

Coös County Commissioners
Regular Meeting
Coös County Nursing Home - Berlin, NH
December 18, 2019

Present: Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Hospital Administrator Laura Mills; Acting Nursing Home Administrator Lynn Beede; County Treasurer Sue Collins; Sheriff Brian Valerino; Captain Keith Roberge; Administrative Assistant Linda Harris.

1. Commissioner Brady opened the Commissioners' meeting at 9:14 a.m.

Commissioner Brady welcomed everyone to the meeting and asked Director of Finance Carrie Klebe to lead the Pledge of Allegiance.

2. Chairman Welcome and Comments: Chairman Brady stated that he had prepared a statement for the meeting; however, due to the absence of Commissioner Samson he opted to delay the reading of the statement until the next meeting.
3. Approval of the Agenda: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the agenda, as presented. All approved 2-0.
4. Approval of the Minutes from the November 13, 2019, regular meeting and the December 7, 2019, joint meeting, as presented: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the minutes of the November 13, 2019, regular meeting and the December 7, 2019, joint meeting, as presented. All approved 2-0.
5. Approval of Payrolls and Disbursements: A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the Payrolls and Disbursements for the month of November and to authorize the Treasurer, during the month of December, to meet all payroll obligations and pay all other obligations due during the month. All approved 2-0.
6. Correspondence: County Administrator Jennifer Fish reported that she had received a letter from residents of Millsfield requesting a computer for the upcoming elections. Commissioner Grenier stated that the request amounted to \$1,500. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow Millsfield to purchase a computer with a not to exceed price of \$1,600. The funds will be taken out of the Millsfield budget. All approved 2-0.
7. Hearing of the Public:
 - a. John Swan from Dalton stated that he was a representative from the "Save Forest Lake Group". He requested the Board to help the towns that are opposing the proposed landfill near Forest Lake and seek alternatives.
 - b. Sheriff Brian Valerino thanked Superintendent Champagne and the Department of Corrections for their assistance during an ongoing trial.

Chairman Brady commended the great working relationships within the departments.

8. Report of the County Administrator Jennifer Fish. The written report that was submitted to the Board in advance of the meeting was as follows:

COUNTY

- a. NH Interlocal Trust announced the maximum not to exceed renewal rate of 12.35% for the 2020-2021 health insurance premiums on December 5. An estimated premium rate increase of 15% was used in the 2020 Budget. The final rates will be set in April. By renewing the County's membership before February 3, 2020, the NTE will not change. If renewed after February 3, 2020 the NTE could be higher. Ms. Fish recommended to lock in the not to exceed rate. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to lock in with the not to exceed rate. All approved 2-0.
- b. Ms. Fish stated that a signature was needed for the engagement letter for Vachon, Clukay, and Company. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to authorize the Chair to sign the engagement letter. All approved 2-0.
- c. Ms. Fish reported that she had received three food pantry requests: Berlin Middle High School \$500, Mother Marie Rivier Food Pantry \$1,000 and Colebrook Food Pantry \$5,000. She reported that there was \$4,000 available in the budget for the requests. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to donate \$1,000 to the Colebrook Food Pantry, \$1,000 to Mother Marie Rivier Food Pantry and \$500 to the Berlin Middle High School. All approved 2-0.
- d. Ms. Fish presented a Personal Leave Time recommendation to amend The Coos County Employee Policy Handbook to add the following in Section 26 1.(a). Employees hired January 1, 2020 and after, will have personal time accruals capped at four hundred eighty (480) hours. Currently accrual of personal time is unlimited. This would coincide with the union contracts. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the amendment to 26 1 (a) Employees hired January 1, 2020 and after, will have personal time accruals capped at four hundred eighty (480) hours. All approved 2-0.
- e. The contract for back-up services with CCI Managed will be terminated at the end of the month. SNS will be installing a new system serviced by them the week of December 16. Kevin Low, SNS, will be attending the meeting to provide an update on overall IT Services and upgrades needed.

UNINCORPORATED PLACES

- a. Ms. Fish presented the 45th Parallel Ambulance agreement for Dixville: The 2020 annual fee will be \$1,332.36 compared to the 2019 agreement which was \$1,917.04. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow the Chair to sign on behalf of Dixville. All approved 2-0.
- b. Tax Abatement Mediation: The BTLA has ordered the County to settle with Bayroot regarding the property tax abatement in Millsfield. Dan Hudnut from Wagner refuses to deal with the County's contractor. Commissioner Grenier stated that Wagner will need to negotiate with the County's contractor that is why the County has an assessing firm. John Hatfield from Commerford Nieder Perkins has the authority to come to an agreement which will be presented to the Board. A motion was made by Commissioner Grenier, seconded by Commissioner Brady

to allow John Hatfield from Commerford Nieder Perkins to negotiate on the Board's behalf. All approved 2-0.

9. Report of the Superintendent of Corrections Ben Champagne. The written report that was submitted to the Board in advance of the meeting was as follows:

TOTAL IN FACILITY ON NOVEMBER 30, 2019	20
HOUSE OF CORRECTIONS	7
PRETRIAL	13
NH STATE PRISON INMATES	2
OTHER COUNTY INMATES	0
ELECTRONIC MONITORING PROGRAM	1
WORK RELEASE PROGRAM	0
FURLOUGH	0
HELD AT OTHER FACILITIES HOC= HOUSE OF CORRECTIONS PT= PRETRIAL	GRAFTON DOC: 2 HOC FEMALE, 1 PT FEMALE MERRIMACK DOC: 1 PT MALE
AVERAGE DAILY POPULATION NOVEMBER	23
MALE DAYS SERVED IN FACILITY NOVEMBER	680
FEMALE DAYS SERVED NOVEMBER	95 (5 females)
FEDERAL INMATE DAYS SERVED NOVEMBER	4
TOTAL INMATES BOOKED NOVEMBER	17
TOTAL INMATES RELEASED NOVEMBER	19

- a. The new flooring was installed by Liquid Floors USA. The flooring exceeded the Superintendent's expectations and he was pleased to have another area of the jail improved.
 - b. On November 28, 2019, an incident involving a pretrial inmate resulted in a staff member being assaulted. This inmate had been placed in the Restrictive Housing Unit for assaulting another inmate. After being placed in the unit, the inmate started destroying the contents of his cell. Subsequently staff deemed it necessary to enter the cell to remove the contents of the cell in an effort to minimize any further damage to county property. While staff was removing the contents of the cell, the inmate struck a corrections officer in the leg with his knee. All information surrounding this incident relating to criminal conduct has been forwarded to the Coös County Attorney's Office.
 - c. One Source Security was on site December 17 to complete the camera project.
 - d. Non-Public Session Requested on RSA 91-A:3, II (a).
10. 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 82. Occupancy for the month of November was 97.3% based on a bed count of 85. In November, there were three (3) admissions, no (0) discharges and five (5) deaths. There has been one (1) admission and one (1) death in December.
- Of the 82 residents, fourteen (14) were Private Pay, twelve (12) residents were Vermont Medicaid, six (6) residents were Medicaid Pending, (five for NH and one for VT.) In many instances, residents are dying while on Medicaid Pending. The Social Services Director and

Resident Accounts are attending meetings with NH Medicaid to work through these cases, but it is a struggle. The NH Medicaid offices are overworked, understaffed and disorganized. The Nursing Hospital's current contact is getting done this month so we will have to start again with someone new. Resident Accounts and Social Services are putting many hours in every week attempting to get the backlog of issues corrected. Some cases are finally being approved.

Totals for 2019: Twenty-four (24) admissions, twenty-one (21) deaths, one (1) discharge. Total residents receiving services or assistance from CCNH in 2019: One hundred-twenty-one (121).

The Nursing Hospital currently has seven (7) people on a waiting list for admissions (five women and two men.) Some potential residents have passed away while waiting for a bed. Others are concerned there will not be a bed when they need it so they are getting on the list now to be assured a spot when they are ready, but are not yet ready. The rest are waiting until after the holidays.

- b. Staffing: The Nursing Department has 192 hours open for RN/LPN (4.8 FTE). Two (2) contract LPNs are covering the hours. There are 340 open LNA hours (8.5 FTE). One (1) 32 hour LNA is out on Workers Comp. Four (4) contract LNAs are covering some of the hours.
- c. LNA and MNA Classes: The LNA Class graduated three (3) students who all accepted positions. The Staff Development Director was able to start an additional class this week. There are currently five (5) students in this class.
- d. IT: Departments are working through many IT issues with SNS and printer issues with Porter Office.
- e. QAPI: The Nursing Hospital continues to make progress on its QAPI Plan for the new regulations. Staff continues to work on the PIPs for SBAR and Communication and for making the admissions process smoother.
- f. Preliminary Medicaid Rate: The Nursing Hospital received its preliminary Medicaid rate for January 1, 2020. It is projected to be \$161.52, an increase of \$2.83 over the current rate of \$158.69. The Vermont Medicaid rate will be set after the final rate has been received.
- g. Family/Resident/Staff Concerns: No Ombudsman Reports were filed in November.
- h. Dentist: The search for replacement dental services for our residents continues. Currently the residents are being seen by area dentists and the nursing home is paying the bills.
- i. CCNH Berlin: The Nursing Hospital Administrator continues to work with Lynn Beede at CCNH Berlin. Ms. Mills attended a second meeting with Lynn, Coos Family Health, and Dr. Temme on Friday, December 6 to discuss the future of Medical Director coverage for CCNH Berlin.
- j. Committee Reports:
 - NHAC Executive Committee: The next meeting is scheduled for January 17, 2020.
 - NHAC Nursing Home Affiliate: The next meeting is scheduled for January 7, 2020.
 - Workforce Development: No new meetings have been set.

k. Nursing Hours at the Department of Corrections:

	2018	2019
	Minutes	Minutes
January		59
February		5
March		53
April		1
May		1
June		7
July		26
August	54	68
September	30	18
October		18
November	50+	27
December		

l. Ms. Mills had an issue for non-public, Section 91-A:3 II (a).

11. Report of the Acting Berlin Nursing Home Administrator Lynn Beede. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. Census: The current census was 95 with one unpaid bed hold at the hospital; 15 Private Pay, two Medicaid pending, one receiving Hospice Services. The average daily census for November is 98.0; 4 admissions, 3 deaths, and 3 discharges.

SNF Part A: 7 residents. Part B: 18 residents: By discipline: PT 13, OT 15, ST 12.

Year to Date totals for 2019: Average daily census 94.8; admissions/readmissions 65, deaths 26 and discharges 32. Total residents who have received services year to date at CCNH in 2019: 154

- b. NH DHHS/Medicaid: Much improvement has been noted. The Medicaid arrears have been reduced by 41% since August. The November 2019 Medicaid Arrears totaled \$49,225.83; the oldest Medicaid Pending is four months. The August Arrears totaled \$119,775.54.

At the meeting, Ms. Beede presented the Board

- c. Nursing Department: There is 572 hours of open nursing (RN/LPN) positions (14.3 FTE's) – one nurse took employment elsewhere and another retired; 6 agency LPNs and 1 agency RN are covering some of the hours. There are 860 hours of LNA open positions (21.3 FTE's); 6 agency LNAs are covering some of the hours. PPD average is 4.31. Advertisements placed in local paper for RNs/LPNs/LNAs all shifts.
- d. LNA Program: CCNH W. Stewartstown was requested and has agreed to consider adding CCNH - Berlin as a Cooperating Agency and to include Constance Croteau, RN, as an instructor in the program. Ms. Beede created an agreement and forwarded the supporting documentation to W. Stewartstown. The WS Nursing Assistant Program Coordinator is pending confirmation from NHBON that she has all of the necessary paperwork ahead of submission. Once submitted, the NHBON has stated that it will take *no more than one week* for them to review and give us an answer. With the exception of the NH Department of Education “exempt status” letter, CCNH of Berlin has all of the paperwork and credentials needed to submit its own program for approval to the NHBON. There has been a transition in

positions in the Department of Education Office, which has generated a lengthy delay for our facility (Requested September 9th). Once the letter is received, we will submit for NHBON approval – this may take **up to 12 months**.

- e. OAPI: Process improvement projects, to include: Weight Loss; Pain; State Mandated Reports – one for November; Medications; Exit Interviews; Music and Memory Program; Wheelchairs; Antibiotic Stewardship; Care Planning.
- f. Non Public Requested: Two concerns per Title VI, Chapter 91-A:3 II (c); and two per Title VI, Chapter 91-A:3 II (a)
- g. Meetings/Committee Reports:
 - NHAC Nursing Home Affiliate: Attended the November 19 meeting. Met Kristie Holtz new Bureau Chief for DHHS Facilities Licensing and Certification. The next meeting is scheduled for January 7, 2020 – Business Associate Agreements with Janson Gregoire; and January 24, 2020 Healthpro VBP/QM education.
 - NH Caregiver Career Meeting: January 14, 2020 with Roxie Severance, Contract Administrator.
 - AVH Extended Care Meeting: Next meeting January 2020.
 - NH Medicaid Biller: next meeting TBD.
 - NHAC HR Affiliate: Danielle Rioux, HR/Asst. to Admin will be attending on December 20.

12. Report of the Director of Finance Carrie Klebe. The written report that was submitted to the Board in advance of the meeting was as follows:

- a. The total amount drawn on the county's Tax Anticipation Note in 2019 is \$8,400,000. In 2018, the total amount was \$7,900,000. Principal payments were made on the loan as County Tax payments arrive. At the meeting, Ms. Klebe reported that the loan was paid in full.
- b. The Delegation authorized Coös County to borrow up to \$11,000,000 during the calendar year 2020 in anticipation of County Tax payments due in December. With that approval, the request for bids can be sent to Coös County banks at the beginning of the year. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow the Director of Finance to solicit bids for the 2020 Tax Anticipation Notes. All approved 2-0.
- c. The Coös County Investment Policy needs to be reviewed and approved yearly by the Treasurer and the Commissioners. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to approve the 2020 Investment Policy and to authorize the Chair to sign on behalf of the Board. All approved 2-0.
- d. Vachon Clukay & Company PC have begun the 2019 Financial Audit. There were 2 auditors at the West Stewartstown facility on December 10. The audit team is scheduled to visit all county facilities the week of February 3. In between, staff will be providing all the necessary information requested by Vachon Clukay to complete the audit to their satisfaction.
- e. In regards to the issue with Bangor Savings Bank and Passumpsic Bank not being in compliance with the NH State Statute **Update**: Representative Moynihan is working with the legislative office to change NH state law. Coös County continues to use Bangor Savings Bank in Colebrook.

- f. NH Government Finance Officers Association: The next meeting will be on December 20, 2019.
- g. Funding to the State of NH for IDN 7: The NH Association of Counties has formulated the Memo of Understanding for the DSRIP Waiver or Building Capacity for Transformation Waiver and the Standardized Reporting sheet. The IDN Committee for the Counties will be meeting by phone conference on Tuesday, December 17. At the meeting, Ms. Klebe reported that certain counties were still in discussions in regards to their proposed 2019 payment. The Board will be updated at the next meeting of any changes.
- h. County House Project: Funding/Grant options are being pursued to see if viable for the 2020 Budget. Michele Moren-Grey from North Country Council is helping with grant funding. It appears the maximum grant amount from USDA would be \$30,000. With Michele's advice, we are pre-mature in our process and are not pursuing the December USDA deadline. Michele is looking for other grant options. If this project had a larger economic impact, we may have more grant options.

The Board signed four letters recognizing the name change for the Deputy Treasurer.

Commissioner Grenier wanted to publicly recognize and thank the folks who work in Finance Department. He has been a County Commissioner for 17 years and there has never been what he considers an unqualified audit. All audits have always been top shelf. Never had any issues. Some items may have been pointed out - processes and weaknesses - from time to time on how to handle money. But at no time has there been a material issue with regards to unaccounted money, overcharges, theft or any of that. When he reads public letters from Coös County Commissioners who don't involve themselves in finances calling for forensic audits throwing those types of terminology around can be very dangerous because it implies malfeasance on our employees. I can tell you that to a person. He has the upmost respect for all the employees particularly in the finance department. First Jen and then Carrie have done a great job. And, when he (Commissioner Grenier) speaks to the auditors about processes on how the county accounts for money, they sing high praise for the county's processes on handling money. He wanted to publicly make sure that everybody knows and understands. Obviously, this commissioner has no clue on audited finances and how it works. If he did, he would not make those actual statements. When it comes to money he (Commissioner Grenier) is on this and keeps track. He knows what is going on in this county. Never once has he had the suspicion that there was something not right going on. He thanked them again and stated that they know that his pair of eyes are always watching stuff.

County Treasurer Sue Collins noted that she agreed with Commissioner Grenier's statement and that there was no cause for concern for the residents of Coös County for any misappropriation of any funds entrusted to the county.

A motion was made by Commissioner Brady, seconded by Commissioner Grenier to type this portion verbatim in the minutes. All approved 2-0.

- 13. Report of the HR Coordinator Julie Brunault. The written report that was submitted to the Board in advance of the meeting was as follows:

HR Activity Report: 11/01/2019 - 11/30/2019

a. New Hires: 4

Department:	#	Positions
Nursing Hospital	4 (1 FT, 3 Temps)	Resident Acct., LNA's, UA, Hskp

b. Separations: 15

Department:	#	
Nursing Home	14 (3 PT, 11 Temps)	Scheduler, RN, LNA's, UA's, Hskp, DA
Nursing Hospital	1 (PT)	UA

c. Change in Status 3

Department:	#	
Nursing Home	2 (PT)	RN Supv, DA
Nursing Hospital	1(FT)	LPN

d. Reasons for separation/ Change of status:

- 3 other employment
- 1 termination
- 3 personal
- 10 "Temps" did not meet job requirements
- 1 retirement

e. FMLA/Leave of absences/ADA/WC: 23

Nursing Home	16
Nursing Hospital	7

f. On December 17, 2019, the HR Coordinator will be attending the Workforce Development-Hiring and Training at the NH Employment Security Office in Berlin.

g. On December 19, 2019, Peter Chapel from "HealthTrust" will be at the corrections facility to meet with the Union members.

h. On December 20, 2019, Danielle Rioux and the HR Coordinator will be attending the HR Affiliate meeting.

14. Commissioners' Committee Reports:

- a. County Administrator Jennifer Fish reported that the Planning Board had met to consider two Preliminary Site Plan Review Applications submitted by the Mount Washington Railway Company: 1. construction of three 10 ft. x 20 ft. lean-tos at Waumbeck Junction; and 2. construction of a new 30,000 sq. ft. maintenance facility at the Railway Base Station.

If the completed application is submitted in a timely fashion, the Planning Board will review for completion in January.

15. Other Business:

- a. Budget Transfers: The following line item budget transfers were approved by the Board:

Coös County Nursing Hospital:

To:	01-05142-1000 Staff Development Social Security	\$ 1,610.00	
From:	01-05142-8200 Staff Development Equipment Repair		\$ 500.00
From:	01-05143-1200 Quality Health Insurance		1,110.00
To:	01-05191-3900 Activities Supplies	1,000.00	
From:	01-05170-9900 Housekeeping Retiree Benefits		1,000.00

Coös County Nursing Home:

To:	02-05600-0300 Office Staff Salaries	4,000.00	
From:	02-05600-0900 Longevity Pay		300.00
From:	02-05600-3800 Postage		900.00
From:	02-05630-0200 Cooks' Salaries		2,800.00
To:	02-05600-2300 Consultant Services	1,310.00	
From:	02-05630-0200 Cooks' Salaries		1,310.00
To:	02-05630-0100 Dietary Supervisor Salary	1,000.00	
From:	02-05630-0300 Dietary Aides' Salaries		1,000.00
To:	02-05630-3900 Dietary Supplies & Expense	3,000.00	
From:	02-05630-0300 Dietary Aides' Salaries		3,000.00
To:	02-05640-0100 Director of Nursing Salary	4,500.00	
From:	02-05630-0300 Dietary Aides' Salaries		4,500.00
To:	02-05640-0200 Registered Nurses' Salaries	47,000.00	
From:	02-05630-0300 Dietary Aides Salaries		14,000.00
From:	02-05630-1200 Dietary Health Insurance		33,000.00
To:	02-05640-0400 Nursing Assistants' Salaries	41,000.00	
From:	02-05630-1200 Dietary Health Insurance		3,000.00
From:	02-05640-0300 Licensed Practical Nurses' Salaries		8,000.00
From:	02-05640-0900 Nursing Longevity		5,000.00
From:	02-05640-1300 Nursing Retirement		12,000.00
From:	02-05650-6600 Propane		10,000.00
From:	02-05642-0200 RN Staff		3,000.00
To:	02-05660-1200 Laundry Health Insurance	6,500.00	
From:	02-05650-6100 Electricity		1,500.00
From:	02-05660-1300 Laundry Retirement		3,100.00
From:	02-05660-6200 Gas for Dryers		1,900.00
To:	02-05680-2600 Mental Health Svcs/Residents	4,260.00	
From:	02-05680-2400 Medical Director		560.00
From:	02-05680-2500 Dentist Services		3,000.00
From:	02-05680-2700 Mental Health Consultant		700.00

To: 02-05691-0100 Activity Director's Salary	1,000.00	
From: 02-05691-1200 Activities Health Insurance		1,000.00
To: 02-05693-0100 Restorative Aides' Salaries	3,000.00	
From: 02-05693-2300 Physical Therapy Consultant		3,000.00
To: 02-05640-0500 Medication Nursing Assistant Salaries	5,000.00	
From: 02-05642-0200 RN Staff		5,000.00
To: 02-05642-0100 Staff Development Director Salary	2,500.00	
From: 02-05642-9900 Retiree Benefits		1,300.00
From: 02-05643-9900 Retiree Benefits		1,300.00
From: 02-05660-1300 Retirement		3,900.00
To: 02-05650-8100 Building Repairs	6,000.00	
From: 02-05660-6200 Gas for Dryers		6,000.00
To: 02-05660-0200 Laundry Aides' Salaries	15,500.00	
From: 02-05670-0200 Porter Salaries		12,000.00
From: 02-05670-0300 Housekeeping		3,500.00
To: 02-05640-2300 Contract Nurses	39,890.00	
From: 02-05630-0200 Cooks' Salaries		890.00
From: 02-05641-7000 Travel		300.00
From: 02-05643-1200 Health Insurance		300.00
From: 02-05660-6200 Gas for Dryers		1,100.00
From: 02-05670-0300 Housekeeping Aides' Salaries		8,500.00
From: 02-05670-1200 Health Insurance		17,000.00
From: 02-05691-0200 Activity Aides' Salaries		3,000.00
From: 02-05692-1200 Health Insurance		1,200.00
From: 02-05693-2300 Physical Therapy Consultant		1,000.00
From: 02-05694-2300 Consultant Services		4,000.00
From: 02-05698-2300 Speech Consultant		2,600.00
<i>Finance Department:</i>		
To: 03-04102-0200 Accounting Staff	9,740.00	
To: 03-04102-1200 Health Insurance	2,830.00	
From: 03-04102-2300 IT Contracted Services		3,900.00
From: 03-04100-1600 Additional HI & Benefit		8,670.00
<i>Department of Corrections:</i>		
To: 03-06100-3100 Maintenance Services	2,000.00	
From: 03-06100-5000 Food/Meals		2,000.00
To: 03-06100-3000 Laundry Services	4,500.00	
From: 03-06100-5000 Food/Meals		4,500.00

- b. County Report Bids: County Administrator Jennifer Fish presented two bids to the Board for review:

Liebl Printing Company	27.32 per page
Smith and Town Printers	20.90 per page

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to award the bid of the 2019 County Report to Smith and Town Printers at a price per page of \$20.90. All approved 2-0.

16. Unincorporated Places:

- a. Abatement Unincorporated Place of Odell: Linda Harris, Tax Collector presented abatements totaling \$1,039.92 for property tax overpayments by property owners in Odell. The Board signed the abatement.
- b. Abatement Unincorporated Place of Success: Linda Harris, Tax Collector, presented an abatement in the amount of \$279 for a property in Success. The abatement was to correct a payment that did not transfer with the property. There was no money refunded. The Board signed the abatement.
- c. Millsfield - request for a computer. This item was previously discussed under correspondence.
- d. 45th Parallel Ambulance Agreement: This item was discussed under the County Administrator's report.

17. Other public input: There was none.

- 18. A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public under RSA 91-A:3, II (a) at 10:39 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:05 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow the non-union employees at the Department of Corrections to sign up for the same health insurance plan as the union members. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public under RSA 91-A:3, II (a) at 11:06 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:16 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes indefinitely. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to enter into non-public under RSA 91-A:3, II (a) and RSA 91-A:3, II (c) at 11:16 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to come out of non-public session at 11:29 a.m. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to seal the minutes except for the donation of time. All approved 2-0.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to allow the donation of time to two employees with medical issues at the Coös County Nursing Home in Berlin. All approved 2-0.

Ms. Beede distributed a copy of a letter sent to Commissioner Meyers from a resident's family member and a marketing proposal from WMUR to advertise the nursing home. County Treasurer noted that Sullivan County had a great video at the NHAC Conference promoting Sullivan County. She suggested obtaining the information from Sullivan County.

A special meeting will be held Monday, January 13, 2020 at 9:00 a.m. at the Nursing Hospital in West Stewartstown, NH under RSA 91-A:3, II (c).

The January meeting will be held January 15, 2020 at the North Country Resource Center in Lancaster, NH beginning at 9:00 a.m.

A motion was made by Commissioner Grenier, seconded by Commissioner Brady to adjourn the meeting at 12:11 p.m. All approved 3-0.

Respectfully submitted,

Linda Harris, Administrative Assistant