

**Type of meeting: Board of Commissioners Public Business Meeting
Minutes**

Date/Time: Tuesday, August 2, 2011; 3 PM

**Place: Remington Woodhull County Complex, County
Administration Building, 14 Main Street, Newport,
NH 03773 – 1st Floor Jury Assembly Room**

Attendees: Commissioners Bennie Nelson – Chair and Jeffrey Barrette – Vice Chair; Greg Chanis – County Administrator; and Sharon Callum – Administrative Assistant/Minute Taker.

Absent from meeting: Commissioner John M. Callum Jr.

Public Attendees: State-County Delegates Spec Bowers and Steve Cunningham (both arrived later in meeting).

3:00 PM The Chair, Bennie Nelson, opened the meeting.

Agenda Item No. 1. County Administrator's Report

Agenda Item No. 1.a. FY '11 Financial Audit Update

Mr. Chanis noted, auditors are on their second day in the County, with most requests e-mailed from the auditors [to the Account Clerk I], and all is going well. The County may end the fiscal year with an increase in fund balance.

Agenda Item No. 1.b. Update On Recent Delegation Meeting

Mr. Chanis distributed a copy of the draft 7/19/11 Delegation meeting minutes, highlighting on the motion Representative Spec Bowers made, that Rep. Cunningham seconded, relating to the Town of Unity's Planning Boards' concern of the County's barn lease. He noted there is an informal dialogue going between the County Attorney and Unity's attorney Dan Smith regarding the issue.

3:05 Representative Spec Bowers entered the room.

Agenda Item No. 2. Commissioners' Report

Agenda Item No. 2.a. Old Business: Continued Discussions About Manual
Check Requests

It was noted, this issue was placed back on the agenda per request from Commissioner Callum Jr. as he noticed more supplemental payroll requests to approve this past week. Mr. Chanis noted he held a conversation with Peter Farrand [HR & Payroll Director], and, as a result, Payroll will attach a more detailed, signed, report siting the reason for each supplemental payroll request. Comm. Nelson noted he wondered why there were four requests, also. Ms. Callum and Mr. Chanis noted only one of the request was as a

result of a missed extended time off request entry, while the others were either terminations, or for an employee who was out when the County offered a health insurance switch option that resulted in an incentive payment to the employee. Mr. Chanis noted, the HR Director feels the amount of supplemental payroll requests is not a lot taking into consideration how complicated the payroll system is with the three shifts and various pay differentials.

Non Agenda Item Sullivan County Health Care (SCHC) Air Conditioning Project Update

Mr. Chanis confirmed the air conditioning project at the nursing home is going very well; ceiling tiles are installed on Floor 1 and 2 and look nice with the new fixtures; they'll turn on the air conditioning this week on Floor 3; anticipate finalizing project in next couple weeks; anticipates a rebate of \$7,000 to \$8,000 from PSNH – approximately \$40 savings per fixture – due to new fixtures installed.

3:09 Representative Steve Cunningham entered the room.

Agenda Item No. 3. Public Participation

County Grant Guidelines [Fund 10.861]

Mr. Chanis briefed both representatives on the discussion the Board held earlier in the meeting about the 7/19/11 delegation minutes, and motion from Representative Bowers. Rep. Spec Bowers noted his motion should be considered a "recommendation"; they know the Commissioners and Administrator are in charge of day to day operations; some Delegation members have offered to work with the Board if they decide to create a committee; he'd like to see all three components incorporated. Mr. Chanis noted the draft delegation minutes did not reveal the full proposed motion made by Bowers, and requested Ms. Callum to attain the original document.

3:11-13 Ms. Callum left the room to attain the document [Appendix A], returned and distributed it to all present.

The three components Bowers referred to were:

1. Every application must fully disclose management expenses in detail,
2. Applications will be judged in part by how much voluntary fund raising they do,
3. Applications will be judged in lesser part by how much they raise from town and city taxpayers.

Bowers noted the grant application included a column for the applicant to reveal management expenses, but, often, this was not filled in. Commissioner Barrette pointed out that the organization's budgets were requested and included in the application, and most all budgets illustrated the management expenses in those documents. Bowers noted the Board

should take into consideration the voluntary fund raising the organization performs as well as local town funding given out, or denied; the Delegation did not approve all details word for word, but wanted written guidelines.

Mr. Chanis pointed out the County has written guidelines. This was confirmed by Ms. Callum, who noted guidelines were on line. Both confirmed the guidelines include that the grants total would be approximately 1.5 % [guidelines actually reflect 1-2%] of Fund 10 [operating budget].

Rep. Cunningham noted, public hearings and rewriting the grant criteria is not necessary to him; however, he's noticed Administration has fallen into 'a rut' with [funding] certain charities; noted, there are a lot of little towns paying taxes to support this; Delegation placed their recommendation as a resolution - not as a criticism; he encouraged the Board to step back and think about it a little differently next year; feels using the funds as seed money good - if you like them, the community will support them, if not, than the support would die.

Commissioner Barrette concurred this was fair; has no issues revisiting the criteria and going with what the collective Board feels criteria should be; has a major issue going to towns to ask their opinions; pointed out the funding process goes through enough filters, with the Delegation having the final say.

Commissioner Nelson pointed out some organizations provide services that are not provided any other organization, such as Good Beginnings of Sullivan County and Turning Point Network. Barrette added, State dollars are drying up, those organizations are getting hit hard, and unsure if they can do enough fundraising to make up for revenue loss.

Mr. Chanis concurred, it's time to revisit the guidelines, ensure they are accurate and up to date, and can facilitate the process; he offered to put together a group to look at two elements:

- 1) the process - how the applications are reviewed and applicants interviewed, and
- 2) County receives external grant funds for significant programs, such as: the Strategic Prevention Framework, Drug Free Communities, and Public Health Network programs - all long standing programs with full time employees; feels the County Grant [Fund 10 Department 861] funding they allocate should be prioritized, make sure the organizations align with the things the County receives grant funding for - money County gives out should support what they receive money to do, with the purpose of the grants to further the programs the County is working on - evidence based programs.

After further discussions, Mr. Chanis confirmed he would produce a draft of revised County Grant guidelines.

County of Sullivan, NH

Mr. Chanis confirmed 'Agenda Item 5. Executive Session' pertained to a possible lease the County could be entering into, but did not pertain to the County barn lease. The Board confirmed both representatives could stay for the Executive Session.

3:30 Motion: to go into Executive Session per RSA 91-A:3.II.d – Discussion Regarding County Building Lease. Made by: Barrette. Seconded by: Nelson. Roll call vote: All in favor. Those in Executive Session included: the two Commissioners, County Administrator, Representatives Bower and Cunningham, and the minute taker.

3:52 Motion: to come out of Executive Session. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

Rep. Cunningham noted he 'rubber stamps' the grant issue.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. July 19, 2011 Public Meeting Minutes

3:53 Motion: to approve the July 19, 2011 public meeting minutes as written. Made by: Barrette. Seconded by: Nelson. Voice vote: all in favor.

Agenda Item No. 4.b. July 19, 2011 Executive Session Meeting Minutes

Mr. Chanis noted, County Attorney Hathaway recommended they approve and leave sealed these meeting minutes until the matter is resolved.

3:54 Motion: to approve and leave sealed, until the matter is resolved, the July 19, 2011 Executive Session minutes. Made by: Barrette. Seconded by: Nelson.

Non Agenda Item October 7, 2010 8:10 AM Executive Session Approved Minutes

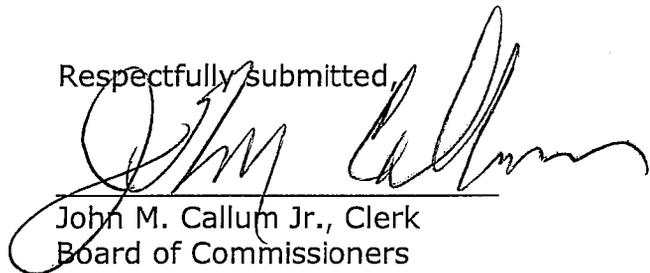
Mr. Chanis pointed out the minutes are approved, but sealed, and recommended permanently sealing them.

3:54 Motion: permanently seal the 10/7/2010 8:10 a.m. confidential meeting minutes. Made by: Barrette. Seconded by: Nelson.

3:54 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Nelson. Voice vote: all in favor.

County of Sullivan, NH

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JC/s.j.c.

Date approved:

Aug 16, 2011



Tuesday August 2nd, 2011
Sullivan County NH, Board of Commissioners

Business Meeting
Revised - AGENDA

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

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|-------------------|----|---|
| 3:00 PM – 3:15 PM | 1. | County Administrator's Report |
| | | a. FY '11 Financial Audit Update |
| | | b. Update on recent Delegation meeting |
| 3:15 PM – 3:30 PM | 2. | Commissioners' Report |
| | | a. Old Business |
| | | i. Continued discussions about manual check requests |
| | | b. Any New Business |
| 3:30 PM – 3:40 PM | 3. | Public Participation |
| 3:40 PM – 3:45 PM | 4. | Meeting Minutes Review |
| | | a. July 19, 2011 Public Meeting Minutes |
| | | b. July 19, 2011 Executive Session |
| 3:45 PM – 4:00 PM | 5. | Probable Executive Session Per RSA 91-A:3.II.d – Discussion Regarding County Building Lease |
| 4:00 PM | 6. | Adjourn meeting |

Upcoming Events / Meetings:

- **Aug 16th Tue. Next Board of Commissioners Regular Business Meeting**
- **Time: 3 PM**
 - **Place:** Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room

**Sullivan County Full Delegation Meeting Minutes
7/19/11
Commissioners Conference Room, Newport**

Delegation Members Present: Reps. Beverly Rodeschin, John Cloutier, Spec Bowers, Thomas Laware, Raymond Gagnon, Benjamin LeFebvre, Steve Cunningham, Philip "Joe" Osgood, Charlene Lovett

Delegation Members Absent: Reps. Paul Lacasse, Stephen Smith, Andy Schmidt, Thomas Howard

County Elected Officials Present: County Administrator Greg Chanis

Press Present: Pete Spanos – Eagle Times

The chair, Rep. Rodeschin called meeting to order at 9:03 am.

Rep. Bowers moved, Rep. Osgood seconded a motion to approve the minutes of the June 30, 2011 Delegation Meeting

Rep. Cloutier noted that he did not actually take

Motion approved unanimously by voice vote of all delegation members present with the exception of Reps. Rodeschin and LeFebvre who abstained because they did not attend the June 30 Delegation Meeting.

Rep. Bowers moved, Rep. Laware seconded a motion (See Attachment) that the County Delegation recommend to the County Commissioners that they develop written guidelines for submitting and approving grant applications and that those guidelines include city taxpayers.

Rep. Bowers stated and emphasized that his motion was just a recommendation to the Commissioners.

Rep. Gagnon suggested that the Delegation create its own study committee and invite commissioners to join Delegation in crafting the guidelines.

Rep. Osgood responded that Commissioners should develop guidelines on grant applications because they start first and do most of the review of the proposed county grants.

Rep. Bowers moved Rep. Cunningham seconded a motion to call the question on Rep. Bowers motion. This motion was approved on a unanimous voice vote. Motion was approved on an 8-1 voice vote.

High Sheriff Mike Prozzo entered meeting at 9:15 am.

Former County and Unity Planning Board Ethel Jarvis then distributed (See attached sheet) information to the Delegation in regard to the proposed leases of county property. Leases which were approved by County Commissioners and by the Delegation at its June 1, 2011 Meeting in Concord.

Mrs. Jarvis was not allowed to speak as Delegation members briefly discussed issue.

But the chair and Mr. Chanis noted that County Attorney Marc Hathaway was not present and is out of town this week. Rep. Osgood and several other delegation members felt uncomfortable discussing the approved leases with Mr. Hathaway being present!

The chair and Rep. Gagnon suggested that another meeting being scheduled so that County Attorney Hathaway could be present.

Mrs. Jarvis said that she was speaking for the entire Unity Planning Board and not just herself. Claimed the county leasing its property for private gain was illegal under N.H. law.

Rep. Bowers moved, Rep. Cunningham seconded a motion that the Delegation leave the matter of approved leases in the hands of the Commissioners and the County Attorney and have them invite Delegation to a joint meeting of the Commissioners and County Attorney so leases could be discussed in further detail, if they so wish.

Mrs. Jarvis further said subdividing county property without approval of the Unity Planning Board was illegal under current state law.

Rep. LeFebvre moved, Rep. Osgood seconded a motion to call the question. Motion was approved unanimously by voice vote.

Rep. Bowers motion was then approved by a unanimous voice vote.

Rep. Cunningham moved, Rep. Osgood seconded a motion to adjourn meeting.

Motion to adjourn was approved by unanimous voice vote at 9:36 am

Rep. John R. Cloutier
Clerk

Date Approved: _____

Proposed by Rep. Bowers
July 19, 2011

I move that the Sullivan delegation recommend to the County commissioners that they develop written guidelines for submitting and approving grant applications and that those guidelines include:

- every application must fully disclose management expenses in detail.
- applications will be judged in part by how much voluntary fund-raising they do.
- applications will be judged in lesser part by how much they raise from town or city taxpayers.

This is just a RECOMMENDATION. The commissioners have the authority to adopt or ignore this recommendation in whole or in part. Because this recommendation does not have any force of law, I think that it does not need any public hearing on our part. (The commissioners may decide to have a public hearing perhaps as part of their regular meetings.)

I hope that the delegation will consider this motion here and now so that grant requestors will have maximum time to adjust their activities accordingly. It would not be fair to them to leave this until the Fall.