

County of Sullivan, NH

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

Date & Time: Tuesday, December 06, 2011; 3:00 PM

**Place: County Administration Building, 1st Floor,
Commissioners Conference Room, 14 Main Street
Newport NH 03773**

Attendees: Bennie Nelson - Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk; Greg Chanis – County Administrator; John Cressy – Facilities & Operations Director; Liz Hennig – Communities United Regional Network Coordinator; and Sharon Callum – Administrative Assistant/Minute Taker.

Public attendees: Archie Mountain – Argus Champion Editor / Eagle Times Staff Reporter.

3:05 The Chair, Bennie Nelson, opened the meeting and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. County Administrator’s Report, Greg Chanis

Agenda Item No. 1.a. Bio Mass Feasibility Study for Unity Complex - Update

Mr. Chanis noted they are working on finding a date to tour a bio mass project. Comm. Nelson requested the PowerPoint presentation be shared with NCTV. Mr. Cressy confirmed he would attain an electronic format [from Tom Wilson, Wilson Engineering Services].

Agenda Item No. 1.b. CDBG Capacity Grant Forms for Review & Ratification

Copies of three documents were distributed and review of:

1. *Request For Release of Funds and Certification Exempt* [Appendix A. 1-2]
2. *Municipality/County Staff Composition Form* [Appendix B. 1-2], and

3. *CDBG Project Financial Management Responsibilities Task List*
[Appendix C.]

The exemption form required a motion to authorize the Chair of the Board to sign it.

3:08 Motion: authorize the Chair of Commissioners to sign the Community Development Finance Authority Community Development Block Grant for Grant Number 11410CDED. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 2. Commissioners Report

Non Agenda Item 2012 Medical Reserve Corps Kick Off & Recognition Dinner Jan. 18th Wed.

Mr. Chanis noted Ms. McAuliff has scheduled the Medical Reserve Corps Kick Off & Recognition Dinner for Wed. Jan. 18th - RSVP by January 6th

Non Agenda Item Commissioner Signatures

Mr. Chanis proposed using electronic Board member signatures for future mass mailings – such as the holiday greeting flyer to employees. **Decision: informally approved and forms signed by each.**

Agenda Item No. 2.a. Old Business – Election of County Wellness Commission Chair

Ms. Hennig noted the Chair of the Wellness Community duties include: 1) signing the invitation letters, inviting those on the previously approved list to participate in the Wellness Commission and 2) attend the three major meetings between now and July; they've contracted with Chris Hultquist to coordinate the commission efforts. **Decision: Commissioner Barrette confirmed he would accept the Chair position.**

Agenda Item No. 2.b. New Business - Inmate Holiday Event

Mr. Chanis noted the Department of Correction's children of inmate's holiday event is scheduled for December 15th Thursday.

Agenda Item No. 4. Probable Executive Session Per RSA 91-A:3.II.d. –
Discussion Regarding County Building Lease

Mr. Chanis noted the Executive Session was not required.

Non Agenda Item County Marketing & Video Taping

Commissioner Nelson spoke recently to DFC Coordinator, Bridgett Taylor, and discovered she worked for a nursing home, had worked on creating marketing videos, and was very familiar with HIPAA regulations; he suggested she be used to work on a video PR project for the County nursing home. Mr. Chanis will speak to Mr. Purdy about the idea, and indicated EFC Chair Osgood also encouraged this type of project for the facility. Nelson wants to see more press on the nursing home. Ms. Callum noted Wendy Rastallis, Sullivan County Health Care Activities Director, has been writing a column for the paper that includes ongoing nursing home resident activities. Mr. Mountain noted he had included a Mother's Day article interviewing County nursing home residents.

Non Agenda Item Filming Future Meetings

Commissioner Nelson asked Ms. Hennig to invite her daughter to film future Commissioner meetings.

Agenda Item No. 3. Public Participation

Non Agenda Item Facilities & Operations Report, John Cressy

County Forestry Work

Mr. Cressy reminded the Board that Tim Fleury, the UNH Forester helping Sullivan County with their forestry issues, had been observing the oak harvest project - trucks were still moving during the recent wet conditions, site conditions getting worse, so the project was shut down until the ground is frozen; the Beagle Club timber sale is complete; and, the third sale – a white pine harvest on the other side of the State salt shed - has been postponed. Mr. Fleury wrote a nice e-mail to Mr. Chanis and Mr.

Cressy and expressed how impressed he was with New England Forestry's handling of the oak sale – they've been on site monitoring the timber contractor for most of the time. Mr. Chanis noted all contractors for the pine sales are backed up on other projects, they held a brief discussion, and he told the contractors he'd be amenable to pushing the project to next winter; the County budgeted \$10,000 in revenues for FY12, and deposited over \$40,000, so far; he suggested they defer the white pine timbering work to FY13 as the red oak yield was far more than anticipated.

Sugar House Update

Mr. Cressy is 'thrilled' about how nice the sugar house and surroundings look –cleanup work was conducted by Roland Fournier and inmates. Commissioner Barrette concurred, noting it's an asset vs. an eye sore. Commissioner Nelson noted the holiday lights look great on the nursing home and DOC buildings, and urged them to dress up the sugar house, too.

'Twas Just Before Christmas Event, Newport-NH

Mr. Chanis noted Jessica McAuliff [PH Coordinator] will have a Medical Reserve Corps volunteer recruitment booth at Newport's Twas Just Before Christmas event in the County building; the foyer will also include one of the chili contestants, and is the handicapped accessibility to the Opera House.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. November 15, 2011 Public Meeting Minutes

3:29 Motion: to approve the 11/15/11 minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.b. November 15, 2011 4:40PM Executive Session Meeting Minutes

3:30 Motion: to approve and leave sealed, until matter resolved, the 11/15/11 4:40 PM Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.b. November 15, 2011 4:47PM Executive Session
Meeting Minutes

3:33 Motion: to approve and leave sealed, until matter resolved, the 11/15/11 4:47PM Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Upcoming Events: Newport Complex – County/State Employee Holiday Potluck from 11:00 – 1:00 PM Fri. Dec. 16th.

3:34 Motion: adjourn the meeting. Made by: Nelson. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,



*John M. Callum Jr., Clerk
Board of Commissioners*

Date minutes approved:

12/20/11



Tuesday December 6th, 2011
Sullivan County NH, Board of Commissioners
Business Meeting
Corrected - AGENDA

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

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|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report, <i>Greg Chanis</i> <ul style="list-style-type: none">a. BIO Mass Feasibility Study for Unity Complex Updateb. CDBG Capacity Grant Forms for Review & Ratification |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report <ul style="list-style-type: none">a. Old Business<ul style="list-style-type: none">i. Elect County Wellness Commission Chairb. Any New Business<ul style="list-style-type: none">i. Inmate Family Holiday Event Notice |
| 3:40 PM – 3:55 PM | 3. | Public Participation |
| 3:55 PM – 4:10 PM | 4. | Probable Executive Session Per RSA 91-A A:3.II.d. – Discussion Regarding County Building Lease |
| 4:10 PM – 4:15 PM | 5. | Meeting Minutes Review <ul style="list-style-type: none">a. Nov 15, 2011 Public Meetingb. Nov 15, 2011 4:40 PM Executive Sessionc. Nov 15, 2011 4:57 PM Executive Session |
| 4:15 PM | 6. | Adjourn meeting |

Upcoming Events / Meetings:

- **Dec 20th 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

- **Dec 23rd Fri. & 26th Mon. Newport County State Complex Closed – Christmas Holiday**

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

**REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION
EXEMPT**

**Community Development Finance Authority
Community Development Block Grant**



Grantee: Sullivan County Grant Number: 11410CED



A finding of Exemption, as authorized by 24 CFR 58.34, has been made for the following activities contained in the above-referenced grant agreement.

This Finding is based on the following:

The project finances administrative expenses of the State's Regional Development Corporations. Of the \$220,000 CDBG, the Grantee will subgrant \$200,000 to the New Hampshire Alliance of Regional Development Corporations ("NHARDC" or "Subrecipient"). Subgranted funds will be used by NHARDC for equal distribution to its member RDCs in the amount of approximately \$20,000 each. The funds will be used to assist with the operation of New Hampshire Regional Development Corporations and to promote economic development in New Hampshire. The project will provide funding to each of the state's participating RDC's to increase the expertise and capacity of the RDCs to capitalize and manage local revolving loan funds or expand lending activities and other economic development services.

An Environmental Review Record (ERR) supporting this Finding has been prepared and is available for CDBG review and public inspection at the address below.

With reference to the above Program activit(ies)/Project, I, The undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions, and actions. By my signature below, I certify that I am authorized to, and do personally, accept the jurisdiction of the Federal Court for the enforcement of the aforesaid responsibilities.

Based on the foregoing statements and certifications, I hereby request that the environmental conditions attendant to the above-referenced grant be released so that funds may be drawn for approved project activities.

<p><u>Bernini Nelson</u> Signature of Certifying Officer of the Grantee</p> <p>Title: <u>Chairman, Board of Commissioners</u></p> <p>Date: <u>12/6/11</u></p>	<p>Address:</p> <p>Sullivan County 14 Main Street Newport, New Hampshire 03773</p>
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Sullivan County Commissioners
14 Main Street
Newport, New Hampshire 03773

FINDING OF EXEMPTION

CDFA/CDBG # 11410CDED

It is the finding of Sullivan County, New Hampshire, that the following activities proposed in its Community Development Block Grant project are exempt from environmental review requirements of NEPA because the activities are defined as exempt in 24 CFR 58.34. The activities and the related authority for this finding are listed below:

The project finances administrative expenses of the State's Regional Development Corporations. Of the \$220,000 CDBG, the Grantee will subgrant \$200,000 to the New Hampshire Alliance of Regional Development Corporations ("NHARDC" or "Subrecipient"). Subgranted funds will be used by NHARDC for equal distribution to its member RDCs in the amount of approximately \$20,000 each. The funds will be used to assist with the operation of New Hampshire Regional Development Corporations and to promote economic development in New Hampshire. The project will provide funding to each of the state's participating RDC's to increase the expertise and capacity of the RDCs to capitalize and manage local revolving loan funds or expand lending activities and other economic development services.

Bennio Nelson

Environmental Certifying Officer
Chairman, Board of Commissioners

12/6/11

Date

Municipality/County Staff Composition Form

Community Development Finance Authority Community Development Block Grant Program <i>KEEP IN MUNICIPAL FILES</i>		Grantee Name: _____ CDFA Grant #: _____ Project Name: _____ _____			Grant End Date: _____ Report Date: _____			
Employment Characteristics	Administrators/ Officials	Professionals	Technicians	Protective Service	Para-Professionals	Administrative Support	Skilled Craft	Service Maintenance
MALE								
White (Non Hispanic)								
Black (Non Hispanic)								
Hispanic								
Asian or Pacific Islander								
American Indian/Alaskan Native								
FEMALE								
White (Non Hispanic)								
Black (Non Hispanic)								
Hispanic								
Asian or Pacific Islander								
American Indian/Alaskan Native								

BEING COMPLETED BY H.R.

CDBG regulations require that data be maintained on employment in each of the local government's operating units carrying out an activity funded in whole or in part with CDBG funds. The data must be maintained in the categories prescribed on the Equal Opportunity Commission's EEO-4 form. Please complete this form and keep on file. A description of job categories is attached below.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
- c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
- d. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
- e. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
- f. **Administrative Support(Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- h. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

For the purposes of the report, the following race/ethnic categories will be used:

- a. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- c. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

CDBG PROJECT FINANCIAL MANAGEMENT RESPONSIBILITIES

TASK	PERSON(S) RESPONSIBLE
Signs Payment Requests	Greg Chanis, County Administrator
Authorizes Purchases	Commissioners (2 of 3)
Authorizes Payments	Commissioners (2 of 3)
Approves Invoices	Commissioners (2 of 3)
Writes Checks	Financial Manager - Dodi Violette
Signs Checks	Treasurer - C. Michael Sanderson
Is this person covered under the blanket bond? YES: <input checked="" type="checkbox"/> No	
Please send along proof of the bond	
Reconciles Bank Account	Finance - Sharon Callum
Posts Transactions to Journals	Finance & Consultant
Approves Contracts	Commissioners (2 of 3)
Prepares CDFA Reports	Consultant
Financial Manager	Dodi Violette
Treasurer	C. Michael Sanderson