

Sullivan County NH

Type of meeting: Board of Commissioners Public Meeting Minutes

Date & Time: Tuesday, April 5, 2011; 3 PM

Place: Remington Woodhull County Complex, 14 Main Street, Newport, NH, 03773 – 1st Floor, Commissioners Conference Room

County Attendees: Commissioners Bennie Nelson – *Chair*, Jeffrey Barrette – *Vice Chair* and John M. Callum Jr. – *Clerk*; Greg Chanis – *County Administrator*; John Cressy – *Facilities Director*; Chuck Hersey – *County Forester*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; and Sharon Callum – *Administrator Assistant/Minute Taker*.

Public Attendees: Archie Mountain – *Eagle Times Reporter/Argus Champion Editor*; Larry Dougal – *Boy Scouts of America representative*; Suzanne Gottling – *Town of Sunapee Select Board Member*.

3:00 The Chair, Bennie Nelson, called the meeting to order, and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. County Administrator's Report

Agenda Item No. 1. Review of Stearns Air Conditioning Bids

Mr. Chanis spoke regarding the Air Conditioning upgrade project at the SCHC facility in Unity; this could be included in fiscal year 2011 if the Board wanted to hold a special supplemental appropriation hearing. He reviewed NH State RSA 24:14-a Supplemental Appropriations [Appendix A], and noted they could use Fund Balance. Chanis distributed a document titled "Proposed Use of Unreserved Fund Balance" [Appendix B].

Facilities Director, John Cressy, discussed the Air Conditioning project:

- Placed out to bid – ran ad in local newspaper, notifies sent to programs contractors attend, and spread word among contractors.
- Received two bids [See Appendix C for recap of bids submitted from the following]:
 - Economy Plumbing and Heating out of Keene
 - KPMB Enterprises
- What they request for quotes:
 - Option 1 - Price for air conditioning installed on SCHC Stearns I, II, and III floors – residential floors, residential rooms and common areas with two options for control packages.
 - Option 2 - Price for common areas and sun rooms, and allow resident rooms to cool residually
 - fresh air make up with ability to temper at lower speeds

- Option 3 – This option did not allow much control, and ended up not coming in less expensive.
- Option 2 appears to be the best option after review of proposals – They’ve found residents don’t really want their rooms too cool.
- Bid differences and additional comments:
 - More detail provided and preparation seen in the proposal received from Economy Plumbing & Heating – they also have more experience in dealing with health care facilities – working around residential living areas – and provided insurance upfront.
 - Economy Plumbing & Heating more costly.
 - KPMB proposal was two pages and received via e-mail on the last day; as County is unsure details of the KPMB proposal and unable to make a good comparison between the bids, further research and questions have been prompted of KPMB, but, at this point, they have not received all the necessary data.

Chanis pointed out the RFP was fairly detailed; yet, KPMB bid was not laid out the way it was request within the RFP. The group discussed work performed by both firms, previously, for the County. Cressy pointed out KPMB is an installing company/contractor without a service department, and calls for service may take longer as KPMB contacts the company who provided the equipment to do the service vs. Economy Mechanical, which is a larger company, with employees cross trained on all aspects, and a service department that can respond more quickly. Mr. Chanis and Cressy both noted, if they were to make a recommendation today, they would advise going with the higher bid. After individual comments were inserted, Board members decided they would like the County to attain more information from KPMB regarding the details of their proposal, and would require an update at the Friday, April 8th budget work session.

Agenda item no. 1.b. FY11 Quarterly County Finance Review

Mr. Chanis noted the last month finances were distributed. He noted:

- 29.54% reflects as expense balance when 25% would typically appear, which indicates County has a 4.54% expense surplus as of 3/31/11; this translates to approximately \$480,000 surplus.
- Fourth quarter tends to tighten up.
- revenue side – vast majority of revenue in nursing home is in Fund 40. Factoring in Stimulus funds, County is running slightly under. Mr. Purdy noted he is projecting \$25,000 negative variance under budget in Fund 40. Chanis pointed out \$350,000 was budgeted in the Registry of Deeds, and sees this running short. Chanis noted, overall, as of today, running \$400,000 to \$420,000 to the good.

Purdy confirmed today’s SCHC census is 135. Chanis pointed out that the census took a hit during the flu event, as they were unable to accept admissions.

Agenda Item No. 1.c. Decision on FY11 - FY13 Audit Bid Proposals

Mr. Chanis distributed a document [Appendix D] reflecting the two audit bids received from:

- Melanson Heath & Associates (MH&A), Nashua NH – bid included Annual Audit, Medicaid/Medicare Cost Report, and Single Audit
- Robbin R. Grill, CPA, PC of Penacook NH - bid was only for the Medicaid/Medicare Cost Report and came in less than MH&A

He pointed out MH&A's bid was less costly compared to previous years – a direct result of significant improvements made by the County over the last three years in addressing material weaknesses and effective financial management. Mr. Chanis noted he checked references on Robbin Grill and received positive feedback on her performance. He recommends awarding the annual and single audit to MH&A, and awarding the Medicaid & Medicare Cost Report to Robbin Grill. Chanis confirmed Grill's price was the same for all three years.

3:35 Motion: to accept Melanson Heath's three year proposal for the audit bid, minus the Medicaid/Medicare Cost Report. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:36 Motion: to accept Robbin Grill's three year proposal to provide audit services for the Medicare/Medicaid Cost Reporting. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item Item 1.d Finalize Request For Proposal (RFP) for Sugar Bush Lease

Mr. Chanis noted copies were redistributed pertaining to the draft sugar bush lease and RFP [documents identical to ones distributed at 3/22/11 meeting]. Mr. Chanis confirmed the documents would be viewed by the County Attorney prior to finalization. County Forester, Chuck Hersey, has compiled a list of fourteen people who the proposal will be sent to, plus, Cheshire County Forester has provided other names. Mr. Chanis confirmed they would advertise in the local paper. Commissioner Nelson requested they have Bascom post the ad at their facility. Hersey would like to send the RFP out within the week, hold viewing in April, and sign an agreement within May. Cressy confirmed there are still items of the previous lease on the premises, and would be following up with the leasee to have it removed. Hersey noted the draft lease provides for a five year lease term, plus, allows the County to extend the lease terms, or cancel it. Hersey estimates \$12 per tap to set up tubing. Chanis noted the lease will need to go before the Delegation for approval; that the Board did not need a formal vote, today, but if okay with the drafts, they would release the RFP and keep the Board updated on the situation. No further comments received from Board members.

Non Agenda Item Marshall Pond Timber Sale

Mr. Hersey noted the timber sale went well on the Marshall Pond area. Chanis noted they are still waiting for a check for the timber sale; and, would then pay the Unity Timber tax.

Agenda Item No. 2. Commissioners Report

No reports provided.

Agenda Item No. 3. Public Participation

Larry Converse, Claremont Resident – Asked if the equipment in the sugar house was any good? Mr. Hersey noted most of the equipment was owned by the former leasee, and that the only equipment the County owned - the arch and a pan – was dated around 1976.

Larry Dougal, Boy Scout of America Representative – Noted their charter purchased property on the Mica Mine Road, will be holding a Scout camporee the third weekend in May, and would like to use one of the County owned fields, where the log landing was located, for parking; plus, use County owned fields for their compass courses. Chanis and Cressy provided approval; and, Hersey confirmed, as long as the ground conditions were good, it should be no problem. The Chair requested Mr. Dougal touch base with the Facilities Director, John Cressy, a week prior to the event. Various Board members expressed approval of this type of use of County property. Mr. Chanis and Mr. Dougal will meet later to discussion trail improvements around the Marshall Pond area.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. March 22, 2011 Public Meeting Minutes

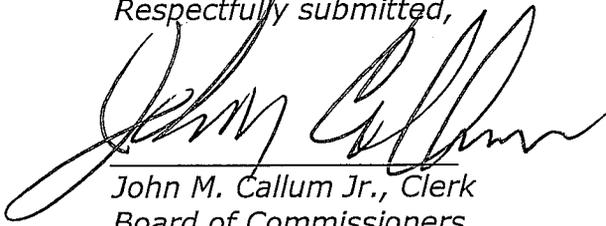
3:51 Motion: to approve the March 22nd Public Meeting Minutes, with amendment to wording that the 2/15/11 Executive Session minutes were approved "and released". Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.b. March 22, 2011 4:56 PM Executive Session Meeting Minutes

3:52 Motion: to approve and leave sealed, for three months, or until matter resolved, the March 22nd Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:53 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John M. Callum Jr.", written over a horizontal line.

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

JC/sjc

Date minutes approved: April 19, 2011 – Unity Meeting



Tuesday April 5th, 2011

Sullivan County NH, Board of Commissioners

Business Meeting – AGENDA - Revised

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report |
| | | a. Review of Stearns Air Conditioning Bids |
| | | b. FY11 Quarterly County Finance Review |
| | | c. Decision on FY '11 thru FY '13 Audit Bid Proposals |
| | | d. Finalize RFP for Sugar Bush Lease |
| 3:20 PM – 3:35 PM | 2. | Commissioners' Report |
| | | a. Any Other Old or New Business |
| 3:35 PM – 3:45 PM | 3. | Public Participation |
| 3:45 PM – 3:50 PM | 4. | Meeting Minutes Review |
| | | a. March 22, 2010 Public Meeting Minutes |
| | | b. March 22, 2010 Executive Session Meeting Minutes |
| 3:50 PM | 5. | Adjourn meeting |

Upcoming Events / Meetings:

- **Apr. 5th Tuesday, 8th Friday, 11th Monday, and 15th Friday**
 - FY12 County Budget Reviews with Commissioners, County Administrator and Department Heads
 - Place: Remington Woodhull County Complex, 14 Main Street, Newport NH 03773 – 1st Floor, Commissioners' Conference Room
- **Apr. 19th Tue. Next Board of Commissioners Meeting**
 - **Time: 3 PM**
 - Place: Unity, Sullivan County Health Care, 1st Floor Frank Smith Living Room, 5 Nursing Home Drive

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

TITLE II COUNTIES

CHAPTER 24 COUNTY CONVENTIONS

Meetings

Section 24:14-a

24:14-a Supplemental Appropriations. – The commissioners may apply to the county convention for an appropriation to be made subsequent to the adoption of the annual county budget, or the convention, on its own initiative, may consider and act upon a proposed supplemental appropriation. The clerk of the convention shall deliver or mail to each member of the county convention (who will be in office on the date of the convention vote on the proposed supplemental appropriation) and to the chairperson of the board of selectmen in each town and the mayor of each city within the county and to the secretary of state a statement including the amount of the proposed supplemental appropriation and the objects for which the money is required. The convention shall schedule a public hearing on such appropriation to be held within 30 days of the mailing or delivery of said statement. Notice of the date of said hearing and the date of the convention vote on the proposed appropriation shall accompany said statement. A supplemental county appropriation shall require a vote of the county convention as provided in RSA 24:13.

Source. 1977, 162:2. 1991, 194:2. 1995, 134:8, eff. May 24, 1995.

Proposed Use of Unreserved Fund Balance

		Estimated Audited FY12 FB	% FY12 Expenses
Audited FY10 Unreserved Fund Balance	2,677,000		
Estimated Increase/(Decrease) for FY11	100,000	2,777,000	9.45%
Stearns A/C Project (Supplemental FY11 Appropriation)	(675,000)	2,102,000	7.15%
Proposed FY12 Capital Projects	(360,500)	1,741,500	5.92%
Reduce FY12 Taxes	(200,000)	1,541,500	5.24%

NH DRA recommends municipalities maintain between 5-10% of annual operating expenses as unreserved fund balance

STEARNS AIR CONDITIONING REQUEST FOR PROPOSAL

OPTION #2 Air conditioning for common areas on Stearns 1,2,&3
Includes fresh air

ECONOMY PLUMBING AND HEATING

BASE QUOTE	\$547,235	With central fresh air unit piped to units
CONTROLS OPT. 1	\$18,531	Full control of existing heat, new AC, and fresh air interfaced with existing system
Controls opt.1A	\$12,420	Existing t-stats will still control heat. A/C will be controlled by DDC system (computer).
New lighting	\$0	In house. Purchased through grant
Sprinkler	\$12,150	Just common areas and hall
Ceilings	\$28,410	Just common areas and hall
Totals	\$606,326	Option #2 with full controls, sprinkler and ceilings
	\$600,215	Option #2 with simpler controls, Sprinkler and ceilings

KPMB

BASE QUOTE	\$441,000	Separate fresh air ducts and connected to management system
New lighting	\$0	purchased through grant
Sprinkler	\$12,150	Just common areas
Ceilings	\$28,410	Just common areas
Totals	\$481,560	

Audit Bid Comparison

Appendix D

	Melanson/Heath	Robin Grill	Fiscal Year 2011
Annual Audit	25,500		39,500
Medicaid/Medicare CR	12,500	6,000	24,000
Single Audit	5,000		
Est. FY12 Total Audit Cost	36,500		63,500
Reduction in Audit Expense	27,000		