

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
April 11, 2012

Present: Commissioners Bing Judd, Paul Grenier and Tom Brady; County Administrator Suzanne L. Collins; Nursing Hospital Administrator Laura Mills; Nursing Home Administrator Louise Belanger; Superintendent of Corrections Craig Hamelin; Administrative Assistant Linda Harris; Chief Deputy Keith Roberge; David Santamaria; Max Makaitis, Economic Development CAP; and members of the press.

Commissioner Judd opened the meeting at 9:11 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the March 10, 14 & 21, 2012 meetings. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of March 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of March 2012. All approved 3-0.
3. Hearing of the Public:
 - a. Chief Deputy Roberge explained that Sheriff Marcou was unable to attend the meeting due to the County Sheriffs' meeting at the federal prison. He presented a breakdown for the weekend on-call pay for deputies.

Weekend on-call:

- 4-hour pay for being on-call on weekends commencing Friday at 10 p.m. thru Monday at 7 a.m.
- additional pay for actual call-outs, paid by the hour.

All other call-outs:

- 4-hour minimum per call out.
- no additional pay for being on-call weeknights Monday thru Thursday.

Commissioner Judd agreed that these deputies should be compensated. Commissioner Grenier stated that deputies on-call would get the \$56 stipend regardless plus hours worked. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the on-call request from Sheriff Marcou. All approved 3-0.

Chief Deputy Roberge also presented to Sue a proposal from Fairpoint regarding telecommunications at the Sheriff's office. Sue will review the proposal.

Chief Deputy Roberge left the meeting at 9:20 a.m.

- b. David Santamaria explained that he was restating his interest in leasing the barn. He explained that his immediate plan was to use the building for storage. The old barn would be used for hay storage; the side area for seeds and fertilizer; and the stable area for storage of produce. There would be no livestock. He added that the pastures are becoming overgrown and livestock would keep the growth under control. Commissioner Judd expressed reservations about turning the water back on at the barn without personnel there to monitor for water line leaks and breaks. Commissioner Brady asked if there was a deadline for this request. Mr.

Santamaria explained that currently the fields are being plowed and all acreage will be used this year. Currently the fertilizer and seeds are being stored in Colebrook. It would facilitate having the barn for the storage of seeds and fertilizer. Commissioner Grenier asked if Superintendent Hamelin had an issue with the request. He did not. Commissioner Grenier stated he did not have an issue with the request. He stated that a private citizen has shown interest in the barn and it needs to be used. He suggested that the operator pay the property taxes. There should be no political agendas in conjunction with use of the property like the incident last fall. Both Commissioner Brady and Sue agreed that the property insurance needed to be researched due to the fact that other companies may be picking up produce. Commissioner Grenier suggested approving the request with the condition that Attorney Jon Frizzell review the insurance binder. Sue added that Primex³ has legal counsel that the County can use and will contact them. Commissioner Judd stated that the Board would wait a couple of weeks for a response from legal counsel and meet again. The Commissioners agreed that the County needs to be indemnified.

- c. Max Makaitis, Tri-County CAP Housing and Economic Development Director, provided an update for the 33 unit Notre Dame Senior Housing project. The total project cost is approximately \$7,500,000. Mr. Makaitis indicated that the \$500,000 Housing and Facilities CDBG which the Commissioners had supported in 2011, along with \$500,000 of CDFA CDIP Tax Credits, had been awarded for the project in 2011. Also, a \$400,000 Federal Home Loan Bank of Boston grant had also been awarded. The Notre Dame School Building had in addition been approved for potential listing on the National Register of Historic Places. The historic listing would provide Historic Tax Credit equity of over \$1,000,000. The balance of the project was expected to be funded by the New Hampshire Housing Finance Authority (NHHFA). However, TCCAP's NHHFA grant application in 2011 came in second place, just missing by 2 points, and TCCAP did not receive funding from NHHFA in the 2011 application funding round. Therefore TCCAP needs to reapply again in 2012. CDFA requires that TCCAP reapply anew in 2012 for both the CDBG and CDIP monies because TCCAP did not receive funding from NHHFA in the 2011 round. Therefore a new CDBG application for 2012 is needed. Mr. Makaitis explained the favorable situation in 2012 is that NHHFA has proposed to fund two Senior Housing 2012 applications instead of one as in 2011. If that had been the case in 2011 the project would have already been funded. Mr. Makaitis explained that TCCAP needs a new \$500,000 CDBG sponsor for 2012. He explained that if the Commissioners did not want to support it with their 2012 Housing and facilities CDBG that TCCAP would try to get the towns of Gorham and Milan to support the project. After some discussion, Chairman Judd indicated that the Commissioners had supported the project in 2011 and he wanted to continue to support the project in 2012. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to sponsor TCCAP's \$500,000 Housing and Facilities CDBG application for the Notre Dame Senior housing project with their 2012 CDFA Housing and Facilities CDBG allocation. All approved 3-0. A project timeline was distributed at the meeting. Mr. Makaitis stated that he would contact Donna Lane, CDBG Administrator, to get the project application going and schedule a public hearing.
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 State Department of Health & Human Services announced in March that the State will receive federal grant funding of over \$26.5 Million over the next 3 years to support elderly and disabled persons in the community instead of nursing homes and other institutions. This grant was made under the Affordable Care Act (ACA). If the ACA is upheld as constitutional, there is concern that costs associated with new or expanded programs developed during the grant

period will end up funded by the counties at the end of the grant period. There is also a question of whether it is the State or the counties that will be funding the match for these new federal funds. Treasurer Fred King and NHAC Executive Director Betsy Miller crafted language for an amendment to “a yet to be determined” Senate Bill that will specify that counties will not pick up the cost of these programs after grant funds expire. Senator Gallus is assisting in the process to locate a bill where RSA 167:18-a would contain the following language:

In cases where the State has been awarded a federal grant, including but not limited to the grant entitled the Balancing Incentive Payment Project, and thereby expands long-term care programs and expenses with the grant funds the counties shall not be liable for the increased state costs attributable to the grant resulting at the end of the grant period. Funding for all such additional costs shall be paid from the state general fund.

- b. The evolution of the Medicaid program in New Hampshire continues. As a result of SB 147-FN of the 2011 legislative session, the Department of Health and Human Services was charged with developing a Medicaid Managed Care program. This new public policy initiative impacts 10% of the State’s population (and more than 10% in Coös County). The goals are to make Medicaid more efficient and improve health, access, quality and outcomes. HHS continually refers to Medicaid as a State-Federal partnership; however, for the long term care Medicaid population, it is more of a County-Federal partnership. HHS Commissioner Toumpas recommended 3 managed care contracts to the Governor and Council on March 21. The Council has delayed awarding these contracts for further study. Although it appears that “capitation” has arrived, Sue maintained that in long term care capitation arrived with the introduction of budget neutrality.

On Friday, April 6 Granite State Health Plan, Inc. (Centene Corporation of St. Louis, MO) that is expected to receive one of three state contracts for Medicaid Managed Care spoke with the NH Association of Counties Executive Board. Due to the fact that the federal government requires Medicaid clients to have “choice”, three contracts will be awarded.

Step 1 due to launch on July 1 deals with the TANF (Temporary Assistance to Needy Families) segment of the population as well as the Children’s Health Insurance Program. Phase I covers 110,000 of New Hampshire’s caseload of 130,000 Medicaid recipients.

Step 2 is targeted for deployment on July 1, 2013 and includes the elderly and physically disabled and those with developmental disabilities (the other 20,000 recipients). This is the phase that will impact nursing homes and home & community based care. Step 2 is not developed in New Hampshire yet; the 3 companies will develop a unique local plan with a goal that Medicaid recipients get all the supports they need. The stakeholders will be involved in developing New Hampshire’s system. Centene envisions incentive programs for providers. Centene is also a Pharmacy Benefit Administrator (PBA) so nursing homes will have a choice - it doesn’t have to be Omnicare.

Centene Corporation has worked with nursing homes and stated that it has been successful in several states in increasing reimbursement for bariatric residents and mentally ill residents. Their model is to provide more patient centered rates based on the needs of the individual. The 3 Managed Care Organizations (MCO) will have nothing to do with financial or medical Medicaid eligibility – that remains the responsibility of the State. Once approved for Medicaid, a resident will select one of the 3 companies to manage his/her care. Nursing homes will bill

whatever company the resident selects. There will be a standardized approach to billing. More to come.....

There is a Step 3 that includes the January 2014 Medicaid expansion population under the Affordable Care Act.

- c. At the Public Hearing on the 2012 Budget and at the Annual Budget Meeting Sue mentioned that the Provider Assessment (Bed Tax) was increasing from 5.5% to 6% this year. When Jennifer prepared the quarterly filing with DRA she noted that the tax was still 5.5%. Sue checked with Betsy Miller who stated that although the federal government authorized states to increase the tax from 5.5% to 6%, legislators in New Hampshire rejected the increase proposed by Rep. Neal Kurk "because it is a tax increase" and they do not support tax increases. This latest action will result in the county nursing homes receiving less **Medicaid Quality Incentive Payments** than anticipated in the budget. The bed tax is used to fund MQIP by matching tax payments with federal funds. The higher a nursing home's percentage of Medicaid the more funding it receives from MQIP. This program has been a win-win for county homes that traditionally accept more Medicaid residents than private pay residents.

Commissioner Grenier expressed his displeasure with the legislature's action not to increase the provider assessment from 5.5% to 6%. He noted that once again the property taxpayers will be negatively affected by this decision.

- d. Primex³ has announced that on March 23, 2012 it entered into a Risk Pool Practices Agreement with the NH Secretary of State. This agreement deals with a mutually acceptable methodology for setting loss and contingency reserves for property casualty type coverage. This agreement establishes a 3-phase return of between \$16 Million and \$21 Million to Primex³ members beginning no later than September 30.
- Phase I: Primex³ returns approximately \$8M to its eligible members no later than September 30;
 - Phase II: Primex³ returns approximately \$8M to its eligible members no later than December 31, 2013; and
 - Phase III: Primex³ returns an amount not to exceed \$5M to its eligible members as soon as practicable but not later than December 31, 2014.

All returns of surplus are in the form of "Premium Holidays" in which Primex³ will forego, in whole or in part, premium payments from members. More will follow on what the Commissioners can expect Coös County to receive in the form of reduced premiums during the next 2 years.

- e. Sue prepared draft advertisements for the sale of 3 county parcels in West Stewartstown which were reviewed with Commissioner Judd. Sue provided copies for Board consideration. The parcels are
- 5-acre surveyed parcel at the intersection of US Route 3 and Back Pond Road;
 - 52.4+/- surveyed parcel off an abandoned road being a portion of Lot 20, Range 9 in Stewartstown; and
 - 115.4 acre land locked woodlot.

Regarding the third item Sue noted that she would send copies of the ad to the surrounding landowners. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the advertisements. All approved 3-0.

- f. Coös County Transfer Station agreements with the Towns of Stewartstown, Columbia and Lemington expire on September 10, 2012. Currently the annual operating fee paid by the towns is \$22,500. The 2012 budget to operate the Transfer Station is \$25,500. Sue recommended offering a 3-year renewal to the towns at \$26,500 for September 11, 2012 to September 10, 2013; \$27,500 for September 11, 2013 to September 10, 2014 and \$28,500 for September 11, 2014 to September 10, 2015. The annual increases of \$1,000 should cover increases for electricity, fuel and operator salary step increases and any cost of living adjustments.

Commissioner Judd was leery of a 3-year contract. He suggested that a clause should be included that the operating fee could increase with prior notification. Commissioner Grenier suggested a 3-year contract at \$26,500 each year. Commissioner Judd suggested a 3-year contract at \$26,000 each year with the new clause. The Board agreed. Sue added that funds have been reserved for the payment of accrued time if a transfer station employee were to resign.

- g. The Recycling Center agreements with Pittsburg, Clarksville, Columbia, Stewartstown, Norton, Canaan and Lemington expire on July 1, 2012. Sue inquired if the Board wanted to offer a 3-year renewal on the Recycling Center.

Commissioner Judd asked that the same clause as the transfer station be included in this agreement. Sue replied that a clause is already in the contract. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve Sue's recommendation of a 3-year renewal on the recycling center contract. All approved 3-0.

Report of the Unincorporated Places:

- a. As reported last month, the Delegation approved the Unincorporated Places budgets and added \$1,000 emergency equipment line items in 12 unincorporated places with fund balances. This will give the Commissioners the discretion and opportunity to fund other organizations' requests for emergency equipment if they provide services in certain unincorporated places. Sue reported that she has received inquiries from Gorham EMS and the Mt. Washington Observatory. She developed an application form for the Board's review. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the emergency equipment funding application. All approved 3-0.

Sue will place an ad in the local newspapers announcing the acceptance of applications with a deadline of June 8, 2012.

- b. Brookfield Power has agreed to the County's conditions for Granite Reliable Wind Park decommissioning. A decommissioning fund will be established in a New Hampshire banking institution and the Commissioners will be provided with a Letter of Credit issued by an acceptable banking institution in the initial amount of \$844,033 (decommissioning cost estimate). The letter of credit will be for a ten year term and the amount of the letter of credit will be reduced over time with each reduction to occur when the annual payments are deposited by Brookfield into the Decommissioning Fund.

- c. Beginning in 2008 the federal Payment in Lieu of Tax program was fully funded under the Emergency Economic Stabilization Act of 2008 (bail-out bill). This was the first time since 1994 that counties were reimbursed at full entitlement level and the bill provided full funding through 2011. On March 9, 2012, the US Senate approved a bipartisan amendment to the Surface Transportation Bill (S.1813) that continues full funding of the PILT program for one year. Both Senators Shaheen and Ayotte supported S. 1813. The full bill was moving on to the Senate. Commissioner Grenier stated that Senator Shaheen had reported that the House had stalled the Surface Transportation bill.
- d. The Coös County Planning Board will meet on April 12, 2012. Of interest is the Horizons Engineering team with pre-consultation presentations on subdivision/lot line adjustments in Crawford's Purchase - land owned by CNL Properties (owners of the Mt. Washington Hotel) and pre-consultation on subdivisions proposed by Balsams View, LLC in Dixville.
- e. One of the parents of 2 students from Wentworth Location who attend high school in the Rangeley Regional School District notified the County last week that she would no longer be able to transport her children as she had secured full time employment. The Rangeley School District agreed that its bus would pick the students up and bill for transportation services with the tuition invoice. The mother stated that this arrangement would only be for 5 weeks as one of her children is expecting to receive her license in 5 weeks. Sue asked for the Board's guidance on approving/not approving a newly licensed student as a vendor/driver even if/when proof of insurance is provided.

The Board was not in favor of a newly licensed driver who is a student providing transportation. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize bus transportation to Rangeley for the remainder of the school year. All approved 3-0.

Other Items:

Jennifer is on vacation from April 11 to April 20 and Sue will be on vacation from April 19 to April 30.

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:

HOUSE OF CORRECTIONS	20
PRETRIAL	17
TOTAL IN FACILITY	37
STATE PRISON INMATES	1
ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	19
HOC= House of Corrections PT= Pre-Trial	BELKNAP DOC: 1 PT MALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC M, 4 HOC F, 3 PT F HILLSBOROUGH DOC: 1 PT MALE MERRIMACK DOC: 1 PT MALE STRAFFORD DOC: 1 PT MALE NHSP: 2 HOC M, 3 PT M, 1 HOC F
AVERAGE DAILY POP. FEBRUARY	41
AVERAGE DAILY POP. MARCH	36
FEMALE DAYS SERVED MARCH	217
MALE DAYS SERVED IN FACILITY MARCH	1,107

- a. Coös County Commissioners Bing Judd, Paul Grenier and Tom Brady conducted an unannounced semi-annual inspection of the facility on March 21. Staff members were proud to hear high praise from the Commissioners and that it was noted by Commissioner Judd to be in “the best condition he has ever seen” during the meeting that followed the inspection.
 - b. Congratulations to Officer Zacharie Covill who graduated from the 88th NHAC Correctional Academy on Friday, April 6. An outside graduation was held at the Primex³ Building in Concord. Officer Covill will be assigned to a Second Shift position.
 - c. Officer Mitchell Baslow started employment on March 25. He is currently in the 8 week Field Training Program. Once training is complete he will fill a vacant Third Shift position.
 - d. Judge James Michalik of the Family Resource Center at Gorham visited the facility on April 5. Evelyn Earley and Superintendent Hamelin discussed current inmate counseling programs and release preparation with him and ideas were exchanged as to how The Family Resource Center might provide some programming to inmates in the future.
 - e. Seven illegal aliens from Mexico were detained at the facility on March 29. US Border Patrol Agents were extremely helpful in coordinating the detainees’ transportation to the facility during the most convenient shift times. The detainees were housed without incident and picked up the following morning by the Strafford County Sheriff’s Department.
 - f. Superintendent Hamelin added that the female count has increased and he will be keeping an eye on the cost.
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 March was 78; occupancy for March was 80.9%. In March, there were six (6) admissions and two (2) deaths. There has been one (1) admission, one (1) discharge and two (2) deaths so far in April. Of the 78 residents, twenty-one (21) are private pay; eleven (11) residents are Vermont Medicaid. Totals for 2012: sixteen (16) admissions, two (2) discharges and four (4) deaths.
 - b. Workers’ Comp: The subcommittee met with Dave Witham from Primex³ on Friday to go over the facility’s claims for the first quarter. The group was very pleased to hear that the claims for this year are very low so far. A mandatory inservice on Back Injury Prevention has been scheduled for April 19.
 - c. LNA Class: Lori Tetreault from the NH Board of Nursing will be doing a site visit at the Nursing Hospital on April 11 in preparation of an LNA class this summer.
 - d. 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		
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		

The HOC Medical Services Director was on vacation in March and several days had to be covered by nurses from the nursing home. This continues to be difficult for the nursing home, even more so with the home's own census rising. The current evening HOC med pass has 27 inmates being seen. This combined with a census of 17 residents on first floor is more than one nurse should be responsible for on a shift. The heaviest pass at the nursing home has 31 residents and it is difficult for one nurse to complete.

- e. Laura had two issues for non-public, Section 91-A:3 II (c).
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 98. Twenty-one (21) residents were private pay. The average daily census for March was 98.5; the year to date is 97.1. There were 2 admissions in March and 2 deaths. The total year to date: deaths 10 and admissions 10.
 - b. Omnicare Pharmacy: On April 2, Louise was made aware that the Pharmacist Consultant Services will increase from \$5.50 per occupied bed per month to \$6.10 beginning April 1.
 - c. Eastern Sprinkler Services: The back patio Glycol loop upgrades were completed on April 2. The sprinkler heads were removed in the server room and the dry fire suppression system will be installed at a later date.
 - d. Window tinting: The window tinting in the dayrooms on the 2nd and 3rd floors has been completed. Tinting will also be applied to the 2nd and 3rd floor dining room windows.
 - e. Activity Department: Louise reported that the employee who has been on sick leave passed away on Monday morning. This was a 40-hour position. Grief counseling has been set up for the staff and arrangements are being made for the residents.

Commissioner Brady complimented Louise and her staff on the work that was done in renovating the 2nd and 3rd floors.

8. Other Business:

- a. Weekend Bonus Policy: Commissioner Judd & Commissioner Brady were not in favor of keeping this policy. Commissioner Grenier suggested that it be phased out. This policy is not fair to the other county employees. He suggested that the policy be phased out as follows: eliminate half of the bonus for three months at which time it will completely eliminated. Commissioner Judd disagreed. He suggested that it be eliminated by the end of the month. Commissioner Grenier did not agree with this suggestion. Sue noted that this involved three employees. In the dietary department, it is required for one employee to work every weekend.

In the nursing department, the two LNAs have chosen to work every weekend. Commissioner Brady suggested a combination of both suggestions – reduce the bonus for one month and eliminate it completely by June 1. He also agreed that this bonus has not been fair to other county employees. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to pay the weekend bonus through May 1, cut the weekend bonus in half through the month of May and eliminate the weekend bonus completely by June 1. The motion was approved 2-1.

Commissioner Judd asked both nursing home administrators for copies of their nursing home policies currently on file.

- b. 2012 Employee Handbook Approval: A motion was made to approve the revised 2012 Employee Handbook. All approved 3-0.
- c. Guidelines for Economic Development Funding: Commissioner Brady stated that he had developed the guidelines based on the minutes of the Delegation's meeting of March 10.

Coös County "Pilot Program" for Economic Development

During the recent "2012 Coös County Delegation Budget Meeting", a pilot program to stimulate economic development throughout Coös County was approved. Funding was set at \$45,000. The governing body of each community (and only the governing body of each community) in Coös County may apply for an amount not to exceed \$5,000. The application must state how the community desires to use the funds. If requesting funds for two or more items, be sure to stipulate the order of importance. It may be necessary to fund less than \$5,000 depending on the number of applications received. The application must have substantiating documentation attached. All applications for funds must be received by the Coös County Administrator in West Stewartstown by May 10, 2012. The Coös County Commissioners will make the final determination on funds during the May 16 meeting.

Sue suggested that a letter be sent to the Board of Selectmen for each town with a possible determination date of June 13. Commissioner Grenier suggested that the letter state the Board of Commissioners will consider multi-community projects. In his opinion, sustained economic development by town is a waste of money. Commissioner Judd noted that \$5,000 is a lot of money for small towns. Commissioner Brady stated that each town views economic development differently.

Max Makaitis noted that most of the funds received by TriCounty CAP from individual towns do not go to economic development. The funds go to different divisions of Tri-CAP.

Sue noted that GREAT from Groveton has reapplied for funds but now the Board of Selectmen will need to apply on its behalf. She added that the applications will need to be scored by the Board. It was decided that no determination date will be indicated so that the Board will have time to review all applications.

- d. Bid Opening - Coös County Nursing Hospital: Sue noted that only one bid was received from North Country Ford. There were three proposals for a Ford Flex:
 - 2012 Ford Flex, available now \$28,308.10;
 - 2012 Ford Flex, available now \$28,474.10;
 - 2013 Ford Flex, would have to be ordered (12-14 weeks) \$27,709.

Commissioner Judd suggested waiting a few weeks before making a decision. Commissioner Grenier stated that North Country Ford made the effort to submit a bid and should be awarded the bid. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the bid from North Country Ford for a 2012 Ford Flex in the amount of \$28,308.10. The motion was approved 2-1. Sue added that a budget transfer will be needed. Commissioner Grenier asked which line item the funds would be transferred from. Commissioner Judd said the funds were to be transferred from the air conditioning unit line item. A motion was made from Commissioner Grenier, seconded by Commissioner Brady to approve the budget transfer. All approved 3-0.

- e. Coös County Nursing Hospital Phase III - Request to Waive Bid Process: Sue explained that Haze Smith of Pride Builders has done the previous two phases of the window replacement. He had been selected from bids in Phase I when the County received ARRA funding. He has the system in place and has done a great job. This project is estimated at \$35,000. Commissioner Judd agreed that Mr. Smith has done a great job. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to waive the bid process for phase III of the replacement of the Nursing Hospital windows. All approved 3-0.
- f. County Administrator Position - Job Description & Recruitment: Sue explained that currently the job description states 32 hours per week. She asked if the Board wished to change it to 40 hours per week. Commissioner Judd stated that the Board would discuss this further during nonpublic session.

9. Unincorporated Places:

- a. Linda Harris presented two Veteran's Tax Credit applications for review:
 - Wentworth Location - A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Veteran's Tax Credit Application for a resident in Wentworth Location. All approved 3-0.
 - Success - A motion was made by Commissioner Grenier, seconded by Commissioner Brady to deny this application as this property is not a primary residence. All approved 3-0.
- b. Planning Board Appointments: Sue reported that the terms of John Scarinza and Michael Waddell were expiring on June 30, 2012. Mr. Scarinza and Mr. Waddell have indicated a desire to continue serving on the Board. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to recommend to the Delegation John Scarinza and Michael Waddell serve another 3-year term on the Coös County Planning Board. All approved 3-0.

10. Any other public input:

Barbara Tetreault, *The Berlin Daily Sun*, asked Sue the total amount that has been spent on the replacement of windows in W. Stewartstown. Sue replied that she would email the figure to her.

11. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into nonpublic session per Section 91-A:3 II (c) and RSA 91-A:2 (c) at 11:30 a.m. All approved 3-0.

A motion was made by Commissioner Grenier seconded by Commissioner Brady to come out of nonpublic session at 12:18 p.m. All approved 3-0.

The Commissioners took the following action in non-public session:

- a. A Coös County Nursing Hospital employee was terminated; and
- b. County Administrator Position:
Sue presented to the Board a copy of the Primex³ and Local Government Center proposals in providing assistance in the recruitment of the position. Commissioner Judd stated that the Board was not interested in these proposals at this time. As previously mentioned in the meeting, the position will be a 40-hour position. The Board requested that the position be advertised state-wide prior to Sue leaving on vacation. Applications will be accepted until May 18. Commissioner Grenier added that the Board will review all applications and interviews will be set up the first week of June. Commissioner Judd also added that the clause pertaining to the county administrator residing in the house should remain as part of the job description. The salary will be based on qualifications. Commissioner Brady added that the Board has had experience over the past few years in hiring management. Commissioner Grenier added that if too many applicants are similar they may consider using Primex³ for assistance.

The next regular monthly meeting will be held May 16 at 9:00 a.m. at the Coös County Nursing Hospital in West Stewartstown.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 12:30 p.m. All approved 3-0.

Respectfully submitted,

Thomas M. Brady, Clerk