

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Home - Berlin, NH  
July 10, 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; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; Chief Deputy Keith Roberge; County Treasurer Fred King; Ray Cyr; Rick Lessard; members of the press and public.

Commissioner Brady opened the meeting at 9:05 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the agenda as written. All approved 3-0.
2. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the June 5, 2013 meeting. Commissioner Samson requested to amend the minutes of the June 5, 2013 meeting on page 7, item 11b.

*Decommissioning Fund Escrow Agreement: Jennifer presented the agreement to the Board. Commissioner Samson asked if he could review the agreement prior to signing. Jennifer was asked to email the agreement to Commissioner Samson. He agreed to ~~sign~~ review the agreement ~~upon review~~ before signing.*

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the amendment to the minutes of June 5, 2013. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the amended minutes of June 5, 2013 meeting. All approved 3-0.

3. The Board reviewed the Payrolls and Disbursements for the month of June 2013. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of June 2013 and 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. Hearing of the Public:
  - a. County Treasurer Fred King read RSA 29:15 Deputy Treasurer: On or before June 1, annually, the county commissioners upon recommendation of the county treasurer shall appoint a deputy county treasurer. Mr. King recommended Donald Bisson who has been the deputy treasurer for several years. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve the County Treasurer's recommendation of Donald Bisson as Deputy Treasurer. All approved 3-0.

Mr. King provided an update on the Economic Study. Mr. King has had a couple of meetings with North Country Council and one company stands out. He asked if the Board would like a contract prepared for consideration. A motion was made by Commissioner Grenier, seconded

by Commissioner Samson to allow the County Treasurer to continue with the economic study and to prepare a contract for the Board's review.

Mr. King met with the Commissioners of Oxford County, Maine to discuss the Economic Study. They are interested in the Economic Study and will discuss the matter further. All approved 3-0.

- b. Sheriff Marcou presented a contract for ATV patrols from the NH Fish & Game Department in the amount of \$1,080. Commissioner Brady signed the contract.
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. New Hampshire Motor Speedway provided Coös County employees with an unlimited number of discounted tickets to the New Hampshire 300 on July 14, 2013. The Speedway set aside tickets that allowed county employees to save over 90% of the regular ticket price. These tickets were available on a first-come-first-serve basis, with no limit on quantity or transferability. These tickets are always much appreciated by employees.
  - b. John Porter, UNH Extension Professor/Specialist, Emeritus and member of the New Hampshire Barn Committee will be arriving on July 17 for a tour of the barn. He and other members of the committee will be giving some input into the Coös County Farm barn. Each summer the committee visits a barn where they can give some input into a barn project that is of public interest. The tour will begin at 11:00 am.
  - c. County Website: Jennifer requested the Board's input on the request for proposal previously submitted for review. Commissioner Samson inquired on the procedure of the opening of bids. Jennifer presented two options: She and David Leveille could open and review the bids prior to the meeting or the bids could remain sealed until the meeting. Commissioner Brady preferred opening the bids at the meeting. Commissioner Samson asked that the RFP state the bid should be presented in two envelopes with the second inside envelope marked "sealed bid". Commissioner Grenier stated that the Board will still need to solicit input from the staff prior to final approval. Jennifer stated that the bids could be opened at the meeting but a decision will not be made at that time.
  - d. Wildcat Mountain Ski Area in Pinkham's Grant will be hosting an anniversary event to celebrate 80 years of the Wildcat Ski Trail on August 24, 2013. A letter was received from Mike Perrault detailing the event and requesting the Commissioners' permission to host the event. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Wildcat event. All approved 3-0. The Board signed the letter of approval.
  - e. Jennifer and Louise presented a proposal from HE Bergeron Engineers in regards to the front entrance repairs at the Nursing Home in Berlin. Louise explained that the original drawings are not detailed enough for accurate requests for proposals and cannot be used. HE Bergeron Engineers has offered to bring the drawings to spec and assist with the RFP process. The proposed cost is \$12,000. Louise asked to use funds appropriated for the front entrance. She added that this project may need to be postponed to 2014 as additional funds may be required. Commissioner Brady questioned if by approving this proposal would the County be

waiving the bid process. Commissioner Grenier stated the firm will be preparing the specs and mailing the RFPs on a project that is already started. He continued that engineering costs are typically 15% of a project. Commissioner Samson suggested that the procedure on obtaining specs be looked at in the future. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept the HE Bergeron Engineers proposal for engineering plans, request for proposals development and make a recommendation to the Board. Commissioner Samson asked if the Board will review all bids. Commissioner Grenier stated that the engineering firm will make a recommendation; however, the Board may review all bids. He also noted for the record that his son is an employee of HE Bergeron Engineers on the civil side and not in the structural engineer side. He will not be involved in the project. All approved 3-0.

- f. Jennifer requested non-public sessions in accordance with RSA 91-A:3, II(a) and RSA 91-A:3, II(e).

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>30</b>
HOUSE OF CORRECTIONS	22
PRETRIAL	8
NH STATE PRISON INMATES	1
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
OTHER COUNTY INMATES	0
HELD AT OTHER FACILITIES	16
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	BELKNAP DOC: 1 HOC MALE GRAFTON DOC: 1 HOC MALE, 1 PT MALE, 1 HOC FEMALE, 2 PT FEMALE HILLSBOROUGH DOC: 1 HOC FEMALE MERRIMACK DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT MALE NHSP: 1 HOC MALE, 5 PT MALE, 1 HOC FEMALE
AVERAGE DAILY POPULATION JUNE	30
MALE DAYS SERVED IN FACILITY JUNE	901
FEMALE DAYS SERVED JUNE	198 (10 females)
TOTAL INMATES ADMITTED JUNE	20

- a. The construction of the new garage at the Coös County Recycling Center was completed on June 24. The much needed storage space was long overdue and Corporal Scott Grassette immediately began to transfer baled commodities into the garage. The total cost of the project was \$20,173.
- b. Officer Christopher Gray resigned effective June 24 after serving the Department for 4 years. He was thanked for his years of service and wished the best of luck. This created a vacancy on 1<sup>st</sup> Shift, in which numerous candidates submitted letters of interest.
- c. Officer Jeremie Marquis was selected to transfer from 2<sup>nd</sup> Shift to 1<sup>st</sup> Shift, and Officer Nick Goudreau will transfer from 3<sup>rd</sup> Shift to 2<sup>nd</sup> Shift. This created a vacant Officer position on 3<sup>rd</sup> Shift.
- d. Garrett Rella, of Columbia NH, has been hired to fill the 3<sup>rd</sup> Shift Officer vacancy. He began the 8-week Field Training Program on June 24.

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 73 and occupancy was 80.7%. In June, there were two (2) admissions, one (1) discharge and one (1) death. There is an admission planned for July 12. Of the 73 residents, thirteen (13) are Private Pay and seven (7) residents are Vermont Medicaid. **Totals for 2013: Twelve (12) admissions, four (4) discharges and fourteen (14) deaths.**
- b. Medicaid Rate: There was a calculation error when the rates were reported last month. The Nursing Hospital's new Medicaid Rate will be \$152.98. The rate is not as high as previously reported but still is a substantial increase.
- c. PointClickCare: The Nursing Hospital has almost completely switched over to PCC in both Nursing and the Business Office. eMar and Resident Trust went online on July 1. Laura reported that PCC has monopolized most of her time over the last few weeks. It has been challenging along the way but will be well worth it.
- d. Delinquent Accounts: Three of the Nursing Hospital's delinquent accounts have been resolved. Several others remain on the books but this news was very encouraging.
- e. SB 138 went into law without Governor Hassan's signature at midnight on July 1. This law will allow a nursing home (in certain circumstances ) to pursue recovery of costs of care from other persons when an application for Medicaid is not timely made or when the resident is not able to receive Medicaid due to a transfer of assets within the 5-year Medicaid look-back period. Several residents would have been affected had the law been in place a few years ago.
- f. Survey: The Nursing Hospital's survey window opened May 28.
- g. Family Picnic: The Annual Family Picnic is scheduled for Sunday, July 14. The theme will be "Take Me Out to the Ballgame."
- h. Nursing Hours at the Department of Corrections:

2012	MINUTES	Hours	2013	Minutes	Hours
January	2,206	37	January	267	4
February	2,168	36	February		8
March	2,801	47	March	632	11
April	2,454	41	April	846	14
May	2,180	36	May		
			June	361	6

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 96. Twelve (12) residents were Private Pay and four (4) residents were pending Medicaid. The average daily census for June was 97.7; there was 1

admission in June and **3** deaths. The year to date average daily census was 98.2, year to date admissions **9** and deaths **9**.

- b. Medicaid Rate Change: The Medicaid room rate that started on July 1 was recalculated by the Department of Health and Human Services. The new rate will be \$146.13; this is an increase of \$0.56.
  - c. The Resident Council held a 50/50 raffle to support the Long Term Care Foundation Scholarship program. They raised \$380 for the foundation. Two nursing home staff members were recipients of the scholarship award in the past. The award helps with the cost of college courses within the nursing programs. The residents and staff were happy to support the Long Term Care Foundation Scholarship program.
  - d. Family Support Group: A meeting was held on June 11 from 5:00 to 7:00 and was hosted by Candice Santy and Louise. The topic was "A different perspective on understanding & responding to your loved one's Dementia". A video was also viewed during the meeting. Twenty (20) family members attended the meeting; staff were very pleased with the number of attendees and the level of participation during the discussion period after the video.
  - e. State of New Hampshire Department of Corrections: On June 17, a Maintenance Grounds Crew consisting of 4 inmates and Corrections Officer Lemieux reported to the nursing home to paint the exterior fence. The crew did a great job on the portion of the fence that was completed. Louise hopes that another day in the near future will be offered to the nursing home in order to complete the job. Craig Hamelin, Superintendent of Corrections was instrumental in obtaining the inmates from the State prison to paint the fence.
  - f. Forgivable tuition loan program for Nurses: A resignation was given by a Nurse who participated in the forgivable tuition loan program. Because she did not work the required years (worked only 2 years instead of 4) per the agreement, she reimbursed the facility the amount of \$5,000. Prior to the meeting, Louise requested that the \$5,000 be spent on upgrading the kiosks for staff charting and possibly one laptop. A letter of necessity from David Leveille of the IT Department was provided. However, Jennifer explained to Louise that the funds could not be used for that purpose. Commissioner Grenier asked what the cost would be for additional laptops and kiosks. Louise replied that laptops would be \$500 each and kiosks \$1,600 each. He asked if these items will be part of the 2014 budget recommendations and Louise replied yes.
  - g. Louise presented a budget transfer for a projector which is needed for in-house staff training.

From: Consultants	\$600	
To: Staff Development New Equipment		\$600
  - h. Louise requested non-public session per RSA 91-A: 3 II (a) (c).
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 7 savings accounts that were in NHPDIP have now been transferred to the Passumpsic Savings Bank into CDARS for a 1 year period.
- b. Carrie did not anticipate any need for drawdowns in the Tax Anticipation Note anytime soon. In the month of June, the County received \$2,775,010.50 for the Proportionate Share Payments (PSP, Proshare). The Nursing Home in Berlin received \$1,707,267.50 and the West Stewartstown Nursing Home received \$1,067,743.00. This is an increase over last year's share by \$117,992.50.
- c. The PILT from the US Department of the Interior for the Unincorporated Places was received in the amount of \$340,106 compared to last year's \$348,544. The amount was less this year due to the sequestration.
- d. There will be a meeting in Berlin on Thursday, July 18 with NH Interlocal Trust regarding more updates for the Affordable Care Act.

10. Other Business:

- a. Commissioner Samson reported that he had submitted questions to Jennifer and Attorney Frizzell in regards to the decommissioning agreement with Brookfield Power. Commissioner Samson asked who was involved in negotiating the agreement. Commissioner Brady replied former County Administrator Sue Collins and Attorney Frizzell. Commissioner Samson asked why the agreement was approved after the wind farm was built and running. Commissioner Grenier stated the amount of the decommissioning fund was agreed before the final permit. It was a best guess of what it would cost to take the turbines down after salvage value. The funds would be used to take the turbines down and to restore the land to its original shape. It is an escrow account in case the wind farm did not go past its useful life. Commissioner Samson stated that he has been to the wind farm and has done research on decommissioning agreements and based on that research the \$850,000 and the salvage rights will nowhere be near what will be needed to decommission the wind farm. Commissioner Grenier asked if Commissioner Samson had a specific number in mind based on the research. Commissioner Samson did not. His statement was based on the decommissioning agreement of \$6.1 million for Green Mountain Power's 21 three megawatt wind turbines. He has reservations about signing the agreement as he thinks that the figures are low. He continued that there is a provision in the agreement that states it can be reviewed every five years. He suggested obtaining an expert opinion prior to the five year review. Commissioner Brady asked that Commissioner Samson's question be forwarded to Attorney Frizzell by Jennifer. Commissioner Samson asked that the Decommissioning Agreement be placed on the August agenda.

Commissioner Samson reported that Brookfield Power curtailed the generation of the wind park because of ISO New England. He has been made aware that Brookfield is having a phasing problem with the voltage being generated by the wind towers. They are unable to phase the power into the loop. It may require an upgrade of synchronization of condensers. Some upgrades are part of the PILOT agreement and Commissioner Samson asked who was responsible for the cost of the upgrade.

Commissioner Samson asked if he could meet with Attorney Frizzell to discuss the issues he has stated. Commissioner Brady replied that Attorney Frizzell could review Commissioner Samson's questions and if a meeting is required the Board could meet with him at a later date. Commissioner Grenier added that no one should meet individually with attorneys. Meetings are held with the entire Board.

11. Unincorporated Places:

- a. The Board was provided a list of Outstanding Property Taxes as of June 30, 2013.
- b. Chapel Hill Road, Wentworth Location: Ray Cyr thanked the Commissioners for giving him the opportunity to speak to the Board. He stated that he was asking for assistance and support from the Board in regards to the maintenance of Chapel Hill Road. A packet of information was presented which included pictures and correspondence with the US Fish & Wildlife Services. *(Copy on file)*

A summary of the problems highlighted by Mr. Cyr included:

- The river is eroding its western river bank along Chapel Hill Road;
- The erosion problem will eventually undermine and erode the road itself;
- Chapel Hill Road is the only access to some 20 property owners;
- The river bank, road and surrounding land are all owned by the Umbagog National Wildlife Refuge (UNWR);
- Over the last few years, property owners, UNWR and selected government officials have been looking at options for addressing the erosion problem;
- A recent letter from the UNWR has indicated that they do not have any responsibilities for addressing the river bank erosion or road maintenance (which is in conflict with prior discussions).

The Chapel Hill Road residents requested the following:

- Assistance in providing access to documents that may hold UNWR responsible for maintaining the road they purchased and now own.
- Assistance in influencing UNWR to act before the river erodes the road, possibly putting property owners in peril.
- Assistance in seeking alternatives in either getting UNWR to act to or provide alternative funding to get the river bank either managed, or moving the road to reduce the risk of the bank eroding the road itself.

Mr. King stated that the road is not a town road. It was originally owned by the paper company who then sold to the Refuge. He continued that the issue with the Refuge is typical. They do not care about people only wildlife. If the federal government owns the road, it should be responsible in maintaining the road.

Mr. Cyr stated that he has had difficulty in locating the deed that states the Refuge is legally bound to maintain the road. Mr. Cyr inquired if the County Attorney would be able to assist with the title search. Commissioner Grenier stated that the County Attorney's function is criminal attorney. Commissioner Brady asked if there were funds in the Wentworth Location budget for legal fees. Mr. King stated that there was about \$40,000 in the fund balance. Commissioner Brady suggested contacting Attorney Jonathan Frizzell to assist with the title

searches. Attorney Frizzell is also a member of the Coös County Planning Board. Commissioner Brady asked that Jennifer send a letter to the members of the Congressional Delegation informing them of the situation. Mr. Cyr replied that he has been in contact with some Senators.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the expenditure to ask Attorney Jonathan Frizzell to review the deeds of the Chapel Hill ownerships. All approved 3-0.

Commissioner Samson asked if the whole road should be repaired. Mr. Cyr replied that the area referred to as "group 2" on the map needs to be repaired. Commissioner Brady suggested visiting the Chapel Hill area. It was decided that the Board of Commissioners and Mr. King will meet on July 31 at 5:30 p.m. at Mr. Cyr's residence. Mr. King will also notify John Scarinza who is the Chair of the Coös County Planning Board. Mr. Cyr and Mr. Lessard thanked the Board.

- c. MS1 extension: The Board signed the MS1 extension request provided by Linda Harris.
  - d. Timber Warrants: The Board signed timber warrants.
12. 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) (e) at 11:05 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 12:00 p.m. All approved 3-0. The Commissioners took the following action in non-public session:

- a. A Coös County Nursing Home employee was terminated.

The next regular monthly meeting will be held Wednesday, August 14, at 10:00 a.m. at The Mount Washington Hotel in Bretton Woods, NH.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 12:00 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk