

Sullivan County NH

Type of meeting: Board of Commissioners Business Meeting Minutes
Date/Time: Wednesday, January 05, 2011; 9:00 AM
Place: Remington Woodhull County Complex, County Administration Building, 14 Main Street, Newport NH

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair*, and John Callum Jr.; Greg Chanis – *County Administrator*; C. Michael Sanderson – *County Treasurer*; Ross Cunningham – *Department of Corrections Superintendent*; Ted Purdy – *Sullivan County Health Care Administrator*; Marc Hathaway – *County Attorney* (joined meeting later in progress); and Sharon Callum – *Commissioners Office Administrative Assistant*.

Public attendees: Archie Mountain – *Eagle Times Staff Reporter*; Larry Converse – *Claremont Resident*; Linda Callum – *Unity Resident*

9:00 The Chair, Jeffrey Barrette, opened the first business meeting of the year, and led all in the *Pledge of Allegiance*. He welcomed newly elected Commissioners, John M. Callum Jr.

Agenda Item No. 1. ELECTION OF OFFICERS

Nomination of Chair

8:59 Motion: to nominate Bennie Nelson as Chair of the Board. Made by: Callum. Seconded by: Barrette. Voice vote: All in favor.

Nomination of Vice Chair

9:00 Motion: to nominate Jeffrey Barrette as Vice Chair. Made by: Callum. Seconded by: Nelson. Voice vote: All in favor.

Nomination of Clerk

9:01 Motion: to nominate John Callum as Clerk. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

Agenda Item No. 2. BANK FORMS

Mr. Chanis noted forms were received from various banks on accounts that needed signatures changed from the outgoing County Treasurer, Dave French, to incoming County Treasurer, Michael Sanderson. These forms required authorization from the Board to approve the change of signee.

9:03 Motion: to authorize signature changes on various bank accounts at various lending institutions, of the County, changing the County Treasurer signature from Carroll Davies French, to C. Michael Sanderson; and to include any forms brought to today's meeting, as well as others that would arrive in the future regarding this matter. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.

9:03 At this point Mr. Sanderson signed the forms available, then left the meeting.

Agenda Item No. 3. COUNTY ADMINISTRATOR'S REPORT

Agenda Item No. 3.a. Marshall Pond Area Logging Update

RFP's and advertisement for the timber harvest in the Unity sugar lot were sent. The deadline for bids would be 1/14/11 Friday.

Agenda Item No. 3.b.c CDC's Radiation Studies Branch Scholarship for PHN Coordinator

Mr. Chanis noted PHN Coordinator, Jessica McAuliff received a scholarship to attend the CDC's Radiation Seminar. Ms. McAuliff is scheduled to attend the February 1st Board meeting to provide an update on the Greater Sullivan County Public Health (GCSPH) Region membership and projects. The GCSPH Region will host their annual Recognition Dinner, recognizing volunteer for their extra efforts throughout the region – the success of the program relies on volunteers – on January 20th 7PM.

Non Agenda Item Supplementary Budget Request Proposal

Mr. Chanis noted a supplemental budget request proposal is on the agenda for the next EFC meeting 1/10/11. Chanis distributed a document regarding the RSA 24:14-a Supplemental Appropriation, which sites:

- o *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.*

Chanis noted this proposal stems from the Delegation cutting funds from the FY '11 budget for air conditioning (a/c) installation at the nursing home, and the Delegate's request, if the County ended the year in a surplus, they would consider a

supplemental budget request. Chanis noted this could come from fund balance, or unbudgeted ARRA funds. He asked if the Board wanted to work this alone, or with the Delegation. He worked with Facilities Director, John Cressy to attain a more accurate assessment of installing the air conditioning system on the three Stearns floors, replacing grid ceiling, reworking some sprinkler heads, and replacement of some lights –some of these lights were purchased through the DOE grant. There are various approaches on engineering: a completely ducted system vs. splitting the system where it requires little ductwork. It was noted the County's fund balance is well above DRA guidance – at 12% of the budget. The Chair noted he spoke to both the Delegation and EFC Chairs – both indicated they are on board. Chanis noted, based on 6/30/10 audited financials, the fund balance was 2.66 million and DRA guidelines state it should be between 5-10% of the operating budget, 5% is 1.8 million. Barrette is in favor of the project, and feels it should come from fund balance - a more accurate representation of our financial condition vs. anticipated monies. Chanis noted the Board did not have to vote today as he's gathering more accurate cost estimates; they may add this topic to their next Board meeting agenda. Nelson noted he was in favor of the air conditioning installation project. Callum feels the A/C project should be done, but having just started, feels he lacks the back ground or expertise to offer value; he feels they may be right to take from fund balance and recommended one or two Board members attend the EFC meeting; he trusts the bid process will look at enough and questioned how many companies they would advertise to. Chanis noted they would advertise in the local paper and send Request For Proposals to vendors they've involved in the past; he and the Facilities Director have held extensive conversations regarding how to do the process – out to bid, or design to build, noting: if you hire engineer you can get the design you want. The Chair will attend the EFC meeting to discuss the proposal with Chanis.

Non Agenda Item Department of Energy Block (DOE) Grant Update

Mr. Chanis briefed all on the previous DOE award received, funding four projects:

1. Bio mass energy study at Unity complex,
2. Solar hot water panel on new Community Corrections Center at Unity complex,
3. an energy audit on the Records Building at the Newport complex, and
4. Lighting / motion sensor upgrades at the Sullivan County Health Care facility, in Unity.

As there was a significant amount of budget funds remaining, approximately \$75,000, they applied for using the excess for other projects, and received approval, to go forth with two new activities:

1. Replacing the boiler, and spraying in foam insulation, at the Records Building – this was part of the recommendations found in the energy audit, and
2. replacing windows in certain areas at the Sullivan County Health Care facility.

Chair's Request For Feed Back from Department Administrators

In response to the Chairs request for comments regarding material covered in today's meeting, the following was noted:

- o Mr. Purdy encouraged support for the air conditioning project, and feels this is the perfect opportunity to do the project.
- o Mr. Cunningham noted he had no comments.

Agenda Item No. 4. COMMISSIONERS' REPORT

Commissioner Barrette distributed folders to each Commissioner, which included documents pertaining to the Claremont, NH, Earl Bourdon Center's proposal to make parking lot improvements, and their search for sponsors of a potential CDBG. He confirmed they have been told about the CDFA and had advised them of the County's eligibility for two, \$500,000 each, CDBG categories: one for community housing and the other for economic development; he's unsure if the project qualifies, but had suggested they come to the County with the information. Nelson noted other CDBG endeavors the County sponsored: remodeling of buildings where the Common Man Inn & Restaurant is located, and a septic system update to one of the Claremont residential trailer parks. Mr. Chanis added that the County acts as the fiscal agent with these projects, maintaining the files, and is responsible for reporting to CDFA. Barrette briefly discussed how funds are paid out in these projects.

Agenda Item No. 5. PUBLIC PARTICIPATION

Larry Converse questioned if CDBG funds could be used to fix issues with the eroding septic line that crosses under the Sugar River to Claremont? The Chair provided a brief update for Callum regarding the erosion issues that developed a few years back in an area where the septic line runs from the County Complex to Claremont; he noted, the line is owned by Claremont City, and indicated Mr. Converse has held many discussions to prompt Claremont City to fix the eroding bank issues. The Chair requested Mr. Chanis send a letter of concern to Claremont City regarding the issue. Mr. Chanis noted questions he has in mind, such as disruption of service due to a line break or failure, and indicated he'd speak with the County Attorney to find out if the County would have to bear the cost of the trucking it elsewhere. Callum pointed out a rupture would also spew toxic waste into the river. Mr. Chanis discussed the location of the pump station, the area the line crosses the river, and the meeting held four years ago with federal agencies regarding the issue; he noted the farmer, who's field the pipe crosses, lost access to his fields when the river flooded and the bank by the pump station eroded; at the meeting four years ago they discussed "rip rap" and fill, held numerous conversations with Claremont Public Works - the latter claimed they were "looking for funding" to fix the issue. The Chair would like the letter from Chanis to discuss the environmental and costs concerns.

9:40 *Marc Hathaway entered the room.*

9:43 Motion: to go into Executive Session, per RSA 91:A.3.II.c.& d - discussion of a pending contract. Those in Executive included: the three Commissioners, County Administrator, County Attorney - Marc Hathaway, Sullivan County Health Care Administrator, and the

minute taker. Made by: Barrette. Seconded by: Callum. Roll call vote: all in favor.

9:43 *Everyone else left the meeting, except the Commissioners, County Administrator, SCHC Administrator, and minute taker.*

10:41 Motion: to come out of Executive Session. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.

There was no formal motion required pertaining to discussions in Executive Session.

Agenda Item No. 6. MEETING MINUTES

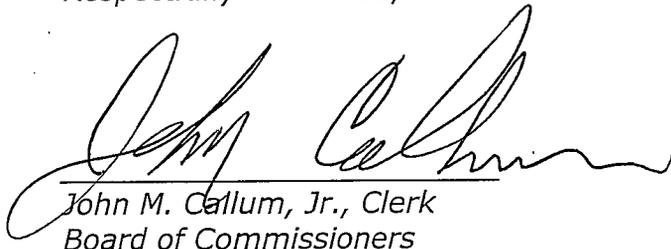
Agenda Item No. 6.a. December 21, 2010 Public Meeting Minutes

10:41 Motion to approve the minutes of Tuesday December 21, 3 p.m. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

10:42 *Mr. Purdy and Mr. Hathaway left the room; Linda Callum reentered.*

10:45 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Callum. Voice vote: All in favor.

Respectfully submitted,



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

JC/s.j.c.

Date approved:

11/10/20
02/01/11

Date signed:

11/10/20
02/01/11



Wednesday January 5th, 2011

Sullivan County NH, Board of Commissioners

**Business Meeting
AGENDA**

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

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| 9:00 AM – 9:15 AM | 1. | Election of Officers: Chair, Vice Chair & Clerk |
| 9:15 AM – 9:30 AM | 2. | Bank forms requiring Board authorization to change County Treasurer signature to new County Treasurer |
| 9:30 AM – 9:45 AM | 3. | County Administrator's Report |
| 9:45 AM – 10:00 AM | 4. | Commissioners' Report |
| 10:00 AM – 10:10 AM | 5. | Public Participation |
| 10:10 AM – 10:15 AM | 6. | Meeting Minutes Review
a. December 21, 2010 Public Meeting Minutes |
| 10:15 AM – 10:30 AM | 7. | Probable Executive Session Per RSA 91:A.3.II.c. &
a. - discussion of pending contract |
| 10:30 AM | 8. | Adjourn meeting |

Upcoming Events / Meetings:

- **Dec. 31st Fri.** Newport State-County Complex Closed
- **Jan. 10th Mon. Delegation Executive Finance Committee Meeting**
 - **Time: 8:30 AM**
 - **Place:** Newport, Commissioners Conference Room, 14 Main St.
- **Jan. 18th 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.