

County of Sullivan, NH

Type of meeting: Board of Commissioners, Regular Business Meeting Minutes
Date/Time: Tuesday, January 3, 2012, 3:00 PM
Place: Newport, NH - 14 Main Street, Newport NH 03773, 1st Floor,
Commissioners Conference Room

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

Public Attendees: Larry Converse – Claremont Citizen, Louis Remi Gendron – Congress of Claremont Senior Citizens (CCSC), Inc President, Eugene Desjardins - CCSC Inc. Coordinator & Assistant Treasurer / Board Member of the Senior Citizens Housing Development Corp [Registered owner for Earl M. Bourdon Centre at 67 Maple Avenue Claremont NH], Keith Thibault – Southwestern Community Services Chief Development Officer; Jamie White – Southwestern Community Services Development Associate, Archie Mountain – Argus Champion Editor/Eagle Times Staff Reporter

3:03 The Chair, Bennie Nelson, brought the meeting to order.

Agenda Item No. 1. County Administrator's Report

Agenda Item No. 1.a. New Assistant County Attorney: Justin Hersh, Ratify Appointment Form

Mr. Chanis noted Jack Bell, Sullivan County Assistant County Attorney, left the County to work in Grafton, and County Attorney, Marc Hathaway, hired new Assistant Attorney, Justin Hersh. The new assistant attorney needs to be sworn in by Judge Tucker, and in doing so, the Board needs to approve of the appointment.

3:04 Motion: to approve the appointment of Justin Hersh as Sullivan County Assistant County Attorney, per approval of County Attorney Marc Hathaway. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

All Board members signed the appointment form [Appendix A].

Agenda Item No. 1.b. Fiscal Year 2013 Budget Process Review

Mr. Chanis distributed a draft FY '13 Budget Time Line spreadsheet [Appendix B] and reviewed it with the Board; highlighting on the following:

- Executive Finance Committee (EFC) will need to meet more due to extent of upcoming projects,
- Elected official salaries will need to be set prior to June 6th,
- Dept. Heads will meet January 18th,
- They will create a draft of dates the Board will meet with Department Heads and distribute that at the next meeting – they found Mondays and Fridays work best, and
- Grant interviews will take place on one of the Mondays. Comm. Nelson requested the grant interviews be filmed.

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

Mr. Chanis anticipates Wilson Engineering providing a draft time line by next week – this will be e-mailed to the Board members. Comm. Nelson requested they hold a meeting with the EFC to discuss the project, show the pictures of the plant facilities they toured, and share the time line. Mr. Cressy recently spoke with a Keene engineering firm who, he noticed, had a picture of the Crotched Mtn. bio mass plant on their website; the firm has helped build many of these projects. Cressy expressed that it's nice to know there are local firms who have this type of experience.

Non Agenda Item Unity Complex: Lower Fire Pond - Update

Mr. Cressy discovered the Unity Complex, lower fire pond dam, is registered with NH State as a 'zero hazard' dam – this means no regular State inspections are required; However, with the high water level and plugged pipe situation, which he reported at the last meeting, he requested the State inspect the dam; the State did so, then assisted the County in completing wetland impact documents, and provided recommendations on a short term fix, and will give advice on long term work. The County dug a ditch to drain excess water away from the damn, into the nearby field, and unplugged the drainage. Cressy noted they still have an issue with the drain pipe: a 10-12" corrugated pipe, with well tower; the pipe is badly corroded at both ends, with the condition of the middle section unknown. Cressy noted Claremont City has a camera they can use to view the entire pipe condition. Cressy noted options to consider:

1. repair and leave: the dam then stays low hazard,
2. repair and maintain: the dam becomes an annual maintenance fee situation, and every five (5) years the State inspects it – could be costly, or
3. remove the dam completely: the County has 9-12 pressurized hydrants in place and in fire emergency situations, fire trucks will hook up to hydrants first vs. using fire ponds

Cressy meets Thursday with State and Claremont City; all is safe right now; and they will be looking for direction from the State.

Agenda Item No. 1.d. 2012 NACCHO MRC Award Application Update

Mr. Chanis noted the \$5,000 Medical Reserve Corps award application was approved – the award balance at the end of a County fiscal year, unlike most grants, can be transferred from one year to another.

Agenda Item No. 2 **Commissioners' Report**

Agenda Item No. 2.a. Old Business

There was nothing to report.

Agenda Item No. 2.b.i. Election of Officers

The Board decided to table this item to their next meeting.

Agenda Item No. 2.b.ii. NACo Helpful Resources

Three helpful NACo brochures were shared with the Board members, on:

1. *The Right Way to Run a Meeting,*
2. *County Works: Online Interactive Teaching Game for Students,* and
3. *Media Relations.*

Agenda Item No. 2.b.iii. Congress of Claremont Senior Citizens (CCSC), Inc.: CDBG Sponsorship Request

Mr. Louis Remi Gendron - CCSC Inc President, Gene Desjardins - CCSC Inc. Coordinator & Assistant Treasurer / Board Member of the Senior Citizens Housing Development Corp, Jamie White - Development Associate and Keith Thibault - Chief Development Officer, both of Southwestern Community Services, introduced themselves. A copy of a January 3, 2012 memo from Mr. Thibault was distributed [Appendix C].

Mr. Gendron provided a historical timeline, as follows:

- 1973 - Claremont nutrition program began in a home leased by CCSC from the City of Claremont at the corner of Mulberry street; transportation began at same time – a 12 passenger van was bought to transport seniors and meals;
- 1979 – The Earl M. Bourdon Centre at 67 Maple Avenue was built - called Senior Congress Park.

The nutrition program has free use of the dining room and kitchen; in last couple years more seniors are being fed through the program, due to rising food costs and level social security incomes; demand on the parking lot increased, they've seen and heard many seniors being turned away due to no parking available; Claremont City is redoing Drapers Corner, removing fill, which they could use with the improved parking lot project at the Centre; they would like the County to sponsor a CDFA CDB grant for the project; Claremont City is very supportive and indicated they will attend the public hearing if Commissioners approve of the request; he has requested data on the numbers the Centre feeds. Mr. Chanis explained all municipalities are eligible to apply for funds up to \$500,000 from two separate CDBG funding sources: 1) economic development and 2) housing & public facilities. Mr. Gendron noted Keith Thibault would write the grant.

Mr. Thibault confirmed the project is eligible; it's a competitive application process and applications are due by the end of the month; he feels they would score well in some areas, but lower in the match category as they do not have matching funds; he feels the

project simple, site work required to create a better situation, which would include handicap accessibility enhancements; the time frame for all is tight: must hold public hearing, ad must be in the paper this week; there would be no cost to the County; advertising cost can be paid from grant; and SCS will not charge for grant writing if the grant is not received; he anticipates the budget being ½ the \$500,000.

Mr. Desjardins noted they have done preliminary [rough] engineering studies and drawings; he requested the County's support; they recently served over 100 people and were forced to turn people away - access is very difficult for the elderly; he discussed the use percentage rate of the parking lot spaces between the meals to go, meals provided there, and volunteers who help.

3:39 Motion: to support the application of a CDBG for the [parking lot improvements] at the Bourdon Centre. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:40 Mr. Gendron, Thibault, and Desjardins; as well as Ms. White, left the room.

Agenda Item No. 3. Public Participation

Larry Converse asked if the Town of Unity uses the fire pond. Mr. Cressy pointed out it's always better to take water from a hydrant vs. a pond; the County would only use hydrants, if needed; he noted, if they find it's extremely costly to keep the pond in place, they'd meet with Unity Fire Chief. Converse questioned how much pressure there was. Cressy discussed the footage of 'lift' from the lower and upper fire ponds, as well as from Marshall Pond; he discussed the upper holding pond: this has a damn and open discharge from Marshall Pond, and feeds all sprinklers at the nursing home; they have 9-12 hydrants.

Non Agenda Item Sullivan County Health Care Facility: Decentralized Dining Project - Update

Mr. Cressy noted that deconstruction process will commence as follows:

1. Demolition phase begins on Stearns 1, then they will move on to Stearns 2,
2. then they will rough plumb Stearns 1, and follow up with Stearns 2

Facilities has received the construction/building permits and purchased temporary poly walls for the project.

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

3:54 Motion: to go into Executive Session per RSA 91-A:3.II.d. to continue discussion on a matter that pertains to a County building lease. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All in favor.

4:16 Motion: to come out of non public. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. Dec 20, 2011 Public Meeting Minutes

4:23 Motion: to accept the 12/20/11 public meeting minutes as written. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.b. Dec 20, 2011 4:26 Executive Session Meeting Minutes

4:26 Motion: to accept and keep sealed the December 20, 2011 4:26PM Executive Session Meeting Minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.c. Dec 20, 2011 4:43 Executive Session Meeting Minutes

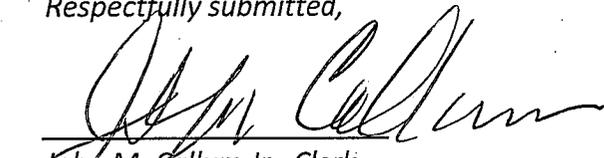
4:27 Motion: to accept and release the 12/20/11 4:43 PM Executive Session Meeting Minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5.d. Review of Executive Session 7/19/11, 8/2/11, 8/16/11, 9/20/11, 10/18/11, and 11/15/11

Ms. Callum noted the six Executive Session minutes listed were approved previously by the Board, pertained to the same subject, and were added to the agenda as a reminder they needed to decide to release or keep sealed. The Board requested they be kept sealed, and will revisit them later.

4:35 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,


John M. Callum Jr., Clerk
Board of Commissioners
County of Sullivan, NH

Date minutes approved:

01/17/12



Tuesday January 3rd, 2012
Sullivan County NH, Board of Commissioners
Business Meeting
Revised - AGENDA

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

- 3:00 PM – 3:20 PM 1. County Administrator's Report, *Greg Chanis*
- a. New Assistant County Attorney: Justin Hersh, Ratify Appointment Form
 - b. FY13 Budget Process Review
 - c. BIO Mass Feasibility Study for Unity Complex Update
 - d. 2012 NACCHO MRC Award Application Update
- 3:20 PM – 3:40 PM 2. Commissioners' Report
- a. Old Business
 - b. Any New Business
 - i. Appointment of new officers
 - ii. NACo helpful resources:
 - 1. The Right Way to Run a Meeting
 - 2. County Works: Online Interactive Teaching Game for Students
 - 3. Media Relations
 - iii. Claremont Senior Congress CDBG Sponsorship Request
- 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
- a. Dec 20, 2011 Public Meeting
 - b. Dec 20, 2011: PM Executive Session
 - c. Dec 20, 2011 4:PM Executive Session
 - d. Review of Executive Sessions 7/19/11, 8/2/11, 8/16/11, 9/20/11, 10/18/20, and 11/15/11
- 4:15 PM 6. Adjourn meeting



Upcoming Events / Meetings:

- **Jan 12th Thu. Sullivan County Criminal Justice Coordinating Committee Meeting**
 - **Time: 11 AM**
 - Place: Newport County Complex, 14 Main Street, County Administration Building, 1st Floor, Frank Smith Living Room

- **Jan 17th 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

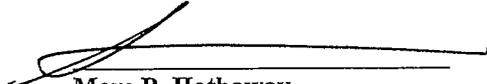
- **Jan 31st Tue. First Meeting of the Sullivan County Commission on Wellness**
 - **Time: 8:00 AM**
 - Place: Newport, Sugar River Bank Community Room

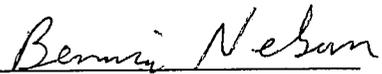
The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.

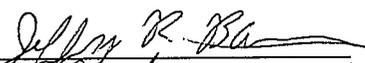
TO ALL TO WHOM THESE PRESENCE SHALL COME

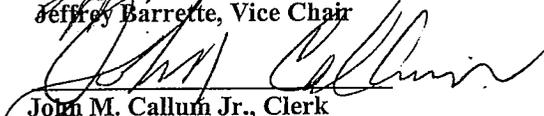
KNOW YE, that I, Marc B. Hathaway, County Attorney for the County of Sullivan, State of New Hampshire, do hereby constitute and appoint Justin S. Hersh of Plainfield, in the County of Sullivan and said State of New Hampshire, my Assistant County Attorney for the County of Sullivan, with full power to do and perform all things whatever which an Assistant County Attorney may or ought by law to do and perform.

TO HAVE AND TO HOLD such office of Assistant County Attorney for Sullivan County, State of New Hampshire with all of the power and authority thereto appertaining for a term beginning on January 3, 2012, and continuing during my pleasure, but not beyond December 31, 2012.


Marc B. Hathaway
Sullivan County Attorney

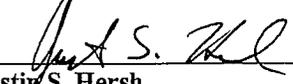
Approved: 
Bennie Nelson, Chair


Jeffrey Barrette, Vice Chair


John M. Callum Jr., Clerk
Board of Commissioners, County of Sullivan - NH

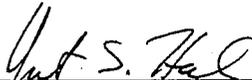
I, Justin S. Hersh, do solemnly swear that I will bear faith and true allegiance to the State of New Hampshire, and will support the Constitution thereof; and I do solemnly swear that I will bear faith and true allegiance to the United States, and will support the Constitution thereof.

So help me God,


Justin S. Hersh

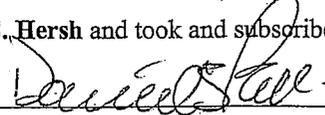
I, Justin S. Hersh, do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as Assistant County Attorney within and for the County of Sullivan and State of New Hampshire, according to the best of my abilities, agreeable to the rules and regulations of the Constitution and the Laws of the State of New Hampshire,

So help me God,

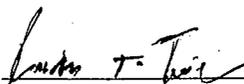

Justin S. Hersh

Sullivan, SS.

Personally appeared Justin S. Hersh and took and subscribed the foregoing oaths.

Before us:  Justice of the Peace

Quorum Unus


BRIAN TUCKER, JUSTICE
For the Court

FY 13 BUDGET \ COUNTY REPORT TIME LINE

	Jan. 2012	Feb	March	April	May	June	July	August	September
Activity \ Event									
County Administrator Budget Format Presentation and forms to Dept Heads & Elected Officials	Jan. 18, Wed.								
Department Heads & Elected Officials Submit Budgets to the County Administrator		Feb. 3, Fri.							
Administrator Reviews Budgets with Department Heads & Elected Officials		Feb. 6, Mon. - Feb. 17, Fri. Time TBA							
Submit Newspaper Ad for County Grants (Grant deadline: Friday, Mar. 16, 2012) Tentative Date		Feb. 7, Tue.							
County Administrator Submits Budget to the Commissioners			Mar. 23, Fri.						
Commissioners Review Budgets w\Dept. Heads (EFC Invited) Comm's decided on day of week*			Apr. 2, Mon. - Apr. 20 Fri.						
Grant Applications Review				Apr. 16, Mon.					
Commissioners Finalize Budget & Sign MS46				May 1, Tue.					
Delegates Budget Review Meeting (TBA)				TBA					
Budget (MS-46) Mailed to Delegates, Town \ County \ State Officials (RSA 24:21-a.II.): Deadline (Prior to Jun. 1st)					May 2, Wed.				
Preliminary FY 11 Audit Preparation					TBA				
Submit Ad for the Public Hearing (Placed at least 3 days prior to Hearing)						Depends on Public Hearing date			
Public Hearing (RSA 24:23 10-20 days after MS-46 mailed)					Based on the deadline of when MS-46 mailed: Sometime between 5/14, Mon. - 5/22, Tue.				
Target Date for EFC Proposed Budget Recommendations						Jun. 8, Fri			
Biennial Deadline for County Official Salaries (RSA 23:7 and 655:14). Prior to 6/6/12 - TBA									
County Convention (RSA 24:21-a.III)						TBA (28 days from mailing of MS46): After May 31st			
Audit of County Financials							TBA: Possibly Aug. 6, Mon. - Aug. 10, Fri.		
MS42 w/signed approved Convention Minutes deadline (RSA 24:21)							TBA		
Audit Exit Interview: Review Financials and Management Letter									TBA
MS42 w/signed approved Convention Minutes deadline (RSA 24:21)									
County Report: deadline to send to state/towns (RSA 30:1)									Sep. 1st



Southwestern Community Services

Over 40 years of people helping people in Cheshire and Sullivan counties

Appendix C

MEMORANDUM

To: Sullivan County Commissioners

From: Keith F. Thibault, chief development officer/SCS

Date: January 3, 2012

Subject: Earl M. Bourdon Centre - Community Development Block Grant

Thank you for talking the time to meet with us today. We are looking for support from the county for the development of a Community Development Block Grant (CDBG) to support the community meals program at the Earl M. Bourdon Centre on Maple Avenue in Claremont.

The community meals program has unfortunately become a victim of its own success. The Earl M. Bourdon Centre has limited parking and this has become a daily problem during the time that the facility is being used for the midday meal. Folks from the community utilizing this meal site are plagued with extremely limited parking options and difficulty with access to the development, especially those who are physically handicapped.

We are seeking CDBG funding to make site improvements that will increase the number of parking spaces as well as enhance handicapped accessibility. There is unused land on the site that can easily be developed for this purpose. This work will also benefit the persons who live at the Earl M. Bourdon Centre by reducing the "competition" for parking spaces.

Should the commissioners decide to move forward, there are some administrative tasks for which we will need help from county staff. A formal Public Hearing would need to be scheduled, posted and advertised for January 17th. The advertisement would need to be placed in the newspaper by the Friday. We would also need to find and update the county's Housing & Community Development Plan, which must be formally accepted by the Commissioners at the Public Hearing. SCS would take responsibility for the actual grant writing.

Thanks again for your time and attention to this matter. Happy New Year.

CC: John A. Manning, CFO/SCS
Lou Gendron, Earl M. Bourden Centre

