

Sullivan County, NH

Type of meeting: Board of Commissioners, Regular Business Meeting Minutes
Date/Time: Monday, August 05, 2013, 3:00 PM
Place: Unity, NH – County Complex, Ahern Building, 5 Nursing Home Drive, 03743

Attendees: Commissioners Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair, and Ethel Jarvis – Clerk, Ted Purdy – Sullivan County Health Care Administrator, Nora Kells Gordon – SCHC Social Services Worker, Ross L. Cunningham – DOC Superintendent, John Cressy – Facilities & Operations Director, and Sharon Callum – Administrative Assistant | Minute Taker.

Public attendees: Larry Converse – Claremont citizen, Andrew Scott O’Hearne – Delegate | District 3, Archie Mountain – Eagle Times Reporter, and John Cloutier – Delegation Chair | District 10.

3:00 The Chair, Jeffrey Barrette, opened the meeting and led all in *Pledge of Allegiance*.

Agenda Item No. 1. Presentation of Certificate of Recognition to Nora Kells Gordon

Commissioner Barrette read out loud the following:

On the occasion of your retirement, we would like to extend our heartfelt appreciation for the ten (10) years of service you provided to the County of Sullivan, NH. You have touched the lives of many residents and their families and friends in your position as Social Services Worker at the Sullivan County Health Care Facility. With professionalism and a positive attitude, you have carried out reviews of resident needs and goals, participated in care planning, and built effective positive relationships. You have done so with team spirit. We cannot thank you enough for your efforts and wish you a peaceful, happy and fun filled retirement.

And presented Ms. Gordon with a signed certificate with County seal.

Ms. Gordon thanked the Commission, noting, *‘it feels good to be appreciated, trying to do well, its not easy work, and, hope all get a certificate of recognition’*. The Commissioners shook hands with her, congratulating her on retirement.

3:06 Ms. Gordon excused herself from the meeting.

Agenda Item No. 2. Supplemental FY 13 Write-off Request, Ted Purdy

Mr. Purdy presented the board with a document titled Write Off Aug 2013 (FY13 Supplemental) [Appendix B.1-2], and reviewed the document with the commission. He noted, there was one error in that Res ID #2847 should show as #2848, and drew their attention to Res ID 2838, stating he would like to remove that from consideration as it should be collectable within the year, therefore, they could subtract \$2,201.43 from the stated document total, amending the total from \$20,053.96 to \$17,852.52.

**3:10 Motion: to move we write off the \$17,852.53 as requested. Made by: Nelson.
Seconded by: Jarvis. Voice vote: All in favor.**

**Agenda Item No. 3. Department of Corrections Superintendent Report, Ross
L. Cunningham**

Agenda Item No 3.a. Population Census Review

Supt Cunningham distributed and reviewed the Aug 5th daily report [Appendix C]. He noted they are working with Rockingham County to get two inmates to their facility; they owe back billings and are sending three female inmates. Cunningham confirmed Phoenix House (PH) is a drug treatment center – Newport judge does not sentence to PH; sometimes Claremont does; it's used infrequently; he'll research and follow up with Commission via email.

Agenda Item No. 3.b. Staffing

They have two (2) vacancies, which he anticipates filling by Wednesday. The Academy begins soon out of Merrimack County Jail – they anticipate conducting 3-4 academies a year. Sullivan County is not the only county struggling to recruit candidates.

Non Agenda Item RSAT Conference in Boston

Supt. Cunningham noted it was his pleasure to be able to report from Jane Coplan and Ms. Keefe, who recently attended the RSAT Conference in Boston, that Sullivan continues to get extended funding; and that between the US, Guam and Hawaii, Sullivan is the only grant recipient that has an after care program for participants. He noted Johanna Houman, NH State DOJ RSAT Program Manager, was unable to attend the conference and reached out to Ms. Coplan asking if they would attend in her place.

Comm. Nelson had noticed another county's annual report listed inmates by town – he asked if Cunningham could confirm this type of data via e-mail to them. Cunningham confirmed he would.

Cunningham briefed the Board on a mental health issue that occurred within the jail: attempted suicide; when they tried to get NH State Hospital involved, they found they were 22nd on the State's list and were forced to provide 24/7 supervision for 72 hours. West Central Behavioral Health and the Sheriff's Office assisted in the situation. However, overtime – an unexpected additional cost – was required.

Agenda Item No. 4. Commissioners Reports

Agenda Item No. 4.a. FY13 End of Year Financial Updates – Auditors Performing FY13
Audit

The County auditors are currently 'in-house'. The Mr. Chanis has made himself available to answer questions. All indications on the County finances show a positive audit.

Agenda Item No. 4.b. FY14 Financials Update

No report at this time.

Agenda Item No. 4.c. County Manager Search Update

A meeting was held today with Commissioners, Department Heads, Elected Officials and Primex to discuss what the County was looking for in a County Manager. Primex will send a report within the next couple days and the Board will begin their selection process. Timeline reflects: County Manager ad will go out by 8/19, résumés are due by 9/6/13, select group to interview candidates by 9/18, anticipate new County Manager starting 12/9.

Agenda Item No. 4.d. Any Old Business - Biomass Update

Project going well. Weather is helping. Woodard and Curran (W&C) requested an extension due to weather delays. Original completion date was set for September 29th. They anticipate date being in November. Comm. Barrette, John Cressy and Tom Wilson are meeting Thurs. to review request, how it will affect the County, and will meet with W&C latter in day.

Agenda Item No. 4.d. Any Old Business – Reviewing Financing Bids for 2.8 Million on Biomass Project & Make Decision

The Commissioners reviewed [Appendix D]:

- ✓ A copy of the RFP letter sent to (19) banks,
- ✓ The four bid proposals received by July 26th @ noon:
 1. Claremont Savings Bank
 2. Franklin Savings Bank
 3. Lake Sunapee Bank (LSB)
 4. Mascoma Savings Bank
- ✓ a spreadsheet of the results and recommendations from Mr. Chanis

They briefly discussed the line of credit (LOC) that would need to be paid off when entering into the bond. It was noted, the 'most attractive' bid came from Lake Sunapee Bank. Barrette pointed out, on the LSB proposal, they placed a \$15,000 cap on legal fees - he noted he held a conversation with Mr. Chanis who indicated closing costs would be minimal, around a couple thousand. Barrette suggested they accept the 15 year bond @ 2.5 %, get loan documents, and pay off LOC.

3:27 Motion: to accept the Lake Sunapee Bank bid proposal for 15 year bond @ 2.5%, on condition we get good faith estimate on closing cost from bond council vs. the \$15,000. Made by: Nelson. Seconded by: Jarvis. Discussion: it was noted, Chanis was going to reach out to USDA to close out the process with them, if the County decided to go with a local bank. Voice vote: All in favor.

Facilities: SCHC Generator Failure Update

It was noted, a generator failure occurred on the one for the MacConnell Unit, and, the County has been renting a replacement for 6-8 weeks. The company estimated the cost to repair the actual generator is approximately \$6,000, motor still good, or we can opt for new generator which would be approximately \$19,000; the cost for electrical would be \$5,267.00; there would be a \$2,400 cost reduction on purchasing a new generator - since we are renting. Mr. Cressy will check into the core cost trade in value. He confirmed the current generator has been serviced faithfully. They are still on 'the hook' for rental repair - costs between \$10,000-\$11,000; if we don't do repair and go with a new one, the County still owes rental until new one is installed. The generator would be propone fueled. Cressy did not have info on lead time method fix vs. replacement. Cressy confirmed going with new one would be much more turn-key - they'd always worry about repairs down the road

on a repaired one. Purdy pointed out the machine, itself, does not have a lot of hours, but is 15 years old. Cressy noted they've been having electrical issues on the generator for six months and have spent \$5,000 to \$6,000 already. Purdy confirmed the generator is capitalized. Barrette would like to see them go with new.

3:40 Motion: we do new as long as there is not a lot of lead time. Made by: Nelson. Seconded by: Jarvis. Discussion: Barrette would like to see negotiations on cost and asked where it would be paid out of, and after a brief debate, Barrette noted he'd work on that aspect. Voice vote: All in favor.

Comm. Jarvis noted they need to keep track of over expenditures. Barrette noted charging an expense to the correct area shows the true accounting in the correct line.

Agenda Item No. 4.d. Any Old Business - Water Well Update

Barrette noted, the County's Unity complex is over-pumping the water wells, a new test well was dug and approved, they have budgeted the work in the FY14 Capital projects and it's imperative to complete the project; they received a proposal from Wilson Engineering Services (WES) to engineer the well connection and oversee the project with amount to not exceed \$25,000. He believes they can negotiate this lower. He'd like the Board to waive the bidding requirement due to the active relationship they have with WES – who is currently on site, and, their knowledge of the complex. He'd like the ability to discuss this when they meet Thurs. He pointed out, there should be efficiencies, also, should they choose the same excavation contractor - the potential for them to be the lowest bidder based on that fact they are currently on site and have all their equipment her is pretty good.

3:45 Motion: to authorize the waiver of the bidding requirements. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Agenda Item No. 4.d. Any Old Business: UVLSRPC Membership Dues Request Update – Tabled form 7/15/13 Meeting

The Board again reviewed the invoice from Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) membership dues for \$765.23. Comments: it has value with municipalities that deal with roads, utilities, and zoning. Nelson noted the County's only benefit was an annual visit from the UVLSRPC representative with a presentation. Rep. Cloutier concurred with dropping the cost for membership if they felt they were not receiving support. Barrette added, when help is requested, there is almost always a fee for the service. Barrette confirmed he would draft a letter and bring it to their next meeting.

Agenda Item No. 4.d. Any Old Business: NACo Dental Discount Program Webinar Update

Ms. Callum noted she just returned from vacation, was unable to view the webinar while out, had not heard if any of the grant directors attended, and would check out the webinar and report back at their next meeting.

Agenda Item No. 4.e. Any New Business: Organizational Chart Update

A draft chart reflecting the Human Services Department moved to the supervision of the Human Resource Administrator, was distributed [Appendix E]

3:53 Motion: to approve the new organizational chart. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Agenda Item No. 5. Public Participation

Mr. Converse questioned if the technology on generators has changed over the last 15 years, as that would be the most important issue for consideration. Mr. Cressy confirmed there are more electronic controls with the engine, they would utilize the same switch gear, but upgrade electronics for modernization and reliability.

Representative Cloutier commended the Board for holding the meeting with Primex, earlier in the day, along with department heads, to discuss the County Manager search process – he now has a better understanding of the challenges they face and noted if the Delegation can help out to let him know.

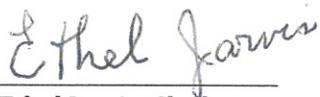
Representative Cloutier reminded all of the Thursday, August 8th, 7:00 PM Delegation Public Hearing to be held in Unity at the Unity Town Hall – this hearing pertains to a supplemental appropriation request for funds the County would use to purchase property on Unity Mountain. He’s not heard from anyone, either, for or against the purchase. He was unable to tour the property, but heard Rep. Grenier attended. Cloutier noted, one Delegate requested they not make a vote after the public hearing, but delay to another date. Commissioner Barrette strongly urged Cloutier to have the Delegation make the decision after the hearing, the same night, if they have a quorum, as they are ‘brushing up against a closing deadline’. Cloutier confirmed it would be up to the majority. Barrette noted they met with Unity Town Select Board, who expressed positive sentiments towards the County buying the property; property taxes are approximately \$600 per year. Barrette noted he would be touring the property with the Natural Resource Director Thursday and invited anyone interested to attend. In response to Mr. Converse asking if the property has been logged off, Barrette confirmed “heavily” and it has a few stands, here and there; it was originally purchased for income, all made their money on the property, but the potential for future money making would be 30 years out; the soils are good, scrub is good, and the long term interest is perfect.

Agenda Item No. 6 Meeting Minutes Review

Tabled to next meeting.

**4:00 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Nelson.
Voice vote: All in favor.**

Respectfully submitted,



Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved: 9-12-13



Monday August 5th, 2013

Sullivan County NH, Board of Commissioners

Business Meeting – AGENDA - Revised

Location: Unity NH County Complex

5 Nursing Home Drive – Ahern Building

- 3:00 PM – 3:05 PM 1. Presentation of Certificate of Recognition To Nora Kells Gordon
- 3:05 PM – 3:10 PM 2. Supplemental FY13 Write-off Request, *Ted Purdy*
- 3:10 PM – 3:30 PM 3. Department of Corrections Superintendent Report, *Ross L. Cunningham*
- a. Population Census Review
 - b. Staffing Update
- 3:30 PM – 3:50 PM 4. Commissioners Reports
- a. FY '13 End of Year Financial Update – Auditors Performing FY13 Audit
 - b. FY '14 Financials Update
 - c. County Manager Search Update
 - d. Any Old Business
 - a. Review Financing Bids for 2.8 Million on Biomass Project & make decision
 - b. UVLSRPC Membership Dues Request Update–tabled from 7/15/13 meeting
 - c. NACo Dental Discount Program Webinar Update
 - e. Any New Business
 - a. Organizational Chart Update Review & Ratification
- 3:50 PM – 4:05 PM 5. Public Participation
- 4:05 PM – 4:10 PM 6. Meeting Minutes Review – table to next meeting
- a. Jul. 15th 3:00 PM Meeting Minutes (not ready)
 - b. Jul. 17th 8:30 AM Exec. Sess. Minutes
 - c. Jul. 19th 3:00 PM Exec. Sess. Minutes
 - d. Jul. 24th 9:00 AM Special Meeting Minutes (not ready)

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



- | | |
|---------|--|
| 4:10 PM | 7. Executive Session Per RSA 91-A:3.II.(d)
Pertaining to consideration, sale or lease of
real estate |
| 4:30 PM | 8. Adjourn meeting |

Upcoming Events / Meetings

- Aug 19th Mon. County Commissioners Meeting**
Time: 3:00 PM Regular Business Meeting
Place: Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care
Facility, Frank Smith Living Room – 1st Floor
- Aug 21st Wed. Public Health RCC Training**
Time: 9:00 AM
Place: Newport, NH – 14 Main Street, County Administration Building

Certificate of Recognition

Given in Appreciation to

Nora Kells Gordon

On the occasion of your retirement, we would like to extend our heartfelt appreciation for the ten (10) years of service you provided to the County of Sullivan, NH. You have touched the lives of many residents and their families and friends in your position as Social Services Worker at the Sullivan County Health Care Facility. With professionalism and a positive attitude, you have carried out reviews of resident needs and goals, participated in care planning, and built effective positive relationships. You have done so with team spirit. We cannot thank you enough for your efforts and wish you a peaceful, happy and fun filled retirement.

*Awarded by the Board of Commissioners, County Manager and Sullivan County Health Care Administrator
Of the County of Sullivan NH*

Commissioner Jeffrey Barrette, Chair

Greg Chanis, County Manager

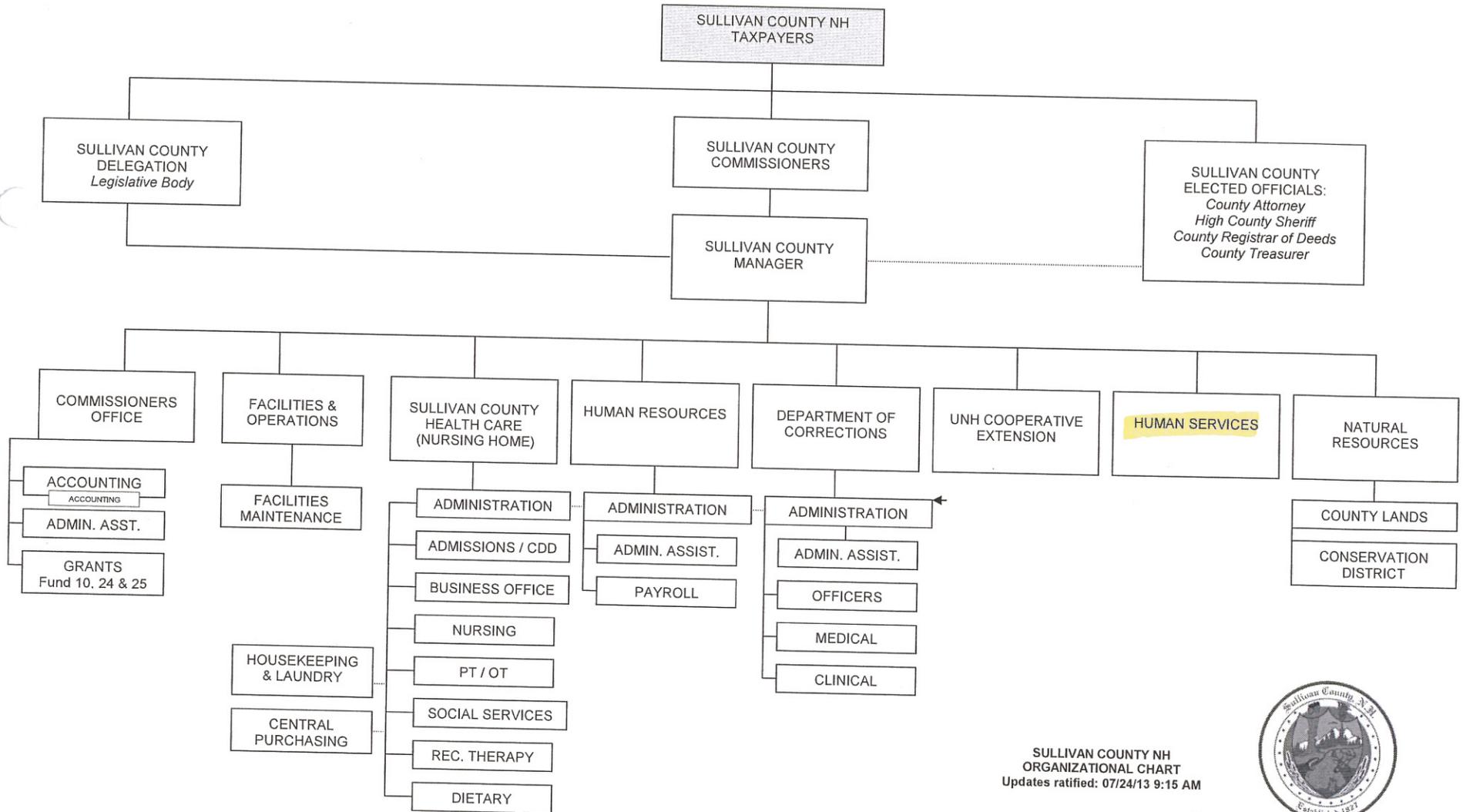
Commissioner Bennie C. Nelson, Vice Chair

Ted Purdy, SCHC Administrator

Commissioner Ethel Jarvis, Clerk

Betsy Braginetz, SCHC S.S. Director

Current



SULLIVAN COUNTY NH
ORGANIZATIONAL CHART
Updates ratified: 07/24/13 9:15 AM





the advantage of leadership

July 26, 2013

Greg Chanis, County Manager
County of Sullivan, New Hampshire
Biomass CHPDEP Bond RFP #07262013
14 Main St
Newport, NH 03773

Dear Greg,

Lake Sunapee Bank, fsb is pleased to offer the following proposals for a tax-exempt direct purchase loan for \$2.8 Million to fund the design and construction of the biomass combined heat and power district energy plant to be located in Unity, NH. This proposal is subject, but not limited to, the following terms:

Type of Facility: Direct Bond Purchase

Amount: Up to \$2,800,000.00

Term of Facility: Up to a 20-year amortizing term with level principal and interest payments.

Interest Rate and Mode: **Option A: 3.25% fixed for twenty years**
Option B: 2.500% fixed for fifteen years
Option C: 1.75% fixed for ten years
Rates will be held through October 1, 2013.

Payments: Level annual payments of principal and interest

Requirements: County of Sullivan to maintain their Operating Deposit account and any additional deposit accounts with Lake Sunapee Bank. Lake Sunapee Bank to provide market rates, Sweep Agreement, Pledged Asset Agreement and Business Online Banking with waived fees.

Line of Credit: Working Capital Line of Credit available up to \$1,000,000.00

Pre-Payment Penalty: None

Fees: Bank Origination Fees – Waived
Yield Maintenance Fee - Waived
Prepayment Penalty - Waived

Other Fees: \$15,000.00 cap on legal fees and any other miscellaneous closing costs.

FI Counsel: Gallagher, Callahan & Gartrell
W. John Funk

Terms and Conditions: Collateral: Unsecured

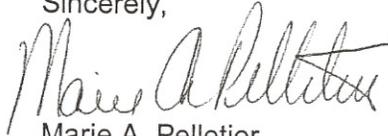
Financial Reporting: County of Sullivan will provide CPA Audited Financial Statements within 120 business days of the end of each fiscal year.

Usual and customary representations, warranties, and covenants for a loan offering of a similar type, amount and duration.

Contact: Marie Pelletier, VP.
Lake Sunapee Bank, fsb.
321 Main St., PO Box 37
New London, NH 03257
(603) 865-6133

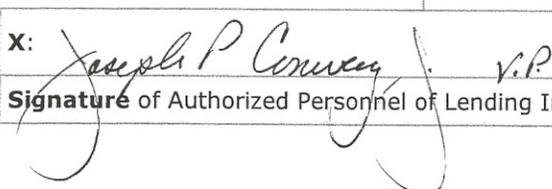
Thank you for the opportunity to participate in this important process. We, at Lake Sunapee Bank, value our business relationship with County of Sullivan and hope this relationship will continue for many years into the future.

Sincerely,



Marie A. Pelletier
Vice President
Commercial Banking

REQUEST FOR BIDS: BID SUMMARY FORM
Sullivan County, NH

BID Due Date	Friday, July 26, 2013, 12:00 Noon	
Bid Items:	Biomass Bond Bid	Biomass Bond Bid
Amount	\$2,800,000.00	\$2,800,000.00
Down Payment	N/A	N/A
Amount to be financed	\$2,800,000.00	\$2,800,000.00
Interest Rate	2.760% Fixed	No Bid
Fees	Actual Legal*	N/A
Term	10 years	15yrs. And 20 yrs.
* Review of Certifying Opinion from Divine, Millimet & Branch PA by Bank's Attorney that County is in compliance as to proceedings taken, that bonds are "bank qualified" and designated as General Obligation Bonds/Notes of the County. (legal fees not to exceed \$850.00).		
Payment Date	Payment Amount	
Principal & Interest Annually	\$324,237.66	N/A
TOTAL PAYMENTS	\$3,242,376.58	N/A
Lending Institute Name	Claremont Savings Bank	
Street Address Line 1	145 Broad Street	
Street Address Line 2		
State	Claremont, NH	
Zip Code	03743	
Lending Institute Contact Name	Joseph Conway	
Contact Title	Vice President, Commercial Lending	
Contact Telephone Number	(603) 690-2753	
Contact Email	jconway@claremontsavings.com	
Additional Comments	CSB is not bidding on the 15 and 20 year Terms due to the disclosed USDA rate & terms being at a level lower than the bank can offer.	
X:		
Signature of Authorized Personnel of Lending Institute and Date 7/26/2013		

Please return bids to:

Sullivan County NH Board of Commissioners
 Attn: Greg Chanis, County Manager
 Project: Request For Biomass CHPDEP Band RFP #07262013 - Due Friday July 26, 2013 Noon
 14 Main Street, Newport NH 03773-1548
 We will accept Scanned or e-mail bids to: manager@sullivancountynh.gov



MASCOMA SAVINGS BANK

Incorporated in and mutually owned since 1899.

COPY

July 19, 2013

Sullivan County NH
Mr. Greg Chanis, County Manage
14 Main Street
Newport NH 03773

Dear Mr. Chanis:

Mascoma Savings Bank is pleased to offer Sullivan County the following proposal in response to the loan request of \$2,800,000.00. The terms and conditions we propose are listed below.

Lender: Mascoma Savings Bank

Borrower: Sullivan County, New Hampshire

Loan Amount: \$2,800,000.00

Loan Purpose: Construction of a biomass heating and power plant in Unity NH

Term: 12 month disbursement phase; up to a 20 year repayment phase

Utilization: Funds may be disbursed as needed

Interest Rate: Initial Rate of 3.315%; this is an Adjustable Rate

The rate will be fixed for 5 year intervals; thereafter the future interest rate beginning at each reset interval will be equal to the Bank's calculated tax equivalent rate as applied to the 5 Year Federal Home Loan Bank Classic Advance Rate plus a margin of 3.00%; the Rate Floor shall be 3.00%.

Payments: At the end of the construction phase, there will a single payment of accrued interest; thereafter there will be annual level, installment payments as indicated below:

JUL 22 '13 AM 10:22

COPY

Ten year repayment schedule.
Estimated annual payments: \$333,577

Fifteen year repayment schedule.
Estimated annual payments: \$239,959

Twenty year repayment schedule.
Estimated annual payments: \$193,766

The payments will adjust every 5 years based on the interest rate scenario described above.

Processing Fees **Waived**

Origination Fees: **Waived**

Pre-Payment Penalty: **Waived**

Collateral: None will be required

Guarantors: None will be required

Financial Reporting: Copy of the County's annual audited financial statements due annually. The Borrower agrees to provide additional information as Lender may reasonably request.

Application & Documentation Requirements: Upon acceptance of the Bank's proposal, the County will be asked to provide an opinion from their counsel for the benefit of Mascoma Savings Bank. Legal counsel will opine that the note, when executed, will be duly authorized, executed and delivered, and will be a valid and binding general obligation of the County, under all applicable provisions of New Hampshire law. All proceedings required to be taken to authorize the Note by the applicable provisions of such laws have been taken, and all persons executing the Note on behalf of the Municipality are duly authorized to execute and deliver the Note on its behalf.

Further, the County's counsel will also confirm that the Note is "bank qualified" and the loan would be a "qualified tax exempt obligation" within the meaning of Section 265(b) (3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder.

Expiration: This commitment shall expire if not signed and returned prior to August 16, 2013.

COPY

Closing Date: The loan transaction contemplated herein shall close on a date that is mutually agreeable.

If the terms and conditions outlined above are acceptable, sign and return the enclosed copy of this letter. Should you have any questions or need any assistance as you proceed with your project, please call me at 603-443-8625 or e-mail me at arlene.adams@mascomabank.com.

Mascoma Savings Bank is committed to exceeding the expectations of our customers, community and employees. We offer knowledgeable service, convenient access and a broad array of financial products and services designed to meet the changing needs of our consumer and business customers. We strive to deliver exceptional customer service while improving our community and customers' lives.

Thank you for the opportunity to offer a quote on this loan request. I look forward to the chance to work with you again.

Sincerely,



Arlene F. Adams
Vice President
Commercial Lending

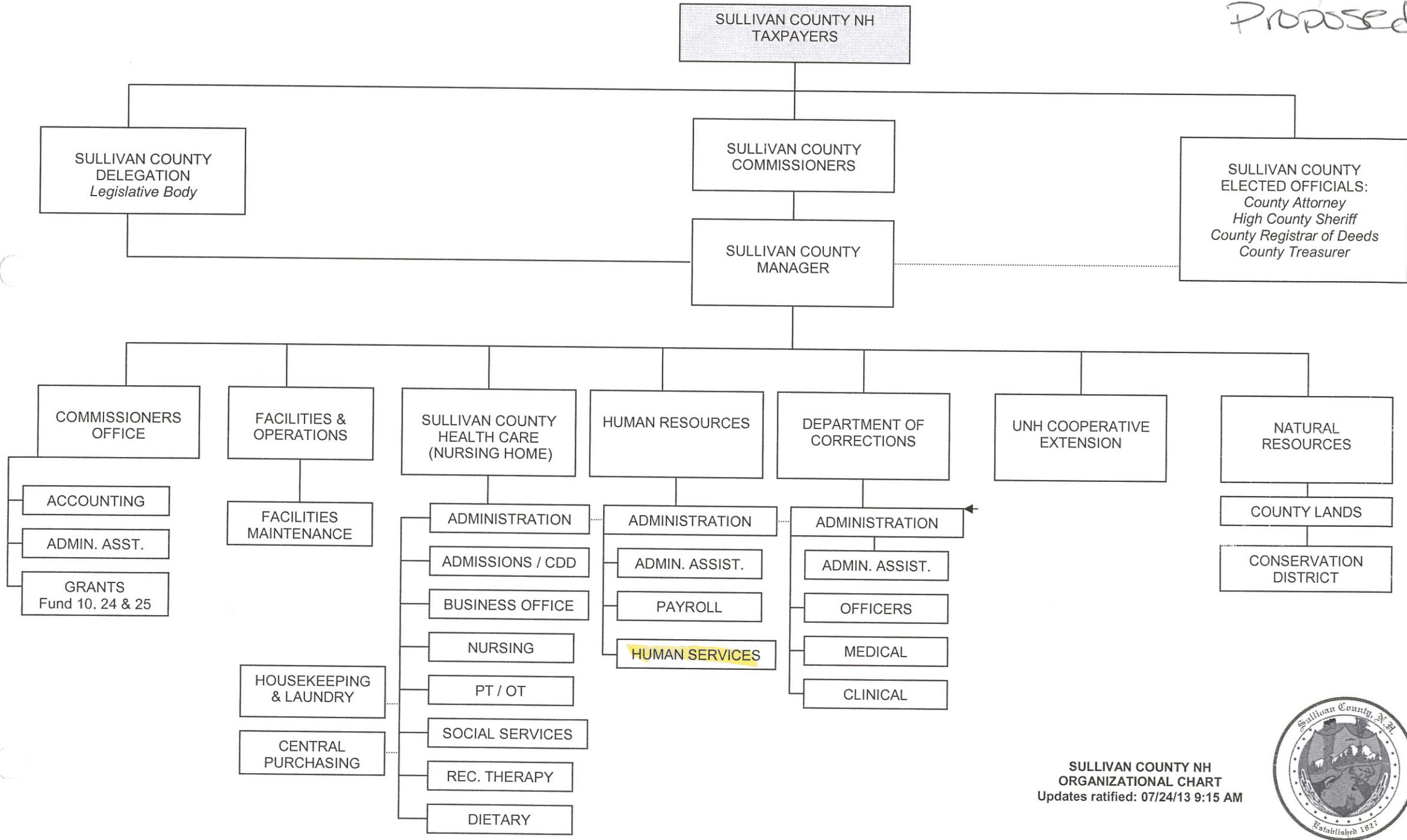
Accepted by Sullivan County, New Hampshire

By: _____

Name: _____

Date: _____

Proposed



SULLIVAN COUNTY NH
ORGANIZATIONAL CHART
Updates ratified: 07/24/13 9:15 AM

