

Sullivan County NH

Type of meeting: Board of Commissioners Public Business Meeting
Minutes

Date/Time: Thursday, March 05, 2009; 3 PM

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

Attendees: Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair*, and Ethel Jarvis – *Clerk*; Greg Chanis - *County Administrator*; C. Dave French - *County Treasurer*; and Sharon Johnson-Callum (minute taker)

Public attendees: Larry Converse – *Claremont Resident*, a Anne Milsen - *Sunapee Resident*, and Gail Moeller – *Unity Resident* (the latter arrived later in the meeting).

3:01 The Chair, Jeffrey Barrette, brought the meeting to order and led all in Pledge of Allegiance.

Agenda Item No. 1. Department of Corrections Superintendent's Report

Agenda Item No. 1.a. Community Corrections Center Construction Manager (CM) Request For Proposal (RFP) Update

Mr. Chanis noted a mandatory pre-bid meeting was held yesterday for companies interested in the CM RFP. Five to six companies participated, with 20 people attending. A PowerPoint presentation was provided. There were no questions from the attendees. RFP deadline is Tuesday 3/17. Mr. Chanis and Supt. Cunningham will return with recommendations.

Agenda Item No. 1.b. S.C. Criminal Justice Coordinating Committee Update

Supt. Cunningham reminded the Board they finalized list of SCCJCC members, and needs to convene the committee to provide an update on the 2nd Chance Act grant application; he'd also like to have the committee meet more often to deal with other issues throughout the region. A small group has been working with UNH to tweak the 2nd Chance grant proposal. The Board is good with meeting every other month. Commissioner Barrette would like the committee to reevaluate sentencing, what the state is doing, and if the committee, as a whole, could bring awareness of the issues to the State. Mr. Chanis briefed the Board on his meeting he attended with Supt. Cunningham with Senator Jeanne Shahean's grant coordinator, to discuss the Community Corrections project and the use of stimulus funds – Shahean's office has indicated they would need a Letter of Support from the Board and Delegation. He'll draft one from the Board to review for their next meeting and will contact Ray Gagnon for one from the Delegation. Supt. Cunningham

noted the meeting was a very good experience, confirming they would support the County's effort. They will meet with Senator Gregg's Chief of Staff, Matt Lahey, next week. Grant applications are due 4/25; funds can only be used towards inmate programming aspects. The application budget will be approximately \$190,000, funding for 2 years, with third year piece for assessment on performance. They are partnering with UNH for grant writing assistance. The group scheduled the SCCJCC meeting for 3/18/09 9 a.m. in Newport.

Agenda Item No. 2. County Administrator's Report

Agenda Item No. 2.a. Sullivan County Health Care Advisory Panel Update
Commissioner Jarvis noted Brenda Burns returned from sick leave and asked Mr. Chanis to contact her again about participating on the panel. Mr. Chanis noted they have been attempting to set a March date for the group, having problems getting all on board, and may need to move it into April.

Agenda Item No. 2.b. FY10 budget Update
Mr. Chanis noted all was going well and on schedule with the FY10 budget process.

Agenda Item No. 2.c. Sewage Pipe / Claremont Public Work Discussion Update
Mr. Chanis noted he spoke to Claremont Public Works Director who confirmed Claremont has applied for FEMA funding to do remediation on site, it's a difficult site, plus they went through four different FEMA groups – the work entails stabilization of the stream bank. Mr. Chanis noted he'd contact Claremont's grants person to see what the County could do to help, such as offering a letter of support.

Agenda Item No. 2.d. NHAC Conference Date Announcement
The 2009 NHAC Conference is scheduled for Sun. Oct. 25th, through Wed. 28th. A representative of the State Public Employees Labor Relations Board, who would like to present at the NHAC conference, contacted Mr. Chanis.

Agenda Item No. 2.e Serving Alcohol on County Property – Liability Issue Discussion

As noted in the e-mail from Primex to Ms. Johnson-Callum [Appendix A], Primex does not condone the County serving alcohol at "Business After Hour Functions" hosted by the County/Chamber; however, if the County finds it necessary, they recommend they seek legal counsel as they have a policy in effect against alcohol on County premises; then, if they still want to proceed, use a NH State licensed bar tender with insurance coverage.

Agenda Item No. 2.f. Review Bids Received and Approve/Establish 3 Million Line of Credit with Bank Selected

Mr. Chanis reminded the Board, the Delegation previously gave the Board authority to bond with note, therefore they can borrow in anticipation of that, and placed this out to bid, receiving three bids as follows:

1. Lake Sunapee Bank (LSB) @ 2%
2. Laconia Bank @ 2.28%
3. Claremont Savings Bank @ 2.47%

All three banks confirmed there would be no fees to set up the line of credit. Mr. Chanis recommended they accept the lowest bid. Per inquiries from Board, he confirmed they know the County will expend 1.5 million, will expend funds for Construction Manager and Architectural/Designer, and early construction in fall; but, difficult to come up with firm number for overall project, at this point. Mr. French questioned what the statement meant in the Lake Sunapee bid proposal: "*borrowers shall maintain throughout the term of this loan their primary deposit relationship with Lake Sunapee bank.*" Mr. Chanis will check with LSB representative Arlene Adams, but assumes this refers to the temporary investment account the County currently has there.

3:22 Motion: To authorize the County Administrator to proceed with setting up paperwork with Lake Sunapee Bank with the bond anticipation note, with monthly reports [to the Board] on expenditures.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Mr. Chanis noted, as the project overlaps fiscal years, they will need to establish a capital projects fund and will seek accountant help with this aspect; repayment of the bond debt will be considered a debt; he'd keep the Board updated as they set up the accounts and proceed. Mr. Chanis confirmed he'd create spreadsheet of CCC project expenditures. Mr. Chanis noted he'd be working with the County Treasurer on this project and when they draw on funds, they'll draw from the line of credit and transfer that from the temporary investment account to the checking account.

Non Agenda Item Request For Information from Gail Moeller, Unity Resident

Mr. Chanis noted a letter was received from Gail Moeller of Unity, the Board and Superintendent of DOC had been copied on it via e-mail, with hard copies placed on the Commissioners desks. He confirmed he'd draft a letter, present to the Board, and send it out to Ms. Moeller.

Non Agenda Item County Cash Flow

Commissioner Nelson questioned where the County sits as far as cash flow, in particular, TAN notes, and questioned if they should attain quotes for the TAN? He wants to ensure they attain quotes from several banks. Mr. Chanis noted that is the duty of County Treasurer, who would appear before them when necessary; in the meantime, he would review and provide advisement

to the Treasurer, but, typically, it occurs around May; last year the 1st draw occurred March 8th. Chanis expects to borrow around 2 million, but a number of factors, such as stimulus bill, rate changes, reduction of expenses from budget and more in next years would affect the amount.

3:31 Gail Moeller arrived.

Non Agenda Item NHAC Executive Council Meeting

Mr. Chanis is attending the NHAC Executive Council meeting tomorrow.

Non Agenda Item Nursing Home Census

Mr. Chanis confirmed the Sullivan County Health Care nursing home census is at 140; with an average of 142 for February.

Agenda Item No. 3. Commissioner Report

Upcoming events:

Commissioner Barrette will attend the 3/30/09 Acworth Town meeting.

Commissioner Barrette would like to schedule one with Unity. Unity meetings are held every Monday, meetings start at 4 and finish at 11 p.m. Commissioner Jarvis suggested they schedule an appointment 3/23, since Unity's town meeting is 3/21/09

Mr. Barrette noted a petition was circulating through Claremont to attain support to reduce taxes in Claremont by 30% at any cost; then, he saw a petition circulated against the first petition. He noted this was also published in the Eagle Times.

Commissioner Nelson noted he spoke recently to Jay Phinzy who asked if the County had considered biomass at the County complex; Phinzy expressed support of this and mentioned they should speak with Fred Peyron. Mr. Chanis indicated Ms. Wiggins was trying to contact Mr. Phinzy. Mr. Chanis confirmed he held a conversation with Peyron, then hooked him up with Ms. Wiggins. Mr. Chanis noted Ms. Wiggins is not any closer to the real project, but is very persistent; she's inundated Senator Hodes with messages regarding her interest in attaining stimulus funds for this project, but no concrete plans have been formulated; plus no one knows how the stimulus monies will be distributed; one rumor was heard the monies would be distributed through block grants to the counties. Mr. Chanis will craft a letter of support for project, to have the Board review and sign. Supt. Cunningham confirmed he heard Orville Fitch's role with the stimulus is as a "watchdog" to monitor from AG's office the monies and make sure they are spent appropriately, and, the person to contact will be whatever department receives the monies.

Non Agenda Item February 2009 Financials

Commissioner Jarvis referred them to Page 3 on the financial revenue report just distributed, in particular, the Registry of Deeds revenues. Mr. Chanis confirmed the numbers they were viewing do not reflect February revenues; but concurred the Department will fall short of the budget. Commissioner Jarvis pointed out that's not solid revenue, but budgeted, and the Registrar should change income projections in FY10 budget. Commissioner Barrette requested the bottom line number reflect the percentage remaining, as other lines do. Mr. Chanis noted this is a Unifund software glitch. Mr. Barrette also questioned some of the equipment/maintenance buys within the Registry of Deeds for FY09, but understands and commends Ms. King for keeping her equipment up. Mr. Chanis pointed out the Delegation approved the expenditure for restoration of final volumes from Equipment Fund.

Commissioner Nelson noticed an old antenna on ground by Sheriff's Office, indicated someone asked him if the County still wanted it; he'll speak with the Sheriff regarding the issue.

Upcoming Event

March 11th Wednesday 4 PM - Sullivan County Health Care "Business After Hours".

Pancake Breakfast

The Commissioners agreed to hold the 2009 Annual Pancake Breakfast at the nursing home Sunday, June 14th 7 AM

Agenda Item No. 4. Public Participation

Gail Moeller, Unity Resident

- o Noticed two inmates exiting the Community Alliance Transportation bus at Tremont Square. She saw one light up a cigarette, while the other stuck his hand behind the Federal Express box. She's unsure what they were doing in town, but she does not like the idea of cigarettes there for kids to find. She also feels it's a bad trend to have prisoners riding public buses, especially with elderly - old people have drugs and they could take advantage of them. Mr. Chanis noted the inmates have graduated to the Transitional Housing Unit and use transportation to seek and go to their jobs. Commissioner Jarvis noted it is community transportation, therefore, for use to all who need it.
- o Brought her own coffee as County's is questionable, tried to bring it into the meeting, but was told no drinks allowed passed a certain point. Feels the signage is not big enough in the lobby. Ms. Johnson-Callum noted the coffee was available for attendees to share.
- o Would like to see Boards' meeting time changed, as it's difficult for working people to attend.
- o Wants meeting minutes verbatim and recorded and feels it "should not be that difficult".

- o Concerned about gardens at complex; she heard employees were using County land to grow vegetables for sale.
- o Why are we building THU beds, when there are ones in the nursing home? Feels the ones in the nursing home are a great idea, and questioned what would become of those beds if the CCC were built? Questioned if they needed to expand the nursing home?
- o Asked why they don't buy the Arlington Sample building in Newport to convert to a CCC if that is what is needed.
- o Noted the Ahern Building was sitting there empty and why wasn't the County using it?

Larry Converse, Claremont Resident – Concerned when you build the building, stick vs. modular, if we hire firm to do it, will they look at both things [types of structure]? Commissioner Barrette noted the concept is all the Board has, when they hire a contractor they' discuss that at the time. Commissioner Nelson noted the County looked at other locations, with the CCC facility they'd need to build a kitchen in unit and include staffing; plus, THU in the nursing home is less than ideal as tough to monitor and no space for female population.

Agenda Item No. 5 Meeting Minutes Review

Agenda Item No. 5.a. February 19th DOC Tour

4:05 Motion: to accept [the 2/19/09 2 PM DOC Tour Minutes].

Made by: Jarvis. Seconded by: Nelson.

Voice vote: Jarvis/Nelson in favor. Barrette abstained from the vote, as he did not attend the tour.

Agenda Item No. 5.b. February 19th Public Meeting Minutes 3 PM

4:06 Motion: to accept the minutes of February 19th 3 PM, with amendment.

Made by: Nelson. Seconded by: Jarvis

Voice vote: All in favor.

4:08 Motion: to adjourn the meeting.

Made by: Nelson. Seconded by: Jarvis.

Voice vote: All in favor.

Respectfully submitted,



Ethel Jarvis, Clerk
Board of Commissioners

EJ/s.j-c.

Date signed: 3-25-09



Sullivan County NH, Board of Commissioners

**REGULAR BUSINESS MEETING
AGENDA**

Thu, Mar. 5, 2009, Time 3 PM

Place: Sullivan County Newport Complex
14 Main Street, Newport NH 03773 – Commissioners' Conference Room

- | | | | | |
|------|-----------|----|----|--|
| 3:00 | PM – 3:20 | PM | 1. | Department of Corrections Superintendent's Report
a. Community Corrections Center Construction Manager RFP Update
b. S.C. Criminal Justice Coordinating Committee Update |
| 3:20 | PM – 3:50 | PM | 2. | County Administrator's Report
a. S.C.H.C. Advisory Panel Update
b. FY10 Budget Update
c. Sewage Pipe / Claremont Public Work Discussion Update
d. NHAC Conference Date Announcement: 10/25 Sunday thru. 10/28 th Wednesday, Mt. Washington
e. Serving alcohol on County property – liability issue discussion
f. Review Bids Received and Approve / Establish 3 Million Line of Credit with Bank Selected |
| 3:50 | PM – 4:10 | PM | 3. | Commissioners' Report |
| 4:10 | PM – 4:20 | PM | 4. | Public Participation – Limited to 5 minutes per person |
| 4:20 | PM – 4:30 | PM | 5. | Meeting Minutes Review
a. Feb. 19, 2009 2 PM DOC / THU Tour Minutes
b. Feb. 19, 2009 3 PM Public Meeting |
| 4:30 | PM | | 6. | Adjourn meeting |



Sullivan County NH, Board of Commissioners

Upcoming Events:

- **Mar 6th, Fri. NHAC Executive Council Meeting.**
 - **Time: 10 AM. Place:** Concord, Primex Building

- **Mar 11th, Wed. Sullivan County Health Care / Chamber Business After Hours**
 - **Time: 4:30 PM. Place:** Unity, Sullivan County Health Care Facility, 1st Floor, Recreation Room.

- **Mar 12th, Thu. NH State Finance Committee Budget Hearing.**
 - **Time: 6-8 PM. Place:** Claremont, NH Community Technical College, One College Drive

- **Mar 13th, Fri. Nursing Home Trust Fund Committee Meeting.**
 - **Time: 1:30 PM. Place:** Newport, Commissioners' Conference Room, 14 Main Street.

- **Mar 19th, Thu. Next Board of Commissioners meeting.**
 - **Time: 3 PM. Place:** Unity, Sullivan County Health Care Facility, 1st Floor, Recreation Room.

Sharon Johnson-Callum

From: Monica Panait [mpanait@nhprimex.org]
Sent: Friday, February 20, 2009 3:34 PM
To: Sharon Johnson-Callum
Cc: Ted J. Purdy-SCHC Admin; Gregory Chanis-C.A.
Subject: RE: Serving Alcohol - Insurance Question

Hi Sharon,

It was a pleasure speaking with you earlier today.

Per your request I'm recapping our conversation below:

My understanding is that this is an event meant to promote the nursing home by inviting businesses and/or parties of interest and showcase the staff and/or the facilities. The county is sponsoring the event with help from the Chamber of Commerce.

The real issue arises because of the alcohol that might be involved. From a risk management perspective, it's better and safer to have no alcohol involved and the county also has a no alcohol policy. You should probably check with legal counsel regarding non-complying with one of your in-force policies; the county is also setting a precedent by possibly allowing alcohol on the premises – this might create issues for future events.

If a decision is made in conjunction with your legal counsel to allow alcohol it's better to hire a local caterer/restaurant/bartender that is certified and has a state license to serve the alcohol. Another important issue is to make sure that the party serving alcohol carries liability coverage and that liquor liability is included. It's strongly recommended that the county require a certificate of coverage and to be named as an additional insured.

Sharon, Ted and Greg, I hope this helps, but please don't hesitate to contact us if you need further assistance.

Thank you,

Monica

Monica Panait
Risk Management Services Manager
Primex³
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(603) 225-2841 ext. 147

From: Sharon Johnson-Callum [mailto:sharonjc@sullivancountynh.gov]
Sent: Friday, February 20, 2009 1:24 PM
To: Monica Panait
Cc: Ted J. Purdy-SCHC Admin; Gregory Chanis-C.A.
Subject: Serving Alcohol - Insurance Question

Monica:

A suggestion was recently broached to the Board of Commissioners to market the nursing home through the Chamber of Commerce "**Business After Hour**" events. These are events held in the Newport/Claremont area, co-hosted by the business and the Chamber of Commerce Directors, and held at the business. The events are held to show off a new employee, a new building or room, or even a new process they've taken on. The Chamber Directors send invitations to their current members and also to organizations whom the business wants to target, typically holding the event between 5:30 PM - 7:30 PM. The events more commonly attended are the ones where small amounts of alcohol (typically wine), are served. We currently have a County policy prohibiting the consumption of alcohol on our properties, but the Board asked if we could contact Primex to check on the coverage, should they decide to hold this type of function with alcohol. Does our current policy cover this? Or would they need to attain some other type of coverage?

Thank you for your help on this, Monica. Sharon

Sharon Johnson-Callum
Administrative Assistant

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