

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown, NH  
January 9, 2013

Present: Commissioners Tom Brady, Paul Grenier and Rick Samson; County Administrator Jennifer Fish; Nursing Hospital Administrator Laura Mills; Superintendent Craig Hamelin; Nursing Home Administrator Louise Belanger; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; County Treasurer Fred King; Harry Brown and members of the press.

Commissioner Brady opened the meeting at 9:30 a.m. following the Department of Corrections semi-annual facility tour which began at 8:30 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the minutes of the December 19, 2012 and January 2, 2013 meetings. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of December 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the Payrolls and Disbursements for the month of December 2012 and authorize the Treasurer during the month of January to meet all payroll obligations and pay all other obligations due during the month. All approved 3-0.
3. Hearing of the Public:
  - a. Harry Brown, Stewartstown resident, provided a status update to the Board in regards to the ATV trail system in Coös County. He noted that some of the challenges ahead include renegades, camp owner entitlement and trail upkeep. In his opinion the County's role should include assistance with trail maintenance, signage in the unincorporated places and law enforcement presence through the Sheriffs' Department.

Mr. Brown asked if a portion of the economic development funds in the county's budget could be used for signage and development of a website. He also asked if a group could be formed to further discuss involvement of the Sheriff's Department on the trails. Commissioner Brady replied that the budget was presented to the Delegation in December. He suggested that Mr. Brown contact the Delegation to discuss his request further. Commissioner Grenier cautioned that Mr. Brown will need a specific cost plan for signage, trail maintenance, etc. Residents of Wentworth Location were walloped with their property tax bills in 2012. He also suggested that Mr. Brown contact NH Grand. Mr. Brown replied that he had been in contact with NH Grand and they are only looking for events.

Sheriff Marcou stated that he would have no problem with providing law enforcement on the ATV trails but will need money to pay his staff. If money can come back to the county, he will work on it. Commissioner Grenier noted that the past Board did not want the Sheriff's Department on the trails however this new Board may be willing to give a little. The ATVs will be a big boost to the North Country and a plan needs to be put together.

Commissioner Brady asked that NH Grand be invited to the next Commissioners' meeting.

Mr. Brown noted that the SCORP, which is the Statewide Comprehensive Outdoor Recreation Plan that the State is required to produce every five years to comply with National Park Service requirements to remain eligible to receive Federal Land and Water Conservation Fund grant

funding does not mention ATVs and Coös County. He asked for assistance in contacting DRED to amend this report and include ATVs and Coös County.

He also asked if a study committee could be formed in regards to dispatch services in the North Country.

- b. County Treasurer Fred King noted to the Board that the state and federal budgets are cost shifting to the local governments. As Clerk of the NHAC, Mr. King asked the Board how closely he should follow all changes. Commissioner Grenier replied that anytime he feels it is important he should attend meetings.

Mr. King reported that he had met with a representative from Senator Ayotte's office and added that she is sitting on a key committee.

Mr. King has contacted North Country Council to inform them that the economic study is in limbo until the budget passes in March.

- 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. Sale of County Land: Tim Bailey, buyer of county land, Lot 16, Range 5, in Stewartstown, New Hampshire (104 acres) was unable to come up with the funds due for the land purchase by the deadline December 31, 2012. The purchase price was \$21,500. Any legal fees incurred will be deducted from Mr. Bailey's deposit being held by Waystack Frizzell.

Jennifer inquired if the Board wanted to proceed with putting the lot back out to bid or leave as-is for now. Commissioner Samson asked if there was a process in place to award the lot to the next bidder. Other members of the Board replied no. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to put the parcel back out to bid with the terms noting that the Board can reject any and all bids. All approved 3-0.

- b. 2012 County Tax: the county taxes were received from all the towns/City by December 31, 2012.
- c. Performance Audit report: Representatives Thérberge and Hatch have been communicating with Mr. John Sullivan from Melanson Heath & Company, PC regarding the final performance report. Mr. Sullivan provided Representative Thérberge with a copy of a report titled, DRAFT Supplemental Report, July 29, 2010.
- d. Tax Anticipation Note (TAN): the tax anticipation note with Laconia Savings Bank was paid off on December 28. The total amount borrowed was \$7,000,000.00 and the total interest incurred was \$36,575.84.

The letters for the 2013 TAN will be mailed to banks during the week of January 7. The bids received will be opened and reviewed at the February Commissioners' meeting.

- e. 2012 Year-End: Jennifer reported that she and her staff and were busy closing out the books for 2012. It is hoped to have the fund balances out to everyone by January 21, 2013.
- f. 2013 Legislative Session - The Legislature is back in session. The NH Association of Counties has prepared a list of priority bills for the 2013 Session that affect counties. There are several

bills relative to county corrections, labor and collective bargaining, nursing homes and Medicaid, county budget issues, and county government officials and others relating to group health insurance, elections, right to know law and NH Retirement System. Several of these bills have the potential to help with financial issues that the County's face especially in Medicaid and NH Retirement System.

- g. Jennifer requested a nonpublic session in accordance with RSA 91-A: 3, II (b) *The hiring of any person as a public employee.*
- h. At the meeting Jennifer, requested authorization to hire Ron Beaulieu and Company to prepare the financial audit for Coös County at a cost of \$11,225. This is an increase of \$300 from the previous year. John Lyford, the County's former accountant, retired in 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to hire Ron Beaulieu and Company to prepare the financial audit. All approved 3-0.

Commissioner Brady asked that Lori Harnois, Marketing Manager for NH Travel and Tourism be invited to attend a future Commissioners' meeting.

- 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:

<b>TOTAL IN FACILITY</b>	<b>40</b>
HOUSE OF CORRECTIONS	23
PRETRIAL	17
NH STATE PRISON INMATES	1
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
OTHER COUNTY INMATES	2
HELD AT OTHER FACILITIES	13
HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 1 HOC MALE, 7 HOC FEMALE ROCKINGHAM DOC: 1 PT MALE STRAFFORD DOC: 1 HOC MALE SULLIVAN DOC: 1 HOC MALE NHSP: 2 PT MALE
AVERAGE DAILY POPULATION DECEMBER	43
MALE DAYS SERVED IN FACILITY DEC.	1,342
FEMALE DAYS SERVED DECEMBER	189 (10 females)
TOTAL INMATES BOOKED NOVEMBER	35

- a. All positions are filled in the department. After much staff movement following the departure of Corporal Dana Prehemo, the last open position was filled by hiring Michael Chappell of Clarksville, NH for the vacant Third Shift officer position. He began the 8-week Field Training Program on January 7.
- b. The new 28-hour evening nurse position, filled by Savannah Mundell, has gone well since she started on December 25. Some facility medication pass times have been adjusted to better fit the new hours, and those changes have gone well so far. There was an influx of medical emergencies which occurred when the DOC medical staff was off duty, requiring response from Nursing Hospital staff. Unfortunately this will happen from time to time, and the DOC appreciates the availability of the Nursing Hospital staff that responds when in need.

- c. Several bids were received for the construction of a 24' by 40' pole barn on the grounds of the Recycling Center. A capped amount of funding from savings was approved for the pole barn by the 7 member towns for the 2013 Recycling Center budget. Additional funding from the Recycling Center savings may be necessary to complete the project based on the submitted bids.

Superintendent Hamelin requested that the Commissioners review the bids, choose an appropriate contractor, and approve the construction of the pole barn. If approved, an updated cost of the project will be presented to the member towns if further funding is necessary.

Commissioner Brady stated that the bids should have been sealed and opened at the meeting. Superintendent Hamelin replied that would have been difficult to do as several contractors came to his office to review the plans. Commissioner Grenier suggested that the bids be submitted to the towns to award the bid. The towns should then present the selected bid to the Board with a request to build the structure at the recycling center. Commissioners Brady and Samson agreed.

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 today was 78. The average census for December was 79; occupancy for December was 81.2%. In December there were five (5) admissions, one (1) discharge and one (1) death. In January, there were two (2) deaths. Staff is currently working on two (2) potential admissions for January. Of the 78 residents, twenty-three (23) are Private Pay [*three (3) are Medicaid pending*]; eight (8) residents are Vermont Medicaid. **Totals for 2012:** *Forty-three (43) admissions, twelve (12) discharges and twenty (20) deaths.*
  - b. Criminal Background Checks: For year 2012, 31 background checks were completed at CCNH W.S. with \$775 collected from potential new hires. Of the 31, only 24 stayed and worked through a probationary period. \$600 would have been refundable.
  - c. Nursing Hours at Department of Corrections:

2011	MINUTES	Hours	2012	Minutes	Hours
January	3,907	65	January	2,206	37
February	4,035	67	February	2,168	36
March	3,930	66	March	2,801	47
April	4,427	74	April	2,454	41
May	4,280	71	May	2,180	36
June	4,446	74	June	2,811	47
July	4,529	75	July	988	16
August	4,307	72	August	864	14
September	4,358	73	September	1,126	19
October	4,086	68	October	1,101	18
November	1,750	29	November	1,026	17
December	1,711	29	December	2,007	33

CCNH nurses covered five additional evening Med Passes this month. There were also two CCNH nurse visits for individual inmates. The hiring of a new nurse at the DOC was completed and she started December 25. There should be a major decrease in hours for January.

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 98, with 2 community admissions being processed. Fourteen (14) residents are Private Pay and one (1) is Medicaid pending. The average daily census for December was 97.9; year to date 97.7. There was 1 admission in December and 3 deaths. The year to date totals: deaths 24; year to date admissions 25. Totals for 2012: 10 residents were admitted from home, 14 from the local hospital and 1 from another nursing home.
- b. Boiler: The boiler arrived at the nursing home on January 3; work on the boiler replacement began on Tuesday, January 8.
- c. Criminal Background Checks: Louise requested continued discussion on the \$25 that all potential new hires must pay towards the background check. For year 2012, 41 background checks were completed with \$1,025 collected from potential new hires. Louise asked the Commissioners to consider refunding the \$25 fee after the probationary period is completed.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson that any county employee hired will be reimbursed the criminal background fee after a successful probationary period. All approved 3-0.

Commissioner Grenier asked that the location of the fee in the budget so that reimbursement can be tracked.

- d. Nursing Home Rating Report: Coös County Nursing Home in Berlin has recently received its 5-Star rating thanks to the team work from all employees. The Board congratulated Louise and her staff.

8. Other Business:

- a. 2012 County Report Bids: Linda Harris explained that at the last meeting the Board voted to print 2,000 copies of the county report. While preparing information for the County Report Linda discovered that 2,000 copies were printed last year and the Board had discussed reducing the amount of reports printed. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to amend the motion from the December 19, 2012 meeting awarding the bid to Smith & Town Printers from 2,000 copies to 1,500 copies at a price of \$3,999.60. All approved 3-0.
- b. Federal Surplus Distribution Program Application: Jennifer explained that a new application was requested by the State due to changes in the County's staff. The application was signed.
- c. CDBG/Brookside Apartments - request for funding in 2013: Jennifer explained that the Town of Pittsburg is not eligible for the CDBG funds. Therefore, the public hearing for Brookside Apartments has been set for January 23, 2013 at the Coös County Nursing Home.

Commissioner Grenier noted that plans are in motion to save the funds for the Notre Dame project. AHEAD has been announced as the new developer for this project. The group is eager to work with CDFA to transfer the funds. Another public hearing may be needed to transfer those funds.

- d. Jennifer announced that an account is in the process of being opened at First Colebrook bank for the decommissioning fund. Jennifer requested Board signatures and photocopies of their drivers' license for the bank.

9. Unincorporated Places:

- a. Public Safety Agreements: Linda Harris presented the annual public safety agreements for the Towns of Carroll, Errol and Gorham. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to approve the 2013 public safety agreements. All approved 3-0.

10. Any other public input:

Edith Tucker and Barbara Tetreault both stated that they needed better accommodations to be able to hear at meetings. The background noise made it very difficult to hear at the meeting. Commissioner Brady asked that they contact Jennifer to discuss this issue further.

Commissioner Samson requested the following:

- Could the County revisit its participation in regards to the Colebrook Rest Area? Commissioner Brady replied that Senator Woodburn is working on this topic. However, the Board could discuss the issue further with Lori Harnois when she attends a meeting.
- He has been informed that some residents' rooms do not have enough chairs. Since there will be a cost saving due to the decrease in the amount to be printed of the County Report, could those funds be used to purchase additional chairs for residents' rooms. Laura explained each room has a bed, bureau and chair which are required by the State. The issue is due to the room size and there is no additional room for extra furniture.
- He would like a tour of the barn. Jennifer stated that the lease indicates that a 24 hour notice needs to be given to Mr. Santamaria prior to the tour.

11. A motion was made by Commissioner Grenier, seconded by Commissioner Samson to enter into nonpublic session per RSA 91-A: 3, II (b) *The hiring of any person as a public employee* at 11:10 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Samson to come out of nonpublic session at 12:30 p.m. All approved 3-0.

The next regular monthly meeting will be held Wednesday, February 13, 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 12:30 p.m. All approved 3-0.

Respectfully submitted,

Rick Samson, Clerk