

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
May 18, 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; Chief Deputy Keith Roberge (*arrived at 11:45*); Administrative Assistant Linda Harris; County Treasurer Fred King; County Attorney Robert Mekeel; Max Makaitis, Tri-County CAP and members of the press.

Commissioner Judd opened the meeting at 9:07 a.m.

1. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the April 20, 2011 meeting. All approved 3-0.
2. The Board reviewed the Payrolls and Disbursements for the month of April 2011. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of April 2011. All approved 3-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (d) and (i) at 9:10 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 9:40 a.m. after meeting with County Attorney Mekeel and County Treasurer Fred King.

3. Hearing of the Public:
 - a. County Attorney Robert Mekeel presented a request for Coös County to accept federal grant money to be administered through the NH Attorney General's Office for purchase and implementation of database equipment and software. This grant will provide an estimated \$30,000 worth of equipment, software and training on the Karpel system to the County Attorney's office. In the second year of the program counties will be responsible for annual software maintenance. The anticipated annual cost for the four users in the office will be \$1,720.

Commissioner Judd inquired if the County would be handling the money. Attorney Mekeel replied that the Commissioners only need to approve the grant. The request read as follows: *Request is hereby made for approval for the County Attorney to apply to the Attorney General's Office for a grant to pay for the purchase of licenses, implementation, data conversion and training necessary to install Prosecutor by Karpel for the County Attorney's office.* The Attorney General's office will pay all vendor costs directly. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the request. All approved 3-0.

Sue asked if the County Attorney would need a letter of support from the Board of Commissioners. Attorney Mekeel was not sure and stated he would call Sue.

Attorney Mekeel also mentioned that he had received a request from the Clerk of Courts for a drug court in Coös County. He was not in favor of it and it is quite expensive. There are

not that many drug cases in Coös County. He will explore this further with Grafton County if the Commissioners are interested. Commissioner Judd replied that they would take his advice on this issue. The County Attorney left the meeting at 9:50 a.m.

- b. Max Makaitis - CDBG Request for Public Facility Grant. Mr. Makaitis on behalf of Tri-County Cap requested the Board's support for a \$500,000 Housing and Public Facilities CDBG for the Notre Dame Senior Low Income Housing Project. The facility will be an \$8,024,792 reconstruction project that will create 33 Low & Moderate Income residential apartments for Coös County seniors. This project will create 50-60 construction jobs, 1 to 2 permanent jobs and approximately 50 indirect jobs providing services, goods and meals to the facility.

Commissioner Judd questioned the funding sources as federal budgets are being cut. Mr. King noted that \$250,000 is a lot of money for a one bedroom apartment. It would make more sense to build houses. Mr. Makaitis replied that he is willing to go after the money but it must be used for this purpose. Commissioner Grenier stated that he was not opposed to the project as long as the grant funding was available. Mr. Makaitis stated that if something better came along he would work with the Commissioners. Commissioner Judd added that he was not against the project but wondered where the federal money was coming from. While reviewing the information, Sue questioned some of the budget figures relative to Planning and Zoning. Mr. Makaitis stated that whatever money is not needed will not be used. Commissioner Judd stated he was ok with the project as long as next year's CDBG request is reserved for the Town of Pittsburg's water project. Commissioner Grenier noted he was agreeable to that request. Sue asked who would be the grant writer. Mr. Makaitis replied that he was writing the grant along with a consultant. Commissioner Brady asked if there was a need for 33 housing units. Mr. Makaitis replied that he already has a waiting list. Commissioner Brady asked if this was the same type of project that is being proposed for the old Bartlett School. Commissioner Grenier replied that project is for housing for the White Mountain Community College. Mr. Makaitis replied that project is still being worked on. Commissioner Brady continued that he had the agreed with Mr. King; many grants are coming to an end. He also added that he was glad that the proposed units were located in town. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to support the filing of the CDBG application through the County for \$500,000. All approved 3-0.

- 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. AFSCME negotiations will resume on May 27, 2011. Sue requested Non-Public Session to discuss this item under RSA 91-A:2 I(b).
 - b. Health Insurance meetings with employees and LGC HealthTrust are scheduled for May 19 in W. Stewartstown and May 20 in Berlin (for non-union employees only in Berlin). Sue presented a request that the Board approve and sign the Certificate of Authorizing Resolution stating that Coös County shall participate in the HealthTrust for provision of health and other benefits as may be selected for its employees. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the request and to authorize the County Administrator to execute and deliver the application. All approved 3-0.

- c. Primex³ announced a new Contribution Assurance Program (CAP) for the Property and Liability (P&L) Program. CAP will give members who qualify for and sign a Multi-Year Agreement the assurance of predictable contributions for up to three years. This program creates a limit on the County's P&L contributions for future renewals. The maximum increase each year is seven percent (7%) during each qualified year. The July 1, 2011 premium for the 2011-2012 plan year is \$74,049. The Board requested that Sue obtain another rate quote for next year and decided not to sign onto the CAP Program with Primex³ at this time.
- d. Primex³ announced a new Contribution Assurance Program (CAP) for the Workers' Compensation Program (WC). This program creates a limit on the County's WC program contributions for future renewals at 8%. The total increase may be less than 8% but no contribution increase will exceed 8%. The January 1, 2011 premium for the calendar year was \$262,172. (Note: The 1/1/11 increase was 18%). The Board requested that Sue obtain another rate quote for next year and decided not to commit to the Primex³ CAP program at this time.
- e. Sarah Lineberry at the Bureau of Court Facilities (BCF) is working on finalizing a lease for the Register of Deeds and Sheriff's Department in the courthouse. The County has not yet received the plans for the 3-way space swap under consideration. Sue has contacted Steve Lorentzen at the BCF and has not heard back from him yet.
- f. The Recycling Center truck has been ordered.
- g. Sue presented a NCIC request for a letter of support for grant funding of \$1 million of EDA funding. (*A copy is on file.*) A motion was made by Commissioner Grenier, seconded by Commissioner Brady to send a letter of support and to authorize the Chairman to sign the letter. All approved 3-0.

Report of the County Farm:

- a. The herd was sold on April 20, 2011 to Ken Beerwort of Knowlton, Quebec. Mr. Beerwort has paid \$95,000 to date and transported part of the herd to Pennsylvania. The balance of the herd including 15 pregnant first calf heifers, 70 milking cows and 7 dry cows will be moved to Canada during the week of May 30. Transporting to Canada requires additional testing by veterinarian and marking each cow with USA. Payment of the balance of the bid, a total of \$50,015 plus the additional veterinary costs, will be required prior to releasing the animals.
- b. The Delegation has approved the lease of the currently tillable corn and grass lands to Jennifer and David Santamaria, d/b/a Santa's Tree Farm of Colebrook for an annual payment of \$2,500. A lease document was prepared for Board review and approval. Mr. Santamaria presented a plan for agricultural, agri-educational and agri-tourism activities for these lands to members of the Delegation on May 16. His plan was well received. On May 17 Sue met with Steve Turaj, UNH Cooperative Extension Agriculture Educator and he commended the Commissioners and Delegation on their selection.

Commissioner Brady asked if Attorney Frizzell should review the lease due to the fact that the corn maze will be along the river. Sue agreed it would be a good idea due to the nature of the activities that will be held in the fields. Commissioner Judd disagreed. Mr. King noted that the County's insurance provider did not have an issue with the Certificate of Insurance provided by Mr. Santamaria. His main concern was the management of the

crowd at the fall events. Commissioner Brady agreed as the maze will attract people to the facility and there may be parking and other issues. The grounds of the nursing hospital and jail will also need to be kept in mind. Mr. King stated it may be a management issue for the County personnel. Sue suggested that a memorandum of understanding be prepared. Commissioner Grenier stated that the lease language is quite clear. Commissioner Judd stated that right now the fields need to be prepared and planted. A motion was made by Commissioner Grenier, seconded by Commissioner Judd to approve the lease as presented. The motion was approved 2-1. Sue will work with Mr. Santamaria to prepare a memorandum of understanding relative to details on the lease and uses of the lands. The Board signed the lease.

- c. Mr. Santamaria requested that the County allow him to spread the contents of the manure pit with his equipment; thereby the County would incur no costs for spreading the manure and potential equipment breakdowns during this process. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve Mr. Santamaria's request. All approved 3-0.
- d. The Delegation approved on May 16 the establishment of a fund to cover future costs associated with the county farm such as property taxes (\$4,820 in 2010 – see chart below) beginning in 2011. The proceeds from the County's \$70,000 investment in Agri-Mark to be repaid over a 5 year period would be deposited to this fund. The Delegation was also informed that future income might come from the sale of timber. It is evident that most of the property tax expense relates to the buildings.

Taxable Parcels	Description/Designation	2010 Taxes
Map A5, Lot 15	104 acres in current use	73.00
Map B5, Lot 1	108.6 acres in current use	67.00
Map B5, Lot 2	5.5 acres in current use	5.00
Map B5, Lot 2A	115.4 acres in current use	85.00
Map B6, Lot 8A	52.4 acres in current use	50.00
Map B6, Lot 8B	626 acres in current use Buildings valued at \$152,600	Land 439.00 Buildings 4,096.00
Map B6, Lot 8B-1	5.0 acres in current use	5.00
Total Acres	1,016.9 acres in current use	\$724.00
Total Buildings	Barns, Implement Shed	\$4,096.00

- e. The next item for the Board to consider is the disposal of farm equipment. Pat Giroux has prepared an inventory of equipment and feed. One proposal has been received from Lyon's Dairy of Derby, Vermont to purchase the bulk tank and milking equipment for \$12,000. The bulk tank removal will require the County to remove a wall which can be done with current employees. This wall was built for easy removal and replacement in anticipation of removal of a bulk tank. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the proposal from Lyon's Dairy of Derby, Vermont to purchase the bulk tank and milking equipment for \$12,000. All approved 3-0.

Sue also recommended that the Commissioners approve advertising an auction of farm equipment and feed in June. Sue reviewed the list of farm equipment. There was discussion about keeping the John Deere tractor and the generator. Sue will type up the list and send it to the Commissioners for review. There are also 90 round bales and 100 tons of corn from last year. They suggested a show date of June 17 and an auction on June 18. Sue will contact Jesse Carney and Northeast Kingdom Sales, Barton, VT for an auction proposal.

- f. The floods during the week of April 24 were devastating to many local businesses including Ethan Allen. From the Ethan Allen log yard, approximately 200 high grade logs ended up on County Farm fields. Ethan Allen had equipment in the fields on May 12 and 13 to retrieve the logs.
- g. Conservation Easement update: Mike Harrington inspected the flood damage on May 12. Most of the containerized plantings were covered with debris but they all looked alive. The live stakes were put in too late in the season and none of them survived. It looked like the logs from Beecher Falls may have taken out some of the plantings but overall Mike thought most of the plants wintered over well. Mike relayed this evaluation to his State Office on Friday and they are contacting Sumco – the contractor that did the two plantings last year. The State Office did expect the need for some replanting and they want the live stakes replaced and the funds are still available for this purpose. Some Japanese Knotweed was found on the easement area and Mike will estimate the size of the patch so he will be checking on that soon. They want to keep that under control. Mike let the County know when he expects to have the crew back, the extent of what will be done, and the cost (which the federal government will fully reimburse to the County) as soon as he hears back from the State Office.

Report of the Unincorporated Places:

- a. Tillotson Corporation has filed 4 subdivision applications with the Coös County Planning Board in preparation for the sale of The Balsams to Ocean Properties. One 7.02 acre subdivision involves a closed solid waste parcel with a groundwater management zone that overlaps both Colebrook and Dixville. The Coös County Planning Board will meet on May 26, 2011 and conduct a preliminary consultation with the surveyor representing the Tillotson Corporation on all the applications. The Colebrook Planning Board has been invited to attend the meeting. The other subdivision applications include:
 - 1. A 5.96 acre parcel that is the existing Ash Dump for the Biomass Plant that is not planned to be conveyed in the sale of The Balsams;
 - 2. A 16.08 acre parcel that is created by the existing Barn Road that serves as access to land in Colebrook and the parcel presently serves as a garage and maintenance depot;
 - 3. 69.26 acre parcel is being separated out and being retained as a future wind generation site and is not to be conveyed with the sale of The Balsams;
 - 4. 5 acre parcel is the home of Thomas and Debra Tillotson and is not part of the parcel being conveyed with the sale of The Balsams; and
 - 5. An 187.6 acre parcel includes the wind generation sites currently under construction and is not part of the parcel being conveyed with the sale of The Balsams.
- b. Mary E. Pinkham-Langer, Gravel Tax Appraiser from the NH Department of Revenue Administration completed a review of the Dillon excavation plan and application for the 5-Mile Pit in Success. The plan is still not sufficient for land appraiser Mark Nieder to calculate the land area that has been disqualified from current use for land use change tax purposes. Sue will inform Thomas Dillon of the plan deficiencies with a deadline for submission of a complete plan.
- c. Granite Reliable/Brookfield has established its website and toll free number for information about road closings during construction of the wind park. The toll free number is 1-877-403-4114 and the website is granitewind@brookfieldpower.com. Sue distributed a project basics page from the website.

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	16
PRETRIAL	18
STATE PRISON INMATES	4
ELECTRONIC MONITORING	1
WORK RELEASE	0
OTHER COUNTY INMATES	0
INMATES AT OTHER FACILITIES	CARROLL DOC: 2 PT F, 3 HOC FEMALE ROCKINGHAM DOC: 1 PT MALE NHSP: 8 PT MALE

- a. There has been a notable increase in arrests, court hearings and transports recently. Since February, there has been a substantial increase in bookings in the facility. With this increased activity the daily population has risen from an average of 28 in February, to 34 so far in May.
- b. On May 6, Officer Wayne Washburn was certified by the N.H. Association of Counties as a Correctional Officer based on prior training and experience from the N.H. State Prison.
- c. A number of painting projects and improvements are under way in the facility. Following the installation of two new flat-screen video monitors in the Control Center by the maintenance department, a new Digital Video Recording system was installed by One Source Security on April 27. This opens the door for upgrades to the cameras and their wiring from analog to efficient network powered cameras.
- d. A meeting was held on May 9 with Northern Human Services in which an agreement was made to provide a Licensed Alcohol and Drug Abuse Counselor beginning June 6. This program will be coordinated with the current mental health counselor to provide specialized assistance to inmates with addiction issues.
- e. Trisha Auger of Securus Technologies and Jim Snyder of Archonix Public Safety Systems were back at the facility for a follow up visit on April 26 to demonstrate their inmate telephone and jail management products. Systems Administrator David Leveille attended, as well as supervisors. Once there is a site visit to assess the condition of the inmate phone system, a contract proposal will be submitted by them.
- f. Corporal Dana Prehemo is attending Instructor Development Course at N.H. Police Standards and Training this week. Officer Brian Cross completed his Taser Instructor Certification held by Taser International at Dalton Police Department on April 22-23.
- g. National Correctional Officers and Employees Week was May 1-7, 2011. During this week, time is taken to honor all the dedicated men and women who serve in our nation's correctional facilities and the corrections profession. Craig stated his great appreciation for the staff of Coös County Department of Corrections and thanked them for all that they do throughout the year.

Commissioner Judd asked that Dr. Soucy be included on the agenda for the June meeting.

Superintendent Hamelin appreciated the comments from Commissioner Brady and Mr. King regarding the security issues that could arise from the corn maze. He had mentioned these concerns to Commissioner Judd.

6. Report of the West Stewartstown Nursing Hospital Administrator Laura Mills. The written report that was submitted to the Board in advance of the meeting was as follows:
 - a. Census: The census today was 64. The average census for April was 64; occupancy for April was 65.8%. In April there were five (5) admissions and two (2) deaths. There has been one (1) discharge in May. Two (2) admissions are expected during the week. Of the 64 residents, twelve (12) are Private Pay. Three (3) of the Private Pay residents are from Vermont and eight (8) residents are Vermont Medicaid.
 - b. Nurse Staffing: Nurse staffing on the night shift continues to be an issue. There is a 40 hour position open. Laura mentioned that two of the night nurses are currently interviewing for employment outside the facility. She may have to request the Board's approval to hire contract nurses.
 - c. Hospice: Diane Hobart and Laura met with Gail Tattan-Giampaolo and Cherish Brachtel from Northwoods Home Health and Hospice. Soon the Nursing Hospital will be able to offer its residents Hospice services if they choose. This has never been an option in this area before and yet is an essential service to be able to offer.
 - d. LNA of the Year: Susan Hibbard, LNA/MNA, was voted CCNH LNA of the Year.
 - e. Survey: The Nursing Hospital survey window opened May 8, 2011.
 - f. Safety Committee: Laura presented the new edition of the Safety Manual ready for the Commissioners' signatures. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the revised safety manual for the Nursing Hospital. All approved 3-0.
 - g. National Nursing Home Week: Last week staff and residents celebrated National Nursing Home Week. For the residents, the week began with Mother's Day activities on Sunday, Monday was Big Bucks Bingo and a Cheese and Crackers Social in the Family Room, Tuesday included a Bowling Party in the Den, Wednesday Wildlife Zoo Encounters returned, Thursday Katie Rose performed, and Friday was the 50's Sock Hop and 4H pet visits.

National Nursing Home week is also for the staff. The Activities Department had an Open House on Monday and Tuesday to introduce other staff members to what the Activities Department has to offer and where activities' supplies can be found. Then on Friday, all staff was invited to the Family Room for an Employee Recognition Party of Pizza and Ice Cream. Fresh pizza from Colebrook House of Pizza was brought in for all three shifts.

- h. 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		
June	3,048	51	June		
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 are averaging well over an hour each evening.

- i. Laura requested non-public per RSA 91-A:3 II (c) & (e).
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. Thirteen residents are Private Pay at this time. The average daily census for April was 96.80. There were 3 deaths and 1 admission in April.
 - b. Maintenance:
 - At the last Commissioners meeting it was suggested that Louise request for Ride-Away to pick up the old van and pay \$1,000. They have agreed and will pick the van up on Thursday, May 19.
 - Painting of the 2nd and 3rd floor hallways continues. Appropriate State forms have been completed to enable minor renovations to the Nurses Stations on each floor. The forms have also been completed to allow for the Business Office renovations. Mike Holt will be attending, as requested by the board, the May 19 State of New Hampshire Department of Health and Human Services, Health Services Planning and Review Board meeting. Approval should be obtained at the board meeting to continue with the renovations.
 - c. Fire Alarm System: The 3rd floor fire panel was malfunctioning and needed to be replaced. It was still under warranty.
 - d. Elevator: The shafts were professionally cleaned in order to pass inspection. In the past, the maintenance staff would do the cleaning but this practice is no longer allowed. It is a hazardous procedure and requires special equipment.
 - e. Benches: Two benches were purchased with the Adelard A. & Valeda Lea Roy Foundation Grant received in January. The benches have been placed along the outside walking path. The remaining money from the grant will be used to purchase an air conditioner for the first floor front day room.
 - f. Time Warner Cable: The Nursing Home received an official notice that the monthly cable bill will increase by \$60.

- g. Nationwide: A Nationwide representative was at the Nursing Home on April 27 to meet with the employees and review deferred compensation options that are available. It was well received.
- h. Disaster Exercise: This was an actual incident, but the facility quickly took the opportunity to turn it into an educational exercise. On May 10 during the usual propane delivery, the driver noticed a significant leak at the dispensing valve. The driver immediately moved the truck away from the propane tanks and the building, parking across the street from the nursing home on the north side of the road. The driver was unable to secure the valve. The Fire Department was alerted by the driver and responded immediately. The valve was sprayed with fire extinguishing foam until the water hoses were connected. The Fire Department directed Mike Holt Plant Engineer to evacuate residents in the last two rooms on the north wing of both floors, and ensure all windows on the north wing were closed. A technician from Irving responded and was able to secure the valve. The entire episode lasted approximately 1½ hours.
- i. LNA of the Year: Nomination letters have been completed by the Supervisors and the Clinical Coordinators. The Resident Council read the nomination letters and made the final decision for one nomination for New Hampshire LNA of the year, Sue Bisson LNA/MNA. The nomination letter has been sent out and the nursing home is awaiting word on the winner.
- j. National Nursing Home Week: Mother's Day marks the beginning of National Nursing Home Week, an annual celebration honoring the residents, families, staff and volunteers involved in long term care. It's about having fun and not just for the residents and families, but the staff as well. The celebration began by honoring the employees who make a positive difference every day in the lives of the residents. On May 5 a Spa Day was held for all employees to enjoy. On hand were Massage Therapists, Reiki Practitioners, a meditation get-a-way and Paraffin dips with hand massages. The day was enjoyed by all.

The residents had a busy, fun filled week. The week started with a recognition supper for the greatly appreciated volunteers. On Tuesday, Poof Tardiff visited with the residents followed by a Memorial Service and Pub Night with Billy Gagnon. Music with Peter Ole was presented on Wednesday along with a Champagne Bingo. Starting the day off on Thursday was a visit from the Moffett House followed by a Pizza Party and viewing the movie "At the Rivers Edge". Friday ended the week with a barbecue lunch, Summer Olympics and movie night.

8. Other Business:

Investment Policy: County Treasurer Fred King presented the County's Investment Policy which by law is required to be updated yearly. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the updated investment policy and to authorize the Chair to sign on the Board's behalf. All approved 3-0.

9. Unincorporated Places:

Linda Harris presented the timber warrants totaling \$279,577 for the Board's approval and signatures. The Board approved and signed timber warrants.

10. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public session per RSA 91-A:3 II (c) & (e) and RSA 91-A:2 I (b) at 11:30 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 12:03 p.m.

Craig Lyons from the Berlin Daily Sun announced that this would be his last County meeting as his last date of employment for the newspaper is May 27 and he will be leaving the area. Everyone wished him well.

Chief Deputy Roberge presented the Pro-Sports contract for campground patrols for the Boards' approval and signature. A motion was made by Commissioner Brady, seconded by Commissioner Grenier to approve the Pro-Sports contract. All approved 3-0.

Chief Deputy Roberge also noted that the application for Stone Garden had been re-filed. Mr. King asked if RMT, the company contracted by Brookfield to erect the wind turbines, had contacted the Sheriff's office about security details for the wind turbine project. Chief Deputy Roberge replied that the company is not willing to pay the special detail fee of \$50/hour. The State Police will be called if something were to happen. Commissioner Grenier noted that no locals were hired to work on the project and this dismayed him.

The next regular monthly meeting will be held June 15, 2011 at the Coös County Nursing Hospital in West Stewartstown at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Judd to adjourn the meeting at 12:10 p.m. All approved 3-0.

Respectfully submitted,

Thomas M. Brady, Clerk