

Sullivan County NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes

Date / Time: Tuesday, Dec 6, 2005; 1:30 PM

Place: Newport County Complex, 1st Floor, Commissioners' Conference Room.

ATTENDEES: Commissioner Donald S. Clarke - *Chair*, Ben Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio - *County Manager*; Penny Hamilton - *CTC Communications*; Sharron King - *Registrar of Deeds*; Scott Hagar - *DOC Superintendent*; Marc Hathaway - *County Attorney* (arrived and left later); Sharon Johnson-Callum (minute taker).

OTHER ATTENDEES: James Lowe - *Argus Champion Staff Reporter*.

AGENDA ITEM NO. 1 CTC PRESENTATION - PENNY HAMILTON

Mr. Gil de Rubio briefed the Commissioners on the two communication contracts the County held and the approximate expiration dates of each:

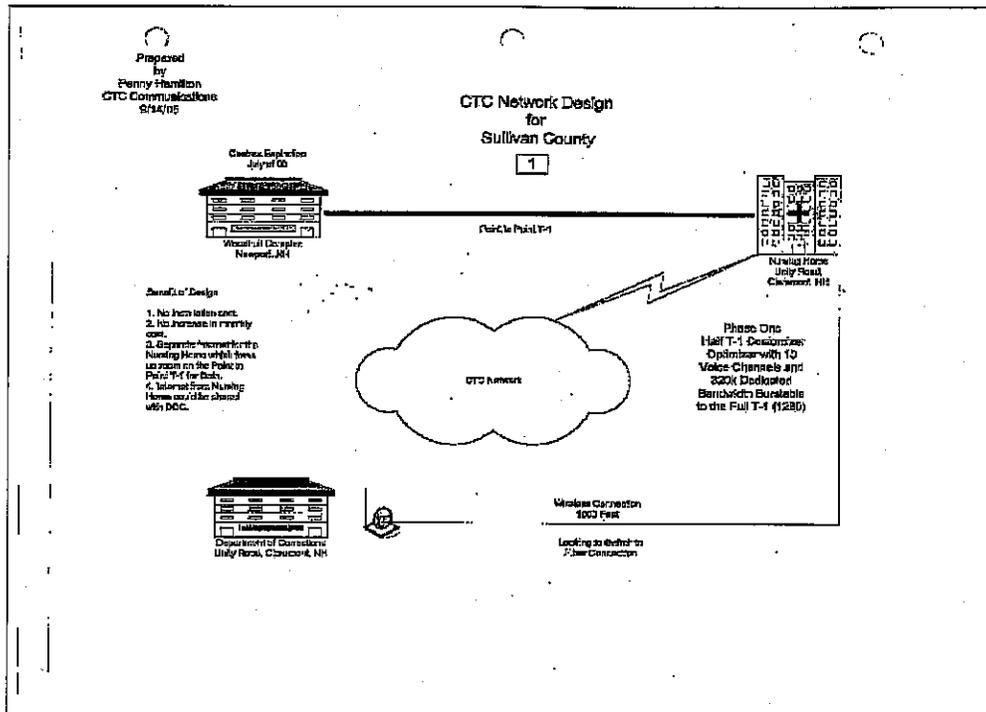
1. 7 year contract with Centrix\Verizon that expires around June 2006
2. T1 line running from Newport to Unity with Verizon - a contract that expires in February 2006.

He discussed the meetings held with CTC and noted the proposal presented is quite lucrative for both County and CTC.

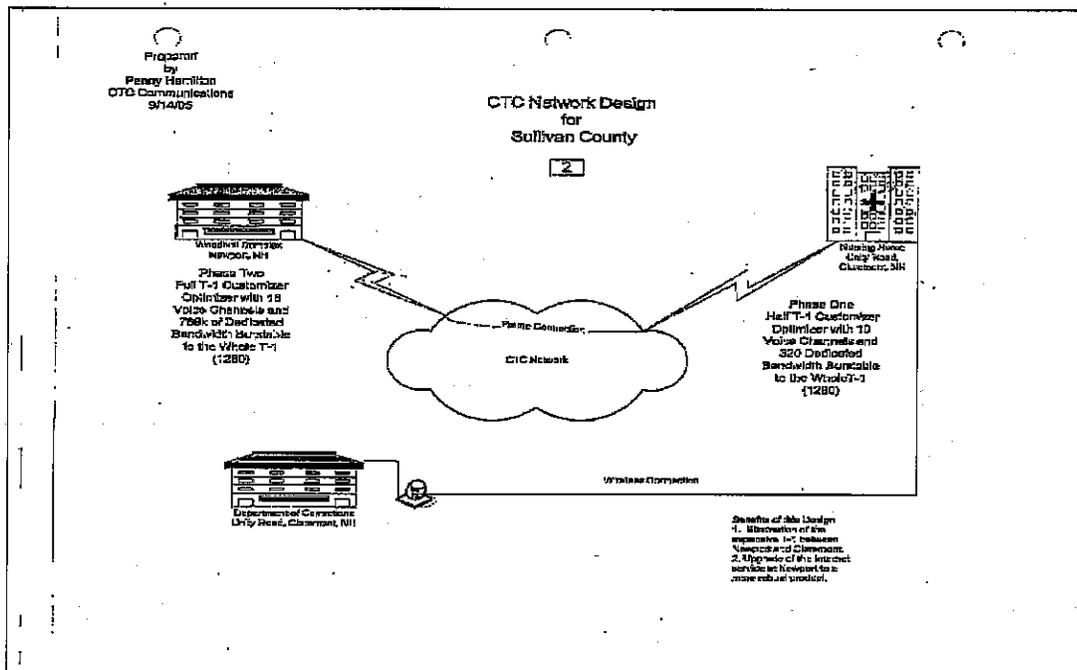
Ms Hamilton discussed:

CTC, the company - A 25 year old company located in Bedford NH. They are the largest competitive local facility based - they own the network and resell Verizon services - exchange carrier in NH and facility based. The largest exchange carrier from Maine to Virginia. They are one of Verizon's largest sellers. They were first in the U.S. to work with an IP network - begun 1998. CTC is in an acquiring mode, recently acquiring "*Lightship Telecommunication*" and "*Connecticut Broadband*". CTC parent company is Columbia Ventures. They service 400,000 lines. CTC has been with the County well over five (5) years.

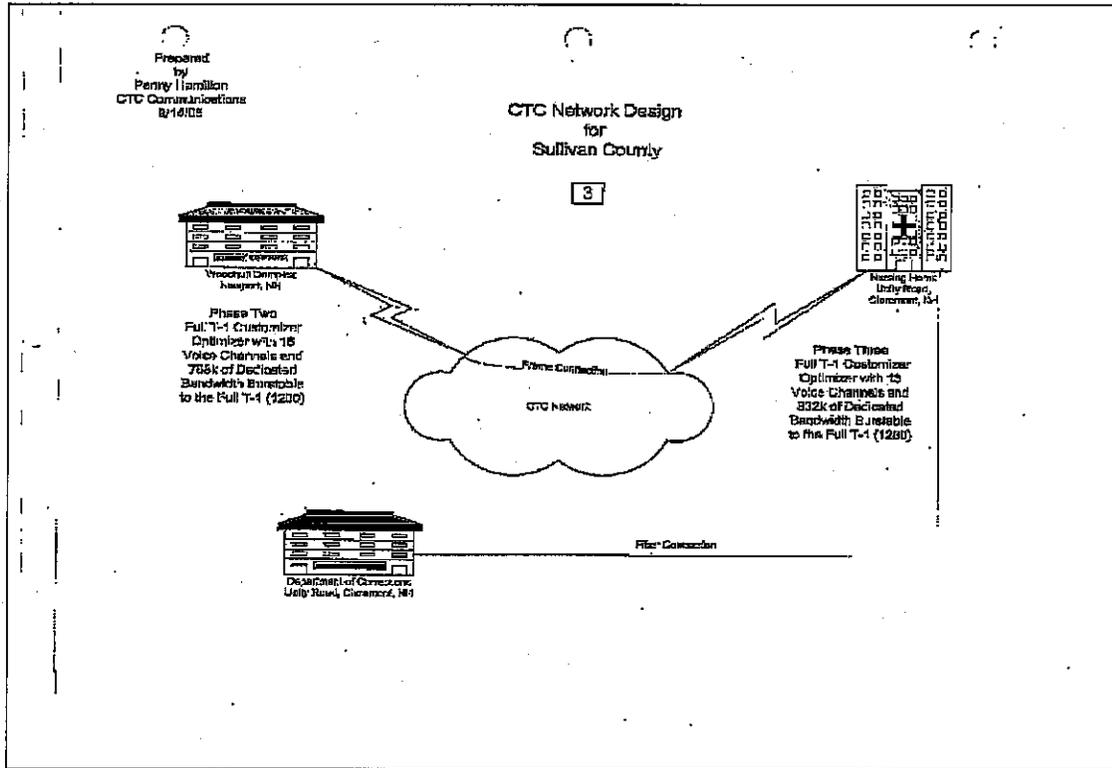
Proposal - Their recommendation, approach changes in two to three phases over the next few months. Ms. Hamilton pointed out the County currently pays \$564 per month for the T1 line. She passed out a Network Design sheet (see below). Ms. Hamilton noted CTC could improve upon efficiencies prior to contract expiration date and not raise the price. Ms. Hamilton discussed where CTC circuits would be installed. Nursing Home would receive their own internet connection. T1 voice circuit is very dynamic with CTC and would be part of Phase I at the Nursing Home. (See Phase I Network Design that follows)



Phase II - When Centrix contract expires voice circuits would be installed and replace internet. They would establish Frame Connection, T1 hard line/nailed up copper - not a lot being sold today), use public switch network to get it out to where it needs to go, totally secure and within CTC network. Hamilton discussed using provisions on the switch circuits to move the data. She noted voice would take precedence over internet messages.



Phase III, or within Phase II or I, include the DOC with fiber connection. Penny noted this would end up being revenue neutral. (See CTC Network Design Phase III that follows)



Nursing Home Cost report discussed, which assumes a three-year contract, apposed to seven year (See following insert)



Sullivan County Nursing Home:

Current Line Costs	\$702.16*
Plus Usage	\$204.43
Total	\$906.59

*This represents 17 Unlimited Business Lines, 7 of which are faxes, modems and time clocks.

Current Line Costs (10 Business Lines Only)	\$413.00
Plus Usage	\$204.43
Total	\$617.43

If we were to replace the 10 remaining Business Lines with a CTC Customizer-Optimizer T-1, we would be able to provide:

- T-1 Access
- 10 voice lines
- 528k of Dedicated Internet
- Scalable Internet to the entire T-1 / 128k
- Scalable Internet to any unused voice line.
- All local calling
- All LD calling up to 2,000 min.
- Overflow LD min at .059 per min**

Cost	\$644.00
Installation	*\$00.00

*Assumes 3 year term.

**Based on your current overflow, this would be an additional \$15.00 per month.

The remaining fax, modem and time-clock lines should be switched to measured service at a cost of \$27.00 per month or a cost savings of \$14.28 per month x 7 lines or \$99.96 per month. The cost to convert to measured is \$91.00 per line or a total of \$637.00. Payback would be in a little over 2 months.

Newport Costs discussed (See the following)



Sullivan County Headquarters:

Current Costs:

Cost of Centrex	\$888.00
Point to Point T-1	\$450.00
Call ID (3)	\$ 24.21
Long Distance	\$129.44
Total	\$1,291.65

If we were to replace 13 of the above Centrex lines with a CTC Customizer-Optimizer Full T-1, we would be able to provide:

Includes:

- T-1 Access
- 18 Voice Lines
- Unlimited Local Calling
- 2,000 LD minutes
- 768k of Data, Scalable to the full T1
- *All LD over 2,000 min is at .059 per min.

Monthly Cost:	\$888.00
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Based on Three Year Term Plan
Installation of the T-1

\$0

Conversion of 4 Centrex Line to POTS

\$240.00

Savings

\$577.78 Monthly
\$4,853.12 Yearly

Mr. Hagar noted FY 06 budget included funds to run a hard wire from the DOC to the Nursing Home facility. They are waiting for thaw and the demolition schedule to be completed, so that they do not mess up new wiring.

The County Manager recommended they continue with CTC for all contracts. With informal okay from Board, Mr. Gil de Rubio will pursue this and Mrs. Hamilton will contact him by end of week.

2:07 *Ms. Hamilton and Ms. King left the meeting.*

AGENDA ITEM NO. 2 MEETING MINUTES REVIEW

AGENDA ITEM ON. 2.A. NOVEMBER 15, 2005 PUBLIC HEARING AND REGULAR

2:09 A motion was made by Commissioner Nelson to accept the November 15th meeting minutes. Commissioner Jarvis seconded the motion. Discussion: Commissioner Clarke noted "contender" should be changed to "supporter" on page two. Commissioner Nelson wondered if the public hearing should be separated from the regular business meeting. Johnson-Callum confirmed previous minutes of regular business meetings with CDBG public hearings were combined and accepted by CDEA. A voice vote was taken on the motion with the minor changes pointed out by Commissioner Clarke. The motion carried, unanimously.

AGENDA ITEM NO. 2.B. AUG 16, 2005 EXECUTIVE SESSION MEETING MINUTES

Commissioner Clarke noted the minutes should not have been placed on the agenda, as they were approved and kept sealed at previous meetings. He noted this was out of place. Commissioner Nelson concurred they should not reconsider.

2:12 A motion made by Commissioner Nelson to go into Executive Session [per RSA 91-A:3.II.c.] to discuss a personnel issue. There was no discussion. A roll call was taken. All were in favor.

2:35 A motion was made by Commissioner Nelson to come out of executive session. Commissioner Jarvis seconded the motion. A voice vote was taken. The motion carried, unanimously.

2:36 Commissioner Nelson made a motion to authorize the County Attorney to settle a personnel issue [discussed in executive session] for \$7,000 or less and sign the related release on the Boards behalf. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 3 USED MEDICAL EQUIPMENT

AGENDA ITEM NO. 3.A. DEC 16 AND 17

The County Manager noted the Facilities Department would be hosting viewings of used medical equipment Friday, Dec 16th and Saturday, Dec 17th. Johnson-Callum noted the viewings would take place three different times each day, 9 a.m. 11 a.m. and 2 p.m. The County Manager

confirmed notification was sent about the event to local health agencies, a list of which was taken from the ServiceLink directory. (See memo and equipment list as follows).



SULLIVAN COUNTY

Serving the communities of:
Acworth, Clintonville, Claremont, Coalinga, Dryden, Dushan, Granville, Langdon,
Lempster, Newport, Pittsfield, Springfield, Stockton, Unity and Washington

Commissioner's Office
10 Main Street
Newport, NH 03773
Tel: (603) 863-2660
Fax: (603) 863-9314
E-mail: commissioners@co.sullivan.nh.us

County Manager
10 Main Street
Newport, NH 03773
Tel: (603) 863-2660
Fax: (603) 863-9314
E-mail: manager@co.sullivan.nh.us

Dept. of Information
10 County Farm Rd.
Unity, NH 03775
Tel: (603) 863-1717
Fax: (603) 864-4111
E-mail: info@co.sullivan.nh.us

Facilities & Operations Dept.
5 Nursing Home Dr.
Claremont, NH 03743
Tel: (603) 542-2624
Fax: (603) 542-2624
E-mail: facilities@co.sullivan.nh.us

Human Resources
5 Nursing Home Dr.
Claremont, NH 03743
Tel: (603) 542-2624 Ext. 286
Fax: (603) 542-2624
E-mail: hr@co.sullivan.nh.us

Nursing Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel: (603) 542-2624
Fax: (603) 542-2624
E-mail: nursing@co.sullivan.nh.us

DATE: Friday, December 2, 2005

TO: Healthcare Agencies \ Care Providers

FROM: Sullivan County Commissioners Office

RE: Used Medical Equipment

CC: Sullivan County Delegation

Dear Area Healthcare Colleagues:

The Sullivan County Nursing Home facility is currently evaluating and disposing of used medical equipment, which has been unused for some time and placed in storage, to make room for new equipment.

We have located a company who has offered to pick up all the equipment in order to ship to third world countries where this type of equipment is in short supply. Before we accept their offer, we would like to invite your agency/facility to a viewing of the medical equipment, allowing you a chance to see if there is equipment your agency/facility may find use for. Attached is a list of the equipment.

We would like to invite your agency/facility to attend either of the following two viewing dates at the Nursing Home 5 Nursing Home Drive:

- **Friday, Dec 16th**. Times: 9 a.m., 11 a.m. and 2 p.m.
- **Saturday, Dec 17th**. Times: 9 a.m., 11 a.m. and 2 p.m.

If you have any questions, please do not hesitate to contact our Facilities Director, Greg Chanis, at the contact information below:

Greg Chanis, Director
Facilities & Operations
Sullivan County
5 Nursing Home Drive
Claremont NH 03743
facilities@sullivancountynh.gov
Tel: 1-603-542-9511 Ext. 273

Please note, it will be your responsibility to pick up the items either the day of the viewing or by Dec 19th. We hope to see you at the viewing.

All Day, Every Day, We Make Life Better

Used Medical Equipment

BASIC INVENTORY:

Numerous good condition older electric
beds and over bed tables.

A number of:

- Walkers,
- Canes,
- Shower chairs,
- Toilet chairs, and
- Miscellaneous furniture.

Too many items to list!!

AGENDA ITEM NO. 3.B. MOTION REQUIRED

Mr. Gil de Rubio noted a waiver of receipt was required to head off possibility of any liability and they needed the Commissioners authorization to transfer the used medical equipment and waive competitive bidding. Copies of the waivers and authorization were disbursed. (See the following)

BILL OF SALE

Sullivan County hereby transfers to:

the following property:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Page 1 of 2

- 11.
- 12.
- 13.
- 14.
- 15.

The property is being transferred "AS IS" and "WHERE IS" and "WITH ALL FAULTS" and "WITH NO WARRANTY EXPRESS OR IMPLIED"

This transfer is made pursuant to the vote of the Commissioners of Sullivan County dated December 6, 2005 wherein the Commissioners voted to dispose of property not needed for its uses and waived any requirement of competitive bidding on the transfer of this personal property.

Sullivan County by its duly authorized agent
Date:

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RECEIPT

I do hereby acknowledge receipt of the above property and acknowledge that the property is being transferred to and is being received "AS IS" and "WHERE IS" and "WITH ALL FAULTS" and "WITH NO WARRANTY EXPRESS OR IMPLIED"

Print name: _____
Title:

Date:

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2:38 A motion was made by Commissioner Nelson to dispose of surplus medical equipment and waive competitive bidding. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM ON. 4 TASER POLICY

General discussion commenced on the Taser policy presented at a previous meeting. The Superintendent noted it would be their intent to purchase one Taser this year, with additional Tasers in consecutive budget years. He would like one in the jail and others used for transport, but they have no plans to outfit each Correctional Officer. Commissioner Jarvis noted the policy did not have a date. The Superintendent indicated he would enter the date concurrent with their vote - once approved.

2:41 A motion was made by Commissioner Nelson to approve the Taser policy as presented. Commissioner Jarvis seconded the motion. Discussion - Comm. Nelson noted it was not perfect technology but provides another option during situations. General discussion commenced on price, other technology for stun guns. A voice vote was taken. The motion carried, unanimously.

Mr. Hagar noted a press release would be issued by the end of the week that would provide accurate Taser information through scientific data.

SULLIVAN COUNTY BASKETBALL CHALLENGE

Superintendent Hagar noted the Sullivan County Basketball Challenge would take place Sunday, Dec 11th at Stevens High School in Claremont. It was an all day event benefiting the Alstead Flood Relief Fund. The Challenge currently includes: Sullivan County Correctional Association members, local police and fire departments, Grafton County DOC and the State Police. It is a single elimination tournament, with lots of prizes and the playoff would be held at 4:30 p.m. He noted baked goods could be donated to help raise funds for the flood relief efforts.

Commissioner Clarke noted the local Board of Realtors also collected items in a truck and delivered them to the Alstead Flood Relief program Sunday.

2:54 Superintendent Hagar and the County Attorney left the meeting.

AGENDA ITEM ON. 5 COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 5.A. FACILITIES (BUILDINGS) REVIEW COMMITTEE UPDATE

Mr. Gil de Rubio indicated a Facilities Committee meeting is planned around the next board meeting. He noted they received the last bid they were waiting for, and if they use funds left over from the tractor purchase along with budgeted demolition funds, they can demolish all but the Men's Annex. The information should be out before the next meeting.

AGENDA ITEM NO. 5.B. DEC. 1 HEARING NAME CHANGE ISSUE UPDATE

The County Manager noted it would be on the Board's Dec 20th agenda. He confirmed the County Attorney indicated a name change would be under the Board's jurisdiction.

AGENDA ITEM NO. 5.C. LNA GRADUATION UPDATE

The County Manager noted six employees graduated from the LNA class, December 2nd and another class would begin March 2006.

SIDE NOTE: UNION NEGOTIATION UPDATE

The County Manager noted labor negotiation kick off would begin shortly.

SIDE NOTE: STATE SURVEYORS – NURSING HOME

Mr. Gil de Rubio noted the State surveyors arrived yesterday to begin their review of the Nursing Home and anticipate being there a week. He spoke to Courtney Marshall, Nursing Home Administrator and Heidi Smith, Director of Nursing, and they both feel all is going well. He noted they had one incident pertaining to a shower room, which was pointed out to Facilities and is in the process of being fixed.

SIDE NOTE – TOWN OF ACWORTH

The County Manager discussed a call he received from Rep. Jay Phinzy who said Acworth selectman are requesting their town's portion of the County tax be withheld, for the County to forgive interest and penalties. They may need to go before full Board and Delegation to discuss. This request is due to the flood situation. Acworth is hoping for assistance from the State.

SIDE NOTE: FY 07 BUDGET PLANS

The County Manager noted the FY 07 budget spreadsheets, instructions and timeline were just e-mail to County Department Heads\Elected Officials. Mr. Gil de Rubio commended the Commissioners' Office staff for their hard work in preparing the forms. He pointed out the timeline was enhanced this year to include RSA's and County report deadlines. He noted there will be two binders provided for the Commissioners and E.F.C. during the budget review, one with the department and line numbers and dollar amount, while the other will provide notes and details.

SIDE NOTE: DOC ITEM

The County Manager indicated the Board would be receiving an update soon via e-mail on an inmate situation, once a hard copy report is provided by the Superintendent.

AGENDA ITEM NO. 6 COMMISSIONERS' REPORT

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

The Board discussed a request to name a Commissioner to the Upper Valley lake Sunapee Regional Planning Commission. Comm. Jarvis pointed out she read where two Commissioners could participate. Commissioner Clarke and Jarvis volunteered.

3:03 A motion was made by Commissioner Nelson to appoint Comm. Clarke and Jarvis as representatives from the County to the Upper Valley Lake Sunapee Regional Planning Commission. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Commissioners requested any notices of these meetings be sent to Commissioner Jarvis and

Clarke, with copy to Nelson and County Manager. Johnson-Callum noted Ms. Geer was already doing so, but would give her a reminder.

HB668

Commissioner Clarke briefed all on the 5-3 vote for NHAC not to support the HB638 as amended form. General discussion commenced.

No verbal reports were provided by Commissioner Nelson and Jarvis.

AGENDA ITEM NO. 7 PUBLIC PARTICIPATION

The only public participant was Mr. Lowe who indicated he had nothing to add.

3:12 A motion was made by Commissioner Nelson to adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.