

**Draft
Carroll County Commissioner's Meeting
Minutes
August 3, 2011**

Commissioners Present: David Sorenson, Dorothy Solomon **Absent:** Asha Kenney.

Public: David Babson, Ed Comeau, Dominic Richiardi, Daymond Steere, Maureen Spencer, David Knox

Commissioner Sorenson called the meeting to order at 8:31 am.

Public Input

Maureen Spencer: I listened to last week's meeting, and Attorney Dewhurst sounded like he was concerned about the changes in the policy that Commissioner Sorenson wanted to make with a line item of \$1,000.00. Do you know why?

Commissioner Sorenson replied that he did not. All he really wanted was that those policies be sent out to the department heads for their review to give them ample time to see what affect they would have on their departments.

Motion

Commissioner Solomon made a motion to approve the minutes of July 27, 2011 as written. Commissioner Sorenson seconded the motion. All were in favor. Motion passed.

Reports

Commissioner Sorenson attended a meeting on July 20, 2011 with the General Linen Company. Those are the people who do our laundry. Two people were there and gave a presentation. His feeling after coming out of that meeting was that we can do more of our laundry with the additional of laundry machine and a dryer to reduce the cost. Overall, he is not sure that to do all the laundry is in the best interest of the County. They are willing to negotiate the contract and we will see whether they reduce their fee or not. He thinks he would like to research this more before a final decision is made.

- Attended a Building Committee Meeting for the Mountain View Community. Everything seems to be moving along quickly. We are still scheduled to move our residents into the new nursing home on September 13, 2011.
- Full start up of the kitchen will be August 10, 2011. We talked about all the fire department sign-offs. Punch lists of all areas will begin August 12th, and furniture delivery will here the 3rd week of August.
- Installation of all window treatments by mid August; and tubs will be installed next week.
- Bob Murray was asked where we were at with the Waste Management Contract. Bob replied that we are waiting to hear from Primex's attorney and he hopes to hear from them today.
- Representative Babson asked what Primex has to do with Waste Management.

Commissioner Sorenson stated: Primex takes care of liability, i.e. when our equipment is going down the road and is in an accident.

Commissioner Sorenson received a communication in the mail regarding a court case where he was going to be sued along with Jason Johnson and the Nurse Practitioner, as a result of Michael Cheney complaining about the lights being own, taking away his caffeinated coffee and replacing it with decaffeinated coffee instead, along with some other issues. The Superior Court has dismissed all charges against us. He still had time to appeal the case.

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Commissioner Sorensen reported that a survey was done on the Jail. The individual who performed the survey stated that all of our policies were outdated. Jason has done fantastic job putting these policies together. It is a very thick manual and is also on disc. Commissioner Solomon and he felt that this was beyond what they can do. Before signing off on these policies, they have asked for technical assistance from the National Institute of Corrections. We received a letter from them stating that at no cost to us, they will have someone contact Jason to go over the policies to insure they are current and in compliance. In addition, we are going to hire a labor attorney to review these policies as well.

He reported that the Jail and the court case against SMRT is being worked on from a standpoint of arbitration. We have not agreed to their sending us or recommending a dollar figure for us to fix it. We want it fixed and fixed correctly. This is in regard to the wall moving with the heat. That is still being negotiated and we will probably go to arbitration on that.

Department Reports

William Dewitte Farm

First cut hay is almost done. We had around 6,600 bales from the first cut that has been sold. We still have some in the barn with a list of orders to be delivering soon. Camp fire wood has been moving well to two different campgrounds.

Will researched the number of pints of blueberries picked and sold for 2009, which were 195; 250 pints were picked and sold in 2010 and so far for 2011 we have sold around 1000 pints and there are still green berries on the vines.

The Farm Day went pretty well. We had over 500 people who came to the Farm Day; and there were 50-60 people who attended the pig class. We wanted to have a gauge of how many people were coming and going, and Cooperative Extension helped out with that.

The Blueberries demonstration had 50-60 people attended. People filled out evaluation cards asking how they heard about the Farm Day Event. We did a 50/50 raffle to guess the weight of the black pig that was there. A girl from 4-H, who was holding a program at Farm Day, gave a guesstimate of 123 lbs, 6oz. The pig's actual weight was 124 lbs. She won \$35.00, and the organization won \$35.00.

Will reported that the vendors did fairly well. They did not realize how many people were there attending classes. There were no complaints from the vendors. There will be a meeting here this month to see how we did and select a date for the next Farm Day and notifying vendors of same.

Commissioner Sorensen expressed his thanks to Will and felt that his signage was very effective and in his presentation on the pigs was much appreciated. He felt that the success of the Farm Day was partly due to advertising.

Will stated that in June we had a talk on the pigs. He stated that he was overwhelmed at the number of people at that event and the Farm Day demonstration who expressed interest in learning about the pigs. Will stated that he would like to experiment, and if possible, ask the Commissioners for permission to continue to use the barn and keep two of the pigs down there; breed them and hold classes on what it takes to get them ready for breeding and when the piglets come in. As before, he would absorb the costs of the piglets and the grain. We will keep some of the piglets, but obviously we would have to sell some of them to offset the costs.

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Commissioner Sorensen: Without voting as Commissioners, he and Commissioner Solomon both think its okay to go ahead and keep them in the barn throughout the winter.

Will state he would like to be involved with the Sandwich Fair and have 4-H kids involved with the piglets and kind of push the 4-H realm a little bit more and see if we can help them out.

Commissioner Sorensen asked Will if he thought it would be worthwhile for County Farm to participate in the Sandwich Fair. Will felt it would be, but not sure about this year, but definitely next year. On the evaluations, people said they would like to see move live stock when they come to the Farm Day.

The Sheriff's Department participated in the Farm Day. They had a horse, which had the Department's blanket on it, and it was ridden by a Deputy.

Domenic Richiardi asked about liability involved if the horse kicked or bit someone, would the County be covered. Commissioner Sorensen said yes, it would be.

Carol Jowdy, Landscape Design and Hayden McLaughlin Belknap Landscapers

Carol introduced Hayden McLaughlin from Belknap Landscapers. She has been moving forward in getting the trees we talked about and the costs are widely different. She actually sent it out to four nurseries and to Belknap who actually has some in stock. She and Hayden walked the site on Friday. Her concern is that in the neighborhood gardens there are no drip lines, and they are definitely needed. Question came up about railings, what would stop a resident from walking off the pads in the Memory Gardens. Currently, there is no drip strip there. She feels that it was kind of a design omission that they didn't get to that. She was wondering if it was our responsibility or Andrews. There is nothing catching the drips. We need something, with that amount of water hitting the garden is uncontrollable, and the question of whose responsibility it is.

Commissioner Sorensen: Talk with Chris. He doesn't know whether it is Andrews or BPS. He would be cautious about the drip area.

She talked about the benches and asked if they had been purchased or would that be coming out of the landscape budget. Commissioner Sorensen stated that yes it would come out of the landscape budget.

She understands that the paving date is next Wednesday, August 10, and August 19th for the open house for the vendors. She is going to defer to Hayden in terms of sequencing of all the curbing, concrete, and paving going in, and construction happening after that time in terms of running over the new pavement.

Hayden reported that as a result of his walk through last week, having talked with Chris and the site man, Bob, from Andrews, from an execution standpoint, having fresh finished coat of pavement, in August, is not very friendly with the use of equipment to expedite planting. He feels that it is somewhat unrealistic to think that we can have plants in the ground by August 19th, as the pavement is going to be soft and dealing with the conditions we have, finished asphalt, walkways etc. that we would have better opportunities to execute this as a phase I and phase II standpoint. Phase I would be in the fall, providing tree selection and shrubs and do as much as we can this fall to prepare for spring time plantings, ground cover and plugs in the spring.

Commissioner Sorensen wants the last date to be next spring. If we are going to consider Bill Stockman, with a green house full of ground cover that you want in the design, that is one thing, but we have budgeted money and do not want to delay this.

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Hayden: We need to do as much as we can this fall in preparation for being ready for the softer smaller material that will be installed early in the spring time.

Commissioner Sorensen stated that he would definitely like something in the entrance of the new nursing home and focus on what plantings you are going to have there, and the next would be on those two garden areas. The Ribbon Cutting ceremony is on Saturday September 10, 2011.

Hayden: There is the opportunity to have something for you by the 10th of September. Will need to look at the final design. Do not want to put something in there that has to be taken out. Would prefer to look at the islands that are out there, and the big island beside this building would be easy to execute. He would like to have something that would be presentable and looks like the project is moving forward; what that exactly is, he doesn't know, but will get back to us. He would also caution the Commissioners that they should move systematically on this and be cost effective. (for complete presentation refer to www.governmentoversite.com)

Jason Johnson - HOC

Our current population is 48 in house, 2 weekenders, 8 transfers, 2 electronic monitors and 20 on pre-trial release for a total population of 80.

Total number of admitted inmates for the week was 35 (8 repeaters), total number of released inmates for the week was 34.

We needed to send an inmate out to the hospital Tuesday night. He was treated and released back to the facility.

Jason: Vendor came into the jail last week to look at developing a maintenance contract. They use the same type of security system that is already in place. They will get back to me by next week with a quote. The other vendor does not use the same type of system and can not provide a maintenance contract.

Jason introduced Chris Braga, M.D. and Chris Schweiger, PA, who are here to give a presentation on providing medical services for the facility.

Representative Babson: Will these folks would be doing the same thing as the company Jason looked at a year ago, issuing the medication, etc.

Jason: It was somewhat similar but a lot different. They would be providing medical services, and we would be providing nursing. This would be a contracted service.

Dr. Braga gave a brief synopsis of his background and Mr. Schweiger, Family Practitioner PA. He stated they provide services at Dartmouth Hitchcock Clinic in Manchester. Both of them have provided services at Rockingham County and Hillsboro County. They initially got started working with Prime Care, which is the company that was alluded to and figured out how correctional medicine is a bit different then the medicine that is practiced in the community. They understand the financial constraints that the County is faced with.

They have expertise in management and know where to save money. (to hear the complete presentation by Dr. Braga and Mr. Schweiger refer to www.governmentoversite.com)

Commissioner Sorensen recommended that the subcommittee of the Delegation meet here within the next couple of weeks and to go over the medical situation of the Jail looking at what it's costing us right now, and what the savings would be.

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Representative Babson: Will Dr. Braga and Mr. Schiewger be willing to come in and meet with us. They replied that they would.

Commissioner Sorensen: Jason will be getting in touch with both of them once that meeting has been set up, and we will go from there.

Steve Murray Attorney's Office

Steve Murray: Last year a woman who was a patient at the nursing home had executed a mortgage in favor of the County for an unpaid bill at the nursing home. He received a call from a title company stating that the house is closing. He spoke with Lisa Howard, she gave me the pay off amount. He sent an unexecuted copy of a discharge and the pay off amount to the title company, and he is expecting a check to be delivered by courier any day.

What he is asking today, is for the Commissioners to execute a discharge for the mortgage for him to hold in escrow, until he gets that check, and once he gets that certified check then he would record it and send the original to the new owner of the home.

He also has another copy with a line for Commissioner Kenney, but noted that she was not here. He knows that two Commissioners is a quorum. He will return later to have the document notarized.

Ann Hamilton UNH Cooperative Extension David Foote, Director IT

Commissioner Sorensen had asked Cooperative Extension to be here as he had receive a telephone call from Jim Greedy probably a month ago regarding a line that may be coming in once Cooperative Extension is on the complex, and we are looking for information as to what benefits will be provided to the County...

Anne Hamilton introduced David Foote, Director of IT and Distance Education.

Mr. Foote: This is a three page overview of the Network NH Now project which is a \$45,000,000.00 grant that was awarded to UNH to build fiber-optic network to expand a microwave network throughout the state and will connect all of (USNH) University System of NH Institutions. The University's first intent is to use it for educational programs, professional development. The stimulus program, that is funding this, uses the core network to expand opportunities for broad band access to other organizations, non-profits, businesses etc. He met with the engineers last week. They looked at Cooperative Extension's current location and the connection is slated for going into that building in Conway.

Commissioner Sorensen stated that when Jim Greedy called, we told him that they could come in to Ossipee.

He has had discussions with them that we potentially would like to move that here. They are on hold right now, so it is still on paper to go to the Conway office, but he can go back with some type of confirmation that the Extension will be located on the site and ask can if we can we redirect this.

The primary goal was to connect UNH offices and Cooperative Extension offices throughout the state. Because we are located on the county campus, the grant administrators have agreed that we can extend availability to the campus and provide access to other departments.

Representative Babson stated that as far as he is concerned, the Delegation has voted twice to have the Cooperative Extension here and we ought to be here and not Conway. Therefore, why not have the line come here? He hopes that the location is in the old nursing home. (to view complete presentation and discussion, refer to www.governmentoversite.com)

Department Reports

Sandi McKenzie MVNH

This morning's census is 101. We have 8 Medicare Residents, 27 Private Pay Residents and 66 Medicaid Residents. We had 1 death, have 1 admission pending and are working on the 2nd admission.

State Survey New Building

We heard this week that the state survey of the new nursing home will be Tuesday, August 30, 2011. The state is focusing on life safety inspection, and will want to make sure that we meet regulations for clinical care as well. She will make sure they have all the documents they need submitted two days prior to the survey.

Fire/Emergency Responders/Ambulance Service Education

Sandi had a long conversation with Fire Chief Riley yesterday having to do with coordinating activity with fire and ambulance staff with our new building so that they know where the resident's rooms are. They have to be as familiar with the building as does our staff. After August 30th, they will be coming in for this.

Exterior Road Signage

One page shows what could be the actual exterior sign with Mountain View Community with the Mountain View Community's Logo which would be \$1835.00. If Carroll County Administration was going to put this on the signage at a later date, there will be an additional charge of \$570.00 for the drilling.

Discussion ensued. If we were to put a sign without any other signage in front of the building, to mirror what we have down at the bottom- Rte 171 and County Farm Road, it would be the granite post with that sign. Further signage was discussed. It was decided to leave space for Cooperative Extension.

Commissioner Solomon asked if there was to be signage on the building itself. If you see it from the road, there is no need for additional signs. It was decided not to have a second sign on Route 171.

Bob Murray: The elevator inspection is being done today.

Telephone/ Carrier

We have signed a contract with TeleTechnique for our phones. Now we have to look at our carrier. Our contract with Fairpoint expires 12/12. We are proposing a hybrid system. We would like to add Cerner which would give us a defined price, per trunk, per line, and for an additional \$30.00+tax we could have up to 100 lines. We would always know what are bill would be each month. No charges per calls.

Budgeted Equipment

We have equipment that we have put off in presenting until now because these are necessities. These are issues that we have identified through the planning process. Refer to attached for Projected Costs for New Facility Equipment needs for the new nursing home and for the maintenance department with a grand total of \$38,319.68.

Bob Murray presented his proposed costs for maintenance of the new building totaling \$20, 439.53 (to review items proposed by nursing and maintenance please go to www.governmentoversite.com)

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Motion

Commissioner Sorensen made a motion that we approve the projected cost for new facility equipment needs for \$38,319.68, and also the \$20,439.53 for a total of \$58, 759.21. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Movers

Sandi stated that yesterday they had a meeting with Huff Movers. They will be here on 9/7/11 and 9/13/11 the first date being administration and furniture move, the second date will be moving the residents. The computers will be brought over by department heads. The movers will move the office and resident furniture.

Sandi presented three contracts for review. The first one is Cerner contract, the second contract has to do with Kronos and General Linen Service Contract Co, Inc.

Motion

Commissioner Sorensen made a motion to accept the Cerner Contract for Care tracker to include the software for the two products and the hardware for a total of \$6,046.00. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Motion

Commissioner Solomon made a motion to accept the Kronos Contract, for another unit for the employee lounge and that was included in the budget for \$1,560.00

Motion

Commissioner Sorensen made a motion to sign the 90-day rental contract with General Linen Service Contract CO, Inc. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Motion

Commissioner Sorensen made a motion to accept the Rental Agreement Supplemental Page for Items 1 and 2. Commissioner Solomon seconded the motion. All were in favor. Motion passed.

Commissioner Solomon: Do residents with dementia go outside alone? In the new building, will they be allowed to go out alone?.

Sandi commented they will have that opportunity, but will they? She is not sure, but if they do they will be under a watchful eye.

Kathy Garry Business Office

Commissioner Solomon asked Kathy Garry to notarize the signatures on the document requested by Steve Murray of the Attorney's Office.

Kathy: Friday is the Association of Counties Meeting. She will be going down for the piece on the finance committee that starts at 11:30 am. She will also be meeting with Peggy Damon to talk about the conference and what our responsibilities are. She did send an email regarding the bags that have been donated. When Commissioner Kenney returns you can decide which bag you prefer.

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She received an invoice from TMD for the art work and the window treatments. We had given a deposit and now a 25% progress payment is due.

She received an invoice from Rist-Frost-Shumway, Engineer in regard to the nursing home. We also have a contract with them.

Kathy asked if the report on the rehabilitation of the old nursing home should be sent out to all the Representatives. . Commissioner Sorensen replied yes.

With regard to the meeting on 8/22/11, Rep Ahlgren had wanted the six months from last year along with the six months for this year for comparison. She can't get one report that way, but what she can do is run off 14 copies for the Delegation. Commissioner Sorensen asked that she do that.

Motion

Commissioner Sorensen made a motion to go into non-public session for personnel and discipline. Commissioner Solomon seconded the motion. All were in favor. Motion passed. Roll Call Vote taken: Commissioner Sorensen, Commissioner Solomon. All were in favor.

The Meeting was adjourned at 12:25 pm.

Respectfully submitted

Sandra Twyon
Recording Secretary