

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Home - W. Stewartstown, NH  
May 16, 2012

Present: Commissioners Bing Judd, Paul Grenier and Tom Brady; County Administrator Suzanne L. Collins; Director of Finance Jennifer Fish; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Administrative Assistant Linda Harris; Sheriff Gerry Marcou; Chief Deputy Keith Roberge; Paul Casey & Ian Drew of US Fish & Wildlife Service; John Scarinza, Coös County Planning Board; Larry Barker, UNH Cooperative Extension; Harry Brown North Country OHRV Coalition; members of the press and public.

Commissioner Judd opened the meeting at 9:01 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the April 11, 2012 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of April 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of April 2012. All approved 3-0.
3. Hearing of the Public:
  - a. Paul Casey & Ian Drew of US Fish & Wildlife Service: Mr. Drew presented a forest management summary for the Umbagog National Wildlife Refuge which read as follows:

*The Umbagog NWR Forest Management Plan (FMP) is nearly complete and is written to implement the goals and objectives identified in the Umbagog Comprehensive Conservation Plan. Priority wildlife species, habitats and forest characteristics are the primary filters for managing forested uplands. Approximately 18,000 acres of Umbagog NWR are forest uplands.*

*Much of the forested uplands have been intensively harvested in the recent past and thus not all forested uplands are in a condition that would warrant, or even allows forest management to occur. In addition, some of the forested uplands are within areas restricted to forest management because they are either inoperable with logging equipment (hydric soils), or highly sensitive resources such as riparian areas. Currently, 4,800 acres of forested uplands are within operable zones and have a mature forest stocking that would allow forest management to be implemented based on height class (greater than 30 feet) and canopy closure (greater than 60%).*

*Initial harvests for each project area will vary but starting in the winter of 2012-2013, we anticipate operating an average of 320 acres per year. Harvests are expected to generate 950 cords annually over the next 15 years. Initial harvests include the use of single tree and group selection removals to restore and maintain multi-aged multi-structured forest conditions. Similar volumes were removed at our Sunday Cove harvest completed in 2011.*

*In woodcock focus areas, clear cuts will be used to create and maintain desirable habitat conditions. Initial harvests in the woodcock focus areas will generate an increase in initial volumes removed as some mature forests will be removed through clearcutting. Initial cuts will begin on two areas of the refuge this winter. Approximately 70 acres will be clear cut to initiate a 40-year rotation yielding an estimated 800 cords.*

*Growth of the forests will occur during the implementation period of this plan and thus lands not currently mature will become so. In 15 years, the FMP will be evaluated and updated. Approximately 1,000 acres are expected to become adequately stocked mature forests in 15 years, contributing an additional 200 cords to the expected annual harvest.*

*Eventually, all forested uplands in operable zones will enter the harvest cycle. There are many unknowns regarding land acquisition and condition of the forests on such land. These unknowns restrict modeling and reporting in that capacity. At the current extent 60 years from now, once harvest entry and age distributions for all woodcock focus areas and multi-age forests have been created and restored, the sustainable volume from all forested uplands in operable zones will yield approximately 2,500 cords annually. This assumes steady growth without significant natural events and approximately 70% (12,600 acres) of lands are operable.*

Commissioner Grenier asked if there will be any further purchases of lots in Wentworth Location. Mr. Casey replied that the lots that have been purchased in Wentworth Location are along the river from willing sellers. The funding is limited year to year. Sue added that the revenue sharing payment in Wentworth Location keeps going down. Mr. Casey added that the revenue sharing is not at the level it should be; it is funded at 39%. Sue continued that if there was adequate revenue sharing funding, there would not be an issue in Wentworth Location. Mr. Casey replied that the funding is based on  $\frac{3}{4}$  of 1% of the appraised value of land. He stated that the Umbagog Refuge has low land value compared to the coastal areas.

Mr. Casey provided an update regarding the ATV trail. The Refuge is currently working with the State regarding an access portion for the Success/13-Mile Woods/Errol trail areas. The Federal Government will not provide access to ATVs on refuge land. They realize that this is important to the North Country area and have proposed a land switch with the State of NH. The section owned by the federal government is located at the south west corner of the refuge in Errol and the section owned by the State is Big Island State Forest in Wentworth Location. The federal government has proposed a super easement on Big Island to the State and the Wildlife Service will manage Big Island State Forest. Once the language is approved by both sets of lawyers the lots will need to be surveyed and appraised. There will need to be an exact exchange between both parties. If there is no significant controversy, this could be completed within 30 days on the federal side. The refuge will need to go in front of the Errol Planning Board as a subdivision will be involved. Commissioner Judd urged that this project move as fast as possible. He would like it completed by August 1.

Harry Brown stated that the ATV trail project is not a recreational project but an economic factory for this area. He asked why the timeline could not be shortened. Mr. Casey replied that getting the appraisal will be the biggest obstacle as it needs to go out to bid. The timeline was reviewed:

- the language easement goes to the State;
- the State needs to approve the language;
- appraisal of the properties (a private contractor would be quicker but needs to meet yellow book standards); and
- meet with the Errol Planning Board.

Commissioner Brady asked the estimated cost of the appraisal fee. Mr. Casey did not know. He stated that Realty Specialist Tom Geiser will put the package together, send it to the agency and they in turn put it out for bid. If there is a private appraisal, it needs to be sent to the same division for review. Once reviewed and approved, there are true values and the project can

move forward. Sue asked if the County was willing to pay for the appraisal who should be contacted for the land description. Mr. Casey stated that the Trust for Public Lands will provide this information. Commissioner Judd stated that the Board wants to push this project along. Commissioner Grenier asked that the process be completed prior to the change in government.

- b. Harry Brown, North Country OHRV Coalition: Mr. Brown expressed his concern in regard to the lack of marketing funds pertaining to the ATV trail system (factory). The clubs currently working on this project have limited funding. He used as an example a user friendly computer application that would show the trail systems in the area which would include businesses. In his opinion, the County would be the most appropriate agency (long term) to manage this new "factory". Mr. Brown suggested that the County form a sub-group to market this "factory". Sue stated that NH Grand is involved in marketing the area. Commissioner Judd added that the County currently has a website to which this feature could be added.

Commissioner Brady asked if discussions could begin at some point to expand the trail system from Gorham to the western part of the County. Mr. Brown there are obstacles in the area but the Commissioners may have the ability to bring this together. He added that the initiative of the volunteers on this ATV trail system will eventually wear out. Commissioner Judd stated that all towns will need to be on line and open some town roads to make this happen.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into nonpublic session per Section 91-A:3 II (c ) at 9:55 a.m. All approved 3-0.

A motion was made by Commissioner Grenier seconded by Commissioner Brady to come out of nonpublic session at 10:55 a.m. All approved 3-0.

- c. John Scarinza, Coös County Planning Board: Mr. Scarinza explained that he met with the Board a year ago about county discussions about the timber base and how it should be managed if the people had a voice. He stated the need is more important than it was a year ago. He has met with County Forester Brendan Prusik and Karen Bennett of Cooperative Extension to make a plan to facilitate meetings to solicit input from the public. UNH Cooperative Extension has applied for a grant to facilitate these meetings. One key element is to engage the local residents and small landowners that live, reside and work in Coös County and get their opinion as to what is important in the future of the economy that relates to natural resources and timber base. This is the group that is needed to be engaged in these discussions.

Mr. Scarinza proposed the following outline to obtain public input:

- conduct a county-wide outreach of local landowners to find out their priorities regarding the timber base;
- prepare a written survey to collect data and justify what people want;
- prepare a wish list on how to handle the lands;
- identify the ownership patterns to accomplish the public's vision;
- mail out survey and provide an online option; and
- hold three (3) public scoping sessions: Lancaster area, Berlin area and Colebrook North area.

Mr. Scarinza's goal is to identify what role the timber resource plays and to use the answers from the survey as guidance for the Planning Board. John wanted to reaffirm the County

Commissioners' support for this project before going further. He hopes to have this project up and running by mid-fall. Commissioner Judd stated that the Board was in support of this project and thanked John for all of the work done. Sue noted that the Extension office being involved was a great idea.

4. Report of the County Administrator Suzanne L. Collins. The written report that was submitted to the Board in advance of the meeting was as follows:
  - a. The County Attorney will be moving to the new offices in the Coös County Courthouse on or about June 14, 2012. The telephone service will be transferred on that date. The \$85,000 cost of the project will be billed directly to Coös County by contractor Daniel Hebert Inc. Normandeau will provide moving services and Goulet Communications provided telecommunications and computer cabling for the new offices.
  - b. In late January, Commissioner Grenier asked Ms. Collins to contact Jack Donovan at the Business Finance Authority regarding QECB bonding for the Jericho Power wind project. Only four counties in New Hampshire qualify directly for this bonding authority – Strafford, Hillsborough, Rockingham and Merrimack. Jack Donovan contacted these counties asking if they would consider waiving their bonding allocations for this project. The Strafford County Commissioners agreed to transfer that authority in April. Merrimack County has agreed too. The Rockingham County Commissioners will also consider transferring that authority if they receive notification that the Coös County Commissioners support the project. At the request of Jack Donovan, Sue will contact Hillsborough County on Thursday if the Board votes to support the project as he has received no response from Hillsborough County yet. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to support other counties transferring their allocation to the State. The Business Finance Authority could then provide funding to Jericho Power. All approved 3-0.
  - c. Max Makaitis requested, and the Board approved, holding a public hearing on a re- application for Community Development Block Grant Funds for the Notre Dame Housing project in Berlin. That public hearing will be held on June 13, 2012 at the Board's regular meeting.
  - d. A request was received from the Stewardship Committee of the Farnham Memorial United Methodist Church in Pittsburg for a corrections work crew to paint the exterior of the church building. Sue checked with the County's liability insurance provider, Primex<sup>3</sup>, and learned that RSA 651:36-a grants the county commissioners the power to authorize the Corrections Superintendent to allow for use of county inmates to perform uncompensated public service for the benefit of cities and towns in New Hampshire. RSA 651:68-70 Uncompensated Public Service provides that the member would not be liable for damages sustained by the inmate unless they could show the county was guilty of gross negligence. The county by statute is responsible to provide and pay for inmate medical treatment and would still be responsible for this treatment if the inmate is injured during this volunteer activity. Mr. Betters referred Sue to County Administrator Ray Bower in Strafford County as having a model program. Ray informed Sue that Strafford County has successfully used supervised inmate crews to do projects for churches as well as municipalities. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the church project. All approved 3-0.
  - e. Regarding the David Santamaria request to lease the barn, Sue inquired about the Primex<sup>3</sup> insurance requirements. The County must request that Mr. Santamaria name Coös County on his insurance as an "additional insured" by endorsement to his policy. That means that he will produce his policy for review and it should show the name Coös County in the declaration page

section of the policy with Coös County as an additional named insured. This endorsement must be in Coös County's possession to allow the barn to be insured by his policy. Sue contacted the Town of Stewartstown and the amount of 2011 property taxes on the barn at \$16.15/1000 was \$1,651.98 (1-story heifer barn valued at \$38,770, 1-story calf barn addition on the back valued at \$10,206 and 2 story hay barn valued at \$53,387). Sue asked if the Board approved renting the barn structure to David Santamaria with the condition that the County's insurance requirements are met in addition to his agreement to pay a rental consideration equal to the annual property taxes as calculated on the barn structure for the prior year and would the Board support a 3 or 5 year lease agreement.

Commissioner Judd stated that he had met with Mr. Santamaria. He plans on using the barn for storage of hay, pumpkins and fertilizer only. Commissioner Judd did not have a problem with leasing the barn and having Mr. Santamaria pay the property taxes. Commissioner Grenier suggested adding a stipulation in the lease regarding cancellation. Commissioner Brady asked if the lease was for the whole year and Sue replied yes. Commissioner Judd was in favor of a three-year lease with the stipulation of cancellation within a year. Commissioner Brady noted that for a couple thousand dollars, it was not worth leasing the barn and assuming the risk of a lawsuit. He also suggested that if the County was completely out of the farming business it should contemplate tearing the barn down. A motion was made by Commissioner Grenier, seconded by Commissioner Judd to allow David Santamaria to lease the barn for three (3) years with a 60-day exit clause with the stipulation noted. The motion passed 2-1.

- f. Nine applications for economic development pilot project funds were reviewed by the Board:
- Town of Colebrook: \$5,000 for signage, brochures, advertising (submitted by Selectmen on behalf of the Colebrook Downtown Development Association). A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve this application. All approved 3-0.
  - Town of Colebrook: \$5,000 for certified independent appraisals of 3 properties being considered for the creation of a town park and information center in the Center of Colebrook - this also includes some Brownfields investigations (submitted by the Selectmen). The Board decided if there were funds available at the end of the rotation this application would be discussed again.
  - Town of Jefferson: \$5,000 to develop a website/maps to promote Jefferson businesses and town. A motion was made by Commissioner Grenier, seconded by Commissioner Judd to approve the Town of Jefferson request. All approved 2-0. Commissioner Brady abstained.
  - Town of Northumberland: \$5,000 to be sub-granted to NCIC as part of the NH Grand \$100,000 marketing campaign for all of Coös County. The Board was not in favor of awarding funds to NCIC. Sue will send a letter to the Board of Selectmen explaining that GREAT previously applied for these funds. Commissioner Brady asked that the town use the funds for GREAT to promote economic development in their town. Commissioner Grenier asked that the funds be saved as a placeholder.
  - City of Berlin: \$5,000 to fund Tri-County CAP Economic Development program;
  - Town of Gorham: \$5,000 to fund Tri-County CAP Economic Development program;
  - Town of Shelburne: \$5,000 to fund Tri-County CAP Economic Development program. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve funding for the City of Berlin, Town of Gorham and Town of Shelburne. All approved 3-0.

- Town of Lancaster: \$5,000 to fund a redesign of the town's website. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the Town of Lancaster funding request. All approved 3-0.
- Town of Stark: \$5,000 toward purchase of a Ford truck for a private businessman to transport forms for his concrete business. This application was signed by the Board of Selectmen). Commissioner Judd noted that he was not in support of buying equipment for a private contractor. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to deny the Town of Stark request as it did not meet the requirements of grant funding. All approved 3-0. Sue will contact the Town of Stark and ask if they can provide another proposal.

Sue asked what kind of feedback on the outcomes of these grants will be required from the towns. Commissioner Grenier suggested a quarterly report stating how the funds are being spent. Commissioner Brady inquired how the County will proceed in awarding the funds. Sue replied the funds should be mailed in the next two weeks.

- g. Several bids were received for the purchase of county lands. Bids were opened by the Board at the meeting.

Bidder	5-Acre Lot	52 Acre Lot	115 Acre Lot
Richard D. Stevens	\$1,000	-	-
Richard Dube	\$1,000	-	-
Daniel Ouimette	-	<b>\$45,000</b>	\$15,000
Jack Riendeau	-	\$20,500	-
Marc Rancourt	-	\$23,000	-
Michael Daley	\$5,101	-	-
Lisette Crawford	-	\$30,000	\$15,000
Kenneth Dionne	-	\$10,750	-
Mark Edwards	-	\$32,804	-
Gent Cav	<b>\$7,500</b>	\$6,000	-

On May 16, 2012, two (2) bids were opened for the 115 Acre Lot - both for \$15,000. On the same date, both bidders were notified and requested to submit a new bid by 12 noon on Friday, May 18, 2012 if interested in bidding higher.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to recommend the bid of \$45,000 for the 52-acre lot, the bid of \$7,500 for the 5-acre lot and the two revised bids, if received, for the 115 acre lot to the Delegation for consideration and approval. All approved 3-0.

- h. Car bids were also received for the purchase of the 2005 Mercury Grand Marquis:

Bidder	Amount
Dennis Sweatt	\$1,055
Nathan Rancloes	<b>\$1,251</b>
Richard Dube	\$300

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to sell the car to Nathan Rancloes for \$1,251. All approved 3-0.

*Report of the Unincorporated Places:*

- a. Phase I of the Revaluation begins in June. Jennifer, Linda and Sue will meet with contracted appraiser Mark Nieder prior to beginning work in order to receive a work plan, obtain timelines and expectations for the project.
  - b. North Country Council (NCC) requested that the Planning Board nominate two members to serve as representatives of the Unincorporated Places to NCC. The only member who volunteered was Fred King. This request is for the Commissioners to appoint Fred King as the Coös County Planning Board's representative to North Country Council. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to appoint Fred King as the Coös County Planning Board's representative to North Country Council. All approved 3-0.
  - c. The Coös County Planning Board is scheduled to meet on May 24, 2012 at 6 PM at the North Country Resource Center. A public hearing will be held on 4 subdivision applications filed by Balsams View LLC. Sue contacted the Department of Environmental Services to request that DES personnel attend the meeting to answer questions from the public and board members relative to the stump/rubber dump, the abutting Colebrook liquid waste dump and the lagoons. The Department has agreed to send Michael Guilfooy, P.E., Administrator of the Solid Waste Management Bureau and Michael McCluskey, P.E, Project Manager, Brownfields Program, Hazardous Waste Remediation Bureau.
5. Report of the Superintendent of Corrections Craig Hamelin who was unable to attend the meeting due to the birth of his daughter. The written report that was submitted to the Board in advance of the meeting was as follows:

HOUSE OF CORRECTIONS	22
PRETRIAL	17
<b>TOTAL IN FACILITY</b>	<b>39</b>
STATE PRISON INMATES	0
ELECTRONIC MONITORING	0
WORK RELEASE	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	14
HOC= House of Corrections PT= Pre-Trial	BELKNAP DOC: 1 PT FEMALE GRAFTON DOC: 1 HOC M, 4 HOC F, 1 PT F HILLSBOROUGH DOC: 1 PT MALE MERRIMACK DOC: 1 PT MALE STRAFFORD DOC: 1 PT MALE NHSP: 1 HOC M, 2 PT M, 1 HOC F
AVERAGE DAILY POP. MARCH	36
AVERAGE DAILY POP. APRIL	36
FEMALE DAYS SERVED APRIL	136
MALE DAYS SERVED IN FACILITY APRIL	1,070

- a. National Correctional Officers and Employees Week was May 6 - 12, 2012. During this week, time was taken to honor all the dedicated men and women who serve in our nation's correctional facilities and in the corrections profession. Superintendent Hamelin stated that he has great appreciation for the staff of Coös County Department of Corrections and gave them thanks for their hard work and dedication throughout the year
- b. A proposal to receive grant funds through the Carl D. Perkins Career and Technical Education Act of 2006 has been submitted. This was submitted in collaboration with Ret. Judge James Michalik and his staff at the Family Resource Center in Gorham. If granted, funds would be

used to provide 1 year of on-site pre-release programming to inmates focusing on family and financial issues.

- c. Two correctional commissary companies, Swanson Services Corp. and Oasis Inmate Commissary, were invited to the facility to demonstrate what they offer for service. Coös County is currently the only facility in New Hampshire which continues to operate its own in-house commissary. Off-site commissary alleviates issues such as product shelf-life management, limited product selection and price options; as well as staff hours spent processing, filling and issuing orders. Both companies provide state-of-the-art inmate account software which integrates with the inmate telephone system to allow commissary ordering and convenience options such as debit calling and electronic account deposits by family and friends.
  - d. Officer Jeremie Marquis will be attending the 89<sup>th</sup> NHAC Correctional Academy at the New Hampshire Police Standards and Training Facility in Concord from May 7 – June 8.
  - e. Superintendent Hamelin requested a subscription upgrade of the inmate law library to Westlaw Correctional Facilities Secure Online Database from the Inmate Trust Fund for an annual fee of \$3,360, or \$280/mo. The first 3 months are currently being offered for free. The Inmate Trust presently expends nearly \$1,000 per year for mailed disks which limit research to New Hampshire statutes and case law. This online database gives inmates access to a complete New Hampshire law database, as well as complete U.S. Supreme Court and U.S. Court of Appeals databases. This upgrade would be on par with what similar facilities offer inmates for legal research. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to expend funds for a subscription upgrade of the inmate law library to Westlaw Correctional Facilities Secure Online Database from the Inmate Trust Fund for an annual fee of \$3,360, or \$280/mo. All approved 3-0.
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 78. The average census for April was 78; occupancy for April was 80.6%. In April there were five (5) admissions, two (2) discharges and four (4) deaths. There is one (1) admission, one (1) discharge and one (1) death so far in May. Of the 78 residents, eighteen (18) are Private Pay. Ten (10) residents are Vermont Medicaid. *Totals for 2012: Twenty-two (22) admissions, five (5) discharges and eight (8) deaths.*
  - b. LNA of the Year: Cindy McKinnon, LNA, was voted CCHH W.S. LNA of the Year.
  - c. New Ford Flex: The Nursing Hospital has had the new car for a month. It is quite roomy and handles and rides well.
  - d. Request to Purchase Wheelchair Scale: The facility has an unanticipated need to purchase a scale that is able to weigh residents greater than 300 pounds. Federal regulations require that staff monitor “nutritional status, such as body weight and protein levels, unless the resident’s clinical condition demonstrates that this is not possible.” At this time, there are some residents that staff is unable to weigh accurately. This is not due the resident’s clinical condition, but rather to the facility’s limited equipment. The trending data shows that nursing homes will probably see more and more residents in this condition. Although two Tuition Loan employees were approved only one LNA qualified to use the Tuition Loan so Laura requested to use \$2,000 of the second approved loan to buy the scale. Laura presented three quotes: \$1,634; \$2,880 and \$1,854.99. A motion was made by Commissioner Grenier, seconded by



Commissioner Brady to accept the quote of \$1,854.99 and approve the budget transfer from the education line item to the equipment line item. All approved 3-0.

- e. Other Policies: Laura gave members of the Board copies of the policies that pertain to the residents and admission to CCNH as requested at the last meeting.
- f. Nursing Hours at the 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		
June	4,446	74	June		
July	4,529	75	July		
August	4,307	72	August		
September	4,358	73	September		
October	4,086	68	October		
November	1,750	29	November		
December	1,711	29	December		

- g. Nurse Coverage at the Department of Corrections: Inmates continue to have more complex medical and psychological issues. This continues to pull the nursing home nurses away from residents who also are arriving with more complex medical and psychological issues. Additional staff has been required to cover the nursing home when nurses are covering the Department of Corrections. Although Corrections does reimburse the nursing home for this time, the reimbursed rate is lower than the hourly rate of most of the nurses who go over and it does not show on the nursing and MNA line items that are being depleted at a faster rate than anticipated. It also does not completely relieve the nurses who are feeling stressed and overwhelmed. Superintendent Hamelin, Corrections Medical Services Coordinator Evelyn Early and Laura have been working to come up with some possible solutions.
  - h. Laura had an issue for non-public, Section 91-A:3 II (c ) which was conducted earlier.
7. Report of the Berlin Nursing Home Administrator Louise Belanger. The written report that was submitted to the Board in advance of the meeting is as follows:
- a. Census: The current census was 100 with 20 private pay residents. The average daily census for April was 97.2; year to date is also 97.2. The Nursing Home had 1 admission in April and 1 death. The year to date deaths: 11, year to date admissions: 11.
  - b. National Nursing Home Week: May 14 -18 Celebrating the Journey. Many activities were planned for the week that can be enjoyed by all residents and staff.
  - c. Eastern Sprinkler Services: Sprinkler heads were removed in server room and the dry fire suppression system installed. The entire project was completed on May 10.
  - d. Window tinting: The tinting was applied to the 2<sup>nd</sup> and 3<sup>rd</sup> floor Dining room windows.

- e. Staff Support: On April 17, twenty-one staff members attended a supportive gathering to help staff cope with an employee's death. A grief counselor was in attendance to facilitate the gathering.
  - f. Mike Holt, Plant Engineer will be attending a series of workshops on energy efficiency. Mr. Holt will be certified through Building Performance Institute and will be able to complete energy audits and recommend energy improvements. Mr. Holt will also be trained on how to install various energy measures.
  - g. MDS Section Q training: MDS training continues throughout the State of New Hampshire. CCNH-Berlin will be hosting the section Q training on June 13 from 9:30 to noon for facility nurses and Social Workers.
  - h. The Primex<sup>3</sup> Annual Conference was held on May 9 and 10. The workshops which Louise attended were geared towards Long Term Care management. She particularly liked the Workers Compensation Dissection of a claim. The workshops provided information to help facilities improve in various areas of work performance.
  - i. Louise presented a budget transfer request: \$25,000 from the Nursing Health Insurance line item to the MNA salaries line item. The Board approved and signed the request.
8. Report of the Finance Director Jennifer Fish. Ms. Fish had nothing specific to report.
9. Other Business:
- a. Sale of the 2 fuel tanks: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to put the fuel tanks out to bid. All approved 3-0.
10. Unincorporated Places:
- a. Request Authorization to Contract for Levy 2011 Tax Liens Mortgage Searches: Linda Harris requested authorization to contract with Attorney Jay Riff for mortgage searches relating to the Levy 2011 Tax Liens for the Unincorporated Places. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize Linda Harris to contract with Attorney Jay Riff for searches on 2011 tax liens. All approved 3-0.
  - b. Success Pond Road Maintenance: Commissioner Judd reported that he spoken with Mr. David Pike about the condition of the road. T.R. Dillon is responsible for damaging the road and will be fixing it. No funds are needed at this time. Mr. Pike will report back to Commissioner Judd once the road is fixed.

Commissioner Brady reported that the Shelburne Rest Area will not reopen for the summer 2012 season. He asked if the Board would consider sending a letter to the Governor & Council and Commissioner Bald asking for a reassessment of the rest areas and encourage the State to reopen Shelburne. Commissioner Brady also asked that Commissioner Judd request the Delegation's support on this matter at the next quarterly meeting.

The next regular monthly meeting will be held June 13 at 9:00 a.m. at the North Country Resource Center in Lancaster.

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

Respectfully submitted,

Thomas M. Brady, Clerk