

Coös County Commissioners
Special Meeting
Coös County Nursing Hospital - W. Stewartstown
November 20, 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; Chief Deputy Keith Roberge; County Treasurer Fred King; Representative Herb Richardson; County Attorney John McCormick; Patti Stolte, North Country Elderly Programs; members of the press and public.

Commissioner Brady opened the meeting at 6:05 p.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the agenda to add *1a. Hearing of the Public*. All approved 3-0.

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

- 1a. Hearing of Public:

- County Treasurer Fred King reported that he and Jennifer had received an email from Jonathan Lee, HDR Engineering that he would be leaving the firm at the end of November. Pam Yonkin will be taking over as the project manager.

As County Treasurer, Mr. King suggested that the Board borrow the funds for the Rip Rap Project through a long-term note to be paid over the next 10 years. The federal payment in lieu of tax portion for Wentworth Location typically is \$10,854 he suggested using those funds towards the payment. The people of Wentworth Location cannot be saddled with that debt. He also suggested that perhaps Little Berlin could become its own precinct.

Commissioner Brady stated that Jennifer was still working on setting up a joint meeting with the Delegation.

Commissioner Grenier asked if it would be prudent to add \$90,000 as a contingency. Mr. King suggested a separate line item, borrow the money for 10 years and pay 1/10 per year. The line item could be called Rip Rap Project.

Representative Richardson stated that by following Mr. King's suggestion, the federal government would still pay for the repairs and not taxpayer dollars. He added that it was a great idea that the project was approved by all including Mr. Casey, US Fish & Wildlife Refuge Manager.

2. Approval of the 2014 Coös County Budget: Jennifer explained the changes to the budget since the budget work session.

W. Stewartstown:

- The audit services line item was changed to reflect the bid accepted at the November 13 meeting.

- The Wi-Fi service fee for the year was added.
- The provider assessment was increased to include the ProShare funds received.

The total Nursing Hospital budget was \$9,817,500. The total of the Nursing Hospital Specials was \$63,300.

Berlin:

- The audit services line item was changed to reflect the bid accepted at the November 13 meeting.
- The Wi-Fi service fee for the year was added.
- Salary adjustments were made in the Administration budget to reflect changes in job descriptions.
- Salary adjustments were made to reflect the changes in the Plant Operations, Laundry and Housekeeping Departments to the Environmental Services Department.

The total Nursing Home budget was \$10,399,395. The total of the Nursing Home Specials was \$89,350.

County Finance:

The audit services line item was changed to reflect the bid accepted at the November 13 meeting.

County Attorney:

County Attorney John McCormick explained the request for the 20-hour position for an additional part-time Assistant County Attorney for District Court was two-fold. The first being that there seems to be a break in communication between cases from the time the individual is arrested to the time of the arraignment. Also, Judge Nadeau recently announced the felony case flow management system that she will be implementing in the next two years where felony charges will be sent directly to Superior Court instead of District Court. A police prosecutor cannot represent the State in Superior Court. Some towns have their own prosecutors and others are affiliated with the County Attorney's office. Currently, his office assists police departments in any way possible. The part-time position would be a liaison directly to the police departments with district court cases. Attorney McCormick stated that he understands that the County may not be able to support this position financially. Commissioner Grenier stated that he did not support the initial request and could not support the request until legislation is approved. County Treasurer King asked if the project will need a law change. County Attorney McCormick replied yes. Commissioner Samson asked if any other counties have district assistant county attorneys for district court liaisons. County Attorney McCormick replied that most counties have more than two prosecutors. Commissioner Grenier observed that the County is at the end of the 2013 fiscal year and preparing the 2014 budget. The Board should have known prior to the budget submission. Commissioner Brady stated the budget would remain the same unless the Delegation made changes.

The total County Attorney budget was \$293,100.

Victim/Witness Advocacy Program:

The eight additional hours for a clerk were removed based on the changes made at the budget work session. The total budget was \$87,500.

Register of Deeds:

The health insurance line item was increased to reflect a change in plan. The total budget was \$312,150.

Sheriff's Department:

Carrie Klebe requested line items changes. She explained that there would be no changes in the appropriation. The following line items will be combined under Deputy Transportation Salaries: Deputy Extradition Salaries, Deputy IEA/Medical Supervision Salaries, Deputy Training Salaries and Deputy Civil Process/On-Call. The total of the Deputy Transportation line item will be \$117,450. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the changes in the Deputy Transportation Salaries, Deputy Extradition Salaries, Deputy IEA/Medical Supervision Salaries, Deputy Training Salaries and Deputy Civil Process/On-Call. All approved 3-0.

The gasoline line item was reduced. The total budget was \$894,200.

County Delegation:

The Contingency line item was reduced by \$5,000. The total budget was \$20,000.

Special Appropriations:

The Coös Economic Development Corporation (CEDC) was reduced to zero.

The Food Pantry line item was increased to \$10,000.

Patti Stolte, North Country Elderly Programs, explained that after reviewing the application that was submitted that it was not clear as to the changes that had occurred at Tri County CAP. The attendance decreased at the Whitefield Day Care and the State's initiative to keep people at home longer also affected the program. During the last fiscal year, the program was \$24,000 in the red. The decision was made to close the Whitefield program. Ms. Stolte explained that she has tried to work with the Morrison to provide the services but that did not work. The goal is to get people to come to the Berlin program. Commissioner Brady asked when the center was closed and how many people attended the center. Ms. Stolte replied in May and eight people in the last year.

Commissioner Brady stated that the Board was never informed that the program closed. He has also spoken with Roxie Severance regarding the program. She is not in a position to begin this program. The Delegation approved an appropriation to the Whitefield Day Care in March and the Day Care closed in May and the funds were expended. He asked where the funds were spent. Commissioner Brady added that he had just found out on Wednesday morning that the day care was closed. Ms. Stolte apologized; however, no one left the program without a resource. Commissioner Samson asked if there were any other programs in the County. Ms. Stolte replied just Berlin. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to zero out the North Country Elderly Programs line item. The motion was approved 3-0.

Commissioner Grenier explained to the members of the press and of the public the reason the CEDC line item was zeroed. When the Delegation approved the appropriation at the budget meeting in March, one of the conditions was that CEDC was to report to the Commissioners on a quarterly basis with a report of its activities. No one has attended a meeting nor has a report been received.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve a new line item under Special Appropriations: county-assisted funerals with the amount of \$5,000. The motion was approved 3-0.

The total special appropriations budget was \$133,200.

Jennifer spoke with Donna Lane, CDBG Consultant, regarding two items. The New England Family Housing who purchased the Bartlett School may request CDBG funds. Also, Jennifer asked if the Nursing Hospital would qualify for CDBG funds for the upgrade to the water system. The Nursing Hospital could qualify for a dollar to dollar match.

The total appropriations with changes was \$32,538,833; an increase of 1% from the 2013 budget.

Estimated Revenues:

The county tax decreased to \$14,556,140 to reflect the changes in appropriations.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Appropriations and Estimated Revenues of the 2014 Coös County Proposed Budget. Commissioner Samson stated that he would abstain as did not receive the budget on time and due to medical procedures did not feel well. The motion was approved 2-0-1.

3. Approval of the 2014 Unincorporated Places Budget:

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to add a new line item for capital improvements in the Wentworth Location appropriations budget in the amount of \$90,000 and a revenue line item in the amount of \$10,000. Jennifer explained that \$90,000 was required in the estimated revenues. Commissioner Brady withdrew his second and Commissioner Grenier withdrew the motion. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to add a new line item for capital improvements in the Wentworth Location appropriations budget in the amount of \$90,000 and a revenue line item in the amount of \$90,000. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Appropriations and Estimated Revenues of the 2014 Unincorporated Places Proposed Budget. The motion was approved 2-0-1.

4. Other Business:

• *Request from Haven Haynes, Jr. - use of County garage:*

Jennifer submitted Mr. Haynes' request to use the County garage to the insurance company. The insurance will cover the arrangement as long as there is a written arrangement with Mr. Haynes. Jennifer obtained a release and liability form from the County Attorney and presented it to the Board. Commissioner Grenier had one caveat to add. He asked that Mr. Haynes notify Superintendent Hamelin to make arrangements. Superintendent Hamelin's only concern was that there is inmate activity in that area. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept Haven Haynes, Jr.'s request to use the County garage for wood storage with two stipulations: Mr. Haynes must sign the release and he must notify the Superintendent to make arrangements. Superintendent Hamelin will set up hours with Mr. Haynes. All approved 3-0.

- *Request from John Scarinza regarding old wagon wheels:*

Jennifer reported that she'd received an email from Mr. Scarinza. He stated that there were three wooden wheels (one in very poor condition) and two steel wheels in the barn. He was only interested in two wooden wheels but he offered \$250 for all wheels. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept John Scarinza's offer of \$250. Commissioner Samson stated that the Delegation and Commissioners had placed a moratorium on the selling of County property. Commissioner Brady stated that he understood it as the sale of buildings and land. The motion was approved 3-0.

5. Any Other Business:

- Carrie Klebe presented the engagement letter from Melanson Heath pertaining to the Financial audit for 2013. The Board signed the letter.

- Carrie presented a revised copy of the Purchase Policy approved at the last meeting. She asked the Board to review the policy and approve it at the December meeting.

- Several budget transfers were presented for the Board's signatures:

Coös County Nursing Hospital:

To: Administration Supplies & Expenses	+ \$1,500
From: Accounting Staff Supplies	- \$1,500

Department of Corrections:

To: Legal Services	+1,818
From: Electronic Monitoring Services	- \$1,818

Sheriff's Department:

To: Vehicle Repairs	+ \$5,000
From: Gasoline	- \$5,000

Coös County Attorney:

To: Law Library	+ \$2,000
From: Contracted Services	- \$2,000

- Laura reported that she had met with staff from the VA Administration. They are looking to expand community based services in the area. They would place local veterans in the nursing home and the VA would pay. This would provide a service to the local veterans. Commissioner Grenier stated that it was a service that should be provided to the veterans. The Board authorized Laura to pursue this endeavor.
- Jennifer presented a list of committees and organizations that the Commissioners serve. She asked that the list be revised for any changes and corrections.
- Edith Tucker reported that the SB99 Commission will be holding two sets of hearings in the North Country. One needs to sign up for the session in Groveton and the second, which is only a listening session, will be held on December 2 in Colebrook. Commissioner Grenier stated that he had signed up.

The next regular monthly meeting will be held Monday, December 9, 2013, immediately following the Public Hearing of the 2014 budget at the Coös County Nursing Home in Berlin.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 8:00 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk

PENDING APPROVAL