

Sullivan County NH

Type of Meeting: Board of Commissioners – Public Meeting Minutes

Date / Time: December 7 - Tuesday - 1:30 p.m.

Place: Newport - Remington Woodhull County Complex,
Commissioners Conference Room, 1st Floor

ATTENDEES: *Commissioners* Rudolf A. Adler – *Chair*, Donald S. Clarke - *Vice Chair* and Bennie C. Nelson - *Clerk*; Larry Converse - *New State/County Delegate*; Ed Gil de Rubio - *County Manager*; Sharon Johnson-Callum (*minute taker*).

1:30 p.m. Meeting brought to order by Commissioner/Chair - Rudolf A. Adler. The *Pledge of Allegiance* was lead by Commissioner Adler.

1:31 **Motion made to approve the minutes as presented on the agenda: Oct 19 Public, Nov 4 Public and Non-Public, Nov 22 Special Meeting, Dec 1 Special and Non-Public meeting.**

Motion made by: Comm. Clarke

Motion seconded by: Comm. Nelson

Discussion: None.

Voice vote: All in favor.

AGENDA ITEM NO. 3 CORPORATE AUTHORIZATION FORM

Johnson-Callum explained the *Corporate Authorization Form* was required by the Claremont Savings Bank to recognize the signatures on the General Fund and Manual Check Payroll Accounts, effective January 1, 2005, of newly elected County Treasurer – Mark Pitkin, along with the new County Treasurer Deputy he appoints. General discussion commenced as to whether the current Board of Commissioners should approve the form or if the form should wait for new board in January. Johnson-Callum pointed out the form must be returned to the bank prior to the first of the year, so the current Board would need to approve and sign the form this year. Commissioners Adler and Nelson signed the form and returned it to the minute-taker to have Mr. Pitkin and new Deputy sign.

AGENDA ITEM NO. 4 COUNTY MANAGER'S REPORT

A. PRIMEX WORKERS COMP DISCOUNT AGREEMENT

County Manager discussed the Primex Workers Compensation Discount Agreement. Discount depends on audit and years of contract, per County Manager.

1:37 **A motion was made to approve signing the Primex discount agreement.**

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None

Voice vote: All in favor.

See attached copy of agreement.

B. FUND TRANSFER \$49,000 – DOC BOILER REPLACEMENT

County Manager read through his memo to the Board of Commissioners regarding the replacement of DOC boiler and his recommendations as to where the funds would come from. He indicated two motions were required: one to transfer funds from one fund to another and the second to let the Delegation know of the use of \$25,000 from the emergency funds. County Manager indicated the repairs were completed, however, the new boiler burner seized up and they were waiting for another to be installed. The County Manager confirmed the other boiler is holding the load properly in the meantime.

1:40 A motion was made to bring the proposal before the delegation (to use emergency funds and fund transfer discussed in the County Managers memo).

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: All in favor.

SIDE NOTE FROM COUNTY MANAGER

- New county software system has been installed. A training day was held on the new system with the County Department Heads and Elected Officials. County Manager will now approve requisitions prior to purchase. Once PO is generated it updates the budget side automatically. County Manager indicated a new computer would need to be purchased for Dodi Violette, as the new software is not communicating properly with the six-year-old software on Violette's computer. He indicated there were funds remaining from the Newport building insulation project, which will be applied towards the new computer. Commissioners will share use of Bob Weavers computer once WRDC moves from the office in January.
- Management letter response: County Manager has been in touch with the independent accountant, Jeff Graham. He indicated Mr. Graham sent a draft to him and they have been playing phone tag since. They are almost at the point to wrap up the response. County Manager met with the Registrar of Deeds regarding their response to the accounts indicated in the Management Letter. Peter Lovely will be meeting with Registrar of Deeds to discuss changes needed. General discussion commenced regarding the audit report, in particular the accounts which should go through the County Treasurer and don't currently.
- Upcoming events: December 8, 2004 – Executive Finance Committee in Newport @ 9:00, Full Delegation @ 9:30, followed up by the new Delegates Orientation at 10:00 a.m. Orientation Day schedule discussed. Due to personal matters, County Manager will need to leave at 10:00 a.m. Commissioner Adler and Clarke will discuss who will do the presentation later.

Time is now 1:57 p.m.

AGENDA ITEM NO. 5 COMMISSIONERS REPORT

STATE - COUNTY FINANCE COMMITTEE MEETING

Commissioner Clarke talked briefly about issues brought up at the last County – State Finance Committee meeting he participated in, in Concord. Issues discussed: non-typical billing - rate setting - Sullivan County is not involved with this as it pertains to three other counties with MQUP. He believes the issue was settled by a suggested rate increase. Clarke is uncertain how MQUP will affect Proshare and if Sullivan has to pay back Proshare to May 2003, nor the affect of Proshare in future. He indicated the committee discussed the pros and cons of the Granite Care Program, the transition, etc. Clarke indicated they held their first of three public hearings yesterday regarding the Granite Care, but that he was unable to attend.

TIFD

Comm. Clarke discussed the meeting he and Commissioner Nelson attended with Guy Santagate and Anthony Lyons in Claremont, regarding the TIF District. He felt the meeting was very good and that they also had chance to discuss other issues on economic development. Comm. Clarke will catch up with WRDC - Bob Weaver regarding the schedule for an upcoming event to be held at the new Eagle Block building.

AGENDA ITEM NO. 4.C. EXECUTIVE SESSION

County Manager requested an Executive Session in order to discuss a non-union pending contract.

2:05 A motion was made to go into Executive Session (per RSA 91-A:3.II.c)

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: none.

Roll call: All in favor.

2:43 A motion was made to come out of Executive session.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: All in favor.

2:45 With regards to the severance agreement and consultation contract with Robert Hemenway, a motion was made to authorize the chairman to sign and execute the agreement as presented on behalf of the Board of Commissioners.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson

Discussion: None.

Voice vote: All in favor.

2:47 With regards to the Skilled Nursing Facility Management Support agreement, a motion was made to authorize the County Manager to sign on behalf of the Board of

Commissioners.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: All in favor.

2:49 A motion was made to adjourn the meeting.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None

Voice vote: All in favor.

Respectfully submitted,



*Bennie C. Nelson, Clerk
Board of Commissioners*

BN/s.j-c.