

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
June 5, 2013 *(amended July 10, 2013)*

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Administrative Assistant Linda Harris; Chief Deputy Keith Roberge; County Treasurer Fred King; Dana Hinkley, Assistant Fire Chief-Town of Stark; Brian Bresnahan; members of the press and public.

Commissioner Brady opened the meeting at 9:25 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 May 15, 2013 meeting. All approved 3-0.
3. The Board reviewed the Payrolls and Disbursements for the month of May 2013. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of May 2013 and 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. Hearing of the Public:
 - a. Dana Hinkley, Assistant Fire Chief for the Town of Stark stated that the Town of Stark has received a request from Brookfield Power for fire and emergency medical services. Mr. Hinkley asked if these items would be billable to the County or directly to Brookfield. Commissioner Grenier suggested that a contract be prepared between the Stark Fire Department and Brookfield Power. He asked that the Sheriff review the contract.
 - b. County Treasurer Fred King noted that the County farm continues to be a big issue. He presented a handout, which he prepared, that outlined the expenses, revenue and capital expenditures for the farm from 2005-2012. A public meeting to discuss the future of the farm was held in 2009. He explained that the Delegation voted to close the farm at the December 11, 2010 budget meeting. To reopen the farm would cost the taxpayers millions as there is no equipment, livestock, etc.

Mr. King also reported that the economic impact study is still being worked on. The Umbagog Wildlife Refuge attempted to purchase acreage in Rangeley, Maine and the sale fell through.
 - c. Brian Bresnahan, North Country Representative for Congresswoman Annie Kuster, reported that the four people in Washington DC along with the VA Department have committed to opening a part time VA clinic in the North Country.

- d. John Amey, Pittsburg, stated that he attended the 2009 farm meeting and would not argue with the history presented by Mr. King. He and others who are exploring the possibilities for the farm do not expect to invest half a million to restart an operation that was losing money every year. He continued that farming is still huge and the farm can be designed to not lose money. Possibilities are being looked at which would not cost the taxpayers.
 - e. Dave Enos, Pittsburg, spoke in reference to the barn and outbuildings. He believed that it is the Commissioners' responsibility to maintain the buildings. Long term plans and policies are needed for the future of the barn. Commissioner Brady explained that the Delegation is currently in the process of making a decision regarding the barn. They may choose to keep it, sell it or tear it down. Commissioner Samson expressed one area of concern, when the Delegation voted to close the barn the vote was 8-1. There were only nine delegates in attendance and two delegates did not vote. When the Delegation toured the barn and house at their last meeting only six members were in attendance. The County still receives Agrimark's equity check and the Delegation voted in March to appropriate \$5,000 for maintenance work. Commissioner Brady added that in 2009 the Board of Commissioners was not in favor of closing the barn. Alan Coats stated he also attended the 2009 meeting. He continued that the loss of money due to milk prices was only part of the issue. Private farms all had different reasons for losing money besides the milk prices. What were the real reasons as to why the County farm was losing money? Claude Bissonnette, Pittsburg, believed that small private farms did not pay the salaries and benefits the County paid with only 50-60 cows.
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. The Brookside Park Apartments project was approved by the Community Development Finance Authority to be considered for a Community Development Block Grant. Donna Lane, Grant Administrator and Jennifer have been working to gather all documents for the grant agreement. Once the agreement is signed, the next step in the process will be for the project to be presented to the Governor and Executive Council for approval. Commissioners Brady and Samson signed the CDFA agreement.
 - b. Attorney Jonathan Frizzell informed Jennifer that Brookfield Reliable Power's attorneys have finally come to an agreement on the Decommissioning Fund escrow agreement. Brookfield committed to establish a decommissioning fund which during the next 10 years will amount to \$844,033 unless future decommissioning estimates raise or lower that amount.
 - c. Jennifer provided electric energy bids from USource for the county facilities. The Usource recommendation was to award the contract for the two large accounts to Transcanada; and the five small accounts to Nextera. The recommendation would save the County \$2,000. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve a one-year contract per Usource's recommendation; the two large accounts to Transcanada and the five small accounts to Nextara. All approved 3-0.
 - d. Jennifer presented a proposal for the use of the Administrator's house for County office space. Dennis Boudle submitted a proposed floor plan and construction cost estimate in 2012 which Jennifer incorporated into the proposal.

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:

TOTAL IN FACILITY	34
HOUSE OF CORRECTIONS	23
PRETRIAL	11
NH STATE PRISON INMATES	2
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	15
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC MALE, 1 PT MALE, 3 HOC FEMALE, 2 PT FEMALE HILLSBOROUGH DOC: 1 HOC FEMALE NHSP: 1 HOC MALE, 5 PT MALE, 1 HOC FEMALE
AVERAGE DAILY POPULATION MAY	34
MALE DAYS SERVED IN FACILITY MAY	1042
FEMALE DAYS SERVED MAY	244 (16 females)
TOTAL INMATES ADMITTED MAY	30

- a. The construction of the new pole barn at the Coös County Recycling Center is underway. The groundwork was completed and a 24' X 40' concrete slab was poured on May 28. The contractor, Conrad Chapple Carpentry, will start building once the materials are delivered.
- b. Female housing expenses have been monitored closely due to the large increase in female inmate days served in 2012. Although still higher than previous years, there has been a decrease in monthly expenses compared to most of 2012. Grafton County Department of Corrections' invoices for female housing have averaged out to \$4,030 per month through April. There is no way to foresee how the year will continue, but remain optimistic that the trend will continue.

Commissioner Brady reported that the Board of Commissioners had toured and inspected the Corrections Facility. Commissioner Brady complimented Superintendent Hamelin and staff on the cleanliness of the facility. Superintendent Hamelin replied that the DOC staff enjoy the Commissioners' visit as well as the inspection.

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. In May, there were three (3) admissions. Of the 73 residents, thirteen (13) are Private Pay and seven (7) residents are Vermont Medicaid. ***Totals for 2013: Eight (8) admissions, three (3) discharges and twelve (12) deaths.***
- b. PointClickCare: The transition to PointClickCare continues. The nurses have begun moving progress notes over to the new system and the Business Office has begun the process of resident billing in PointClickCare. The LNAs switched over on June 3.
- c. Survey: The Nursing Hospital survey window opened May 28.
- d. Nursing Hours at HOC:

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		

- e. Laura reported that the Nursing Hospital received its new Medicaid rate which showed an increase of \$10.60 per day, per resident. The July 1 rate will be \$151.01 per day.
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 census was 99. Thirteen (13) residents were Private Pay and two (2) residents were Medicaid pending. The average daily census for May was 98.6; there were **no** admissions in May and **no** deaths. The year to date average daily census was 98.3 and the year to date admissions **8** and deaths **6**.
 - b. Medicaid Rate Change: The Medicaid room rate set to begin July 1 will be \$147.97; this is an increase of \$2.40.
 - c. Nursing Department: Several ads have been placed in newspapers. The facility has 112 hours of open positions for RN/LPN; and 288 hours of open positions for LNAs. Several applications were received, interviews have been conducted and the hiring process has been started for many of the applicants.
 - d. National Nursing Home Week was held May 12 to 18 and enjoyed by all. The theme was "Team Care" and different sports were used as daily themes. For example: Football was Tuesday, then Hockey and Baseball. Friday was Team All-stars which focused on the employees; all employees wore their new Coös County Nursing Home shirts that were given out earlier in the week. The week was filled with activities and entertainment. The Volunteer Appreciation Dinner was held on Monday May 13 and the large turnout was wonderful. This was the Nursing Home's time to give back to all of the great volunteers who continuously give to the residents.
 - e. The Maintenance Department recently started using the TELS program from Direct Supply. TELS is a web-based building management system (software) that has been specifically designed for the Long Term Care industry. It allows the department to keep track of all the equipment in the facility from the date of purchase. It tracks the warranty information, model and serial number, and allows entering maintenance schedules. The computerized log book, with a built-in calendar, notifies the maintenance department what equipment is due for maintenance and what needs to be done. As maintenance tasks are completed, the log book automatically updates and information can be printed if hard copies are needed. The system is also capable of keeping a library of all Life Safety Code tasks and requirements placing them on the same log/calendar as equipment; it notifies the department when required tasks are due (kitchen hood cleaning, kitchen hood suppression system tests, sprinkler tests, backflow tests, generator tests, fire panel tests, smoke detector tests, resident mechanical lift tests,

resident weight scales, etc.). The TELS program can also be integrated with the PointClickCare software enabling staff to submit repair requisitions from the computers/kiosks saving time in the process. The program is used by 50 other nursing homes in the State of New Hampshire. Most of the nursing homes have moved to an Environmental Services Department verses a Maintenance Department. Later this year, CCNH in Berlin will be converting the Maintenance Department to an Environmental Services Department after the retirement of the current Executive Housekeeper in December.

- f. Biannual Disaster drill: On June 18, the Nursing Home will be conducting an Intruder Alert drill on the 3-11 shift. The exercise will be an assessment of the reaction and effectiveness of the nursing home employees to an intruder who poses a threat to anyone within the building or grounds. An officer from the Berlin Police Department will be on hand to evaluate the procedure and recommend changes to the policy if needed.

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. Carrie reported that she has begun the process of transferring several savings accounts to the Passumpsic Savings Bank from NHPDIP.

Referring to the May report, Carrie contacted banks on obtaining proposals for various services. She asked if the Board would require sealed bids for the proposals. The Board expressed that they did not want to micromanage and asked that the final proposal be brought forth to a meeting for review.

- b. The process to implement the new time clock system has begun. The time frame given to the County by SmartLinux brings the transition time to August.
- c. The Health Care Enrollment with NH Interlocal Trust in West Stewartstown was done on May 16 and 17 and in Berlin on May 23. The enrollment process was successful. At this point, Julie has received most of her enrollments and Berlin has received a good portion also. All should be set for the July 1 change to Harvard Pilgrim.
- d. Carrie anticipated another draw on the Tax Anticipation Note during the first week in June.
- e. Brenda Ladd has been training and working in the Financial side of PointClickCare and was ready to begin the end of month process last week. With the new State of NH Medicaid billing system and PointClickCare System, Brenda has had her hands full; but is handling the transition very well.

10. Other Business:

- a. County House Proposal: Jennifer presented a letter from the Nursing Home Administrator expressing the need for space at the Nursing Hospital, a proposal from Dennis Boudle Construction for renovations prepared in 2012 and a summary of expenses. The proposal suggested moving the County Administrator, Director of Finance, Unincorporated Places Administration and Accounts Payable.

Laura stated that currently there are staff members from the same department working on different floors, certain department heads share office space and when the Commissioners and Delegation meet the space used is intended for the residents.

Commissioner Grenier stated that based on the proposal the operating expense for the house would be \$5,500-\$6,000 per year after the renovations. Currently \$4,000 is spent yearly for heating the house. The Delegation will need to be convinced to appropriate \$61,500 for renovations which will be tough. Commissioner Grenier asked if reconfiguration costs will be needed for the Nursing Hospital. Laura replied that there would be no reconfiguration costs. Commissioner Grenier suggested that the information packet be forwarded to the Delegation prior to the July 29 meeting. Commissioner Brady noted that the plan presented did not indicate any reconfiguration of the basement, a paved walkway and entrance to the basement will be needed, restrooms and doorways will need to be ADA accessible. He suggested obtaining other quotes. Commissioner Grenier disagreed and suggested that the Delegation receive the proposal as presented to the Commissioners. If the Delegation votes to pursue the project, the bid process will be used. Commissioners Brady and Samson agreed. Jennifer was instructed to provide the Delegation with a copy of the proposal as presented to the Board.

- b. Future of County Property: Commissioner Samson asked Board members if they would consider sending a letter to the Delegation requesting for a one year moratorium on the sale of any County property. Commissioner Samson inquired who has the authority sell and dispose of County property. Commissioner Grenier stated that according to the RSA, the acquisition and disposition of assets falls to the Delegation.

Commissioner Samson reported that John Porter, of the University of NH will tour the barn on July 17.

Commissioner Samson agreed that public meetings regarding the barn should be held in the three districts. He stated that the Commissioners should hold their own public meetings. Commissioner Grenier added that the other districts may speak against keeping the barn.

Commissioner Grenier stated that he would support Commissioner Samson's request for a moratorium except for the woodlots. In his opinion, if the County has the opportunity to divest it should. Commissioner Brady agreed with Commissioner Samson. Commissioner Samson added that the woodlands can be sustainable with the assistance of the County Forester. Commissioner Brady agreed that the woodlots should be included in the request. Commissioner Grenier noted that the one year request will provide ample time to look at all avenues. Once the barn is gone it will be gone forever.

A motion was made by Commissioner Samson, seconded by Commissioner Grenier to request from the Delegation a one year moratorium, until July 2014, on the sale and disposal of County lands and property. Three public hearings will be held during that time period to obtain public input. All approved 3-0.

11. Unincorporated Places:

- a. Timber Warrants: The Board approved and signed the timber tax warrants for the Unincorporated Places which totaled \$270,901.
- b. 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.*
- c. Commissioner Samson reported that he received a phone call from Ray Cyr, a camp owner on Chapel Hill Road in Wentworth Location. The road has washed out in areas because of the rain. The Wildlife Refuge owns the road but has informed the residents on Chapel Hill Road that there are no funds for road repairs. Commissioner Brady asked that Commissioner Samson meet with Mr. Cyr and report back to Jennifer. Commissioner Grenier cautioned that the Wentworth Location property taxes increased significantly in 2012 and several letters of complaint were received due to the increase.

12. Other public input:

In regards to the County House proposal, Edith Tucker suggested that a drawing for the basement with a second exit and bathroom be presented along with the proposal to the Delegation. Commissioner Brady agreed.

Chief Deputy Roberge reported that the Sheriff's Department received a grant for OHRV patrols in the Unincorporated Places.

The next regular monthly meeting will be held Wednesday, July 10, 2013 at 9:00 a.m. at the Coös County Nursing Home in Berlin.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to adjourn the meeting at 11:25 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk