

Coös County Commissioners  
Regular Meeting  
Coös County Nursing Hospital - W. Stewartstown, NH  
July 13, 2011

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; Superintendent Craig Hamelin; Sheriff Gerry Marcou; Administrative Assistant Linda Harris; County Treasurer Fred King; and members of the press.

Commissioner Judd opened the meeting at 9:05 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the June 15, 2011 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of June 2011. A motion was made by Commissioner Brady, seconded by Commissioner Judd to approve the Payrolls and Disbursements for the month of June 2011. All approved 3-0.
3. Hearing of the Public:
  - a. Sheriff Marcou reported that he had been notified by the Bureau of Court Facilities that his office needs to move by September 1, 2011. The Sheriff had two requests pertaining to this move: remove the carpeting in the former County Attorney's office as it is 14 years old and replace with tile and cut a door through the wall leading to the office in the back hallway.

Sue mentioned that she will ask the Bureau of Court Facilities if they would be willing to pay for carpet replacement. She did suggest to the Sheriff that he still obtain a quote. The Sheriff reported that all of the court facilities will be located on the top two floors of the Courthouse. Mr. King suggested that the Commissioners meet with the Delegation prior to creating a plan on the County Attorney's/Sheriff's Department moves.

Sue added the following:

- Before September 1, 2011 the Sheriff will need to move his operations to the former County Attorney's office space;
- Sarah Lineberry at the Bureau of Court Facilities did say that Sheriff Marcou said he would like the Probate space;
- The Probate Court office has moved to the second floor and will occupy the former district court offices. The new Circuit Court plans to use the current Sheriff's offices for its Customer Service Center; and
- Sue asked if the Commissioners want to proceed with plans to renovate the first floor Probate space for the County Attorney. The Bureau of Court Facilities is requesting to know as soon as possible so that floor plan drawings can be prepared.

The Commissioners all agreed that the County Attorney's offices should be in County Courthouse. A motion was made by Commissioner Grenier, seconded by Commissioner Brady that the County takes a fresh look at the former probate offices to be renovated for the County Attorney and the Sheriff's Department will move to the former County Attorney's office area. All approved 3-0.

Sheriff Marcou stated he would obtain a quote for the carpet replacement preferably with tile.

Sheriff Marcou also updated the Board on the RMT security detail at the GRP Wind Park. His department is small and the part-time staff has other jobs. RMT wants 80-84 hours of coverage per week. He is adding people from other departments to assist in providing coverage. He has scheduled a meeting with the Sheriff from Grafton County to discuss the detail further. RMT wants 12 hour coverage during the week and 24 hour coverage weekends and holidays. The Sheriff stated that gates will need to go up and be locked. He is hoping that once police activity is noted in the area it will serve as deterrent. The Sheriff also added that a lot of local people are working on this project.

Sheriff Marcou presented a budget transfer for the Board's approval: \$7,500 from deputy forest patrols to deputy special details. The Board approved the budget transfer.

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. On June 16, the County received the federal Payment in Lieu of Tax (PILT) for the unincorporated places. The program continues to be funded at 100% under the Emergency Economic Stabilization Act of 2008. The National Association of Counties continues to keep the funding issue on its policy platform as the provisions of the 2008 federal legislation expire in 2012. Total received was \$327,774, up from the \$325,087 received in 2010. The PILT allocation spreadsheet was distributed at the meeting.
  - b. On June 17, Hampshire Vanguard Technology Associates (HVTa) was on site and established the internet connection through the T-1 line. David did some testing and when he was comfortable the internet access through the new high speed line it was deployed. Tom Hardy, HVTa noted that David Leveille, Rick Dube and also the maintenance folks were GREAT to work with and really helped move the project along. He noted that the facility has a good team in place! Internet access through the T-1 line is incredible.
  - c. On June 24, Governor Lynch allowed HB1 and HB2 (the trailer bill) to become law without his signature. The major items that impacted counties included:
    - A requirement that the NH Department of Health & Human Services make an additional American Recovery & Reinvestment Act (ARRA) Medicaid Quality Incentive Program payment for April and May. The Department had stated that there would be no further payments after the January-March quarter as it would be too late to file for a payment in July for April through June. Betsy Miller, NHAC Executive Director, was successful in getting the program rules waived so that counties could get an early payment for April and May. That amounted to \$44,841.63 for Coös County Nursing Home Berlin and \$24,343.04 for Coös County Nursing Hospital W. Stewartstown.
    - A change in the employer contribution for the NH Retirement System for Group II employees. The State of NH is no longer funding its 8.95% of Group II employee wages; therefore the county's share increases from 16.62% to **25.57%** of gross wages. This change will have a significant impact on the Corrections, Recycling and Sheriff's Department budgets for retirement. There is a provision in the law that says, "In the event that the funds available in the class lines for contributions for retirement costs for local government employers, which costs would be paid after July 1, 2011, the Commissioner of Administrative Services is authorized to pay those costs from funds

not otherwise appropriated...” This refers to the percentage the State of NH has historically paid for Group II employees. The State has never appropriated any funds towards the retirement of Group I employees. HB2 authorizes the state to spend \$3.5 million. By way of comparison, \$46.8 million was budgeted by the state in fiscal year 2011 for state cost sharing of 8.95%.

- Significant changes to the NH Retirement System. Sue prepared a memo to all employees included in paychecks. Effective with any pay after July 1, the employee share for Group I increased from 5% of gross pay to 7% of gross pay. For Group II the employee rate increased from 9.3% to 11.55%. Most system changes are geared to non-vested employees.
  - County Payments to the State. The CAP for state fiscal year 2012 remains at \$105M. In state fiscal year 2013 it increases to \$107M and then to \$109M in 2014. The State will be retaining 25% of the Medicaid Quality Incentive Payments that nursing homes have been receiving since the inception of the program. The law guarantees that the counties are held harmless by granting an additional credit against the amounts due for long term care expenditures under 167:18-a and projecting that next June the ProShare payment will also increase.
- d. HB594 relative to RSA 28:10-a passed. This bill provides that the procedures for discharge or suspension from employment by county government shall not apply to per diem, on call, seasonal, part-time or infrequent employees. The effective date is August 7, 2011. Sue stated that she will need further advice on the definition of part-time before stating unequivocally that this change in RSA 28:10-a applies only to full-time employees as stated by Betsy Miller.
- e. The annual ProShare payment was received from the State of NH on June 28. The amount exceeded expectations. On behalf of Coös County Nursing Home the county received \$858,736.70 and on behalf of Coös County Nursing Hospital the county received \$504,405.01. The total of \$1,363,141.71 certainly exceeded the expectation that Coös County would receive \$800,000 in 2011.
- f. Sue is in the process of providing U>Source, the energy buying service, that the Commissioners agreed to at the last meeting, with a service agreement, electric bills and a PSNH MDATA Online authorization form. There are 6 counties participating so far. The contact person has been out of state but all documentation will be ready for energy quotes to be submitted to the Commissioners on August 10.
- g. NH Motor Speedway provided free tickets to Coös County employees for the Lenox Industrial Tools 301 race on Sunday, July 17. These free tickets were well received last year.

Sue added the following to her report at the meeting:

- j. Sue asked if she was to deal with Steve Lorentzen at the Bureau of Court Facilities directly or should Attorney Waystack stay involved.

Commissioner Judd replied that Attorney Waystack did not need to be involved but should be kept informed. He did ask that Attorney Waystack be present when there is a meeting scheduled with the County Attorney.

- k. The Bureau of Court facilities will bill the County for the occupied space (and common space) that reflects reality on a monthly basis. A new agreement will be prepared and submitted to the County that will remain in effect until any new configuration is in place.
- l. Sue received a call from Laurie Rodela whose mother lives in Jefferson. She would like authorization to have a print made of the County Seal so she can frame it for her mother. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to authorize the request made by Laurie Rodela for her use only. All approved 3-0.
- m. On July 11, Sue was served a subpoena to appear for a deposition in August at the law offices of Rath Young Pignatelli in a case of ***State of New Hampshire v. Hess Corporation, et al.*** This subpoena deals with the Coös County water system and MTBE (Methyl Tertiary Butyl Ether) which has been detected in levels significantly below the Maximum Contaminant Level. Before July 25 Sue has to produce all papers, books, journals, handbooks, manuals, ledgers, statements, memoranda, reports, invoices, worksheets, work papers, notes, transcription of notes, letters, correspondence, abstracts, diagrams, plans, blueprints, specifications, pictures, drawings, photographs, graphic representations, diaries, calendars, lists, logs, publications, advertisements, minutes, orders, messages, summaries, agreements, etc., etc. – this list does go on relating to MTBE. The list of documentation required is 32 items long and Sue will be asked to testify on 8/12 as to what she knows relating to the 32 topics enumerated in the Request for Production of Documents. All paperwork in the County files must be submitted by July 25.
- n. Sue presented a request from Victim/Witness Advocate Jessica Riendeau to hire an assistant for the 16-hour position. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to hire Jennifer Chardon effective July 18, 2011 for 16 hours per week. All approved 3-0.

*Report of the County Farm:*

- a. Northeast Kingdom Sales conducted the equipment and feed auction on June 18. There was a good turnout of bidders with gross sales totaling \$131,182.50. After deducting the 10% commission, auction sales produced \$118,064.25 (with \$650 credited to the Recycling Center for the John Deere tire chains and a set of Bobcat tires).
- b. The last milk check arrived on June 20. Price per hundredweight paid was \$20.6092 before deductions for hauling, milk promotion, etc. Below is a summary of net milk income for 2011:

MONTH	Agri-Mark	Pounds Shipped	Net Price/Lb.
January, 2011	\$26,210	162,337	\$0.1615
February, 2011	\$27,067	151,923	\$0.1782
March, 2011	\$31,657	168,302	\$0.1881
April, 2011	\$30,623	160,421	\$0.1909
May, 2011	\$31,422	162,573	\$0.1933
<b>Total 2011</b>	<b>\$146,980</b>	<b>805,556</b>	

- c. As for an update on the County Farm Easement, Sumco provided a quote for the next planting for the buffer for the impacted areas. Commissioner Judd signed the quote for this project funded with federal stimulus dollars. Sumco personnel were on-site June 20 to layout the site, plants arrived on June 21. Re-planting was done primarily along the eroding

river bank and down in the lower meadow. During some site visits, some invasive plants were spotted that will be tackled later this summer.

- d. Laura and Sue noticed that the corn maze pattern is beginning to emerge in the field behind the barn.
- e. The Corrections outside crew will begin power washing the inside of the stable. Some barn cats have been adopted but new litters are appearing. Sue will continue to try to address this problem.

Sue added the following to her report at the meeting:

- f. Andy Gingue of North Stratford, who purchased the gutter cleaner at the auction, will remove it sometime in the next two weeks. He stated that it will not hurt it if we pressure wash the barn and get it wet as it is usually wet when the cows urinate on it.
- g. Scott DeBlois of Columbia, who purchased the large grain bin inside the barn, requested authorization to remove a 12' x 12' section of floor on the upper level of the barn so that it can be lifted out. He will replace the floor after the grain bin has been removed. He also purchased two large tractor tires for \$50 each.
- h. Forbes Farm of Lancaster has removed all the round bales purchased at the auction and removed the corn silage on Wednesday.
- i. On July 11, Sue received a call from the farmer-broker in PA who purchased part of the herd as a partner with Ken Beerwort. He stated that the cows had not been properly inoculated by the veterinarian for shipping fever and he lost one with another 8 being sick and requiring veterinary treatment at a cost of about \$900. Sue asked him to put his complaint in writing so that she might investigate his allegations. He will do that as he would like some financial compensation for the costs he incurred in treating the herd.

*Report of the Unincorporated Places:*

- a. Granite Reliable Wind Park Project Update: As of June 15, RMT and their subcontractors have performed over 40,000 hours of work on the wind project. Over 34,100 hours were performed by New England based contractors. Hiring labor and resources from around the region, RMT has drawn from contractors in Berlin, Errol, Gorham, and Littleton and nearby Maine. Brookfield Power did publicly recognize all those who have been working on site.
  - b. The Balsams announced on July 7 that it was laying off all of its employees at the conclusion of the summer season. A law firm representing Ocean Properties is working on a building permit for the major renovations being planned. The building permit application will be presented to the Planning Board at its next meeting on August 2. There will be a public hearing on the two Tillotson Corporation subdivision applications prior to the Planning Board meeting. At its meeting on July 5 the Planning Board determined that the two subdivision applications were complete.
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	15
STATE PRISON INMATES	4

ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	0
HELD AT OTHER FACILITIES	BELKNAP DOC: 1 PT FEMALE CARROLL DOC: 1 PT F, 2 HOC F GRAFTON DOC: 1 PT F, 3 HOC F HILLSBOROUGH DOC: 1 PT MALE MERRIMACK DOC: 1 PT MALE ROCKINGHAM DOC: 1 PT MALE NHSP: 3 PT M, 2 HOC M

- a. Employment applications have been reviewed and aptitude testing has started for the vacant Second Shift position.
- b. The issue of rising medication costs was addressed with all local police departments at the June 24 Chiefs Association Meeting. Superintendent Hamelin requested that any and all efforts be made to have individuals who are transported for detention sent with their medications. The Sheriff's Department will also assist in delivering medication to the facility.
- c. Numerous painting projects continue throughout the facility, which has brightened it up considerably. Painting has been completed in areas such as the Administrative Hallway, both Holding Cells, Processing Room, Unit #1 Dayroom and Hallway, Fitness Room and stairwells in Unit #1 and #2.
- d. US Marshal Jamie Berry conducted an inspection of the facility on June 30. This inspection is required to begin the application for a Federal detainee contract. Due to the facility's proximity to the border, US Border Patrol, as well as Immigration and Customs Enforcement supervisors have recently approached Sheriff Marcou and Superintendent Hamelin for the ability to lodge federal detainees at the facility for up to 72 hours. The Sheriff's Department would be utilized to transport detainees, within the 72 hours, to facilities designated by the holding authority. An emergency hold waiver, which allows facilities to house federal detainees while applying for contracts, could be offered in as little as 2 weeks. Superintendent Hamelin requested the Commissioners' approval of this revenue opportunity for both departments, as it will require few, if any, changes to normal operations. The per diem rate for housing is normally set between \$65-\$85. The rate for transports is normally between \$30-\$50 per hour.

Commissioner Grenier suggested that Superintendent Hamelin request the higher end of the rates. Superintendent Hamelin replied that on his application he requested \$85 for housing and \$50 for transports. No formal contracts have been presented. Sheriff Marcou noted that he is looking at making money for the County. If it looks like he will be losing money he will not do it. Superintendent Hamelin stated he would bring final proposals to the Board once he receives them. Treasurer Fred King noted that it was a risk to take these apprehended people into the County facility. There is a state prison and will be a federal prison in Berlin. There will be a lot of mileage incurred on county vehicles for helping the federal government transport these detainees to Massachusetts. Commissioner Brady agreed with Mr. King. Laura Mills asked how that will affect the nursing staff. Superintendent Hamelin stated that housing is not long term and the medical forms will be completed beforehand. Commissioner Judd ask that the Superintendent and Sheriff return with this proposal once all the information is obtained.

- e. Superintendent Hamelin has received confirmation to attend the National Institute of Correction's Jail Administration Course from September 12-16, 2011 at the National Corrections Academy in Denver, CO. Air tickets have already been provided at no cost, in addition to hotel, meals and ground transportation.
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 June was 68; occupancy for June was 70.1%. In June, there were five (5) admissions (two were respites), one (1) death and two (2) discharges (the two respites.) There have been two (2) more admissions in July but one was a respite and has since been discharged. Respites are a lot of work for staff as all the paperwork required for an admission has to be done and then the resident leaves. Most respite stays are only five to ten days long. The Nursing Hospital in Stewartstown is one of the few homes that still admit respites so staff has seen several this spring/summer. The hope is, by admitting for a respite, the individual may eventually admit them permanently. Three (3) possible regular admissions are being processed for July and another respite for the end of July. Of the 70 residents, sixteen (16) are Private Pay. Three (3) of the Private Pay residents are from Vermont. Nine (9) residents are Vermont Medicaid.
  - b. Survey: No surveyors yet.
  - c. Nurse Staffing: The contract LPN arrived on June 22. She will be at the Nursing Hospital for 13 weeks on the 11-7 shift. A Registered Nurse has been hired for the 16 hour 7-3 position.
  - d. Water System: There have been issues with the water. Dennis checked the reservoir and it was not filling like it should. He then discovered a leak in the pump room. After repairing the leak he noted the pump was extremely loud so he shut it down and switched to the back-up well. A new pump was installed on the main well and the system is now back to normal.
  - e. Updated Administrative Rules for Nursing Homes, He-P 803: The updated administrative rules went into effect February 1, 2011. Included is an update on employees with criminal records. New hires have always been checked. The new rule also requires current employees to sign an annual statement certifying that they have not been convicted of a crime. Laura created a new form that all nursing home staff will need to sign annually and presented a copy to the Board. It was noted that CCNH-Berlin would use the same form.
- Commissioner Grenier's greatest concern is that the County is forced to fire a model employee. He does not want a legal war. Laura stated that if someone does have a record of some kind, he/she can apply for a waiver.
- f. Family Picnic: The Annual Family Picnic is planned for Sunday, July 24. It is a Rainforest theme this year. Activities and Dietary Directors seem to have things well in hand.
  - g. 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		
August	4,013	67	August		
September	3,895	65	September		
October	3,784	63	October		
November	3,699	62	November		
December	3,460	58	December		

The inmate population is up and med passes continue to average about 2 hours each evening.

- h. Laura had an issue for non-public, Section 91-A:3 II (b).
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. 14 residents are Private Pay at this time. The average daily census for June was 97.2. There were no deaths and 3 admissions in June.
    - b. Maintenance: The ten thousand gallon oil tank is scheduled to be cleaned in August. The cleaning will be done in conjunction with tank cleanings in the Berlin School System, which will save CCNH approximately \$700. The sludge that is removed will cost .50 cents per gallon for disposal. The entire cost for cleaning should be under \$5,000. A temporary oil tank will be used to supply the facility with oil during the cleaning process.
    - c. LP Gas Bids will be going this week. This will enable Commissioners to open the bids at the next meeting.
    - d. Dietary: The Steam Boiler is no longer repairable. It will cost \$5,479.95 for a replacement and installation. A \$2,000 budget transfer was presented for the Board's signatures. The Board approved and signed it.
    - e. Wireless Call System: The facility only had one gateway (gateway is the point where it goes from wire to wireless, passing the signal to the server), RF Technologies was concerned that the one gateway would fail leaving the entire system nonfunctioning. Several more gateways were installed by RF Technologies at **no cost**.
    - f. Disaster Exercise: The facility is in the process of formulating a "table top" disaster exercise on the emergency action plan for tornadoes. All Policies and Procedures relating to tornadoes will be updated as a result of the exercise.
    - g. Survey: The survey window opens July 19
  8. Other Business:
    - a. IRS mileage redetermination: Sue reported that the IRS had increased the mileage rate reimbursement to 55.5 cents per mile. Commissioner Judd proposed to increase the



reimbursement rate for Coös County to 55 cents per mile. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the increase to 55 cents per mile. All approved 3-0.

- b. Nursing Hospital Paving Bids: Sue reported that originally the Board had awarded the bid to Paving Unlimited for \$1,200. The owner of this company has since informed Sue that he could not do the job for that amount. Sue requested authorization to rescind the offer on this quote and to contact Central Paving for the quoted amount of \$1,450. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to authorize Sue Collins to rescind the offer to Paving Unlimited and to approve the bid of \$1,450 from Central Paving. All approved 3-0.
- c. Recycling Center – Colebrook contract update: Sue reported that the Colebrook Selectboard has voted not to sign the new contract that was presented to them in May. They have also stated that they did not participate in the vote to purchase the new recycling truck. Commissioner Judd reported that the vote was unanimous at the meeting. Sue wondered whether the Town of Colebrook wants to be an equal partner in the Recycling Center. Commissioner Judd stated a letter should be sent stating that the Town of Colebrook is either in or out. Commissioner Grenier stated that they cannot keep going back and forth on their decision. Sue recommended that the letter should indicate that due to the contract not being signed that services will end as of December 31, 2011. Commissioner Grenier suggested September 30 and it was agreed upon by Sue and Superintendent Hamelin. This will give adequate time to plan for a revamped program for the other towns prior to the annual meeting. Sue added that the County wants to provide services to the Town of Colebrook; however, the Selectboard and Public Works Manager do not seem satisfied with the resolutions to issues brought to the County's attention. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to send a letter to the Colebrook Selectboard notifying them that services will end on September 30 if the recycling center contract has not been signed and returned. All approved 3-0.

Superintendent Hamelin noted that the Colebrook businesses that have their cardboard picked up will need to be made aware of this decision.

Commissioner Grenier noted that if the Town of Colebrook does pull out of the recycling center maybe talks could occur with AVRDD (Androscoggin Valley Refuge Regional Disposal District).

9. Unincorporated Places:

- a. TR Dillon 5-mile pit: Sue presented a request from Calvin Coleman asking for a 30-day extension on the 155-E Permit application as he is currently working on obtaining the information needed for a complete application. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the 30-day extension. All approved 3-0.
10. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (b) & (c) at 10:40 a.m. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:45 a.m.

Jennifer distributed examples of employees' statements of benefits being distributed in paychecks.

The next regular monthly meeting will be held August 10, 2011 at the North Country Resource Center in Lancaster, NH at 9:00 a.m.

A motion was made by Commissioner Judd, seconded by Commissioner Brady to adjourn the meeting at 11:50 a.m. All approved 3-0.

Respectfully submitted,

Thomas M. Brady, Clerk