

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 2nd 2016

PRESENT: Commissioners Cryans, Richards and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Supt. Oakes, AS Director Gilding, HR Director Clough, NHA Labore, Treasurer Parker.

Commissioner Cryans called the meeting to order at 9:05 AM and began with the Pledge of Allegiance.

Supt. Oakes arrived to open the bids for the Parking Lot Extension & Paving. Three (3) bids were received and they were as follows:

Donahue Sand & Gravel – \$ 48,271.42

Bigelow Paving - \$ 52,122.00

SSXcavating - \$ 40,313.00

Supt. Oakes reviewed the bids and recommended SSXcavating. He stated that this company has gone good work for them in the past and it is well under budget which will allow them to install lighting in the parking lot. Supt. Oakes answered various questions from the Commissioners regarding the project. He stated that the project has to be started no later than September 5th and they have four (4) weeks to complete the project.

Commissioner Richards moved to accept SSXcavating's bid of \$40,313.00.

Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes stated that one of the projects that they have budgeted for this year was to upgrade the building automation system at the courthouse. He explained that this is a computer system that interfaces with the heating ventilation and air conditioning systems. He stated that he would like to use CTI, Controls Technology Incorporated, for this project. They did all of the jail and biomass programming. The courthouse would coincide with two systems which will save money. This company is very familiar with how these systems work at the complex and would make the upgrade much easier. Their proposal was \$15,862.00.

Commissioner Lauer moved to waive bid and accept CTI's bid of \$15,862.00 for the building automation system project at the courthouse. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes then went on to state that he is doing the annual air filter order for the complex. He stated that because this is over \$5,000 it has to be put out to bid. He stated that he solicited three (3) different companies for quotes. He received quotes from Airex, Grainger and Global. He stated that the prices ranged from \$6,300.94 - \$10,141.98. Supt. Oakes recommend Airex which

is the lowest bid. He stated that they have used them in the past and is comfortable going through them again.

Commissioner Richards moved to waive bid on the air filter order for this year and accept Airex and their quote of \$6,300.94. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes stated that he has just found out that there is an issue with the underground piping at the biomass plant. He explained that water is getting into the vault. The pipes have been corroded due to the steam and water. He went on to explain further details with the Commissioners and stated that he does not know how much it is going to cost. The biomass plant is offline right now and they are working on ideas to make the vault more weather protected.

CA Libby submitted grant applications request for Dispatch from the Department of Safety

The three (3) grants were as follows:

1) One (1) remote base station for interoperability to go on Mann Hill in Littleton in the amount of \$26,300.00.

Commissioner Lauer moved to approve the grant application for the remote base station. Commissioner Richards seconded the motion and all were in favor.

2) A "cache" of interop portable radios for use anywhere in the amount of \$79,271.76.

Commissioner Richards moved to approve the grant application for the interop portable radios. Commissioner Lauer seconded the motion and all were in favor.

3) A "dispatch interconnect" system with Lebanon & Hanover (using a product called "Mutualink" for pricing) in the amount of \$176,481.14 which will hopefully be a pilot to eventually connect all of the dispatch centers in Grafton and possibly Coos on the same system.

Commissioner Lauer moved to approve the grant application for the dispatch interconnect system. Commissioner Richards seconded the motion and all were in favor.

HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
August 2, 2016

1) **HR Activity Report (7/06/16-8/01/2016)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	10 (7 FT, 3 PT/PD)	5 LNAs, 2 RN, 1 Unit Mgr., 1 MDS Coordinator, 1 Mntce. Asst.
DOC	3 (3 PT)	2 CO's, 1 PT Cook

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	3 (1 Ft, 2 Per Diem)	LNA's

Reasons:

2 Resignation – another job
1 Resigned - Medical

- ***Leave of Absences as of August 1, 2016***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	12	(10 are intermittent, 8 for self, 4 for family)
Nursing Home – Non-Nursing	6	(4 are intermittent, 1 for self, 5 for family)
Non-Nursing Home	<u>3</u>	(2 for self, 1 family)
TOTAL:	21	

- ***Current Openings (as of August 1, 2016)***

<u>Positions</u>	<u>Department</u>
RN/LPN (4.15 FTE)	Nursing Home
LNA/MNA (6.65 FTE's)	Nursing Home
Dietary Aide	Nursing Home – PT/PD, ongoing posting
Correction Officers	Corrections – PT/PD, ongoing posting

Scheduled to orient August 3rd

1 LNA (FT)
3 Dietary Aides (PT)

OTHER:

Primex Supervisor Academy completed
Employee Handbook Approval

Employee Handbook Approval – HR Director Clough stated that there are not any large changes to the handbook that the Commissioners haven't already approved.

Commissioner Lauer moved to approve the Grafton County Employee Handbook August 2nd 2016. Commissioner Richards seconded the motion and all were in favor.

NHA Labore arrived and gave the following report:

Grafton County Nursing Home
Commissioner's Report
August 2, 2016
Grafton County Commissioners' Meeting
August 2nd 2016
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Census:

Medicare: 6
Medicaid: 84
Private: 34
Total: 124

Year-To-Date Numbers:

Admissions (YTD) 54
Discharges (YTD) 12
Deaths (YTD) 36

Other Topics:

MCM Step 2 Implementation Meeting – NHA Labore stated that they had the meeting on July 13th. This is SB553 that delayed the implementation of Step 2 for one (1) year and it requested that the Commissioner of Health and Human Services work with stake holders to sketch out how step two (2) was going to roll out. That meeting happened on July 13th. During the meeting it was mainly Commissioner Meyers talking about the legislation itself and how he wanted to see the process roll out with provider engagement. There were several groups around the main table talking about what they would like to see in participation in making it a meaningful process going forward. Part of the legislation that was written in SB553 required the Commissioner to submit a plan for how the payment structure would be set up under step two (2), specifically talking about proshare and bed tax money. Commissioner Meyers is going to present that at the next meeting on August 23rd.

PointClickCare Implementation – NHA Labore explained that they are continuing to do weekly conference calls with their clinical implementation specialist to get nurses and clinical staff ready. They went live with their MDS portion yesterday. Full implementation is set for September 21st.

CARE Training Update – NHA Labore stated that they held six (6) trainings throughout the month of July. He noted that great discussion came from these sessions.

Nursing Home Quality Improvement Program – NHA Labore explained that they are making some changes in the way that quality improvement projects are done. They want to give the front line staff chances to participate in the discussions.

NHA Labore explained that on Friday and Saturday they are participating in a Statewide Emergency Response Drill. He explained that this is a scenario that has been proposed by the state where this is a breakout of an illness and medicine needs to be dispersed to a large amount of people. He stated that the medication drop off point will be the Haverhill Middle School and they will do a run through of getting the medicine where it needs to go.

NHA Labore stated that the Horse Meadow Senior Center will be having a celebration for their new activity room on September 14th at 6pm.

NHA Labore stated that the Nursing Home Carnival will be held tomorrow at the nursing home for the staff members.

Imagine Care – NHA Labore stated that they are meeting next Thursday with Roberta Bernier and the person she has identified as the case worker. They are hoping to have participates in the program selected by the end of the month.

CA Libby submitted an educational assistance application for a Nursing Home employee who is going towards her degree in nursing.

Commissioner Lauer moved to approve the educational assistance application.
Commissioner Richards seconded the motion and all were in favor.

CA Libby requested to go into nonpublic session.

* 10:23 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 10:36 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Treasurer Parker arrived to discuss Tax Anticipation Notes. She handed out the following letter:

Bonnie McCrory Parker

GRAFTON COUNTY TREASURER

August 02, 2016

Recommendation to the Commissioners

Subject: Tax Anticipation Notes FY 2017

I have researched rates at area banks: MASCOMA BANK, LEDYARD BANK, and WOODSVILLE GUARANTY SAVINGS BANK and others to determine the best option for our tax anticipation loan in the form of a line of Credit that we need to meet our obligations for the remainder of 2016.

Many banks are not interested in providing funds for this line of credit. Additionally, a legal opinion letter, when required by the lending institution, pushes the actual lending costs higher.

Woodsville Guaranty Savings Bank has once again offered Grafton County the most favorable terms for establishing this Line of Credit to meet our needs while awaiting tax receipts. **WGSB is only able to loan us \$6.4M as that is their lending maximum, however they are certain that they can partner with an additional bank to loan us the balance of \$600K if we need those funds. The rate is .90% which is much lower than other banks and, again this year, no legal opinion letter is required.**

To illustrate the excellent terms offered by WGSB: Mascoma Savings Bank offered us 1.79% rate plus they require a legal opinion letter.

Ledyard Bank declined to quote a rate as they do not have a municipal lending division or the expertise to meet the County's need.

At WGSB we have a longstanding significant relationship which is key to gaining good rates for our borrowing needs as well as for our General Funds account.

After discussion with County Administrator Libby, it is my recommendation that we establish this Line of Credit at Woodsville Guaranty Savings Bank for \$6.4 million at a rate of .90%.

Respectfully submitted

Bonnie Parker
Grafton County Treasurer

Commissioner Lauer moved to establish a line of credit at Woodsville Guaranty Savings Bank in the amount of \$6.4 million at a rate of .90%. Commissioner Richards seconded the motion and all were in favor.

AS Director Gilding arrived and gave the following report: (*see attached)

* 11:25 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to

pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 11:51 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards requested to go into nonpublic session.

* 11:52 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 12:30 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the July 19th meeting.

Commissioner Lauer moved to approve the minutes from the July 19th meeting. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 1220 -1221 from FY16 and 1010 & 1012 – 1013 from FY17.

CA Libby submitted the CDBG Contract – Micro Enterprise 2016 for Commissioner Cryans and Commissioner Lauer to sign.

CA Libby submitted an application for Reimbursement for Towns and Cities in which Federal

and State Forest land is situated – Livermore for all three (3) Commissioners to sign.

CA Libby read letters from both WISE and Voices Against Violence thanking the Commissioners for their funding.

Audit Update – CA Libby stated that the auditors were here last week. She noted that everything went well. They have an unassigned fund balance of around \$1 million. The Commissioners thanked the staff for their hard work.

CA Libby stated that the Commissioners need to do yearly evaluations for the County Administrator and DoC Superintendent. She stated that the HR Director three (3) month evaluation is due in August as well.

CA Libby stated that the public hearing for the Refinancing of Bonds will be on September 19th at 9am. The full Delegation will meet at 10:00am and the Executive Committee will meet following the Delegation meeting.

CA Libby stated that on August 23rd Dick Ranaghan and Brian Dudley will be here to review the bond restructure with the Commissioners and have the motions to move forward with the process as well as answer any questions they may have.

12:44AM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk