

Coös County Commissioners
Regular Meeting
Coös County Nursing Hospital - W. Stewartstown, NH
May 15, 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; Sheriff Gerry Marcou; Chief Deputy Keith Roberge; County Treasurer Fred King; County Attorney John McCormick; Harry Brown; John Scarinza, Coös County Planning Board Chair; members of the press and public.

Commissioner Brady opened the meeting at 9:03 a.m.

1. A motion was made by Commissioner Samson, seconded by Commissioner Grenier 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 April 10, 2013 meeting. All approved 3-0.
3. The Board reviewed the Payrolls and Disbursements for the month of April 2013. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of April 2013 and authorize the Treasurer during the month of May to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
4. Hearing of the Public:
 - a. John Scarinza, Chair of Coös County Planning Board reported that there were six members whose terms expire in June 2013. Two regular Board members: Fred King and Jonathan Frizzell and alternates: Scott Rineer, James Brady and Lindsey Gray. Mr. Scarinza has spoken to all members and they wish to continue on the Planning Board. Mr. Scarinza recommended their reappointments.
 - b. Paul Casey, Manager of the Umbagog Wildlife Refuge, on behalf of the regional office, requested a two week period to review the information on the Economic Impact Study. The Board agreed with the request.
 - c. Fred King reported that he had a lengthy conference call with the regional office in Massachusetts. The Refuge Manager was to submit questions to the North Country Council to incorporate in the report. The North Country Council is working on preparing the study to submit to the Commissioners. The ultimate question that needs to be answered is "is it good for the economy of Coös County to have the federal government continue the purchase of land?" In his opinion, the County does not need to sit down and discuss the issue further with the Refuge. They will have an opportunity to be heard like everybody else.
4. 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. An advertisement was placed in the Union Leader on April 15 for a grant administrator for the CDBG Brookside Apartments project. All interested individuals or firms were asked to submit a proposal with resume by May 9. Responsibilities, include, but not limited to: environmental review, contracts preparation, record keeping, financial management, labor regulation compliance, meetings and reporting. The maximum administration budget available for grant administration is \$13,500. The CDBG funds will finance energy improvements, specifically window replacement, to the 120 affordable housing units at Brookside Apartments in Berlin.
- b. Jennifer will be attending an Implementation Workshop sponsored by The Community Development Finance Authority (CDFA) on Wednesday, May 22, 2013 for the Community Development Block Grant (CDBG) Program. Donna Kerwin Lane, MBA, EDFP will be conducting the one-day training session at the offices of NH Public Radio - 2 Pillsbury St, Concord, NH 03301 from 9:00 a.m. to 5:00 p.m.

The workshop will provide grant administrators with the training and information necessary to successfully administer CDBG grants. The training will provide information on meeting the basic requirements for administering grants in a format that includes lecture, case studies, questions and answers. The workshop will demonstrate how to use the CDFA [Grants Management System](#) (GMS) in the implementation phase of the grant including the submission of reports, payment requests and other documentation requirements. Within the framework of using GMS, topics to be covered will include the environmental review process, Davis Bacon Wage Determinations, procurement and financial management.

- c. The Board of the NH Interlocal Trust is inviting interested representatives from member groups to submit their names for consideration as new Board members. Trustees are typically members of the governing body or senior staff. The Board meets four times annually and additionally as necessary. Meetings will usually be held at the Trust's office in Pembroke, NH. Jennifer requested the Commissioners' approval to submit her name for consideration. A motion was made by Commissioner Samson, seconded by Commissioner Grenier to approve Jennifer's request and to submit her name for consideration to the Board of the NH Interlocal Trust. All approved 3-0.
 - d. Jennifer reported that the individual who handles the residents' accounts was moved from the front office to the office space previously used for the Unincorporated Places. This move was done in order provide privacy to the residents and their family members.
5. 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	33
HOUSE OF CORRECTIONS	25
PRETRIAL	8
NH STATE PRISON INMATES	2
ELECTRONIC MONITORING PROGRAM	0
WORK RELEASE PROGRAM	0
OTHER COUNTY INMATES	1

HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	19 GRAFTON DOC: 1 PT MALE, 4 HOC FEMALE, 2 PT FEMALE HILLSBOROUGH DOC: 1 HOC FEMALE MERRIMACK DOC: 1 HOC FEMALE STRAFFORD DOC: 1 HOC MALE NHSP: 1 HOC MALE, 8 PT MALE
AVERAGE DAILY POPULATION APRIL	33
MALE DAYS SERVED IN FACILITY APRIL	995
FEMALE DAYS SERVED APRIL	175 (10 females)
TOTAL INMATES ADMITTED APRIL	32

- a. National Correctional Officers and Employees Week was May 5 - 11, 2013. During the week, time is taken to honor all the dedicated men and women who serve in our nation's correctional facilities and in the corrections profession. Superintendent Hamelin noted great appreciation for the staff of Coös County Department of Corrections and thanked them for their hard work and dedication throughout the year.
 - b. Currently, all positions within the Department have been filled. Jason Rella, of Columbia NH, was hired to fill a Correctional Officer position on Third Shift. He began the 8-week Field Training Program on May 6.
 - c. Spring cleanup around the buildings has been underway with inmate work crews sweeping all the parking lots and roads. Mowing in some areas began during the week of May 13.
 - d. New windows were delivered for the second floor conference room and female restroom, which are located on the east side of the building. Once installed by the contractor, all of the windows on the upper floor will be updated. Exterior screens will also be added to five previously installed windows to help keep dirt and debris out of the interior sills.
 - e. Securus Technologies is in the process of upgrading the inmate telephone system from POTS telephone lines to FiberCast cable service. This will allow the facility to support the speed necessary to record and store information from multiple housing and visitation phones at the same time.
6. 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. The average census for April was 74; occupancy for April was 82.7%. In April, there were no (0) admissions and three (3) deaths. In May, there has been one (1) admission. Two (2) potential admissions are currently being worked on. Of the 73 residents, thirteen (13) are Private Pay and seven (7) residents are Vermont Medicaid.
Totals for 2013: *Seven (7) admissions, two (2) discharges and twelve (12) deaths.*
 - b. PointClickCare: The transition to PointClickCare continues. The Nursing Hospital should be completely on the PointClickCare system by July 1. After a brief explanation of the PointClickCare system by Laura and Louise, County Treasurer Fred King inquired if this system tied in with the Managed Care System through the State of NH. Louise replied it was a totally separate system. Once the lawsuit with the hospitals is settled and the managed care system goes active in the community for Medicaid, the nursing homes will have one year from that date. All residents will need to select services from three different companies.

- c. Volunteer Recognition: Coös County Nursing Hospital held its annual Volunteer Recognition Luncheon on April 26. It was a big hit thanks to the hard work of the Activities and Dietary departments and was well attended by the volunteers.
- d. National Nursing Home Week: Activities held during the week included music socials, special color days, a hat day, a homemade ice cream social for staff and residents, a special auction for the residents, a “Senior” Ball, and an Employee Appreciation Pizza Party.
- e. Survey: The Nursing Hospital survey window opens May 28.
- f. LNA of the Year: Diane Munzner was voted CCNH LNA of the Year 2013. The ceremony at the state level will be in Concord on June 6.
- g. 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

The same inmate remains whose care is nursing intensive and another has been added. Nurses from the nursing home will be covering more time at the DOC for the next few months to cover an FMLA.

- 7. 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 99. Fourteen (14) residents were Private Pay and one (1) resident was Medicaid pending. The average daily census for April was 99.2; there were **2** admissions in April and **1** death. The year to date average daily census is 98.3, year to date admissions **8** and deaths **6**.
 - b. PointClickCare: The LNAs have begun using Point of Care on the kiosks, the transition has been challenging. The kiosks are from the previous software, the screens are not large enough for Point of Care software. Two appropriate sized kiosks have been obtained. LNAs have been encouraged to use the laptops on the med carts when available for charting. The laptops are quicker, more user friendly and also less expensive in cost; this is definitely something that will be reviewed for the 2014 budget. The facility will continue with the process of “going paperless” throughout the year. The business office will convert to the PointClickCare software later in the summer; the business office transition has been delayed at this time. The conversion to PointClickCare has kept everyone very busy, but in the end it will be very favorable.
 - c. Nursing Department: The Nursing Home has placed several ads in newspapers recently. Currently, the facility has 112 hours of open positions for RN/LPN; and 288 hours of open positions for LNAs. Some of the reasons stated on resignations were: relocation due to spouse unable to find employment, furthering education needing to move closer to larger

colleges, looking for full time in order to obtain an enhanced benefit package. The Nursing Home will be running more ads in the very near future.

8. Report of the Director Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:
 - a. Carrie requested the Commissioners' input on possibly transferring several savings accounts to Passumpsic Savings Bank from NHPDIP. An estimated difference NHPDIP and Passumpsic Savings Bank CDARS plan would have been \$717.19 last year.
 - b. Carrie requested the Commissioners' input on inquiring with other banking institutions to submit proposals for services. In March, Northway began a fee per item, which included with the monthly fee is over \$100 per month. Northway also charges a fee for returned checks of \$20, which Passumpsic bank does not charge Coös County a fee. The Commissioners encouraged Ms. Klebe to request information from other banking institutions.
 - c. Health Care Enrollment with NH Interlocal Trust in West Stewartstown will be on May 16 and 17 and in Berlin on May 23.
 - d. Carrie and Julie Brunault met with NH Interlocal Trust and attended a workshop given by LGC for the upcoming Affordable Healthcare Reforms. In the near future, Coös County will have to address a few policies to accommodate the new rules. For example: waiting periods for health insurance cannot exceed 90 days (from date of hire) for plan years beginning in 2014. Currently, the County has a probationary period of 480 hours or six months of actual work, whichever comes first.
 - e. Carrie reported that she has been training with Julie Brunault in Payroll in order to become her backup for Payroll. Recently, this has been consuming much of her time but progress is being made and Julie will be able to take a week's vacation in June.
 - f. On May 1, Carrie made the first transfer from the Tax Anticipation Note for \$750,000.
 - g. On May 2, Carrie attended the NH Government Finance Officers Association Annual Meeting in North Conway. The purpose of the NHGFOA is to promote the improvement of the methods of governmental financing in New Hampshire, as developed and recommended by the Government Finance Officers Association of the United States and Canada, the Governmental Accounting Standards Board, and other recognized authorities in the field of government administration.
9. Other Business:
 - a. County Website: Commissioner Brady reported that at the last Delegation meeting it was clarified that the Commissioners' office would be seeking bid proposals for the designing of the County's website. Commissioner Grenier asked that the County advertise for a request for proposals. The Board will review the proposals, pick the top three and proceed with a interviews. The amount budgeted is up to \$10,000.

- b. Discussion on Section 106 was previously tabled at the April meeting in order for Commissioner Grenier to research the subject further. Commissioner Samson stated that Section 106 requires federal agencies to consider the effects of projects on historical properties. A lot of the towns in Coös County have requested this status especially in regards to the Northern Pass issue. This would allow the County to be a participant in any of the Northern Pass coming through County land. Section 106 works in partnership with the National Historic Preservation Act (1966), NH Division of Historical Resources and the Environmental Impact Study which the Department of Energy (DOE) must conduct. It does not hinder, slow down or show support of the Northern Pass. Commissioner Samson stated that as a party to the Northern Pass issue he is already part of Section 106. He asked if the County would be interested in applying. Commissioner Brady asked how many towns in the County had applied. Commissioner Samson did not know. Commissioner Brady suggested waiting on a decision. Commissioner Grenier stated that the City of Berlin went through a similar process during the licensing phase of the biomass plant. The State of NH was very diligent in researching historical sites. He was not sure it was needed and suggested waiting until a route is announced.
- c. County House: Commissioner Brady reported that members of the Delegation toured the county house and barn after the April 19 meeting. Commissioner Brady stated that in his opinion the Commissioners should take a more active role in regards to the County house and make a recommendation from the Board's standpoint. Commissioner Brady continued that three people were hired to fill Sue's position and more office space is needed at the Nursing Hospital. The County offices and a meeting room could be proposed for use of the house. He asked Jennifer and Carrie to come up with a plan, costs, etc. in order to effectively propose this option to the Delegation. He asked that the information be prepared for the June 5 meeting. Commissioner Grenier also asked for an estimate of annual increases in costs to have the offices at the house.
- d. CDBG - Brookside Grant Administrator Proposals: Jennifer reported that she had received one proposal from Donna Kerwin Lane. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to accept Donna Kerwin Lane as Grant Administrator for the Brookside Apartments in the amount of \$10,350. All approved 3-0.

10. Unincorporated Places:

- a. Current Use Applications - Wentworth Location: Linda Harris presented two current use applications from co-owners of property in Wentworth Location. The Board signed and approved the current use applications for Stephen Woodward (50% ownership) and Estate of Gordon Burke c/o Curt & Thomas Burke (50% ownership).
- b. Nash Stream Advisory Committee: Jennifer reported she had received a phone call from Bill Carpenter of DRED inquiring about the Commissioners' appointment to the Nash Stream Advisory Committee. Per RSA 12-A:9-c, a Coös County Commissioner or designee shall be a member of the committee. Commissioner Grenier stated that a prior meeting it was suggested that he contact Mike Waddell. Mr. Waddell is a member of the Coös County Planning Board and is interested in serving on the Committee.

Harry Brown stated that the North Country OHRV Coalition has suggested that Craig Washburn of Colebrook be considered as a candidate for the position. In his opinion, the committee is made up of people with one view; it needs more diversity. Bill Carpenter suggested that his name be presented. Commissioner Brady stated that the appointment is county-wide not just the North Country. Mr. Waddell would add diversity. Commissioner Samson also spoke in favor of Mr. Washburn. He is a highly respected individual in the North Country. A motion was made by Commissioner Samson to nominate Craig Washburn. There was no second.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to nominate Mike Waddell as the Coös County Representative to the Nash Stream Advisory Committee. The motion was approved 2-1. (Commissioner Samson opposed.)

Jennifer will contact Mr. Carpenter and Mr. Waddell.

- c. Coös County Planning Board Re-appointments: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to accept the Planning Board's recommendation to re-appoint Jonathan Frizzell and Fred King as regular members and Scott Rineer, James Brady and Lindsey Gray as alternate members.

Commissioner Samson directed his question to the Chairman of the Planning Board. Referring to the Constitution & Bylaws of the Planning Board, Commissioner Samson asked Mr. Scarinza "Do you feel that under Qualifications B2 there shall be a geographic distribution of members throughout the County shall be maintained?" Mr. Scarinza agreed with the current distribution of the Board members. Commissioner Samson inquired if Mr. Scarinza realized that four of the members reside in the Colebrook area. Mr. Scarinza replied he was aware of the residencies. He continued that it is hard to get experience on the Planning Board and he would hate to lose that experience. In speaking to one of the alternates who was new from three years ago, the alternate is just now feeling comfortable being on the Planning Board. It has been a three-year learning curve. When vacancies become available, the geographic diversity will be looked at. Commissioner Samson stated that there are currently six vacancies and in his opinion, one of those vacancies should be represented by a resident of the Unincorporated Places. Mr. Scarinza stated it should be considered but also weighs that with the current board members have experience which is important. Commissioner Samson stated that he appreciates the experienced but new blood would have new ideas. He did not believe that Mr. Scarinza was following the Planning Board by-laws. One of the alternate seats should be held by a resident of the Unincorporated Places and the residents of the Unincorporated Places should make that decision. Also, in the future if Commissioner Brady cannot attend a meeting, a representative from the Board of Commissioners should attend in his place and maybe one of the Commissioners could be an alternate. In the future, each name should be brought forth individually and not as a group. Commissioner Brady stated that the Board has become more diverse in the last six years. Commissioner Samson stated that in a previous meeting Mr. King had stated he would not seek reappointment but has decided to continue on the Planning Board as he has had several phone requests to remain on the Planning Board. The motion was approved 2-1 (Commissioner Samson opposed).

- d. Harry Brown formerly requested that a study committee be put together for the coverage by the Sheriff's Department of "ride the wilds". The Fish & Game Department does not have the

proper resources to enforce the ATV trails and lacks the financial ability. Sheriff Marcou stated that in order to do the patrols he will need two machines, two people, etc. He will put a budget together for the Commissioners next meeting.

Mr. Brown commended the Sheriff's Department for the assistance that has been provided for the June 15 Grand Opening of the ATV Trail System at Coleman State Park.

Mr. Brown reported that the Coös Economic Development Corporation (CEDC) approved a \$20,000 appropriation for the ATV Coalition (\$5,000 for signage and \$10,000 for marketing and networking).

10. Any Other Public Input:

- a. Mr. Allen Coats spoke regarding the Planning Board's diversity. The Board of Commissioners had a chance to diversify and did not. Commissioner Brady replied that he feels that the diversity has improved and that he stood by the Board's decision.
- b. John Amey reported that he and Mr. Coats have been asked by the Delegation's subcommittee to help them with the study. In his opinion, the County Farm is part of a three-legged milking stool. There are three items in making the farm successful: the barn, the woodlands and tillable acres. He recommended that the County Forester be involved at looking at the County's woodlots and determine the future income of the woodlands. While looking through County Report, he noticed that the farm budget was zero. Jennifer explained that once the dairy operations ceased all items were moved to the land management section of the budget.

Commissioner Samson reported that he had been contacted by Representative Moynihan and the Delegation's subcommittee would like to hold an advertised public hearing to obtain public input on the future of the barn. Commissioner Samson asked if the meeting could be held at the Nursing Hospital or at the Stewartstown School. Commissioner Brady stated that was up to the Delegation. Commissioner Grenier suggested that a public hearing be held in each district of the County as everyone in the County is paying to support a building that is not producing revenue. He suspects that there may be different opinions throughout the County.

Commissioner Samson has spoken with John Porter, who works for the University of NH and deals with historic buildings. His committee is willing to visit the barn to do an assessment and provide the information to the Commissioners. The Board was agreeable with the visit.

Commissioner Samson also asked what the Board's vision was for the future of the County. He stated that he has walked the County property. He asked about the status of the lot which previously went up for sale last year but the sale did not go through. Commissioner Grenier stated that the acquisition and disposition of County property is up to the Delegation. Commissioner Grenier continued that the County cannot take taxpayer money to support the County's business. He did not support closing the dairy farm. He is okay with keeping the barn as long as it is not an anchor to the taxpayers. In his opinion, the County's core functions are the two nursing homes, the Sheriff's Department and the Department of Corrections. He does not want to sell property. Input is needed from everyone prior to making any decision. Commissioner Brady agreed. If property is not producing money, it should be diversified.

Commissioner Samson stated that the County woodlots can be sustainable. It appears that there has not been any sustainable forest plan. The County Forester is willing to assist in this area.

Commissioner Samson also asked if the gate at Back Pond could be locked as there has been four-wheeling activity and other issues in the fields. The Board agreed and asked that Jennifer have the lock and reflective apparatus placed on the gate. Harry Brown stated he could provide "NO ATVs" and "Gate Ahead" signs.

- c. County Attorney John McCormick reported that he has made the decision to lock the County Attorney's office door for security purposes. A sign has been placed on the front of the door stating that if they wish to enter the office, they may call the County Attorney's office or go to the Sheriff's office.

Commissioner Grenier suggested that the County Attorney obtain a quote for a camera/buzzer system for the door to be included in the 2014 budget. The County Attorney stated he has spoken to the State about this issue and they are looking into a system. But he will obtain a quote. Mr. Scarinza stated that he understands the need for security but suggested a system similar to the Berlin Court whereas the receptionist area sees through a glass. He does not believe one should talk to a camera.

The County Attorney also reported that the defense had filed a motion for a continuance and the trial regarding the explosion case was now scheduled for September.

- 11. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into non-public session per RSA 91-A:3 II(c) at 10:50 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 11:20 a.m. All approved 3-0.

Jennifer will send a letter to all abutters of County land reminding them that baiting or wood cutting is illegal on County land without approval of the Board of Commissioners.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to allow David Rancloes to access a section of County land, list the County as additional insurer and restore the land under the direction of County Forester Brendan Prusik. All approved 3-0.

The next regular monthly meeting will be held Wednesday, June 5, 2013 at 9:00 a.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 11:25 a.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk