermont Medicaid. *The totals for 2013: Twenty-four (24) admissions, seven (7) discharges and twenty-four (24) deaths.*
  - b. Coös County Farm Water System: Laura reported that the water system continues to be a concern. Laura has been working closely with the NH Department of Environmental Services Drinking Water Bureau. The system does not meet current standards and will continue to have issues. The recommendations include an enclosed above ground storage tank to replace the current cement reservoir and/or a permanent chlorination/filtration system. The system has some unique features that make either proposal challenging and costly. The Plant Manager, Ron Crawford, and Laura have managed to get through issues as they have arisen although neither of them is qualified for the work. The new Water Systems Operator will be on board next week, but this is a major issue that must be dealt with as soon as possible. Laura believed it will take more than staff to figure out.

Commissioner Grenier asked about the long-term prognosis with the water system and what the County will need to do to be in compliance. Laura replied that currently the County is out of compliance as there is no operator. The County will be back in compliance next Tuesday. Laura explained how the current water system works. A chlorination system was installed decades ago but did not get the filtration system. It has never been used. A water softener was installed instead and is currently being used. She suggested that the chlorination/ filtration system be installed inside the building. DES has noted that the current fixes are only band-aids. A meeting will be set up with representatives from DES and the new operator. Commissioner Samson asked if the system in place was State mandated. Laura did not know. Commissioner Brady asked Mr. King about the water system. Mr. King recommended hiring an engineer as it is a complicated system. Commissioner Grenier noted that the water system upgrade will become a budget item.

Laura presented a budget transfer for unanticipated expenses with the water system:

From: Electricity	01-05150-6100	-\$1,500
To: Water	01-05150-6300	+\$1,500

- b. Resident Funeral: The Nursing Hospital hosted a “Celebration of Life” on Friday, November 8 for a resident who passed away last week and had no family to take care of arrangements.

Laura discussed with the Board the expense of the funeral. The Board stated that the funds for the expense would be discussed during the budget work session. Jennifer stated that there used to be a line item in the budget but it has since been removed. Commissioner Samson asked that a thank you be sent to the funeral home for the help provided.

- c. NHAC Conference: The Annual County conference was informative. Several staff members were able to attend this year. The Quality Assurance Performance Improvement training on Tuesday was excellent.
- d. Dietary/Maintenance: At the September 14 meeting, Laura requested permission for out of state travel for the Dietary Manager and Maintenance to go to Vermont to see a steam kettle system. The test kitchen has moved to Westford, MA. Laura requested permission for travel to Westford, MA. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve travel to Massachusetts to inspect equipment. All approved 3-0.
- e. Nursing Hours at the DOC:

2012	MINUTES	Hours	2013	Minutes	Hours
January	2,206	37	January	267	4
February	2,168	36	February	534	9
March	2,801	47	March	632	11
April	2,454	41	April	846	14
May	2,180	36	May	670	11
June	2,811	47	June	361	6
July	988	16	July	383	6
August	864	14	August	388	6

September			September	359	6
October			October	263	4

8. 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. Fourteen (14) residents were Private Pay. The average daily census for October was 94.6; there were **3** admissions in October and **6** deaths. The year to date average daily census was 97.2, the year to date admissions **19** and deaths **22**. There was an admission and death Friday (11/8/13). Two admissions are pending/delayed due to the Medicaid process, waiting on medical approval to admit to nursing home level of care.

At the meeting, Louise reported that she is beginning to see the effects of services offered in the community to keep loved ones at home longer. The stays are about 4 months. The State's Medicaid process is taking up to six weeks for approval.

- b. Survey: The survey window opened on July 31.
- c. Berlin Water Works: Every six months the 2 backflow valves are tested. There are 2 in case 1 should fail. One valve did fail and was rebuilt. Prior to rebuilding the valve an old gate valve had to be replaced. The gate valve needed to be shut in order to isolate the problem and repair the backflow valve.
- d. Laureen Poulin, Executive Housekeeper and Laundry Supervisor has given her 45 day resignation notice. Laureen will retire from Coös County Nursing Home on December 20 after 35 years of service. Laureen has been a dedicated employee and everyone wishes her a happy retirement filled with enjoyment and good health.
- e. PointClickCare: The business office has started training and will be ready to convert to PointClickCare for financials at the beginning of the New Year. There have been many new changes for the business office this past year; the new Medicaid billing process via Xerox, the Medicaid Care Management, the new time clock and software to mention a few.
- f. The New Hampshire Association of Counties Annual Conference and Trade Show was held on October 28 and 29 at the Mountain View Grand Hotel. The educational sessions were well attended and covered multiple topics relating to employees from various county services.
- g. Louise requested a nonpublic session under RSA 91-A: 3, II (a).
- h. Louise presented a budget transfer to the Board for approval:

From: Health Insurance	02-05640-1200	-\$33,000
To: LPN Salaries	02-05640-0300	+\$33,000

9. Report of the Director of Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. The County Tax Warrants were mailed to the towns on October 31. Payment in full is due to the County Treasurer by December 17.
- b. As of November 6, 2013, a total of \$4,250,350 has been drawn from the TAN account. Carrie was hoping to make it a few more weeks before having to draw again.

Commissioner Grenier asked if the City of Berlin needed to pay their share of the County Tax early and Carrie replied no.

- c. Carrie presented a Coös County Purchasing Policy, which has not been updated since 1990. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the updated purchasing policy. All approved 3-0.
- d. The four audit proposals that were opened at the October 9 meeting were discussed.

Commissioner Grenier stated that the audit should be on site. Carrie stated that Ron Beaulieu, who has done the audit for the last three years, does not come on site. Everything is emailed and faxed. The bids were reviewed:

	2013	2014	2015
Ron Beaulieu	22,998	24,150	25,350
Vachon, Cluckey	33,455	32,000	33,000
Melanson Heath	24,000	24,500	25,000
Graham & Graham	54,250	54,250	54,250

Commissioner Grenier stated that Melanson Heath had done the performance audit requested by the Delegation several years ago. The firm is familiar with the County's operations. According to their proposal, they have done several large projects. Melanson Heath's bid over the three years is \$1,000 more but the audit will be on site. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the bid for the 2013, 2014 and 2015 audits to Melanson Heath. All approved 3-0.

- e. Carrie has obtained several different banking proposals with varying options. There are notes in the budget regarding possible features to protect against possible fraud and lost deposits in the mail.

#### 10. Other Business:

- a. Easement Request Follow-Up: Jennifer reported that the Delegation granted the easement request from Phillip and Donna Caron at the November 7 meeting held in Concord, NH. The Carons will pay all legal fees and pay a \$1.00 as "payment in interest for the land." Jennifer will provide the documents to the Commissioners once received from Attorney Frizzell.
- b. Wi-Fi Follow-up: Jennifer reported that at the November 7 meeting, the Delegation voted to use the Delegation's contingency fund for the Wi-Fi startup costs with Checkbox Systems. The Nursing Homes will need to budget for the monthly fees in the 2014 budgets. The startup cost for W. Stewartstown is \$5,536.40 and Berlin \$6,025. Commissioner Brady stated that the Wi-Fi will provide a great service to the residents and their families. He also noted that he is a customer of Checkbox Systems. Commissioner Brady thanked the Delegation and the other Board members for their support.



11. Unincorporated Places:

- a. Land Use Change Tax - Wentworth Location: Linda Harris presented a Land Use Change Tax Notice for Jacques & Alice Raymond. The assessment for the land use change was \$280. The Board signed the forms.
- b. MS-1 Extension: Linda Harris reported that the final assessed values will be received from Commerford Nieder & Perkins after November 20. The original MS-1 extension was approved by the Department of Revenue Administration for November 22. Linda presented a new MS-1 extension request of December 5 in order to have the reports completed accurately. The Board signed the request.
- c. Planning Board Alternate: A motion was made by Commissioner Samson to nominate Paula Sweatt from Millsfield as a Planning Board Alternate. There was no second and the motion failed. Commissioner Brady explained that he did not second the motion because he is looking for someone in the Carroll, NH area. There is no representative from that area. They are the second highest paying taxpayer in the County. Commissioner Samson agreed.

Fred King, who also serves as Vice Chair of the Planning Board, presented information to the Board which included the Commissioners' Districts as well the By-laws of the Planning Board. District 1 (Commissioner Grenier) has two members; District 2 (Commissioner Brady) has 3 members and District 3 (Commissioner Samson) has 6 members. The Planning Board came into existence to serve all of Coös County.

- d. Wentworth Location - Rip Rap of the Riverbank Request for Proposals: Prior to opening the bids, Jennifer reported to the Board that she had spoken with Rick Treiss of DES regarding the rip rap project. He had explained that it is difficult to bid on a project when contractors do not have the permits that may be required. Based on the information, Commissioner Brady questioned if the bids should be opened. He did not know the procedure. Mr. King stated that the bidders would be required to obtain the necessary permits. If that isn't the case, the County would need to hire an engineer to obtain the permits. He suggested that the County award the bid subject to obtaining the permits. Commissioner Grenier stated that one of the bids came from a Vermont contractor. Mr. King stated that it should not matter where the contractor is located as permits need to be obtained from the State of NH. Commissioner Grenier added that if a state of emergency is declared in the State everything can be implemented without permits.

The Board opened the two bids presented:

Gervais Construction:	\$174,500
Northern New England Field Services, LLC	\$88,000

The NNEFS bid required half of the amount for deposit at signing and remainder upon completion of the project. The cost of the permits was included in the bid.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the rip rap of the banking at Chapel Hill Road to Northern New England Field Services, LLC at a cost of \$88,000.

Commissioner Grenier stated that there is no appropriation in the current budget for the project. The funds will need Delegation approval as part of the 2014 budget. Mr. King suggested that the Board approve the bid subject to the Delegation's approval. He also recommended that the Board write to the Congressional Delegation for funds. He offered to prepare the letter. He continued that the land is being washed away due to the federal government not repairing the riverbank. Commissioner Brady accepted Mr. King's offer and asked that he contact Jennifer.

Mr. Thompson stated that it is not in the federal government's best interest to repair the riverbank. It hopes to purchase the properties and tear them down. In his opinion, the federal government should pay. It is not a county issue. It is a political issue. Asking the Congressional Delegation will not be a quick resolve. He explained that his bid was based on the current conditions. The permitting process will take about one month. He would like to cut the trees and do some of the blasting during the winter. The roads will be an issue during the spring.

Commissioner Grenier suggested a joint meeting with the Delegation to discuss the issue. Commissioner Samson asked if the surplus from the Unincorporated Places be used. Mr. King was not sure of the availability of fund balances from each Unincorporated Place. He also stated that the burden should not be placed on the taxpayers. Commissioner Grenier asked if Jennifer could identify the sources of funds to present to the Delegation. Commissioner Brady asked Jennifer to set up a joint meeting with the Delegation. Representative Richardson stated that he had seen the riverbank and it is a safety hazard.

Commissioner Grenier amended his motion to include *subject to Delegation appropriation*, Commissioner Samson seconded the amendment. All approved 3-0.

The amended motion read as follows: A motion was made by Commissioner Grenier, seconded by Commissioner Samson to award the rip rap of the banking at Chapel Hill Road to Northern New England Field Services, LLC at a cost of \$88,000 subject to Delegation appropriation. All approved 3-0.

- e. Discussion of a Deputy Sheriff to attend Commissioners' meetings. Commissioner Grenier explained that he asked that the item be added to the agenda as a housekeeping item for County employees. It has become apparent that the Board has differing opinions especially after the display at the October 17 meeting where a commissioner forcibly took materials out of another commissioner's hands. He went home a little concerned about his safety and the safety of the County employees. The world is a different place than it used to be and with the employees safety being foremost a Sheriff's Deputy attending Commissioners' meetings is appropriate.

In view of Commissioner Grenier's concerns, Commissioner Samson stated that the reason he retrieved the papers from Commissioner Brady's hands was that he did not think that the Commissioners had looked at the information, and it frustrated him that he had spent seven hours researching the information. It has become apparent to him beginning with the personal attacks in the newspapers by Commissioner Grenier last summer which were unethical according to the bylaws in the Commissioners' handbook that Commissioner Grenier has not accepted him as Mr. Judd's replacement as a County Commissioner. He has treated

the Board and the County employees with utmost respect. In the past nine months, it is He has requested items from the Board and County employees and has not received them. For Commissioner Grenier to state that he is in fear of Commissioner Samson is as he might be in fear of an irate customer buying a used car. He apologized to the Chairman for taking the papers out of his hands and thought the issue was dead in the water. He has requested from the County Administrator of copy of the minutes of the nonpublic meeting on January 10 in Berlin which were sealed until the issue was resolved. The issue has been resolved and those minutes should be made public. Once the minutes are made public he will be curious to know if the personal accusations Commissioner Grenier made against Commissioner Samson are part of the minutes. That will shed some light as to why Commissioner Grenier feels that Commissioner Samson is a threat to him. Commissioner Samson stated that he has tried to work with both Commissioners; he has continuously asked questions which have not been answered. On April 9, he requested a list of the committees and the duties on which the Board of Commissioners serve which he has not received. He concluded by telling Commissioner Grenier that he was sorry that he felt that way but there was absolutely no reason to feel threatened by him. Commissioner Brady replied the committees and duties were discussed at the February 13, 2013 meeting in Lancaster and Commissioner Samson refused to serve on the committees.

Commissioner Grenier stated that this all began with a crude letter in the newspapers where he had lunch with Bing Judd and Fred King at Howard's Restaurant. The article stated that it was unprofessional and inconsistent with public policy to have lunch with colleagues he has served with for over 20 years. He has been a public official for over 22 years and he has never seen the letters in the newspapers attacking him as Commissioner Samson has attacked him. The letter in last week's newspapers implied that since he did not serve in the military he did not have the capacity to make decisions for the public. In this particular situation, he has tried and done everything that he can. Both Commissioners have been criticized for everything that they have tried to do as county officials. He will err on the side of protecting his safety and that of county employees.

Sheriff Marcou stated that he would like to take the three Commissioners, sit them in a room and he offered to be the moderator. Everyone has good intentions. There are issues that need to be resolved and the Board members need to agree that they will disagree. Commissioner Brady added that there were times he felt he needed a bulletproof vest.

Mr. King stated that there are stories in the newspapers about members of the public who have issues with government officials and that is what the Board should be worried about not amongst themselves. More and more public meetings are invaded by nuts. Commissioner Brady will err on the side of caution. You never know who will walk through the doors. Commissioner Samson stated that Commissioner Grenier constantly cites the employees however he has been to the Nursing Hospital on several occasions and has not had any issues with the employees. He would like to continue the working relationship with employees.

12. Any Other Business:

- a. Mr. King distributed a report to the Board from the NHAC regarding the 2014 Federal Payment in Lieu of Taxes (PILT). He urged that the Board contact the members of Congress to continue the PILT payment.

- b. Edith Tucker stated she was interested in a copy of the minutes of the January 10 meeting. She inquired on the process of the minutes being unsealed. Commissioner Brady asked that Ms. Tucker contact the County Administrator. Representative Richardson stated that a motion to unseal the minutes is required at a public meeting.
  - c. Commissioner Samson commended the Outside Corporal and the inmates for the work done around the barn.
  - d. Commissioner Brady had a brief discussion with John Scarinza asking if the County would sell the old wagon wheels located in the barn. Commissioner Grenier stated that Mr. Scarinza should submit a written request including the price per wheel and the Board will act on it.
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) at 11:45 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 12:30 p.m. All approved 3-0.

The Board recessed for lunch at 12:30. The meeting and budget work session began at 1:30 p.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the County Administrator's step increase from \$46.36 to \$47.89 effective January 1, 2014. All approved 3-0.

Commissioner Grenier asked Jennifer if the health insurance not to exceed figures had been received. Jennifer replied that the projections from the NH Interlocal Trust will not be received until December 3. The 10% projection used in the budget was estimated by Jennifer and Carrie.

Commissioner Grenier stated that the Delegation may request a level funded county tax which would require saving \$435,000. The departments should look closely at the expenses. Jennifer also explained that this was the first year of preparing the budget as County Administrator and thanked everyone for their participation and cooperation.

CCNH - W. Stewartstown:

During the review of the Nursing Hospital budget, Laura noted that two departments requested additional hours. Under Plant Operations, eight additional hours were requested for the employee who is currently working 24 hours to 32 hours with benefits. The total additional cost would be \$7,322. The Activities Department requested nine replacement hours that totaled \$2,687. The charge of \$2,100 for the Wi-Fi fee was added to the Administration budget.

The total Nursing Hospital budget was up \$209,770.

CCNH - Berlin:

During the review of the Nursing Home budget, the Commissioners made the following changes to the Administration budget:

- the Office Manager's line item was increased by \$2,260;
- the Office Staff line item was increased by \$4,550

- the Social Security, Retirement and Workers' Compensation line items were increased based on the above changes which totaled \$1,274; and
- the Wi-Fi fee for the year \$1,800.

Louise reported that due to the retirement of the Executive Housekeeper/Laundry Supervisor she was making position changes in the Housekeeping, Laundry and Plant Operations Departments. The Executive Housekeeper, Laundry Supervisor, Plant I and Plant II positions will be eliminated and the Environmental Services Department will be created. Mike Holt will become the Manager and Dave LeBlanc will become the Assistant Manager. The Executive Housekeeper/Laundry Supervisor positions will be absorb by the Manager and Assistant Manager. The salaries will change as of January 1, 2014. The Manager's new salary will be \$52,343 and the Assistant Manager will be \$45,983.

The Clinical Coordinators hours were increased from 36 to 40 hours with no salary change.

Commissioner Grenier asked for the total amount of part-time employees (30-35 hours) county wide. He asked if the County should consider increasing positions with 35 hours to 40 hours instead of creating new positions.

The amount requested for a new car was reduced to \$30,000.

Louise reported that a meeting has been scheduled for December 3 with HEB Engineering to discuss the Nursing Home's front entrance. Commissioner Grenier noted that his son has been involved with the project.

Commissioner Brady reminded everyone that he had been informed by the Chair of the Delegation that once the budget is submitted to the Delegation in December it cannot be changed. The Commissioners will be able to provide recommended changes to the budget prior to the March meeting.

**County Report:**

Linda reported that 1,500 county reports were printed last year. After some discussion, it was decided to reduce the amount to 1,300 for the printing of the 2013 County Report.

**County Attorney:**

Commissioner Grenier questioned the need for the new 20 hour position for another Assistant County Attorney. Since the County Attorney was not at the meeting to answer any questions, the new position was removed and the line item was reduced to \$60,914.

**Victim/Witness:**

The eight additional hours were removed as no one from the Victim/Witness office was at the meeting to explain the need for the request.

**Register of Deeds:**

Carrie reported that the health insurance line item needed to be increased by \$6,900 due to the change in plan for one employee.

**Coös County Sheriff:**

Sheriff Marcou reported that he had included OHRV patrols for the weekends of June, July and August. His department plans on issuing traffic violations during the patrols. He has applied for a grant. If the

grant is not awarded he will not do the patrols. Commissioner Brady stated that if the sport is to survive it will need to be policed. The gasoline line item was reduced by \$5,000.

Representative Richardson asked that the Board consider an increase for the Court Security Officers. Sheriff Marcou stated that if the County agrees to increase the stipend, the funds would need to be placed in a separate line item. Representative Richardson stated that he tried to increase the stipend through legislation but did not get the support.

*Department of Corrections:*

Superintendent Hamelin noted the budget included a request of additional hours for the medical services evening nurse from 28 to 35 hours which will trigger health insurance and retirement. The need for a nurse from the Nursing Hospital would be alleviated.

Superintendent Hamelin also discussed the need for a new pickup for the Outside crew. He requested that \$12,000 be appropriated for the purchase of a new truck in 2015. Commissioner Grenier suggested waiting until February and a recommendation could be made to the Delegation.

*County Delegation:*

The Board reduced the contingency line item by \$5,000 as this line item was for the purchase of the laptops.

*Other Special Appropriations:*

The Tri-County Cap programs will now be combined under one program.

The Coös Economic Development Corp's request of \$35,000 was removed from the budget. There have been no reports from CEDC throughout the year as to how the funds have been used. Commissioner Brady referred the request to the Delegation. Representative Richardson stated that the Delegation has not received a report either.

Commissioner Brady asked to increase the Food Pantry Line Item. Representative Richardson reported that the shelves are empty at the Manchester Food Bank. He asked the Board if there were any remaining funds in the line item if the money could be used for Thanksgiving in the communities. He also asked if the Board would consider increasing the line item. Commissioner Samson stated that Grafton County will donate potatoes to the food pantries for free. The Board increased the Food Pantry line item by \$5,000.

Jennifer pointed out that the Child Advocacy Center is a new program requesting funds in the amount of \$5,000. Commissioner Grenier stated that when a new program requests funds for a program a representative should be at the meeting to explain the program to the Commissioners. The Board left the request in the budget. However, from this point forward any new request will be required to attend the Commissioners' meeting to explain the program. If there is no representation at the meeting, the request will be denied.

Jennifer reported that she had received an application from the Family Resource Center after the deadline. She explained to the representative that the application was late and Jennifer could not make an exception. The request was not included in the budget. The Board stated that the Delegation could make the final determination.

Commissioner Grenier inquired if there were any known projects that will require CDBG funds. Laura replied that the Nursing Hospital may need one for the new water system. Commissioner Grenier suggested speaking with Donna Lane to see if the Nursing Hospital qualifies. Commissioner Samson asked if the Nursing Hospital would qualify for any other grants.

Unincorporated Places:

Jennifer reported that she included the federal payment in lieu of tax and she questioned if it should be removed since Congress has not appropriated for 2014. The Board decided to leave the figures in the budget.

Funds were appropriated in Dixville and Millsfield due to the ongoing lawsuit with the DRA.

The road repairs for Chapel Hill Road were not included in the Wentworth Location budget.

Jennifer discussed with the Board the possibility of encumbering funds for the next revaluation over the next five years.

The Board will meet to approve the changes to the budget on Wednesday, November 20, 2013 at 6 p.m. at the Coös County Nursing Hospital in West Stewartstown.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 4:30 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk