

County of Sullivan, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes
Date / Time: Tuesday, June 5, 2012; 3:00 PM
Place: Newport, NH – County Administration Building, 1st Floor
Commissioners Conference Room, 14 Main Street

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

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

3:00 PM The Chair, Bennie Nelson, brought the meeting to order.

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

Non Agenda Item Newport Property Purchased by County

Mr. Chanis noted, per full authorization from the Board [@ 5/31/12 meeting] and majority authorization from Delegation on an 8 to 1 vote in favor [@ 6/1/12 meeting], the County successfully bid and purchased the Ruger parking lot in Newport. A copy of the *Real Estate Purchase & Sale Agreement* [Appendix A] was distributed. The closing will take place prior to July 20th.

Agenda Item No. 1.a. Biomass Facility Update – Review Line of Credit bids received by June 1st Deadline and Award Bid

A spreadsheet [Appendix B] reflecting all bids received for the 3.2 Million temporary line of credit was distributed. Mr. Chanis noted there was a little vagueness regarding the legal fees, but would recommend accepting the Bank of New Hampshire bid - their bid illustrated a fixed interest rate of .98% for 1 year-six months term, with no prepayment penalties. A sample RFP letter was distributed [Appendix C] – RFP was sent to 21 banks.

3:08 Motion: to accept the bid from Bank of NH for short term financing Line of Credit for the biomass project for 3.2 million. Made by: Barrette. Seconded by: Callum Jr. No discussion. Voice vote: All in favor.

Agenda Item No. 1.b. 2013 Vehicle Purchase – Review Bids Received by June 1st Deadline and Award Bid

A spreadsheet [Appendix D] reflecting all bids received for the \$182,876 vehicle bid purchases was distributed. Mr. Chanis pointed out Lake Sunapee Bank was lowest bidder at .95%, with no fees; five bids received. A sample Request For Bid letter was distributed [Appendix E].

3:10 Motion: to accept Lake Sunapee Bank bid for \$182,876 for a three (3) year note, [at .95% fixed interest]. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 1.c. Central Dispatch Update

A spreadsheet was distributed [Appendix F] that showed the following six towns that supported sending representatives to participate in a committee to review, further, the Central Dispatch Center proposal: Charlestown, Claremont, Grantham, Lempster, Sunapee, and Unity; the four towns that did not support the committee formation were: Croydon, Langdon, Plainfield, and Washington; and five towns did not submit a formal response: Acworth, Cornish, Newport, Springfield and Goshen. Sheriff noted they looked at this a number of years ago; brought it to the table again, and noted they should leave it on the table and walk away – he would not endorse holding meetings that would not be productive. Comm. Barrette noted, “We have the ability to provide help for the support when there is want for it. We have a lot more to lose pushing it, than walking away.” The Chair requested the County Administrator draft a letter to all towns/city to note the response, and that the county would not pursue the formation of a committee at this time. Chanis will e-mail the draft to the Board.

Agenda Item No. 2. Commissioners’ Report

Agenda Item No. 2.a. Old Business: Set Date for County Administrator’s Performance Evaluation

Commissioners will hold an Executive Session July 10th to begin the Administrator’s performance evaluation. They’ll finalize the evaluation in Executive Session July 24th.

Agenda Item No. 2.b. New Business: Pancake Breakfast – Sunday, June 10th 7:30 a.m. – 11:00 a.m.

The County’s Annual Pancake breakfast is scheduled for Sun. 6/10th, 7:30 am in Unity.

Agenda Item No. 2.b. New Business: Parking Lot Maintenance Agreement

The Chair requested a formal agreement be created with Newport for maintenance of the new parking lot purchased. Mr. Chanis confirmed they would be reevaluating the maintenance agreement for the Opera House building with the Town, and would incorporate parking lot maintenance. Chanis noted, ECON, local businesses, and Newport talked about funding for paving the parking lot. The Chair commended the Delegation on approving the parking lot purchase.

Agenda Item No. 2.b. New Business: Sullivan County Health Care Decentralized Dining

The Chair, noted he was speaking as relative of a patient at the County nursing home, and as a Commissioner - he heard expressed concern from nursing staff about decentralized dining at the nursing home – it’s working real well as far as the patient

perspective: eating and timeliness good, but nursing staff, LNA's, find they are performing more 'food stuff': scraping plates and replenishing drinks vs. dietary staff. Mr. Chanis noted it was up to the SCHC Administrator and Director of Nursing to decide who does the appropriated duties. Comm. Nelson will discuss this with Mr. Purdy at their next meeting in Unity.

Agenda Item No. 3. Public Participation

There was none.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. May 15th, Public Meeting Minutes

3:30 Motion: to approve the May 15th public meeting minutes as typed. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.b. May 15, 2012 Executive Session Meeting Minutes

3:31 Motion: to approve and release the May 15th, 2012 Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Non Agenda Item May 15th 6:00 PM Public Hearing Minutes of the FY13 Proposed County Budget

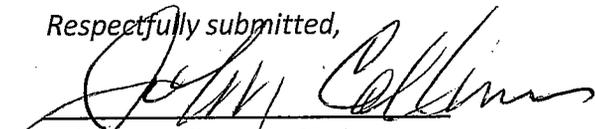
The Board confirmed they would submit any updates to the presentation section of the minutes by the next Board meeting; if none submitted, draft minutes would be sent to Delegation for review and ratification.

Agenda Item No. 4.c. May 31, 2012 Special Executive Session Meeting Minutes

3:33 Motion: to approve and release the May 31, 2012 Special Executive Session meeting minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

3:35 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,


John M. Callum Jr., Clerk
Board of Commissioners

JC/sjc

Date minutes approved:

6/19/2012



Tuesday June 5, 2012

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA – 2nd Revision

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|--|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report, <i>Greg Chanis</i> <ul style="list-style-type: none">a. Biomass Facility Update – Review Line of Credit bids received by June 1st deadline and award bidb. 2013 Vehicle Purchase – Review bids received by June 1st deadline and award bidc. Central Dispatch Updated. Any other old or new business |
| 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. Set date for County Administrator's Performance Evaluationb. New Business |
| 3:40 PM – 3:55 PM | 3. | Public Participation |
| 3:55 PM – 4:00 PM | 4. | Meeting Minutes Review <ul style="list-style-type: none">a. May 15th, 2012 Public Meeting Minutesb. May 15th, 2012 Executive Session Meeting Minutesc. May 31, 2012 Special Meeting Executive Session Minutes |
| 4:00 PM | 5. | Adjourn meeting |

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



Upcoming Events / Meetings:

- **June 10th Sunday County's 24th Annual PANCAKE BREAKFAST**
 - **Time:** 7:30 AM – 11:00 AM
 - **Place:** Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility

- **June 19th Tue. Next Board of Commissioners Regular Business Meeting & DOC Compliance Tour**
 - **Time:** 2PM DOC Tour / 3 PM Regular Meeting
 - **Place:** Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room

- **June 25th Mon. County Convention of the FY13 County Budget**
 - **Time:** 6 PM
 - **Place:** Newport, NH - 10 North Main Street, 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.

REAL ESTATE PURCHASE & SALE AGREEMENT

The undersigned purchaser, as the successful bidder at a certain auction of the real property described below or on Exhibit A, herein agrees to purchase said real estate in accordance with the following terms and conditions:

1. Seller(s): William B. Ruger, Jr.
 PO Box 293
 Newport, NH 03773

Buyer(s): Gregory Chronis as agent for Sullivan County NH Comm
 Street: 14 Main Street
 City/State/Zip: Newport, NH 03773
 Telephone #: 603-863-2560

2. Property: Land Land & Building(s)
 Street Address: Sunapee Street / Main Street - known as Map-Lot 111-052

City/Town: Newport County: Sullivan State: New Hampshire

3. BID PRICE (HAMMER PRICE): \$ 95,000.00
 10% BUYER'S PREMIUM: \$ 9,500.00
 TOTAL PURCHASE PRICE DUE FROM BUYER: \$ 104,500.00

INITIAL DEPOSIT, to be held by Paul McInnis, Inc. Escrow Account, receipt of which is acknowledged and is NON-REFUNDABLE, except as provided below: \$ 10,000.00

ADDITIONAL DEPOSIT, to bring the total deposit to 10% of the purchase price, to be held by Paul McInnis, Inc. Escrow Account, receipt of which is acknowledged and is NON-REFUNDABLE, except as provided below: \$ N/A

BALANCE DUE AT TRANSFER OF TITLE: \$ 94,500.00

4. Transfer of Title: In accordance with the terms of the auction sale, title shall be transferred and the balance of the purchase price paid on or before Friday, July 20, 2012 at a time and place to be agreed upon. If no time and place is agreed upon, title shall be transferred at the Sullivan County Registry of Deeds in Newport on Friday, July 20, 2012 at a mutually agreeable time.

5. Title shall be transferred by Warranty Deed free of all liens, subject to all easements and restrictions of record. Buyer acknowledges that Buyer has determined the status of the real estate title and agrees to take title to the property "As Is".

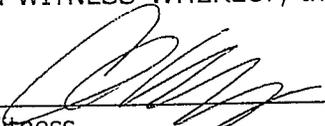
6. Seller shall keep the premises insured during the term of this Agreement. In the event of damage by fire, or other casualty, the Seller shall either restore the premises to their former condition or the Buyer, at his election, may cancel this Agreement, in which case this Agreement shall be void, or accept the premises in its then condition together with proceeds of such insurance which Seller agrees to assign to Buyer if Buyer so elects.

GC.
6/2/12

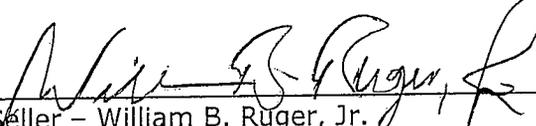
- 7. Real estate taxes, utilities including unused oil in the oil tank (if applicable) and water and sewer charges (if any) against the property shall be apportioned as of the date of transfer of title.
- 8. Buyer is purchasing the property "as is" and waives all building, environmental, radon and all other inspections and tests of the property of any kind. Buyer acknowledges the receipt of the Property Disclosure attached hereto and incorporated herein by reference.
- 9. This Agreement is NOT contingent on Buyer obtaining financing for the purchase price.
- 10. This Instrument is to be construed as a New Hampshire contract; is to take effect as a sealed instrument; sets forth the entire contract between the parties; is binding upon and inures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be cancelled, modified or amended only by a written instrument executed by both the Seller and the Buyer. If two or more persons are named herein as Buyers and Sellers, their obligation hereunder shall be joint and several.
- 11. TIME IS OF THE ESSENCE as to all dates referenced in this contract. Where necessary to effectuate the intent of the parties, the Agreement shall survive the closing.
- 12. Personal property included: *NOT APPLICABLE*
- 13. All representations, statements and agreements heretofore made between the parties are merged in this Agreement, which alone fully and completely expresses their obligations. This Agreement is entered into by each party after opportunity for investigation, neither party relying on any statements or representations not embodied in this Agreement, made by the other or on his behalf.
- 14. Seller and Buyer agree that Paul McInnis, Inc. is exclusively responsible for bringing about this sale and that no commission is due any other broker or agent, except as follows:

15. Additional Terms and Conditions:

IN WITNESS WHEREOF, the parties have hereunto set their hands this 2nd day of June, 2012.



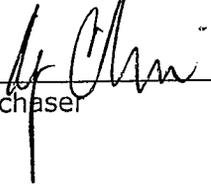
Witness

 6/2/12

Seller - William B. Ruger, Jr. Date



Witness

 6/2/12

Purchaser Date

Witness

Purchaser Date

Sullivan County FY13 3.2 Million Line of Credit Bids
 Deadline June 1st at 4 PM

Appendix B.

FINANCIAL INSTITUTE	Bid Amount	INTEREST RATE	Rate Fixed or Adj.	TERMS	Origination Fee	Prepay Penalty	Attorney or Other Fees
Bank of New Hampshire	\$3,200,000.00	0.98%	Fixed	One year-six months	None	None	None
Sugar River Bank	\$3,200,000.00	1.19%	Fixed	18 mos. from July 1, 2012	\$1,200.00	None	None
Northway Bank	\$3,200,000.00	1.21%	Fixed	July 1, 2012 to December 31, 2013	None	None	None
Claremont Savings Bank	\$3,200,000.00	1.350%	Fixed	Maturity: Dec. 31, 2013	None	None	\$400.00
Lake Sunapee Bank	\$3,200,000.00	1.75%	Fixed	July 1, 2012 to December 31, 2013	None	None	None
Connecticut River Bank, NA	\$3,200,000.00	1.99%	Fixed		None	None	\$500.00
Mascoma Savings Bank	\$3,200,000.00	2.245%	Fixed	July 1, 2012 to December 31, 2013	Waived	None	None

Awarded to
 Bank of NH
 @ 6/1/12
 meeting

May 18, 2012

[Bank Name]
[Contact Person / Title]
[Department]
[Street Address Line 1]
[Street Address Line 2]
[Town], [State] [Zip]

Dear [Contact Person]:

The Sullivan County Board of Commissioners is seeking proposals from qualified lending institutions to establish a **Three Million, Two Hundred Thousand Dollar (\$3,200,000) bond anticipation note line of credit (the "Note") with a closing date prior to June 30, 2012.** The County expects to utilize the Note between the dates of July 1, 2012 through December 31, 2013 to complete the design and construction of a biomass district heating system, which will provide steam for space and domestic hot water heating for the County facilities located at the Sullivan County Complex in Unity, NH. The County will be seeking permanent financing for this project to retire the proposed Note and complete the project.

The Note will be a general obligation of the County and will be excluded from gross income for federal income tax purposes and exempt from the New Hampshire personal income tax on interest and dividends. The Note will be designated by the County as a qualified tax-exempt obligation for purposes of Section 265(b) (3) of the Code and, as such, will be "bank qualified."

The Note will be accompanied by a certifying opinion of Devine, Millimet & Branch, Professional Association, bond counsel to the County, as to the proceedings taken by the County in issuing the Note and its tax exempt status. All bid proposals must include a no-prepayment penalty clause.

New Hampshire law (RSA 28:24) provides that County notes and bonds are to be sold at public sealed bidding, but provides that the County may reject any and all bids and may negotiate on terms relating to the sale of the Note deemed most advantageous to the County. This request for proposals shall not constitute an offer to sell, or the solicitation of an offer to buy, any of the Note in any jurisdiction to any person to whom it is unlawful to make such offer or solicitation. In purchasing the Note, the purchaser will be certifying that it is a sophisticated investor with extensive experience in purchasing and evaluating

obligations similar to the Note; that it has sufficient knowledge and experience in financial and business matters, including the purchase and ownership of tax-exempt obligations, to be able to evaluate the risks and merits of the investment represented by its purchase of the Note; that it has made its own independent inquiry and analysis with respect to the credit of the issuer and the likelihood of the payment of the Note; and that it has been provided, or had access to, all the information and material it deems necessary, as of the date of its purchase, to evaluate the merits and risks of the investment represented by its purchase of the Note.

Authorization for Borrowing

On February 16, 2012, per RSA 33:10, the Sullivan County Delegation, by a 2/3 majority vote, authorized the Sullivan County Board of Commissioners to issue bonds or notes in an amount not to exceed Three Million, Two Hundred Thousand dollars to undertake this project.

Proposal Submission

Please submit the details of your proposal by the close of business **Friday June 1, 2012 at 4:00 PM**. Proposals should be sent to:

**Greg Chanis, County Administrator
Biomass LOC Proposal
Sullivan County, NH
14 Main St.
Newport, NH 03773**

If you require additional information or have questions regarding this request for proposals, please do hesitate to contact me.

Sincerely,

Greg Chanis
County Administrator
County of Sullivan NH
Tel. (603) 863-2560, Fax (603) 863-9314
Email: gchanis@sullivancountynh.gov

Sullivan County FY13 Vehicle Bids
 Deadline June 1st at 4PM

FINANCIAL INSTITUTE	BID AMOUNT	INTEREST RATE	Rate Type	FEES	Payment Date 7/15/13		Payment Date 7/15/14		Payment Date 7/15/15		Subtotal Interest / Principal		TOTAL
					Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	
Lake Sunapee Bank	\$182,876.00	0.95%	Fixed	Waived	\$1,803.96	\$60,958.66	\$1,158.21	\$60,958.66	\$579.11	\$60,958.68	\$3,541.28	\$182,876.00	\$186,417.28
Claremont Savings Bank	\$182,876.00	1.520%	Fixed	\$400.00	\$2,779.72	\$60,041.41	\$1,867.09	\$60,954.04	\$940.58	\$61,880.55	\$5,587.39	\$182,876.00	\$188,463.39
Sugar River Bank	\$182,876.00	1.90%	Fixed	\$250.00	\$3,474.64	\$60,959.00	\$2,316.42	\$60,959.00	\$1,158.20	\$60,958.00	\$6,949.26	\$182,876.00	\$189,825.26
Bank of New Hampshire	\$182,876.00	1.94%	Fixed	None	\$3,735.04	\$61,000.00	\$2,397.23	\$61,000.00	\$1,197.40	\$60,876.00	\$7,329.67	\$182,876.00	\$190,205.67
Connecticut River Bank, NA	\$182,876.00	2.19%	Fixed	\$500.00	\$4,158.60	\$60,958.67	\$2,669.99	\$60,958.57	\$1,334.99	\$60,958.66	\$8,163.58	\$182,875.90	\$191,039.48

Bid awarded 6/1/12
 by Commissioners
 to Lake Sunapee
 Bank.
 SJL

May 17, 2012

[Bank name]
[Contract person]
[Email:]
[Street Address]
[Town], [State] [zip code]

Re: RFB for new vehicle financing

Dear [Contact Person]:

The Sullivan County Board of Commissioners is seeking bids from qualified lending institutions to finance the purchase of 12 new vehicles for County use. The vehicles to be purchased include:

- Seven (7) new 2013 Chevrolet Impalas (Police Edition) for use by the Sullivan County Sheriff's Department,
- One (1) new 2013 Chevrolet Express Van for use by the Sullivan County Sheriff's Department,
- Two (2) new 2013 Chevrolet Impalas (Police Edition) for use by the Sullivan County Department of Corrections,
- One (1) new 2013 Chevrolet Malibu for use by Sullivan County Healthcare, and
- One (1) new 2012 Ford E250 extended chassis wheelchair van for use by Sullivan County Healthcare.

The total gross cost for all vehicles combined is **\$294,040.00**. Sullivan County plans to trade-in vehicles with a combined value of **\$44,850.00**. In addition, Sullivan County intends to pay as a down payment on the new vehicles a combined total of **\$66,314.00**. This would leave a net amount to be financed of **\$182,876**.

The funds being sought by this *Request For Bid* should be available to the County on **July 1st, 2012**. Bid proposals should be based on a loan term of 3-years with annual payments, with the 1st payment due on July 15, 2013. Bids are to be submitted using the attached "*Bid Summary Form*". Please complete the form by entering: your lending institution's name and contact information, proposed interest rate, any applicable fees, the annual principal and interest payments for each year and total principal and interest payment information. This form should be signed and dated by an authorized representative of the lending institution and returned to my attention by e-mail, facsimile, or postal mail, using the contact

information shown on the bottom of the *Bid Summary Form*. Bids are due by the close of business **Friday June 1st, 2012 at 4:00 p.m.**

If you require additional information or have questions regarding this request for bids, please do hesitate to contact me by either phone or email. Thank you for your interest and I look forward to hearing from you soon.

Sincerely,

Greg Chanis, County Administrator
Sullivan County, NH
Tel. (603) 863-2560 / Facsimile (603) 863-9314
Email: manager@sullivancountynh.gov

REQUEST FOR BIDS: BID SUMMARY FORM
 Sullivan County, NH - Fiscal Year 2013 Vehicle Purchase

Proposal Due Date	Friday, June 1st, 2012 4:00 PM	
Calculation of Amount to be Financed		
Gross Purchase Price of all vehicles combined	\$294,040.00	
Deduct Combined Trade in allowance	\$(44,850.00)	
Deduct Total Down Payment	\$(66,314.00)	
Net Amount to be financed	\$ 182,876.00	
Interest Rate and Fee Proposal		
Proposed Interest Rate		
Applicable Fees (If Any)		
Annual Payment Information		
Payment Date	Interest Amount	Principal Amount
July 15, 2013	\$	\$
July 15, 2014	\$	\$
July 15, 2015	\$	\$
TOTAL PAYMENTS	\$	\$
Required Additional Information		
Lending Institute Name		
Street Address Line 1		
Street Address Line 2		
State		
Zip Code		
Lending Institute Contact Name		
Contact Title		
Contact Telephone Number		
Contact Email		
Additional Comments		
X:	Date:	
Signature of Authorized Personnel of Lending Institute		

Please return bids to:
 Sullivan County NH Board of Commissioners
 Attn: Greg Chanis, County Administrator
 Project: Request For FY 13 Vehicle Bids - Due Friday, 6/1/12 4PM
 14 Main Street, Newport NH 03773-1548
 We will accept scanned and Emailed bids to: manager@sullivancountynh.gov
 Or sent to Facsimile: 603.863-9314

Central Dispatch Center Committee
June 2012

Appendix F

TOWN/CITY	SUPPORT	NOT TO SUPPORT
Acworth		
Charlestown	X	
Claremont	X	
Cornish		
Croydon		X
Goshen		
Grantham	X	
Langdon		X
Lempster	X	
Newport		
Plainfield		X
Springfield		
Sunapee	X	
Unity	X	
Washington		X