

County of Sullivan, NH

Type of meeting: Board of Commissioners Public Meeting Minutes
Date & Time: Tuesday, September 4th, 2012; 3:00 PM
Place: Newport, NH – Remington Woodhull County Complex,
County Administration Buildings, 1st Floor, Commissioners
Conference Room, Zip: 03773

Attendees: Commissioner Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk, Greg Chanis – County Administrator, Ted Purdy – Sullivan County Health Care (SCHC) Administrator (arrived later in meeting), and Sharon Callum – Administrative Assistant / Grant Coordinator.

Public Attendees: Charlene Marcotte Lovett – District 4 State Delegate-Executive Finance Committee Vice Chair, Archie Mountain – Eagle Times Staff Reporter/Argus Champion Editor, Larry Converse – Claremont Citizen.

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

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

Agenda Item No. 1.a. FY12 & FY13 Budget Updates
Ended FY '12 with positive - positive revenue at the SCHC due to a supplemental ProShare payment received last week and booked as FY12 revenues. 2012 audit is complete - draft received, but not ready for publication. After a brief discussion, an audit 'exit interview' date was proposed for September 25th @ 2:30 p.m. at the Unity complex. Ms. Callum will check with auditors on availability.

Agenda Item No. 1.d. September 25th Commissioners Meeting & Tour
All municipality governing have been invited to the County Complex in Unity for a presentation and tour September 25th @ 4:30 p.m., ending with a BBQ. This event is a result of feedback received from when the Commissioners attended each town's select board and city council meeting a few years ago.

Agenda Item No. 1.b. Biomass Chip Project Update
They are still finalizing contract language. All contracts must go before the USDA to receive their approval on legal documents. County has 365 days to complete the project, once USDA signs off. Woodard & Curran will begin work once contract is signed.

3:09PM *Ted Purdy joined meeting in progress.*

Agenda Item No. 1.c. September 6th 6PM Delegation Public Hearing
A copy of the September 6th Delegation Public Hearing agenda [Appendix A] was distributed. The hearing will also include a review of the UNH Cooperative Extension MOU between the County and State.

Agenda Item No. 2. Commissioners Report

Agenda Item No. 2.a. Old Business
Mr. Chanis noted Agenda Item No. 5. Executive Session Per RSA 91-A:3.II.e Possible Litigation Issue Update was not needed, but another Executive Session would be required for Mr. Purdy regarding an update on the State survey at the nursing home – still no formal report has been issued for this matter. Comm. Nelson noted, for the public at the meeting, the State survey is in, things went well, and they want to speak to Mr. Purdy in Executive Session to find out the plan of response.

Agenda Item No. 2.b. New Business
None noted.

Agenda Item No. 3. Public Participation

Larry Converse questioned if work started on the biomass project, if something happened and we started the plans, do we have to pay for plans? Mr. Chanis noted the USDA wants to see contract language, they have been kept updated with every aspect - all contracts, via USDA local construction engineer, and he foresees no changes - if they have changes, they will be minor. He noted, there will be time lag of one week to 10 days on hearing from USDA from when they submit the paperwork to be reviewed.

Larry Converse asked about the status of the water well at the Unity complex. Mr. Chanis noted they feel they have drilled in a different aquifer and still need to perform a pump test, at which time they will also be monitoring the other wells, which will confirm if the new well is in a different aquifer.

Larry Converse questioned if the 'dam' [the fire protection pond at entrance of Unity complex] was repaired? Chanis noted the County temporarily repaired it; the final rebuilding is not done; funding is budgeted in FY13 for engineering plans and to put it out to bid; they have 'quite a bit of time' to complete the work.

Larry Converse asked about the status of the air conditioning at the nursing home. Purdy confirmed the new air conditioning is functioning well, has been great - super comfortable summer inside vs. previous summers. Chanis confirmed they had only minor adjustments to the program, and saw no major breakdowns of equipment. Converse followed up, asking if, with the cooler evenings, if the building was warm at nights? Chanis confirmed the new system has the capability of producing heat,

but did not think that portion had activated itself yet. Comm. Nelson pointed out there are two additional air conditioning units on the sunny side of the building that work well for residents; he knows one resident who has breathing issues and it takes the humidity out of their room to allow it to stay cool; he has heard positive comments from staff, also.

Larry Converse asked if they had done anything with the former Transitional Housing Unit [at the Unity nursing home Stearns II floor]? Chanis confirmed 'No'; County had held discussions with a tentative tenant who found other space; he will propose funding in FY '14 budget for renovations; at this point, it remains locked and empty.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. April 6th - April 16th 2012 Budget Meeting Schedule/Notes

Ms. Callum noted the review and ratification of these notes of the Commissioner's budget reviews, and additional motions made during those days, were missed.

3:25 Motion: to approve the April 6th thru April 16th 2012 Budget meeting schedule and notes as typed. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.b. August 21st, 2012 Public Meeting Minutes

3:26 Motion to approve the August 21st public minutes as typed. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.c. August 21st, 2012 4:41 PM Executive Session Meeting Minutes

Mr. Chanis recommended keeping the minutes sealed until the matter is resolved.

3:29 Motion: to approve the August 21st 4:41 Executive Session minutes and seal them until the issue is resolved. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.d. August 28th, 4PM Executive Session Meeting Minutes

Mr. Chanis recommended keeping the minutes sealed until the matter is resolved.

3:30 Motion: to approve the August 28th 4PM Executive Session meeting minutes as typed, and to seal them until the issue is resolved. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Non Agenda Item Executive Session Per RSA 91-A:3.II.(c) - Nursing Home State Survey Issue

3:31 Motion: to go into Executive Session Per RSA 91-A;3.II.(c). for matters which, if discussed in public, would likely affect adversely the

reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All commissioners voted in favor of the motion. Those in the Executive included the three Commissioners, County Administrator, SCHC Administrator, Rep. Lovett and Ms. Callum.

3:31 *Mr. Converse and Mr. Mountain left the room.*

4:05 **Motion: to come out of Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.**

Non Agenda Item County Treasurer - Investments

Rep. Lovett inquired about the County Treasurer's accountability with investing county funds, and questioned if the Treasurer had submitted an investment plan - she noticed the County Administrator performing tasks she thought the Treasurer would be handling and felt it would alleviate burden on the County Administrator if the task was handled by the Treasurer. Mr. Chanis briefed them on RSA's pertaining to the County Treasurer in NH State Statutes Chapter 29; discussed financial investment expertise of previous Treasurers and expectations of those who have financial investments experience and those who don't.

Non Agenda Item Bank Documents

Ms. Callum noted Commissioner Callum Jr. had questions for the County Attorney regarding a form received from Claremont Savings Bank (CSB). Mr. Chanis contacted Mr. Hathaway to join them in the meeting.

4:08 *Mr. Hathaway joined the meeting.*

Comm. Callum Jr. asked Attorney Hathaway's opinion on whether he needed to supply specific personal information on the CSB "*Customer Application*" form. Attorney Hathaway indicated it was inappropriate for him to give advice on a personal issue. Ms. Callum clarified that CSB sent the form as a result of the nursing home requesting signees be updated on a specific account; in response, the CSB sent a *Resolution* form requiring the Secretary of the Board to authorize signatures; the office noticed the name of the "Secretary" shown on the form was an elected official no longer with the County and contacted the bank to point this out; in response, as Comm. Callum Jr. was not a client of the bank, the bank wanted him to complete a "*Customer Application*" and sent the form they are now looking at. Ms. Callum also added, other banks the County deals with have not required that type of personal information. After a brief discussion between Attorney Hathaway and Comm. Callum Jr., Mr. Callum Jr. decided to complete the form without some of the requested personal information.

Non Agenda Item

County Attorney Office: New Assistant County Attorney

Commissioners asked County Attorney to bring new Assistant County Attorney - Justin Hersh - to a future meeting for introductions.

Agenda Item No. 6.

Probable Executive Session Per RSA 91-A:3.II.a - County Administrator's Performance Evaluation - Continued

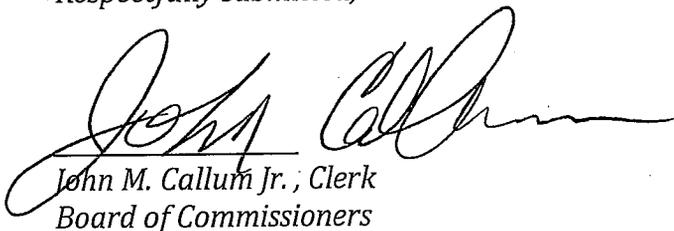
4:12 Motion: to go into Executive Session per RSA 91-A:3.II.a. to continue the County Administrator's Performance Evaluation. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All commissioners voted in favor of the motion. Those in Executive Session included the three Commissioners and County Administrator.

4:13 *Mr. Hathaway and Ms. Callum left the room.*

5:13 Motion: to come out Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

5:27 The Chair adjourned the meeting.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JMC/sjc

Date minutes approved:

09/25/12



Tuesday September 4th, 2012

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA

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. FY12 & FY13 Budget Updatesb. Biomass Chip Project Updatec. September 6th Delegation Public Hearingd. September 25th Commissioners Meeting & Toure. Any other old or new business |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report <ul style="list-style-type: none">a. Old Businessb. 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. April 6th thru April 16th 2012 Budget Meeting Schedule and notesb. August 21, 2012 Public Meeting Minutesc. August 21, 2012 4:41PM Executive Session Meetingd. August 28th, 4PM Executive Session Meeting |
| 4:00 PM – 4:30 PM | 5. | Probable Executive Session Per RSA 91-A:3.II. e. & Possible Litigation Issue Update |
| 4:30 PM – 5:00 PM | 6. | Probable Executive Session Per RSA 91-A:3.II.a. – County Administrator Performance Evaluation |
| 5:00 PM | 7. | 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:

- **Aug 31st Fri.** **NHAC 2012 Award Nominations Due**
 - **Time:** **3 PM**
 - **Place:** Newport, 14 Main Street, Commissioners Office

- **Sep 3rd Mon.** **Newport County-State Complex Closed**

- **Sep 6th Thu.** **County Grant Program Director / Fiscal Agent Meeting**
 - **Time:** **9 AM**
 - **Place:** Newport, 14 Main Street, Commissioners Office

- **Sep 6th Thu.** **Sullivan County Delegation Public Hearing**
 - **Time:** **6 PM**
 - **Place:** Newport, NH - Sugar River Bank Community Room, 10 North Main Street

- **Sep 17th Mon.** **NHAC 2012 Awards Committee Meeting**
 - **Time:** **10 AM**
 - **Place:** Concord, Primex Building

- **Sep 25th Tue.** **Next Board of Commissioners Regular Business & Tour of the Complex for Municipality Governing Bodies**
 - **Time:** **3 PM Regular Meeting / 4:30 PM Tour**
 - **Place:** Unity County Complex, 5 Nursing Home Drive, Ahern Building



Sullivan County Delegation
PUBLIC HEARING NOTICE

September 6, 2012, Thursday - 6:00 PM

Place: Sugar River Bank (SRB) Community Room
10 North Main Street, Newport NH 03773
(Additional parking behind SRB)

The purpose of the hearing is to provide testimony and accept public comments regarding the establishment and initial funding of a Sullivan County Capital Reserve Fund.

- 1. Review recommendations reported by the Delegation Capital Reserve Fund Sub Committee, which include:**
 - a. Establishing a Sullivan County Capital Reserve Fund, per RSA 35:1, for future construction, reconstruction or acquisition of County owned infrastructure or the acquisition of equipment and vehicles
 - b. To authorize a Fiscal Year 2013 supplemental appropriation, per RSA 24:14-a, in the amount of \$477,009, to be added to the previously established Sullivan County Capital Reserve Fund. This supplemental appropriation is to come from the Unreserved Fund Balance of Sullivan County
- 2. Take public comments**
- 3. Vote on establishment of Capital Reserve Fund**
- 4. Vote on supplemental appropriation**
- 5. Any old business or new business**
- 6. Adjourn Meeting**