

## Sullivan County NH

**Type of meeting:** Board of Commissioners – CDBG Public Hearing  
**Date/Time:** Tuesday, September 18, 2007; 3 PM  
**Place:** Newport – Remington Woodhull County Complex, 1<sup>st</sup> Floor  
Commissioners Conference Room

**Attendees:** Commissioners Ethel Jarvis – *Chair*, Bennie Nelson – *V. Chair*, Jeffrey Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Guy Santagate; Nancy Merrill – Claremont City Planning Division; Rebecca Trudelle – SCHC Director of Nursing; Ross Cunningham – DOC Superintendent; Sharon Johnson-Callum (minute taker).

**Public attendees:** Senator Bob Odell; Larry Converse; Sean Lyons (arrived later in meeting); Carla Skinder (arrived later in meeting); Elizabeth Martin – Eagle Times Staff Reporter; and three other unidentified public attendees.

### **Agenda Item No. 1 CDBG \$500,000 Application – Monadnock Mill #2 and #4 (aka Wainshall Mill) development project**

Commissioner Jarvis noted an informational packet was available for all participants.

**3:02 Commissioner Jarvis entertained a motion to open the public hearing of September 18, 2007 3 p.m. for the proposed CDBG application. Commissioner Nelson moved the motion. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*3:03 Ross Cunningham arrived.*

Commissioner Jarvis read out loud the following:

“Community Development Block Grant funds are available to municipalities, including cities, towns, and counties, for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Sullivan County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

“The following is the Purpose of Community Development Block Grant funding request : It is proposed that Sullivan County apply to the Community Development Finance Authority for \$500,000. Upon grant award, the County will retain \$12,000 to pay for grant administration and sub-grant up to \$488,000 to Capital Regional Development Commissioners (CRDC), a non profit regional development corporation serving Merrimack and Sullivan counties. CRDC will retain \$8,000 to off-set its delivery costs and lend the balance of funds (up to \$480,000), as well as an additional \$170,000 from its Sullivan County Loan Fund, in support of a \$16,500,000 rehabilitation of Monadnock Mill #2 and #4 (also known as the Wainshal Mill) in Claremont. This project will lead to the creation of up to 150 new jobs in the region. As the CRDC loan is repaid, CRDC will place repayment proceeds in the Sullivan County Loan Fund, which CRDC operates for the purpose of lending funds to new and expanding businesses in Sullivan County. This

project conforms with Sullivan County's Housing and Community Development Plan's Goal of:

**GOAL I:** Encourage and support the development of a balanced, diversified, healthy, economy for the County.

**GOAL II:** Provide safe and convenient circulation patterns in Sullivan County

**GOAL III:** Enhance the appearance of Sullivan County through the provision of attractive and well-planned landscaping and park areas."

Commissioner Jarvis asked if Mr. Neil Cannon or someone else was available to discuss in detail the application.

Mr. Guy Santagate indicated they want to use funds available for economic development, broaden tax base, create jobs in this county; CDBG are grants from the Federal government given to the State's, who then allocate to specific areas. They will be competing with other applications. Have used the funds in past. They can't apply for more than \$500,000 in one point; Claremont exhausted it's maximum for this calendar year, therefore has come before the County to request a partnership. It would be a grant to the County through CRDC, then loaned out to Wainshall, who would pay it back over a 7 year period with fix interest rate. It becomes a revolving loan fund staying with the county. He spoke regarding the Pleasant Valley project they came before the County on, where \$650,000 was raised. Mr. Santagate opened the floor to any questions from the Board.

- Q. Commissioner Jarvis asked what the CDBG calendar years were? Mr. Santagate confirmed CDBG were based on a calendar year from Jan 1<sup>st</sup> through December 31<sup>st</sup>.
- Q. Commissioner Jarvis asked who they apply through? Mr. Santagate confirmed CDBG is applied through the CDFA. Guy confirmed the County would be effective at the beginning of the year to apply for their next two allotments if needed.
- Q. Commissioner Nelson asked if their motion today to approve the application would be sufficient, or if a letter of endorsement from the Board would help? Mr. Santagate agreed a letter of endorsement would be appreciated. He confirmed the application will have an area for all letters of endorsement.

Commissioner Jarvis noted to Commissioner Barrette she spoke to Senator Bob Odell regarding any County liability pertaining to loans given by CRDC for the project; and, that he confirmed to her it would not become the County's liability.

**Commissioner Jarvis asked for comments from the public in attendance.**

Larry Converse noted, as a citizen of Claremont, he would appreciate the Board if they approved the application.

Sheriff Prozzo noted, as citizen of Claremont and City Council member he hoped the Board would support the CDBG application. He added that the City has been working hard to bring revitalization back into the mill district and working hard with the County.

There was no other public participation, at this point.

3:17 Commissioner Jarvis entertained a motion to close the public hearing of the September 18, 2007 3 PM for the proposed CDBG application. Commissioner Nelson moved the motion. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Commissioners Jarvis noted they would now open the public hearing for the re-adoption of the County's Housing and Community Development Plan.

3:18 Commissioner Jarvis entertained a motion to open the public hearing for the re-adoption of the County's Housing and Community Development Plan. Commissioner Nelson moved the motion. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

Mr. Gil de Rubio read out loud the following:

**“SULLIVAN COUNTY, NH  
HOUSING AND COMMUNITY DEVELOPMENT READOPTED PLAN**

Sullivan County's Housing and Community Development Plan (Plan) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the County's housing and community development objectives and actions. The Housing and Community Development of the Upper Valley-Lake Sunapee Region, the master plans of the County's 15 communities, and the Regional Master Plan were used as the basis for the Plan.

The Plan's goals and objectives are identified below and are consistent with the national and State Housing and Community Act objectives listed in State of New Hampshire Community Development Block Grant Program Rules (Pln. 301.03). These goals and objectives are both short and long term. Particular concern was given to the needs of low and moderate-income person, minorities and disadvantaged people.

The county states that as a matter of policy, involuntary displacement of households from their neighborhoods, by actions of the County shall be minimized.

Citizen comments regarding the Plan have been solicited during the public hearings held in this current year in past years. The most recent public hearing was held on September 18, 2007.

**SULLIVAN COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT PLAN  
GOALS AND OBJECTIVES  
SHORT AND LONG TERM**

- GOAL I:** Encourage and support the development of a balanced, diversified, healthy, economy for the County.
- Objective 1: Promote the retention and expansion of employment opportunities.
  - Objective 2: Encourage the location of businesses in appropriate locations.
  - Objective 3: Encourage and assist units of government and the private sector to provide the basic ingredients necessary for continued economic

stability, specifically: land, infrastructure, labor force, energy and transportation.

- Objective 4: Encourage the development of an industrial base, which is clean, non-polluting and diversified.
- Objective 5: Encourage and support units of government to provide viable, efficient and productive industrial areas so as to benefit the economy of the County.
- Objective 6: Encourage and assist units of government to provide adequate services, transportation and amenities to enhance the competitive position of the region's existing industries.
- Objective 7: Encourage the fullest use of existing industrial centers and benefit from existing facilities and services.
- Objective 8: Plan for the most beneficial siting and servicing of industry.
- Objective 9: Encourage and assist municipalities to provide viable, attractive, and efficient commercial areas to serve adequately the existing and anticipated retail/service business needs of the resident and seasonal/tourist population of the County.
- Objective 10: Support the provision of alternative and low-cost energy sources so as to attract and retain desirable industry and commerce.
- Objective 11: Promote tourism in the region.
- Objective 12: Encourage cooperation among local and County governments, business and civic organizations.
- Objective 13: Promote vocational education and job training programs.
- Objective 14: Encourage the development of local and county wide development tools, such as revolving loan fund, to facilitate development opportunities.
- Objective 15: Support the Sullivan County Economic Development Program, now known as the Western Region Development Committee.

**GOAL II:** Provide safe and convenient circulation patterns in Sullivan County.

- Objective 1: Provide an adequate road system and upgrade existing roads.
- Objective 2: Ensure that new roads and driveways and access points be located so as to maximize public safety.

**GOAL III:** Enhance the appearance of Sullivan County through the provision of attractive and well-planned landscaping and park areas.

- Objective 1: Promote the planting and maintenance of trees, shrubs, and lawn areas where such landscaping will visually enhance the appearance of the area.

- Objective 2: Reserve significant natural and man-made features of the landscape where such elements make a positive contribution to the overall appearance of Sullivan County.
- Objective 3: Provide expanded access and public park space along waterfront areas.
- Objective 4: Promote creative and well-planned utility design to reduce the cluttered appearance of overhead cables, telephone poles, street lamps, etc.

**GOAL IV:** Encourage the protection, enhancement and renovation of significant historical and architectural resources in Sullivan County.

- Objective 1: Encourage full use/occupancy and historic structures to retain and enhance their economic viability and ensure that they will be maintained.
- Objective 2: Conduct an inventory and survey of historic structures and sites in Sullivan County.
- Objective 3: Encourage proper rehabilitation of historic buildings.
- Objective 4: Encourage property owners to have their buildings placed on the National Register of Historic Places, if appropriate and acceptable to the owners.
- Objective 5: Promote local history through display of photographs in public areas, placement of markers at key sites and structures and by encouraging the efforts and activities of historical groups.

**GOAL V:** Encourage adequate, safe and convenient housing for all age and income groups.

- Objective 1: Increase and improve housing through renovation and/or rehabilitation of existing structures and through new development.
- Objective 2: Encourage diversified housing patterns with a wide range of types and prices, including housing for the young, the elderly and the handicapped.
- Objective 3: Housing needs must be determined and an acceptable rural housing rehabilitation strategy should be developed.

**GOAL VI:** Promote the health and safety of the County's residents and visitors.

- Objective 1: Promote fire safety in all public and private buildings.
- Objective 2: Provide adequate lighting to maintain safety and nighttime visibility.
- Objective 3: Provide adequate police and fire protection.
- Objective 4: Provide adequate roads, which are properly maintained.
- Objective 5: Upgrade deficient water supplies in conformance with the Safe Water Drinking Act.

**GOAL VII:** Provide adequate health, social and recreational services for County residents.

Objective 1: Promote the establishment of local community centers.

Objective 2: Provide office space for health and social services.

Objective 3: Recreational needs must be assessed. Plan for much-needed recreational community facilities.

Objective 4: Encourage the establishment of day care facilities and programs.

**GOAL VIII:** The County and local communities should continue to join with neighboring communities to provide certain community facilities and services when a regional approach is cost effective and reasonable”

Mr. Gil de Rubio noted goal 1, 2 and 3 are identified in this application.

Commissioner Jarvis asked for public comments. There were none.

**3:20 Commissioner Jarvis entertained a motion to close the public hearing of the re-adoption of the Housing and Community Development Plan. Commissioner Barrette moved the motion. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**3:21 Commissioner Jarvis entertained a motion to open the public hearing for the re-adoption of the Resident Antidisplacement and Relocation plan. Commissioner Barrette moved the motion. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Mr. Gil de Rubio read out loud the Residential Antidisplacement and Relocation plan, as follows:

**“COUNTY OF SULLIVAN, NH  
DISPLACEMENT AND RELOCATION READOPTED PLAN**

Every effort will be made to avoid temporary or permanent displacement of an individual due to a project undertaken by the County.

However, if the situation should arise, the County of Sullivan will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income, which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide;

1. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
2. A description of the proposed activity;
3. The general location on a map and approximate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
4. A time schedule for the commencement and completion of the demolition or conversion;
5. The general location on a map and approximate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
6. The source of funding and a time schedule for the provision of replacement dwelling units;
7. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
8. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent. Such compensation shall be either:
    - i. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or;
    - ii. A Section 8 certificate or voucher for rental assistance provided through the local public housing authority.
9. The right to elect, as an alternative to the benefits in subparagraph 2. above, to receive benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
10. The right to appeal to the director of OSP where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
11. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

**CERTIFICATION OF COMPLIANCE**

The County of Sullivan, NH anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the town

certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.”

Commissioner Jarvis noted, “although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.”

Commissioner Jarvis asked for public comment. There was none at this point.

- 3:25 Commissioner Jarvis entertained a motion to close the public hearing of the Residential Antidisplacement and Relocation Assistance Plan. Commissioner Barrette moved the motion. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:27 Commissioner Jarvis entertained a motion to readopt the Housing and Community Development plan. Commissioner Nelson moved the motion. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:28 Commissioner Jarvis entertained a motion to readopt the Resident Antidisplacement and Relocation Plan. Commissioner Barrette moved the motion. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:39 Commissioner Jarvis entertained a motion to approve the submittal of the application and to authorize the County Manager to sign and submit the application, and upon approval of the CDBG application, authorize the County Manager to execute any documents, which may be necessary to effectuate the CDBG contract. Commissioner Barrette moved the motion. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Mr. Gil de Rubio confirmed he would draft a letter of endorsement from the Board and leave it in their offices for their signatures.

- 3:41 Ms. Johnson-Callum left the room to attain copies of the ratified readopted plans for Mr. Santagate to submit with the CDBG application.*

## **Agenda Item No. 2 Meeting Minutes**

### Agenda Item No. 2.a. August 21, 2007 Public Minutes

Commissioner Jarvis provided corrections to the minutes.

- 3:43 Commissioner Barrette moved to accept the 8/21/07 meeting minutes as amended. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 2.b. September 4, 2007 Public Minutes

Commissioner Jarvis noted she had not received the Sullivan County Criminal Justice Coordinating committee minutes. Ms. Johnson-Callum does not recall seeing them arrive. Mr. Cunningham confirmed they were sent. He left the room to contact Lori Keefe to resend.

3:48 *Sean Lyons arrived.*

**3:49 Commissioner Barrette moved to accept the September 4, 2007 Public meeting minutes as amended. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 2.c. September 4, 2007 5:32 PM Executive Session Minutes

**3:50 Commissioner Barrette moved to accept and seal the minutes [of September 4, 2007 5:32 p.m.]. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 2.d. September 4, 2007 5:41 PM Executive Session Minutes

**3:51 Commissioners Barrette moved to accept the 9/4/07 5:41 Executive Session minutes and release them. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

3:51 *Carla Skinder arrived.*

**Agenda Item No. 3. DOC Superintendent's Report**

Agenda Item No. 3.a. Promotion Presentation

Superintendent Ross Cunningham indicated there was a scheduling conflict and needed to reschedule the promotion presentation to their next meeting in Unity. He presented the Board with the certificates to sign for Jason Lemere, Joe Brookens and Ken Swain. They have a new LADC on board, John Bemoula.

Agenda Item No. 3.b. Professional Service Contract

Superintendent Cunningham noted the contract copy they received previously will be the same, however, the West Central Services (WCS) Administrator name on the contract changed, so they are collecting a new contract for ratification at the Boards' next meeting. He noted DOC is presently using WCS and DOC will work hard to hold their feet to fire with the contact. He noted, DOC inmate programs require more mental health services.

**3:55 A motion was made by Commissioner Barrette, to approve the revised contract upon receipt. Commissioner Nelson seconded the motion.**

**Discussion – will go out with RFP, last time there was no one. Mr. Cunningham will perform exit interviews with clients to make sure services are being rendered. A voice vote was made. The motion carried, unanimously.**

**Agenda Item No. 4. Facilities & Operations Director Report**

Mr. Gil de Rubio noted Mr. Chanis was unavailable as he was meeting with consultants for the water well issues and will have a full report at the next meeting.

*Sheriff Prozzo and Ross Cunningham left the room.*

**Agenda Item No. 5. Health Care Administrator Report**

Mr. Gil de Rubio noted Becky Trudelle, SCHC Director of Nursing attended today's meeting to provide SCHC updates.

Ms. Trudelle provided the following.

Agenda Item No. 5.a. Census

Census is at 132, which includes 11 skilled; they have seven (7) new referrals of which three (3) are respite, families seeking temporary vacation from providing care for an elderly family member, coming in 28<sup>th</sup> and 29<sup>th</sup> of September. Commissioner Jarvis noted she has been campaigning for rehab clients. Ms. Trudelle noted the unit is painted and updated. From an inquiry from Ms. Skinder, Ms. Trudelle confirmed 156 beds are budgeted. From an inquiry from Ms. Skinder as to whether they held designated respite beds, Mr. Gil de Rubio and Ms. Trudelle confirmed they needed to increase census. Mr. Gil de Rubio spoke regarding conversations with the former HHS Commissioner on hospice and will wait until Governor and Council appoint the next Commissioner, at which time he'll contact the Commissioner to revisit the issue as they really need that feature.

Agenda Item No. 5.b. Staffing

Did 32 bonus shifts, 32 less agency staff used, which is phenomenal. She is encouraging staff through personal "thank you cards" and offering prize drawings. On Sep. 23<sup>rd</sup> they will be rearranging shifts and floors in order to spread staff out better, to decrease agency by 32%. Staff was notified and she is receiving positive reinforcement. Ms. Trudelle noted they are using PPD (Per Patient Day) ratios when staffing for acuity. They are working on the Unit Manager education piece, in order to use employees more effectively. National PPD average is 3.05, Sullivan is running a little higher and her goal is to decrease it to 3.5, which would cut down on nursing. This requires providing more training and education. Ms. Trudelle would like to host LPN clinical classes, which allows for recruitment. Commissioner Jarvis noted Dartmouth eliminated LPN's, that they have RN's and LMNA's. Ms. Trudelle wants to increase staff satisfaction; with this in mind she's opened the Unit Manager position to experienced LPN's, which is done nationwide. This action at SCHC has created a positive stir. Ms. Trudelle confirmed the "procedural change" listed on the agenda was the PPD's - each resident is surveyed based on acuity care and the Nurse Managers and Director of Nursing have reviewed the procedures. Mr. Gil de Rubio suggested having the Board and Director of Nursing tour the floors, during their next Unity meeting. Ms. Trudelle anticipates eliminating agency by 1/1/08, but needs this agency through the holidays. She noted she

incorporated a personal tour for new hires, taking them around the floors while interviewing them in order to get their reaction with staff and residents.

4:15 Ms. Trudelle left the meeting.

## **Agenda Item No. 6 County Managers' Report**

### Agenda Item No. 6.a. Update on HB2 Subcommittee

Mr. Gil de Rubio noted during their last HB2 Subcommittee meeting they reviewed the billing processes explaining how counties were billed; educated legislatures on the committee; nothing new to discuss at this point. He anticipates strategy discussions during next two meetings. During the meeting they discussed ProShare. Jonathan McCosh, economist for Jim Fredyma, is studying counties who are protesting, which includes Sullivan.

### Agenda Item No. 6.b. Information Request Policy – Tabled from 9/4/07

Commissioner Jarvis noted she does not consider Elected Commissioners County employees and since this would be entered in the Employee Policy Manual it should not pertain to them. She also feels placing RSA's in the policy redundant. Commissioner Barrette noted the average employee does not know the State laws and placing them in a handbook reinforces the issue. Commissioner Nelson concurred, noting the worse case would be redundancy. It was requested to add "the" between "from" and "public" in the title and to add ", with first 10 copies free" after the last sentence in the last paragraph.

**4:30 A motion was made, by Commissioner Barrette, to accept the amended policy [Information Request Policy] Article XXXVI. Commissioner Nelson seconded the motion. A voice vote was taken. The motion carried with the majority: Commissioner Nelson and Barrette voted in favor. Commissioner Jarvis indicated no.**

### Agenda Item No. 6.c. Meeting Postings/Notice Policy

A few corrections were noted on the policy: 1) correct the word "give" to "given", 2) change the word "boy" to "body", and 3) in the last paragraph add "by staff" after the word "posted".

**4:34 Commissioner Barrette made a motion to accept the amended policy [Article XXXVII Meeting Postings/Notices]. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The vote carried, unanimously.**

### **Non-agenda item – Employee Policy**

Commissioner Jarvis requested the Employee Policy be placed on line.

### **Non-agenda item – Alzheimer's Walkathon**

The MacConnell Unit participated in the Alzheimer's Walkathon and raised over \$1,000 in donations.

**Non-agenda item - CEDS meeting**

A CEDS meeting is scheduled for Monday, Oct 15<sup>th</sup> at 6 p.m. The meeting place is TBA.

**Upcoming Events and Meetings**

Mr. Gil de Rubio announced the County hosted MRF (Material Recovery Facility) meeting will be held this evening at 7 p.m. at the Newport Opera House.

**Non-agenda item County Fire Truck Sale**

Mr. Gil de Rubio confirmed the County's 1949 LaFrance Pumper Fire Truck was sold on e-Bay for the reserve bid, for approximately \$3,500, to a person out of state.

**Non-agenda item Exit Interview**

Commissioner Jarvis noted she would be contacting Patti Koscielniak to do an exit interview.

**Non-agenda item Sullivan County Health Care Administrator Applicant Interviews**

Mr. Gil de Rubio confirmed the Administrator application interviews are scheduled for Mon., Sep. 24<sup>th</sup> in Unity - Ahern Building. He confirmed they have four applicants.

**Non-agenda item Executive Session Request**

Commissioner Barrette requested an Executive Session with Ms. Trudelle be schedule on the next meeting agenda.

**Agenda Item No. 7. Commissioners' Reports**

No reports.

**Agenda Item No. 8 Public Participation**

Carla Skinder noted she enjoyed the meeting format. She wanted to advise the Board and Mr. Gil de Rubio of the "Business After Hours" scheduled for 5:30-7:30 with their Day Out and Child Care program – refreshments provided. As a Delegate she is placing a bill for all County Commissioners, if for some reason we lost a nursing home administrator, instead of immediately hiring through a contractor, this would enable the Board to take charge while doing an interview process within 60 days, eliminating the use of a contract person. She noted the cost savings could be substantial. Mr. Gil de Rubio confirmed there is a process already in place to replace a nursing home administrator. The Board and Mr. Gil de Rubio discussed how, recently, when Genesis left, Mr. Gil de Rubio was named as Emergency Administrator with another licensed Administrator supervising. The group discussed the bill with Ms. Skinder and noted they like it as it eliminates ambiguities, allowing the Board to step right in; as with this last incident, they were circling for a couple days while waiting for the paper license. Ms. Skinder concurred it was inappropriate to place legislation pertaining to the Respite Bed situation at this time, but would be happy to look at that once the new HHS Commissioner took on their duties. Ms. Skinder commended the County for their

selection of Ms. Trudelle as Director of Nursing, noting she has heard only wonderful things.

Larry Converse suggested, for the nursing home, when the kitchen temperature gets below 40 degrees, eliminate the outside air coming in and circulate inside air. Mr. Gil de Rubio noted, due to codes, they are required to bring in outside air. Commissioner Jarvis feels this request is doable. Commissioner Barrette noted Cheshire County did a heat recovery and found it to be very expensive. Commissioner Nelson recommended they ask Mr. Chanis if they could regulate it intermittently.

**Non agenda item update on draft audit report from Graham**

The Board discussed what day to hold the meeting. Mr. Gil de Rubio will check with Mr. Graham on his schedule.

**Non agenda item information request**

It was noted, for the record, a folder of information requested by Delegation Chair Peter Franklin was brought to today's meeting and available for Mr. Franklin to pick up.

**4:59 A motion was made by Commissioner Nelson to adjourn the meeting. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Respectfully submitted,



Jeffrey Barrette, Clerk  
Board of Commissioners

JB/s.j-c.

Date signed: \_\_\_\_\_

10/3/07