

**Carroll County Commissioners Meeting Minutes
March 10, 2010**

Commissioners Present: David Sorensen, Chip Albee, Dorothy Solomon

Public: David Babson, Maureen Spencer, Daymond Steer.

Meeting called to order at 8:15 am by Commissioner Sorensen

Public Input

1. David Babson: Spoke with a lady from the dialysis center in Portland for some more information. He spoke with social worker who reported they have 20 patients at a time, 3 shifts a day, 6 days a week. Gave the manager's name for this area.

Driving here this a.m., he saw a young man in camouflage pants and t-shirt walking down 171, concerned if this was an overnight border, walking in 30 degree weather, this is a concern.

2. Commissioner Solomon: Jason states that there is clothing available for them when they are released. This will be looked into.

3. David Babson: States he sent email to Commissioners with the comparison of county employees vs. university employees.

4. Commissioner Albee: What was your conclusion?

5. Babson: If figures are accurate, there is a \$4,000 difference, with county being more expensive.

Regular Session

Commissioner Albee moved to accept minutes of March 3, 2010. Commissioner Solomon seconded the motion. Commissioners Albee, Solomon and Sorensen in favor. So voted.

Commissioner Solomon moved to accept non-public minutes of March 3, 2010.

Commissioner Albee seconded the motion. Commissioners Albee, Solomon and Sorensen in favor. So voted.

1. Commissioner Albee: May go into non-public session with Randy Remick regarding contract negotiations on the new nursing home.

2. Commissioner Albee: Spoke with the Dept. of Environmental Services yesterday and came to agreement that we would send the check for \$48,594.45. If

Representative Algren can come up with a better deal, that they will refund us some or all of that money at a later date. Check has been sent.

3. Commissioner Sorensen: There will be a Building Committee meeting on Monday at 1:00.

John Lyford, Auditor from Mason and Rich

1. Commissioner Sorensen: Asked John Lyford to come in today and give us a run down as to what he looks at, what he doesn't look at and in general what our status is.
2. John Lyford: In a brief overview, auditors do not look at everything. We do samples, look at items that they think are unequal or that catch their eye, look at materiality on financial statements. They audit a number of different things in the county such as Registry of Deeds, Sheriffs Dept., Extension services, nursing home accounts, residents accounts, gift card funds as well as business office; an overview of all county activity for the year.
3. Commissioner Albee: Who establishes the list of sampled items.
4. Lyford: These are computer generated, random samples.
5. Commissioner Albee: Is it possible for us to direct you to something specific.
6. Lyford: If there is something of concern, you can bring it to their attention. Gave example of a town clerk where embezzlement was detected.
7. Commissioner Sorensen: A few years ago when we had a different sheriff, we asked you to look at his budget and to check to see if he was putting in the expenses under the right category and you said at that time that you don't do that.
8. Lyford: This is a judgment issue. Budget is given, it's not up to auditor to say under what category the money is spent. Parameters need to be set by you.
9. Commissioner Sorensen: We have the responsibility to set the parameters of what category the expenses to under.
10. Commissioner Albee: We can make a proclamation that they can only spend the line item. The problem is when they move to some other line item because they run out of money somewhere else.
11. Lyford: Delegation should be approached regarding this issue.
12. Commissioner Sorensen: This is the way it's being done now. If money needs to be transferred from another department, then we go to delegation to request that money be transferred.
13. Commissioner Albee: Suggests that they look at all the line items and expenses on a quarterly basis, should do an internal audit.
14. Lyford: Things in the county are looking very well.
15. Commissioner Sorensen: Question about the nursing home; the nursing home is an enterprise budget and supposedly we cannot transfer money out of that enterprise budget to cover any other department in the county. Also with the water department, if we take in money from the general public, that should also be an enterprise budget - will look to you for comment on that.
16. Lyford: This is not required under the RSA. If it was a town and were dealing with water or sewer, it would have to be a separate fund even though private money goes into that fund as it's a town under that RSA. It's required to be separate.

Sandi McKenzie, MVNH

1. Commissioner Sorensen: Brings up bad smell in the nursing home.
2. McKenzie: There was a grease back up in the lines and this has been taken care of.

Randy Remick, Bonnet, Page and Stone

1. Remick: We have gone out to bidders. We ran advertising for approximately a month.

Had a significant number of bids, hundreds of suppliers and contractors. Went to project budget from the beginning - 2 page summary handed out. Will review some of the points. Please verify in house county costs; believe we are close on these numbers, but want to be sure.

2. Babson: Asks if public get a copy of the handout supplied.

3. Remick: would prefer to wait to put out to public as some of the information is releasing what some of the budget items are and the things that are going to be advertised, ie; testing agent, etc. Some of the bids aren't solicited yet.

4. Babson: something should be printed up and available to the public.

5. Remick: This will happen in the short term.

6. Commissioner Albee: Will need to have, at some point, a list of all the bidders and as we award them, who got the award and the dollar amounts.

7. Remick: Good news is that we are generally under budget, things tracked very well. In reviewing the budget, a lot of the costs came out of your office originally as far as the soft cost side and I can adjust the specific line items once they are reviewed.

Starts to go through the project budget worksheet.

8. Commissioner Albee: Is the landscaping design back in the budget?

9. Remick: Yes. That's an option for you to discuss. The bidding went well. A couple of things have been dedicated as possible fundraisers.

10. Commissioner Albee: What is included in Misc. Design services?

11. Remick: That is a summary of incidental costs for third party code reviews, site selection review, etc. I can provide a list of what that includes. Continues with review of budget.

We also had an allowance for resident lifts in the rooms. We have to confirm brand with Sandi and with Gerry, using a \$5,000 allowance per lift for a room and we have plugged in 24 rooms. Will need to verify that number. We talked about tracks being put in all rooms, so have accommodated the structural to support the lifts, but never finalized how many.

12. Commissioner Albee: question to Maria - How many rooms are designed to accept lifts.

13. Maria: All rooms are designed to accommodate adding a lift track. We should do as many as we can as it will be a fair amount of work to go back later and install the tracks.

14. Commissioner Sorensen: At the end of the building, are the bricks in there.

15. Remick: Yes. We have hard bids on the thin brick that was on the building and have included an allowance to widen the foundation and put the brick base back.

16. Commissioner Sorensen: Regarding the in-floor heating, is that just in the common areas.

17. Remick: Yes, these are in the common spaces in the neighborhood space and activity space on the first floor.

On testing materials, the thing that Jerry and I were discussing is that we have increased that a bit because of the special inspections requirements and again that is an allowance and we have to put those pieces out to bid. There are a lot of components to the special inspection requirements.

18. Commissioner Albee: On the low voltage line item, \$50,000 enough?

19. Remick: The specs have been rearranged a little bit. When we go to the construction detail, the electrical budget now has the nurse call system, has the cabling, the wandering system and has the security in it. So, all that is left is hard phone system and equipment for phones.

20. Commissioner Albee: We need to get the low voltage line itemized as to what is included.

21. Remick: Continues with review of budget handout: TVs for common areas. Computers data system/wiring is included in the electrical. Security system is with building costs now. All primary kitchen equipment and appliances are in the construction budget. There is a \$30,000 item there for misc. kitchen wares.

22. Commissioner Sorensen: Regarding the kitchen, everything that's going to be in the kitchen is going to be brand new or does this include moving current kitchen appliances?

23. Remick: mixers, slicer, oven: will get list together. Everything else will be brand new. Furniture and draperies on line item.

24. Commissioner Albee: All exterior garden furniture is a perfect fundraiser opportunity.

25. Remick: misc. fees allowable is \$25,000. LP gas was increased, waiting for Eastern or other suppliers. Temporary piping to other buildings and/or permanent is being talked about; large tank vs. smaller tanks. No quote yet. That decision will need to be made relatively quickly as that is the heating source. Demo allowance of \$100,000.

26. Commissioner Sorensen: \$50,000 to take off two wings.

27. Remick: priorities are heating source solution; pellets vs. gas. Decision on foundation and brick detail is 2nd priority.

28. Commissioner Albee: we did received \$200,000 grant for piping which is strictly for piping. Also brings up the drainage problems that the courthouse has had.

29. Remick: We are looking into the drainage structures. Addendums were discussed; boilers, storage area.

30. Commissioner Albee: questions BTUs.

31. Jerry: existing building uses 2 million BTUs, the new building is 3 million BTUs.

32. Commissioner Albee: In round figures, we have been presented with a budget of \$23,244,500 and the contingency is up to \$1,200,000. The actual budget without using contingency money is \$22,000,000.

33. Remick: We have numbers to confirm the budget. There are certain things that aren't in the specs that could be costs.

34. Commissioner Sorensen: timeline for project suggested.
35. Remick: Will developed detailed project schedule.
36. Commissioner Sorensen: none of the soil will leave the complex.
37. Remick: Based on the prices that we have gathered regarding soil, would suggest that you leave it on site. About 4,000 yards to be saved on site. Will stabilize and fence it. Then can use for farm program or sell it. It's worth keeping.
38. Commissioner Albee: How is the interior design coming along?
39. Maria: It's coming along well. Resident unit flooring is all set. Lighting is all squared away.
40. Commissioner Albee: How is the design of the stairs.
41. Maria: Central stair in the middle of the lobby area. It is slightly more enclosed, has a half wall that goes around the perimeter with a short door at the bottom as patients will have access to that stair. Balcony is enclosed as well for concerns of wandering patients.
42. Commissioner Albee: Is the parking lot lighting all set. Will it effect the residents?
43. Remick: Lighting for parking lots are in the drawings. The lighting can be controlled. They are lights that shine down.
44. Commissioner Sorensen: Is the generator noise going to be an issue with the residents.
45. Maria: There is always a noise issue. It's in a sound enclosure. It's away from the resident wings as much as possible.
46. Commissioner Sorensen: Is most everything that you are bringing in, the steel, construction and building equipment, going to be on that site or spread around?
47. Remick: Everything will be on that site, it will be contained. Because of the residents, the site will be enclosed by a fence, so will have gaited access for trucks, will avoid the county entrance as much as possible. Road access discussed and plans looked at, will need to discuss further.

Public Input

1. David Babson: Asked about third party review and if this is in the budget.
2. Commissioner Sorensen: Third party review is strictly for fire and safety, not for construction.
3. Maureen: Is Wifi figured into this? Are there washing machines in every household unit?
4. Remick: Yes. The units are plumbed for washing machines.
5. Maureen: Are all the rooms going to be set up for lifts?
6. Remick: This still needs to be decided.
7. Maureen: Just for clarity, you said we are not going to have a Clerk of the Works, so how does this work with someone watching what's going on.
8. Remick: Our management team will be here every day, Gerry's and Maria's team as well as engineers; electrical engineers, mechanical engineers, civil engineers and White Mtn. Survey, structural engineers; independent testing budget, field engineers. Budget for special inspections. Weekly coordination meetings throughout the job.

9. Commissioner Solomon: What would happen if you found a sub that was doing something irregular, that you didn't feel they were doing right.
10. Remick: That would depend on what it is. If a product is being put in poorly, we would make them tear it out and correct. Standards and specs are part of what is being bid on. If we feel they are not meeting the standards, we will correct that for you, that's our job to police that. If there is an issue, we handle it.
11. Commissioner Sorensen: If a sub goes bankrupt, what happens?
12. Remick: If a sub goes bankrupt, we have to manage that component. We are checking references of the subs.
13. McKenzie: The end of the month review in regard to what status we are at and what percentage has been done is vital at least for the first month and then quarterly for the submission reports.
14. Commissioner Solomon: I want to know that the people working for us in the subcontracting work are all legal workers.
15. Remick: They are legal, have green cards.
16. Commissioner Sorensen: What kind of security is set up?
17. Remick: Gated access. Would like to put up a web cam so the site could be monitored.
18. Maureen: What do we have in place to protect us from cost over runs?
19. Remick: It is our guarantee. The budget is solid.
20. Babson: Regarding the minutes of March 3, 2010, feels the minutes are not sufficient.

Commissioner Sorensen made motion to go into non-public meeting at 10:30 to discuss contract. Motion seconded by Commissioner Solomon. Commissioners Solomon, Albee and Sorensen in favor.

**Lynn Banford, Director of operations of Seacoast Dialysis team.
Kathy Dickey, Scott McKinnon**

1. Kathy: Discussion ensued regarding the possible need for dialysis center in Carroll County. Some demographic information regarding number of patients that travel to other centers include 35 patients in Carroll County and 45 patients in the Fryberg, Maine, area.
2. Lynn: It would take about 40 patients to make having a dialysis center worthwhile. Most of the patients are Medicare or Medicaid patients. Most clinics in the state average about 50 patients.
3. Scott: What are the hours of operation for these centers?
4. Kathy: It depends on how many stations we have. Some of the facilities are only open 3 days a week for 2 shifts. Other facilities are open 6 days a week for 3 shifts. We dialyze in at least 10 hospitals on the state of NH. Laconia and Nashua have their own independent dialysis centers.
5. Commissioner Solomon: You have talked about demographics and most of these patients would be Medicare/Medicaid patients. Please keep in mind that maybe not be the case in the southern part of this County, but in the northern part of this County, primarily in places near hospitals, Jackson and Bartlett, we have people retiring here that are financially stable.

6. Scott: Speaks to Kathy and Lynn, when they start refreshing the analysis, it's best if we coordinate together. Business cards were exchanged.

7. Commissioner Sorensen: There will be two wings in the old nursing home that would be available for space. Will have to look at the demographics and analysis of patients in need of this service.

Commissioner Albee made motion to into non-public session pursuant to RSA91A; Motion seconded by Commissioner Solomon. Commissioners Solomon, Albee and Sorensen in favor. So voted.

Into non-public at 12:15 pm