

**Carroll County Commissioners Meeting  
Minutes  
March 11, 2009**

**Commissioners Present:** Commissioner Sorensen, Commissioner Solomon, Commissioner Albee

**Others Present:** Maureen Spencer, Henry Spencer, David Babson, Jon Hebert, Nate Giarnese

**Public Input: 8:15am**

1. Maureen Spencer: Were contracts for work to be done on nursing home sent to lawyer or just to Primex? Did anyone look at the jail contract?
2. Commissioners Sorensen and Albee: Jail contract not looked at, will talk about contracts with lawyer after negotiations of contracts.
3. David Babson: a) Public input parameters too tight. b) Results on recycling? c) Snow removal, billed? d) Firewood cutting? e) Percentages concern on budget increase. Not the way to look at it, still \$ and cents.
4. Commissioners Sorensen and Solomon: working on parameters, no results on recycling yet, snow removal by farm is billed to jail, etc. Allen yards out wood, crew cuts it up. Budget, put in perspective, don't look at it as a % look at it as \$ and cents on tax bill.  
Different increases for towns at county level
5. Commissioner Albee: Problem is lack of capital reserve
6. Henry Spencer: Gardens-Food pantries might have interest in plots?
7. Commissioner Sorensen: Time to prep land, no one using it. Needs to be a revenue generator, not an expense.
8. David Babson: County participation in Ossipee Farmers market? Sell produce grown on farm. Mention to farmers' market committee that County might participate?
9. Commissioner Albee: What about a County farmers market on the complex?
10. Maureen Spencer: County report status? Do inmates get charged for clothes, TV, extra food? What are their expenses?
11. Jon Hebert: Special TV's are sold to them through the canteen. They can also pay for snacks.
12. Commissioner Albee: Will have further report after delegation meeting on Monday.

**General Session**

*Commissioner Albee motioned to accept minutes from March 4, 2009. Seconded by Commissioner Sorensen. All in favor*

**Sandi McKenzie, MVNH**

1. Census @ 93, one resident passed away, 7 skilled residents, 1 admission this week, and 3 potential residents (tour yesterday to 2 potential residents) Mailed literature out.
2. Nurse Educator moved office to administration building, plans underway to paint, wax floor, place sink/cabinetry in room D2.
3. Family Council meeting last Sunday. Looking for more involvement. Thursday meeting 12 residents attended. New nursing home input from residents. Tub was an issue.

4. Annual education on Resident rights and abuse as well as state regulations took place last week.
5. Plan major cleaning of storage area when weather warms up. Several pieces of DME and electrical equipment need to be moved and stored elsewhere (electrical may be stored at administration bldng)
6. Mountain View News: Needs vitality. Committee will review prior to publication, encouraging more staff and resident involvement.
7. Helping Hands committee: Employee group working to help others, walkathon in the spring. More structure.
8. Staff meetings not well attended: Reminders posted on bulletin board, memos with paychecks. Always input on meetings and issues to be approached.
9. CON: Letters in hand = 65 from residents, staff, family members, etc. Communication to be sent out to county health care providers, churches, and Public officials. Letters are very moving.
10. Plans underway for nursing home week 10<sup>th</sup> – 16<sup>th</sup> of May. Committee to meet this week.
11. Floor scrubber taken out of budget. Current one has been cleaned and is now working but for how long?  
Recommend contingency fund of some sort. Need to make a decision on resources and backup.
12. Commissioner Sorensen: It is a necessity, but not a health issue. Commissioners need to bring it up to delegation.
13. Commissioner Albee: Alternative floor scrubbers for less money?
14. Jon Hebert: Military Surplus sometimes available at Portsmouth Shipyard.

***Commissioner Sorensen: May 3-9 is County Government Week. Suggest take program to schools/explain function and career opportunities. Collaborative organization has meeting on 3/31 at Kennett high. Social worker should attend. Commissioners are looking at media, radio, general public, meeting with selectmen, etc.***

15. Commissioner Sorensen: Short LPN Monday night shift, Jail looking at medical staff availability. Inventory of items at MVNH, find out if wheelchair washer is being used, why are we not using it

**Jon Hebert, Sheriff's Department:**

1. Adjusting revenue decrease and expenses on budget.
2. Problem in communications infrastructure, repeater issues. Ossipee Mtn. Electronics is looking at issue. Eligible for grant money-will be looking for approval in near future.
3. Commissioner Sorensen: Mr. Babson questioned why millions have been spent in 12 years on communication yet still has major problems.
4. David Babson: Explanation of expenditures?
5. Jon Hebert: Radio frequency was analog, agencies could not communicate. Converted from analog to digital. Geography: mtns, trees, hills, issues. Not enough infrastructures. The issue now is band width, tree growth, and complex problem. Need functionality.  
Thank you to Kathy Garry for assistance on setting up records and budget.

**Kathy Garry, Business Office**

1. Contracts have been sent out to Primex for review. Primex provides building risk coverage.

**Joe Boyd, Maintenance HOC,**

1. Everything going well, cell damage to dayroom 4 needs welding. No leaks this year will check and fix any seams this spring. Van from MVNH not able to register, frame damage. Just used for transporting food. Old van scrapped out for \$100.

**Rob Horace, MVNH**

1. Commissioner Sorensen: Complaints on quality of food. Personnel training?
2. Rob Horace: Constant training, trying to improve. 5 week cycle menu. Purchase based on quantities forecast. Quality is higher than average, striving for customer satisfaction.

Standard and alternative menu for residents, test meals, quality check list. Monthly meeting with residents to get feedback. Some have special diets and restrictions. Menu changes for residents every day. May request different sized portions. Generate 260 portions per mealtime. Buy from Sysco, fresh would be better. (discussion of irradiated, pasteurized eggs).

3. Commissioners Sorensen, Albee and Rob discussed possible use of fresh produce from farm gardens. Need list of what would be used from farm and quantity needed per week (schedule it out) Fresh not frozen institutionalized food. Break down good purchases for local production info. Fresher. Significant benefit? Future – Switch from poly-styrene to paper, compost organic waste (get staff involved). Rejuvenate farm to produce useable produce. Inmates can process food for use. (carrots, potatoes, squash, beans, lettuce, etc)  
Staff reduction of one person, does not affect resident service.

**Marty Perrault, Chapel MVNH**

1. Discussion of who is pastor on different Sundays of the month. Would like to see chapel/office/sacristy combination at new home. Space to accommodate religion but not specific to religion. (Multi-use space). Space for meditation and prayer to meet needs. 25-30 residents attend Sunday service. Need more time with residents for spiritual health which leads to physical health. Need monthly meeting for clergy and volunteers, welcome and show appreciation for volunteers. Work with staff and family members/residents. Hold bible study.

**David Wells, WSB Tech. Inc.**

Discussion of what David Wells does for the County, questions on connections, communication, systems, and recommendations for the future. Upgrades and needed resources. Immediate need and long term need plan.

1. Provide support, design computer systems/internet/applications, county server, applications and firewall. Do not do telecommunications
2. Works on a per call basis as well as materials.
3. Commissioner Albee: Assessment of computers, what will be needed for future, age and replacement schedule. Need total scope-IT plan and assessment. Discussion in spring for next year's budget. Planning phase only.
4. Internet as a whole-interfaces and web browsers. Primary communication system, security and integrity. "application source providers = cloud"

5. Represent where you may need to go w/ISP, budget, and longevity. Plan and budget direction 1-2 years in advance. Extend participation, organizations and departments. I have a practical sense of what is here in County building.
6. David Babson: Who did caretracker system?
7. David Wells: Vendor-Resource Systems, I did network hookups. Is hosted by systems at Resource Systems instead of private server. "cloud system."
8. Commissioner Albee: Barcode system? Key system? Differentiate departments and time for employees? Give suggestions to Kathy for system payroll/check-in?
9. David Wells: Many systems, no room for error.

**Jason Johnson, HOC**

1. Thank you to commissioners for letting me attend the National Jail Leadership Command Academy. It was an honor to represent Carroll County and NH.
2. Current population is 54 in house, 1 on electronic monitor, 1 weekender, 4 transfers, and 17 on pre-trial release for a total population of 77. Total number of inmates admitted for the week was 14 (8 repeaters) and total number released was 21. Repeater charges: 3 warrants, 1 DWI, 1 unlawful possession of alcohol, 1 Violation of probation, 1 violation of protective order/control drug act, 1 simple assault/criminal threatening. Farm has been taking out 4 inmates. 16 available.
3. Staff found inmate attempting to smuggle tobacco and marijuana in sneaker. Case handed over to Sheriff's Department for criminal prosecution. Officer that discovered it was a trainee. Both he and his training officer received letters from their supervisor.
4. Damaged cell under investigation by Sheriff's office
5. Commissioner Sorensen: Did we charge Federal inmates? Dennis to look at changes in classes so inmates can be used. Coordinate schedule with farm staff. What does jail provide for inmates?
6. Jason: Did not charge, they were local residents, not federal to begin with. Locally arrested and then handed to state. Jail provides hygiene items, clothing, shoes and meals. Inmates may purchase anything else through canteen.
7. Commissioner Albee: Staffing analysis and justification needed by Monday for delegation meeting. I will report to Town of Tuftonboro- 2009 going to try to bring inmates out to do community service. (Staffing issues, budget to create service to community). Asked about phone charges: get one call in processing, rest are collect. TVs - Look into government program for purchasing converter box.
8. Commissioner Sorensen: New TV's have digital, canteen should be offering possibility. Will continue discussion at a later date.

**Robin Gordon, Human Resources**

1. Discussion of interview process for Administrator  
 March 25<sup>th</sup> 12pm, 1st round. 4 Candidates/1 hr. per candidate (interview team)  
 Behavioral assessment of candidates/Commissioners and Robin  
 April 20<sup>th</sup> 9am, 2<sup>nd</sup> round /Commissioners questioning  
 Decision and offer

Review of Hale's Location budget:

School has not submitted bill yet for 2008. Budgeted \$80k. Hold the \$80k. Tuition has dropped for this year. If commissioners approve it then it goes to delegation on Monday for approval.

Discussion of budget details between commissioners.

*Commissioner Albee motioned for Hales Location budget to be accepted as submitted to commissioners. Commissioner Solomon seconded. All in favor*

*Commissioner Solomon motioned for minutes of March 4, 2009 to be sealed. Commissioner Albee seconded. All in favor.*

*Commissioner Solomon motioned to go into non-public session pursuant to RSA91A; 3 for personnel. Commissioner Albee seconded. All in favor.*

*Into non-public session at 11:10am*