

Coös County Commissioners
Regular Meeting
North Country Resource Center - Lancaster, NH
January 11, 2012

Present: Commissioners 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; Superintendent of Corrections Craig Hamelin; Deputy Sheriff Keith Roberge (*arrived at 9:45*); Administrative Assistant Linda Harris; County Treasurer Fred King; Pip Decker, Paul Brenton of Brookfield Power; Robert Balon and members of the press.

Commissioner Grenier opened the meeting at 9:00 a.m. and stated for the record that Commissioner Judd was in Florida.

1. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the minutes of the December 14, 2011 meeting. All approved 2-0.
2. The Board reviewed the Payrolls and Disbursements for the month of December 2011. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the Payrolls and Disbursements for the month of December 2011. All approved 2-0.
3. Hearing of the Public:
 - a. Pip Decker announced that his last day of employment at Brookfield Power would be January 13. He reported that the snowmobile trail in Dixville will be completed next summer and available next year. He read a letter of thanks to the Board of Commissioners for the record. (*Copy is on file.*) Commissioner Grenier added that Pip left a professional mark on the area. Commissioner Brady agreed and wished him luck with future plans.
 - b. Robert Balon, Gorham resident, inquired about the Sheriff's Department protocol in engaging in chases. This inquiry was based on a recent incident that occurred in Gorham/Shelburne. Commissioner Grenier replied that the department does not engage in general law enforcement. If the Sheriff's Department is in an area requiring assistance, they have the legal authority to act in a law enforcement capacity in an emergency situation.
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 Bureau of Court Facilities prepared two documents for the Commissioners review and approval:
 - i. **Capital Improvement Gift Acceptance Letter for Coös County Superior Courthouse Renovation Project:** Sue reported that she read the agreement and found it filled with multiple requirements including the County's responsibility to provide signed affidavits from architecture, mechanical engineering, electrical engineering, structural engineering and civil engineering. Additionally, the contractor needs to submit site visit reports and numerous documents to the State. Dan Hebert reviewed the requirements and noted that all he budgeted was an architect. There is very little plumbing, electrical and HVAC work and no structural work. He stated that if the State requires all these reviews his firm will have to be compensated. Sue contacted the Bureau of Court Facilities and was informed that much of this is boilerplate language. On 1/10/12 Sarah Lineberry (Bureau of Court Facilities)

called and stated she would speak with Dan Hebert about streamlining the information needed by the State.

Prior to Wednesday's meeting, Sue spoke with Ms. Lineberry and reported that the State had discussed the areas of concern with Daniel Hebert, Inc. and removed the boilerplate language. Sue recommended signing the revised Capital Improvement Gift Acceptance Letter. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to accept and sign the Capitol Improvement Gift Acceptance Agreement. All approved 2-0. The Board signed the agreement.

- ii. Use of Premises Agreement:** The 3-year Agreement includes the new County Attorney Space and overall updated square footage. This lease includes utilities, janitorial services, building repair, snowplowing, shoveling and recycling. The anticipated commencement date for the new agreement is June 1, 2012 but it can be adjusted if needed depending on the construction schedule.

	Current Lease	Proposed Lease
Square Footage	3,693	6,023
	2,052 Deeds 1,010 Sheriff 631 Common Space (50%)	2,052 Deeds 1,010 Sheriff 1,700 County Attorney 1,261 Common Space (100% First Floor)
Cost per Sq. Ft.	\$8.29	\$8.29

Sue recommended signing the Use of Premises Agreement. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to accept and sign the Use of Premises Agreement. All approved 2-0. The Board signed the agreement.

- b. The Legislature is back in session and the NH Association of Counties has prepared a list of priority bills for the 2012 Session that affect counties. There are several including 6 relative to county corrections, 6 relative to labor and collective bargaining, 7 relative to nursing homes and Medicaid, 7 relative to county budget issues, 2 related to 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 faces especially in Medicaid and NH Retirement System.

County Treasurer Fred King inquired if the Board would want him to follow the bills pertaining to Coös County. His only request was that his mileage be reimbursed if he needed to testify on any bill on behalf of the County. He briefly described a few bills that he would be following. Commissioner Grenier and Commissioner Brady both asked that he follow the bills pertaining to the County and agreed that his mileage be reimbursed.

Report of the Unincorporated Places:

- a. SAU#20 Superintendent Paul Bousquet has requested confirmation that Coös County will continue to send the current 2 students from Millsfield and one student from Wentworth Location to the Errol Consolidated School. Last year, the Errol School Board voted to incrementally increase tuition to reflect actual cost. For the 2011-2012 school year, Coös County pays 75% of actual. In 2012-2013, Errol School District will charge \$23,631 per student per year which is 85% of actual. For comparison purposes, Milan Elementary School charges \$12,641. A change in school for the students would mean an increase in transportation costs and inconvenience to the students and parents. Since it is expected that National Forest Reserve Funds will cover all the tuition cost, it may be in the best interest of the students to

continue to keep them enrolled in the Errol Consolidated School. Sue recommended sending the three students to the Errol Consolidated School for the 2012-2013 school year. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the County Administrator's recommendation to send the three students to the Errol Consolidated School for the 2012-2013 school year. All approved 2-0.

- b. Attorney Jonathan Frizzell has reviewed the decommissioning agreement with Granite Reliable Wind Park and reported that the decommissioning estimate is \$844,033. This agreement requires that the owner, during the next 10 years, will secure 10% of this amount in a form acceptable to the County. It is Attorney Frizzell's understanding that Brookfield is looking to only provide a letter of credit as financial security rather than depositing actual funds into a New Hampshire bank. Attorney Frizzell recommends that the Commissioners accept the \$500,000 letter of credit only as proof of Brookfield's ability to carry out the decommissioning if it is necessary but that the Commissioners also require Brookfield to deposit the sum of \$84,403 annually into a New Hampshire bank on or before December 31, 2012 and a similar amount for the 9 years after that. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve Attorney Frizzell's recommendation and to authorize Attorney Frizzell to communicate to Brookfield that an actual bank account be established in addition to the letter of credit. All approved 2-0.
- c. The Town of Colebrook has advised the County's unincorporated places of Dixville, Millsfield and Wentworth Location that it will no longer provide police coverage to outside towns unless each town or place pays for the service. The Colebrook Board of Selectmen will assess a \$75 call out fee in addition to \$75 per hour for a police officer with cruiser with a two hour minimum (therefore, each call out will generate a minimum charge of \$250). Due to the large Troop F coverage area and the response time from NH State Police Sue recommended that for Dixville and Millsfield, a budget line item of \$2,500 is established in Dixville and \$1,000 in Millsfield for the 2012 calendar year. In an emergency, Sue will request Colebrook Dispatch to call NH State Police first and if a trooper is in the area, that NH State Police respond. Commissioner Grenier suggested that \$2,500 be budgeted for Dixville and \$1,000 each in Millsfield and Wentworth Location. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the request from the Town of Colebrook. All approved 2-0.

Other Items:

- a. Sue has completed the first draft of the Coös County Employee Handbook. She will be meeting with Nursing Home Administrators, Superintendent of Corrections, Director of Finance and human resource staff from each nursing home in late January to cover language revisions and address any concerns. Draft #2 will then be distributed to the Board of Commissioners for review, comment and/or changes.
- b. Sue requested a Wage and Salary Scale Amendment. The salary scale for Activity Director at the Coös County Nursing Home includes two classifications - Activity Director I and Activity Director II. An individual is eligible to be placed on the Activity Director II scale if he/she has earned Advanced Management Certification. This classification was added to the CCHN Berlin schedule in 2004 when the facility's activity director earned that certification. It was not needed on the Nursing Hospital salary schedule as the Social Worker oversaw the Activities Department. However, the Nursing Hospital Social Worker/Activity Director position was split into two jobs several years ago. The current Nursing Hospital Activity Director earned the Advanced Management Certification in December. Sue requested adding the Activity Director

II classification to the Nursing Hospital schedule at the same rate as Nursing Home and pay the Activity Director II wages based on current step of Activity Director at Nursing Hospital.

Activity Director I (both facilities)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
17.19	17.48	17.79	18.07	18.38	18.66	18.98	19.31	19.61	19.89

Activity Director II (CCNH Berlin only)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
18.92	19.23	19.53	19.82	20.11	20.43	20.73	21.05	21.36	21.65

Commissioner Grenier asked what the impact will be on the budget. Sue replied that \$4,192 would be added to the 2012 budget. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the recommendation pending funding of the 2012 budget in March. All approved 2-0.

- b. Sue contacted the NH Retirement System on the issue of the clinical coordinators at Coös County Nursing Home working 35 hours or more on a regular basis due to facility need. The NHRS advisor clearly stated that if these positions are not in the NH Retirement System the County must be sure not to let them work more than 34.99 hours per week. This information was immediately relayed to the Nursing Home. A solution is to assign nurses to 8 ½ hour shifts resulting in 34 hours per week of work. The additional ½ hour would address the issue of report time. The cost to convert the four 32-hour positions to 35 hour positions in the NH Retirement System is \$36,000 minimum. Commissioner Grenier stated that this issue would be discussed further once the Chair returned from Florida.
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	24
PRETRIAL	14
STATE PRISON INMATES	2
ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	1
HELD AT OTHER FACILITIES	BELKNAP DOC: 1 PT MALE CARROLL DOC: 1 PT MALE GRAFTON DOC: 1 HOC F, 1 PT F HILLSBOROUGH DOC: 1 PT MALE NHSP: 4 HOC M, 1 PT M
HOC= House of Corrections PT= Pre-Trial	
AVERAGE DAILY POP. DECEMBER	37

- a. Securus Technology's Inmate Call System went on line on December 15 with very few glitches to date. On-site training was provided and so far the system seems to offer the inmates, their families and staff many up-to-date options in managing calls.
- b. Archonix has been working on inmate data conversion, interfaces and software installation for a few months now to prepare for the cut over to the new Jail Management System. On-site training and integration to the system is beginning this month.
- c. Officer Zacharie Covill started employment on December 26. He is currently in the 8 week Field Training Program. Upon successful completion of training he will be assigned to a Third Shift position.

- d. A new Education Coordinator is on board following former Coordinator Nancy Sheehan's departure from the area. James Grittner, a teacher in the Canaan Vt. school system, will begin meeting with inmates interested in earning their GED this week.
- e. Superintendent Hamelin reported that he had just received a resignation from an officer on second shift effective January 19. He has posted the position.

Commissioner Brady asked if the previous month's totals could be included with current month totals on the Superintendent's monthly report. It was decided that it would be best to report monthly inmate days served. Commissioner Grenier inquired if the female days were down in 2011. Superintendent Hamelin replied that totals were up but would provide the information to the Board via email.

Mr. King suggested to Superintendent Hamelin that if there were any legislative bills that should be tracked to let him know.

- 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 70. The average census for December was 71; occupancy for December was 72.9%. In December, there were two (2) admissions, one (1) discharge and three (3) deaths. There has been one (1) admission in January and a week-long respite began on January 10. Of the 70 residents, nineteen (19) are Private Pay. Ten (10) residents are Vermont Medicaid. For 2011, Coös County Nursing Hospital had a total of forty-four (44) admissions, eleven (11) discharges and thirty (30) deaths.
 - b. Car Trouble: The car had to go in for repairs again on December 14. It was misfiring and surging. The facility was without the car for over two weeks.
 - c. Activities Director: Activities Director Alyssa Scott is now an Activity Director, Certified which is an activity professional who has met a higher standard of excellence and knowledge of the profession through education. She completed both the Basic Program and the Advanced Management Program, now known as the MEPAP I and MEPAP II. She also became certified in Memory Care, a specialization for working with Dementia residents. Everyone at the Nursing Hospital is very proud of her accomplishment.
 - d. Wendy Smigelski, Life Safety Code Specialist from the State of NH: Laura received a call from Ms. Smigelski regarding the sprinkler system. She stated that she had received a list of buildings that were not fully sprinkled and the Nursing Hospital was on it. Laura was able to tell her that the Nursing Hospital has been fully sprinkled since July 2010.
 - e. White Mountain Cable Vision: Through much of December residents were complaining about the loss of their local television stations. Calls to White Mountain Cable Vision were finally responded to on December 30 with, "We are aware but we do not foresee having them back up and running anytime soon." Then on January 2 a memo was received in the mail dated December 29 with a typed message stating White Mountain Cable Vision was shutting its doors and that they might be filing bankruptcy. Later that day Laura received a telephone call from the local cable maintenance worker. He apologized profusely but he had only just found out himself. He stated he would keep the power on for as long as he could so customers would continue to receive whatever channels were left. Laura is researching the cost of replacing cable with DIRECTV.

f. Nursing Hours at HOC:

2010	MINUTES	Hours	2011	Minutes	Hours
January	3,821	64	January	3,907	65
February	3,678	61	February	4,035	67
March	3,474	58	March	3,930	66
April	3,350	56	April	4,427	74
May	3,031	51	May	4,280	71
June	3,048	51	June	4,446	74
July	2,509	42	July	4,529	75
August	4,013	67	August	4,307	72
September	3,895	65	September	4,358	73
October	3,784	63	October	4,086	68
November	3,699	62	November	1,750	29
December	3,460	58	December	1,711	29

Laura expected December hours to be less than November but the inmate population was higher in December.

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 99. Twenty-four (24) residents were private pay, although approximately 8 are Medicaid pending and the Nursing Home is temporarily not receiving payment for care. The average daily census for December was 97.7. The year to date average daily census was 96.5. One resident was discharged back to her home and 4 admissions in December. The year to date total admissions was 35.
- b. Wendy Smigelski Life Safety Code Specialist visited on December 20 to follow up with the Nursing Home renovations. She toured the facility and reviewed the renovations made to the nurses' stations and the business office. During her tour she noticed the Dutch door to the business office that has been there since the earlier 80's. The door has approximately 3 inches removed and a shelf made with regular wood. A metal strip is in place to prevent smoke penetration. The problem was the 3 inches of regular wood in the middle of the door. Initially, Wendy stated these dutch doors were "OK" to use, but all were the wrong size. Wendy later called and stated that any door that has been altered (cut in half) is no longer fire rated and should not be used. A new door has been ordered.

Commissioner Grenier asked if a second opinion had been obtained from the City's Fire Department regarding the fire rating and Louise replied no. He suggested that in the future if a situation like this were to happen to contact the fire department for input.

- c. Roy Foundation: Coös County Nursing Home has been awarded \$1,000 from the Adelard A. Roy and Valeda Lea Roy Foundation for the purchase of free standing air conditioners. This is the second year in a row that the Nursing Home receives this award.
- d. Decentralized Dining: During the last week of November, the Nursing Home started a decentralized dining program for lunch and dinner on the Upper Village. The residents are served "restaurant style". It took some time for the nursing and dietary staff to organize and develop a routine; but the process is running much smoother and continues to improve.

- e. Disaster Exercise: On December 19, the Nursing Home conducted an evacuation exercise on the second floor. All residents on the north end were evacuated to the south end behind the fire doors. The staff did an excellent job, remaining calm and dealing appropriately with obstacles that arose.
- f. Louise asked the Board to sign a budget transfer of \$11,000 to RN salaries from LNA salaries (\$8,000) and HIM clerks (\$3,000) and the facility license renewal. Board members signed each request.

Sue reported that Louise had contacted H.E. Bergeron Engineering to request an evaluation of the front entrance of the Nursing Home in Berlin. Sue received a letter of agreement from the engineering firm to assess the area. The cost for engineering services is \$2,600. Sue suggested that \$2,600 be encumbered from the 2011 budget for this proposal. Both Commissioners agreed that the front entrance needs to be upgraded for safety purposes. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to encumber \$2,600 from the 2011 budget for engineering services from H.E. Bergeron. All approved 2-0. Commissioner Grenier signed the letter of agreement.

- 8. Report of the Finance Director Jennifer Fish. The written report that was submitted to the Board in advance of the meeting is as follows:
 - a. The Tax anticipation note with Laconia Savings Bank was paid off on December 22. The total amount borrowed was \$7,200,000 and the total interest incurred was \$53,305.56.
 - b. The letters for the 2012 TAN will be going out to banks this week. The bids received will be reviewed at the February Commissioners' meeting.
 - c. On January 4, Jennifer met with Mary Cote and Rose Gonyer from Passumpsic Savings Bank to discuss possible checking and savings products that would be available to Coös County that would yield a much higher interest rate than what is being received from Northway Bank and NH Public Deposit Investment Pool. As of January 5, 2012 Coös County is currently earning .05% at Northway Bank and .055% at NHPDIP.
 - d. John Lyford, CPA, will be in West Stewartstown the week of February 6 to prepare year-end financial statements.
 - e. Jennifer and staff are busy closing out the books for 2011. It is hoped to have the fund balances out to everyone by January 20, 2012.
 - f. Jennifer presented several budget transfers for the Board's signatures:
 - Corrections: \$16,000 to Corporals' salaries from Correction Officers' salaries;
 - Corrections: \$1,000 to Retiree Benefits from Correction Officers' salaries;
 - Corrections: \$1,679.24 to Building Repairs/Maintenance from Correction Officers' salaries;
 - Sheriff's Dept.: \$1,000 to Retirement from Deputy Transport Salaries;
 - Sheriff's Dept.: \$2,550 to Deputy full-time from Deputy overtime;
 - Nursing Hospital: \$1,900 to food from Registered Dietitian.
 - g. Jennifer requested that \$500 of the 2011 budget be encumbered from the potato program. The Town of Lancaster contacted Commissioner Brady with a request of potatoes in the next week.

A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the \$500 encumbrance for the potato program. All approved 2-0.

County Treasurer Fred King requested authorization to proceed as last year and borrow in anticipation of taxes in the form of a line of credit. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the County Treasurer to obtain bids to borrow up to \$10,000,000 in Tax Anticipation Notes for 2012. All approved 2-0.

9. Other Business:

- a. County Report Bids: Linda Harris presented two bids for the printing of the 2011 Coös County Report: Liebl Printers \$5,777 (\$2.89 per book) and Smith & Town Printers \$4,800 (\$2.40 per book). A motion was made by Commissioner Brady, seconded by Commissioner Grenier to award the bid to Smith & Town Printers in the amount of \$4,800. All approved 2-0.

10. 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 Brady, seconded by Commissioner Grenier to approve the 2012 public safety agreements. All approved 2-0.
- b. Abatements: Linda Harris presented three separate requests for abatement of “other charges” (inventory penalties) for the years 2007 and 2008 in the amount of \$50 each for Unincorporated Places of Dix’s Grant (1) and Odell (2). A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the requests for abatements. All approved 2-0.

11. Other public input:

Commissioner Grenier asked if Chief Deputy Roberge would explain the Sheriff’s Department operating procedures when it comes to active law enforcement in Coös County. Chief Deputy Roberge explained that everyone in the department is certified in law enforcement. The Sheriff’s Department is a reactive not proactive department. The department’s main role is the transport of inmates and serving legal papers. He proceeded to explain the event that occurred in Gorham. He continued that if a request for assistance comes in from other agencies they do respond. If a situation arises in front of them, they have to respond.

Edith Tucker, *The Coös County Democrat*, asked about the procedure if an inmate had been in the car. Chief Deputy Roberge replied when an inmate is being transported the deputies do not stop; they would radio other law enforcement agencies to report on the situation observed.

The next regular monthly meeting will be held February 8 at the Coös County Nursing Hospital in W. Stewartstown at 9:00 a.m. The semi-annual inspection of the Department of Corrections will also be scheduled for that day.

A motion was made by Commissioner Brady, seconded by Commissioner Grenier to adjourn the meeting at 10:25 a.m. All approved 2-0.

Respectfully submitted,

Thomas M. Brady, Clerk