ORIGINAL

County of Sullivan, NH
Full Delegation - Orientation & Organizational Meeting

Tuesday, December 11, 2012; 10:00 AM

Unity, NH-County Complex, Ahern Building, 5 Nursing Home Drive, Unity NH, 03743

Delegates Present:
Representatives John Cloutier – District 10, Raymond Gagnon – District 5, Steven Smith – District 11, Andy Schmidt – District 1, Suzanne Gottling – District 2, Andrew Scott O'Hearne – District 3, Thomas Donovan – District 4, Skip Rollins – District 6, Cynthia Sweeney, Linda Tanner – District 9, and James Grenier – District 7

Delegates Absent: Benjamin Lefebvre – District 1 and Virginia Irwin – District 6

Other County Elected Officials and County Staff Present:
Greg Chanis - County Manager, John Cressy – Facilities & Operations Director, Ted Purdy – Sullivan County Health Care Administrator, Ross L. Cunningham – Department of Corrections Superintendent, High County Sheriff Michael Prozzo, Sharron King – Registrar of Deeds, Seth Wilner – University of NH Cooperative Extension/Office Manager/Agricultural Educator, and Sharon Callum – Administrative Assistant/Grant Coordinator/Minute Taker.

Public Present: Larry Converse – Claremont Citizen

9:30AM Delegates, other County officials and staff arrived for an informal meet and greet.

10:00 Rep. John Cloutier, Acting Chair, brought the meeting to order and welcomed all.

Rep. Cynthia Sweeney led all in the *Pledge of Allegiance*. Delegation members introduced themselves and indicated the Districts they represent (noted in above 'Delegates Present' list). The Chair requested all to turn off electronic devices, i.e. cell phones/pagers. Rep. Gagnon noted two representatives, Lefebvre and Irwin, were unable to attend today's meeting. The Acting Chair noted a quorum of seven (7) was required to conduct business.

ELECTION OF NEW OFFICERS

1. **CHAIR POSITION** - The Acting Chair requested nominations for Chair.
   a. 10:07 Rep. Sweeny nominated Rep. Cloutier for Chair. Rep. Gottling seconded the nomination. There were no other nominations. Rep. Tanner requested they close the nominations. Rep. Donovan seconded the motion. A voice vote was held on closing the nominations. The vote carried, unanimously, in favor.
   b. 10:08 Rep. Sweeney made a motion to cast one (1) ballot to elect Rep. Cloutier as Chair for a two year term. Rep. Smith seconded the motion. A voice vote was held and carried, unanimously, in favor.
2. **VICE CHAIR POSITION** – The Chair requested nominations for Vice Chair position.
   a. 10:09 Rep. Gagnon nominated Rep. Sweeney for Vice Chair position. Rep. Tanner seconded the nomination. There were no other nominations. Rep.

Grenier moved to close nominations. Rep. O'Hearne seconded the motion. A voice vote was held. The motion carried, unanimously, with all in favor.

b. 10:10 Rep. Gottling moved to instruct the Acting Clerk to cast one (1) ballot for Rep. Sweeney as Vice Chair. Rep. Grenier seconded the motion. A voice vote was held, and the motion carried, unanimously, with all in favor.

3. **CLERK POSITION** – The Chair requested nominations for Clerk position.
   a. 10:11 Rep. Gagnon nominated Rep. Tanner. Rep. Tanner declined. Rep. Grenier nominated Rep. Gottling. Rep. Gottling declined. Rep. Gagnon nominated Rep. Schmidt. Discussion: Rep. Cloutier noted Rep. Schmidt agreed, prior to meeting, to be Clerk and work with whomever the Delegation hires to type the minutes, which may be Commissioner Office staff, and Schmidt would record the motions and roll calls during the meetings. Rep. O'Hearn seconded the nomination. There were no other nominations. Rep. Donovan moved to close nominations. Rep. Sweeney seconded the motion. A voice vote was held and the motion carried, unanimously, with all in favor.
   b. 10:14 Rep. Sweeney moved to instruct the Acting Clerk to cast one (1) ballot for Rep. Schmidt as Clerk of the Delegation. Rep. Rollins seconded the motion. A voice vote was held and carried, unanimously, in favor.
4. **EXECUTIVE FINANCE COMMITTEE MEMBERS (EFC)** – The Chair entertained a motion to elect five members to the EFC.
   a. 10:17 Rep. Grenier moved to nominate: Gottling, Gagnon, Irwin, Schmidt, and himself [Grenier]. Rep. O'Hearne seconded the motion. No further nominations were given. Rep. Sweeney moved to close nominations. Rep. O'Hearne seconded the motion. A voice vote was held and carried, unanimously, in favor.
   b. 10:19 Rep. Sweeney moved to cast one (1) ballot to appoint above names [Gagnon, Gottling, Grenier, Irwin and Schmidt] to serve on the EFC. Rep. Donovan seconded the motion. A voice vote was held, with the vote carrying unanimously, all in favor.

MEETING MINUTES - September 19, 2012

Representatives Gagnon and Cloutier discussed the 9/19/12 minutes, the financial budget form mentioned in the minutes – a form previously approved at the September 6th meeting, the importance of having all Delegates present at the meeting immediately following the Delegations approval of the budget – a budget meeting that occurs in June. The Chair entertained a motion to approve the minutes. Rep. Sweeney noted she saw no reference to the form number, MS42, in the minutes. Rep. Cloutier clarified, the form was noted in the previous minutes, the meeting they were viewing was to approve those previous minutes, only; and, he concurred with Rep. Grenier that the actions shown in the minutes of September 6th consequently affected the MS42 form, not the 9/19/12 draft minutes.

10:28 Rep. Donovan moved to accept the 9/19/2012 minutes as submitted. Rep. O'Hearne seconded the motion. There was no further discussion. A voice vote was taken and carried, unanimously, in favor.

COMMITTEE & BOARD APPOINTMENTS

1. **SULLIVAN COUNTY CONSERVATION DISTRICT COMMITTEE, ASSOCIATE SUPERVISOR** – Mr. Chanis noted the Conservation District has a new Manager,

Lionel Chute, and his Advisory Board has asked him to include a member of the Delegation; this committee is involved in soil/water conservation issues pertaining to all county land owners, not necessary County property – they may create a committee, at a later date specifically for County property issues. Rep. Gagnon spoke regarding a Conservation District award dinner he recently attended, noting he was very impressed by Mr. Chute, did not realize they do as much as they do in the county; commended Chute for a *'spark of energy'* and *'good work'*. Chanis, concurred, noting the Conservation District is going through a transition period - it had been in existence a long time, had become stale, and Chute has brought in energy; Chute has a diverse back ground of experience and this appointment would be an exciting opportunity for someone interested in land use. Gagnon briefly discussed the recipient of the [Cooperator of Year] Award - to Bill Gallagher's family farm – *'they are doing a good job'*. Rep. Grenier expressed interest in the appointment, noting, next to his family, there is nothing more dear to him than conservation. Ms. Callum noted the committee meets the first Tuesday each month in the afternoon. Mr. Chanis confirmed he could check with Mr. Chute if more than one delegate was interested in being on the committee, also.

- The Chair appointed Rep. Grenier to the committee.

2. **SULLIVAN COUNTY CRIMINAL JUSTICE COORDINATING COMMITTEE** - The Chair noted this committee works with the House of Corrections [see USB drive for full committee member list], and Rep. O'Hearne has volunteered. No other appointments were received.
   - The Chair appointed Rep. O'Hearne to the committee.
3. **SULLIVAN COUNTY NURSING HOME TRUST FUND COMMITTEE** – Rep. Sweeney expressed interested in serving. Ms. Callum confirmed the committee meets once a year in August to review the trust funds, approve the MS9 form, and, possibly, a couple other times throughout the year when needed.
   - The Chair appointed Rep. Sweeney to the committee.
4. **SULLIVAN COUNTY UNIVERSITY OF NH COOPERATIVE EXTENSION COMMITTEE** – Mr. Wilner confirmed the committee meets the second Monday of each month from 6:00 p.m to 8 p.m., except summer months. Rep. Tanner expressed interest.
   - The Chair appointed Rep. Tanner to the committee.

The Chair thanked all for volunteering and noted, as Delegation Chair, he was Ex-Officio on each committee, also.

COUNTY OVERVIEW

Introductions were made to the other County elected officials and employees [see list on first page]. Larry Converse, a former Delegation member, and citizen of Claremont, introduced himself, also.

NEW BUSINESS PUBLIC FORUM – LISTENING SESSION

Rep. Gagnon suggested the Delegation hold a *'listening'* session for Delegates to attain public feedback regarding upcoming legislation – LSR's [Legislative Service Requests] filed, choose a venue and advertise in papers. Rep. Tanner concurred it was important to get feedback from public and strongly recommend it. Rep. Sweeney noted, as they are unsure what committee they will serve on in Concord, to delay until appointments are final. Rep. Gagnon sited an example of a concern raised by a women regarding a child support issue: ex-

husband received full custody of child, they now share duties 50/50, her salary reduced from what it was at the time of the divorce, and, for future, would like legislation to consider amending the laws so that it allows *'parenting time'* to become part of the equation of child support – feeling this would be better for families, more whole, and parents are more engaged; he discussed the timing issue of introduction of bills and amendments and, if such a case was appealed before them, and all Delegates concurred, they would want to submit an amendment prior to when the next session begins. Rep. Tanner recommended guidelines include not having to make decisions during the 'listening session', but to set a follow up meeting. Rep. Gagnon concurred parameters were needed, they may need to ask follow up questions to attain clarification, and should avoid debate. Rep. Tanner noted, even if they were not appointed to the committee, if an issue came up that was important to them, they would have the opportunity to attend the legislative meetings, as well. Rep. Gottling expressed concern that the 'listening' session could turn into a 'grievance committee'; she suggested they *'keep it broad'* and, if it started to do this, to recommend that the person speak individually with their representative. Rep. Smith noted he is always in favor of getting *'in front of public'* to hear what they say - he feels they should be doing this anyway for the next two years. Rep. Donovan concurred with previous two representatives – *'listen to what is going on out there, but also in Concord and how it affects us back home'*. (10:50 a.m. County Commission Bennie Nelson, jointed the meeting in progress). Rep. Grenier suggested Rep. Gagnon come up with a more specific plan for the Delegation to consider, as unsure they are able to resolve today. Rep. Gottling, not against concept, feels it's important to convey to the public topics-issues coming up, so that it allows people to comment. The Chair recommended they invite the State Senators to the 'listening' forum. The Chair tasked the following: Gagnon, Gottling, Grenier, Smith and Sweeney, to come up with: venue, date & time, and guidelines, then report back to him by January 2nd. Rep. Grenier suggested Rep. Gagnon act as Chair for the committee and briefly discussed when they could meet. Rep. Gottling requested a recess for both the EFC and this new committee to convene briefly.

The Chair pointed out Commissioner Nelson had joined the meeting. Commissioner Nelson introduced himself, congratulated all and noted he looks forward to working with them; he added the other two Commissioners: Ethel Jarvis and Jeff Barrette, will be working with them, also; concluded, noting, the Board has had a good relationship for the last few terms and would like to continue.

11:00 The Chair recessed the meeting so that the EFC and 'Listening' committee could convene for a brief caucus, and to reconvene the full delegation meeting at 11:15.

11:15 The Chair reconvened the Delegation.

Executive Finance Committee Officers Chosen
Chair will be Rep. Gottling and Vice Chair/Clerk will be Rep. Schmidt
Rep. Gottling confirmed e-mails and notices will be sent when the EFC convenes.

The 'Listening' Committee Officers Chosen
Acting Chair & Coordinator will be Rep. Gagnon, who will compile general guidelines and suggestions, then e-mail those to all, shortly.

OVERVIEW OF COUNTY OPERATIONS

Mr. Chanis congratulated all on elections and looks forward to working with them over the next two years. He briefed the group on the items handed out:

1) Brochure on the Role of Delegation,
2) a red USB flash drive with the following County items:
    a. Table of Contents
    b. County Organizational Chart and draft Delegation Contact list for public,
    c. County financials: budgets, monthly draft financial reports, annual audits, tax apportionments, and tax information,
    d. Annual reports,
    e. County Employee Position Listing,
    f. County Travel Reimbursement Form,
    g. County land maps, and
    h. Role of Delegation brochure.

He noted, the PowerPoint presentation, upon their request, can be provided via e-mail, or if they stop in the office, the staff will download it onto their USB drives. He then ran through the PowerPoint presentation [Appendix A]

During the PowerPoint Mr. Chanis fielded questions and comments that included the following responses:

- Sullivan County Conversation Department salary and benefits are paid by County and the Conservation District Manager works with NRCS and Walpole staff to attain monies for the conservation efforts in the region,
- the County has two conservation easements: one on the Marshall Pond property and the other on the Judkin's property; easements are owned by the Town of Unity and Society For Protection of NH Forests,
- The County actively harvests timber on all properties, receiving an annual average of $40,000 to $50,000 in timber sales revenue – they have a marked sale ready to go out for bid in spring.

Chanis reviewed PowerPoint slides of the County's Unity Complex Biomass Chip Heating System project, highlighting on: an aerial view of the project, basic schematics, funding sources, and engineering components. Mr. Chanis and Mr. Cressy, discussed the type of chips to be used, the wood chip supplier list they have - which continues to grow, and the anticipated cost savings.

12:05 The meeting adjourned for lunch, followed by a tour of the Unity County Complex Sullivan County Health Care Facility and Community Corrections/Jail buildings.

Respectfully submitted,

6/23/13

Rep. Andy Schmidt, Clerk
Sullivan County Convention – Delegation

AS/sc

Date minutes approved by the Delegations: 5/23/13

Sullivan County Delegation

Organizational Meeting

AGENDA
Tuesday, Dec. 11, 2012 – 9:30 AM
Sullivan County Complex
Ahern Building
Unity, NH

9:30 DELEGATE ARRIVAL
Opportunity for new and returning Delegation members to meet with County Commissioners, County Elected Officials and County Personnel

10:00 CALL TO ORDER by Rep John Cloutier
Pledge of Allegiance
Introduction of Delegation members

10:15 ELECTION OF NEW OFFICERS
- Chair
- Vice Chair
- Clerk
- Executive Finance Committee Members (5 members)

10:45 MEETING MINUTES
- Sept. 19, 2012

10:50 COMMITTEE & BOARD APPOINTMENTS
- Nursing Home Trust Fund
- UNH Cooperative Extension
- Incentive Fund Program
- County Land Management
- County Facilities (Bldg) Committee
- County Criminal Justice Coordinating Committee

11:15 COUNTY OVERVIEW
- Introduction of County Commissioners
- Introduction of Elected County Officials
- Over View of County Operations (County Manager)

Noon LUNCH

1:00 COUNTY COMPLEX TOURS