

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 26, 2017 09:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

PRESENT: Commissioners Peter Graves, Joseph Cartwright, and Charles Weed

STAFF: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, Assisted Living Administrator Gowen, Maplewood Facilities Manager Harrison, and Assistant County Administrator (ACA) Bouchard.

GUESTS: MNH Reconstruction Owners Rep. Steve Horton, Banwell Architects Principal, Ingrid Nichols, Engelberth Construction Chris Yandow, Brad Walker.

At 9:31AM the meeting opened and Chairman Graves recognized Assisted Living Administrator Gowen. Gowen provided the following report semi-annual report for the Assisted Living Facility:

Assisted Living - 2016

Admissions and Discharges:

6 admissions; 3 from MNH

6 discharges; 5 to MNH, 1 home

Waiting list:

30 county residents are on the waiting list with 11 seeking immediate placement. The turnaround time between discharges is typically one week. I receive several outside the county referrals on a regular basis. I, in turn, refer residents seeking immediate placement to The Carpenter Home.

Room Rates/CFI funding:

The rate per room for single occupancy is \$2812.00 monthly. Currently there are 6 private pay residents and 12 Medicaid. 2 recent transfers to MNH were CFI recipients. 2 pending admissions will be one of each. Most of the applications on the waiting list will be CFI as well.

Staffing:

Staffing is currently stable; 2 PCA's for the 7-3 and 3-11 shift with 1 PCA on the 11-7am shift. There are 10 regular employees and 6 per diem PCA's and 2 per diem RNs. The per diem RN typically works 1 day per week. The current per diem pool is all MNH employees working in other departments. There is an every other Sunday 3-11 position open that we've been unable to fill for over a year. I cover on call with occasional help from MNH managers or staff.

State Survey:

This was our second year in a row with deficiency free surveys and I expect we will be able to skip next year. Life safety was also deficiency free last year and I anticipate this year's to be any time now. We have implemented a new disaster plan as required by the state for all Assisted Living Facilities which will be utilized by MNH as well.

Upcoming changes:

All recipients of the CFI program will be expected to be in full compliance with the new

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requirements by 2019. Maplewood already does not meet the guidelines because it is attached to the nursing home which is considered an "institution". One of the other guidelines they highlighted is community involvement and access. This poses a challenge with transportation, staffing, and that we do not have an activity department. The hope is that we'll be grandfathered in to remain on the same campus and that the other guidelines can be reasonably met. All will be made clearer as the heightened scrutiny comes into effect. This is the term the state is using to assist facilities in becoming compliant with the new guidelines.

A discussion of the Personal Care Assistant (PCA) position began and the possible reclassification of the position to be able to increase the hourly rate to attract employees so that vacancies can be filled was covered.

The Commissioners thanked Gowen for her report and Grants Manager Bansley was then recognized and presented the following two (2) grants:

Master Agenda Item #486: Victims of Crime Act (VOCA) SFY18-20 Grant Acceptance
Action Expected: Vote to accept and sign agreement for the Victims of Crime Act (VOCA) grant for SFYs 18-20 from the New Hampshire Department of Justice for \$150,000 (\$50,000 per year), which requires \$37,500 (\$12,500 per year) in match. These funds will pay 85% of the salary for a Victim Witness Coordinator. The match will be met primarily with the Coordinator's benefits.

Following an overview of the grant and discussion of the operational aspects of the program, Commissioner Cartwright moved to accept the grant as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously and the documents were then signed.

Master Agenda Item #487: DOT5310 Purchase of Service Grant for SFY18-19
Action Expected: Execute grant agreement and documents for a \$207,878 (\$103,924 for each state fiscal year) New Hampshire Department of Transportation federal pass through grant to provide accessible and affordable transportation to seniors and disabled. The grant funds will be sub-awarded to Home Healthcare Hospice & Community Services (HCS), the Community Volunteer Transportation Company (CVTC), and Volunteers Enabling Transportation (VET). The grant requires a \$49,500 match (\$24,750 for each state fiscal year) to be by volunteer driver hours from the grant sub-recipients.

Commissioner Weed spoke to his participation in the program as a volunteer and discussed how the program is currently set-up. Commissioner Weed then moved to accept the grant as presented and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously and the documents were then signed.

Master Agenda Item #490: Maplewood Reconstruction Project Update was then taken up for discussion. Coates provided an overview of the project to date and introduced Steve Horton who

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then introduced Ingrid Nichols of the architectural firm chosen for the project (Banwell Architects) and the construction management firm personal (Engelberth Construction).

Nichols handed out a printout of the project drawings including the site plan and façades. She discussed that a new five (5) story addition will be built onto the front of the building and the existing building will be completely gutted and rebuilt.

She then reviewed how each of the floors will be laid out and walked the Commissioners through the current floor plans of the existing building.

Horton then addressed the issue of project cost and talked about the timeline of project options. Horton discussed that the goal of the project team was to keep the overall project at a 10% premium to the square foot estimated cost from approximately two (2) years ago. Horton discussed how the costs were arrived at and went over the construction line-item details as well as discussing soft costs such as furniture, fixtures, and equipment. He then handed out a one (1) page Excel summary sheet.

Chris Yandow of Engelberth then covered the process that was used to obtain the line-item costs that have been developed for the project. He addressed the phasing schedule and reviewed the steps that were taken to decrease the overall project costs.

Horton then reviewed the soft costs that includes architectural design fee's, civil engineering, Geotech engineering, surveyors, asbestos abatement, project management, inspections and testing, building commissioning, and other costs outside of the hard cost construction budget.

Coates then discussed the potential of additional funding sources for the project including grants, Pro Share funds, and possible Community Development Block Grants (CDBG).

Trombly and Coates reviewed the history of the various cost estimates over the past few years and Trombly handed out a spreadsheet that summarized the seven (7) options that were developed by EGA Associates.

A discussion of the cost development scenarios was had and how the costs were derived was reviewed.

Following extended discussion Commissioner Weed moves that the County of Cheshire Board of Commissioners support the \$35,960,015 Maplewood Reconstruction budget as presented, and to recommend the reconstruction project be forwarded to the County Delegation for consideration of a vote to: “Authorize Bonds in the amount of Thirty-Five Million Nine Hundred Sixty Thousand Dollars (\$35,960,015) to Pay Costs of Constructing, Originally Equipping, and Furnishing a New Attached Wing at the Maplewood Nursing Home in Westmorland, NH and to Complete Rehabilitation of the Existing Building, and for the Payment of all Other Incidental Costs Related Thereto”, at the next Delegation

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meeting scheduled for May 22, 2017. Commissioner Cartwright seconds the motion and upon vote the motion passed unanimously.

Master Agenda Item #489: Semi-Annual Maplewood Facilities Report
Action Expected: To receive as informational a report on the status of the Maplewood Facilities Department from the MNH Manager of Facilities

MNH Facilities report to the Commissioners
Covering Q4 FY2016

Accomplishments

- *WEX card program rolled out after gas tank was emptied*
- *#1 Heat exchanger was replaced and is back on line*
- *New sander installed on the white truck*
- *Department attended annual fire extinguisher training set up by Pam Fortner*
- *Elevator passenger car had a major oil leak that was covered by Stanley*
- *Mike Egan spent some time in Keene working on a UPS project for Dispatch*
- *Rob and Dave attended several training classes to maintain their WTP licensing*
- *MNH Addition / Renovation team started up – multiple meetings, site walk through etc.*
- *Copier RFP out – approved by Commissioners – Ricoh*
- *Waste Water Treatment plant (WWTP) – capital project to replace the auger, Rob Riendeau, Chief Operator, located a used one on line for sale at a Northern VT treatment plant. Saved the county \$8,000*
- *WWTP was inspected by the State – no significant deficiencies, minor deficiency on paperwork / data entry*
- *Lakes Region Environmental performed work required by the State to remove underground piping at the nursing home and farm and filled tank #6 in place*
- *Barrows and Fisher removed the gas and diesel tanks at no charge, approved by the State*
- *Attended a Life Safety code update class given by our State Inspector, Joe Romeo*
- *Attended a class on Johnson controls new building management systems and energy efficiencies in new construction*
- *Staff worked on multiple issues relating to the tub drain freezing at the Herdsmen's house*
- *Catamount performed and asbestos audit of the Nursing Home in support of the building project*
- *Senior TV / DirecTV equipment was upgraded at no cost to the county – required a five-year commitment to continue with our current service plan*
- *Stanley and Honeywell in to perform annual fire alarm testing on the elevators*

Budget

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Account - Q4 2016	2016 Budget	Dec. Actual	YTD Actual	Budget Balance	Percent Remain
<i>P/R Staff MNH</i>	\$307,265	\$26,584	\$293,988	\$13,277	4.32%
<i>P/R Overtime MNH</i>	\$8,500	\$462	\$5,792	\$2,708	31.86%
<i>Outside Services MNH</i>	\$143,110	\$6,468	\$147,410	\$4,300	-3.00%
<i>Supplies MNH</i>	\$9,250	\$1,910	\$3,587	\$5,663	61.22%
<i>Electricity MNH</i>	\$164,040	\$10,506	\$161,988	\$2,052	1.25%
<i>Gas/LPG MNH</i>	\$28,560	\$3,635	\$39,265	\$10,705	-37.48%
<i>Fuel #4 MNH</i>	\$187,274	\$10,891	\$125,530	\$61,744	32.97%
<i>Auto Repair MNH</i>	\$11,500	\$1,779	\$14,768	-\$3,268	-28.42%
<i>Building Repair MNH</i>	\$47,350	\$1,623	\$42,622	\$4,728	9.99%
<i>Equipment Repair MNH</i>	\$40,000	\$5,468	\$45,468	-\$5,468	-13.67%
Total MNH Facilities	\$1,159,034	\$88,656	\$1,075,579	\$83,455	7.20%

***MNH Facilities report to the Commissioners
Covering Q1 FY2017***

Accomplishments

- *Received, marked, delivered 120 mattresses to all three floors of the nursing home, 120 removed and stored temporarily in the Old HOC garage pending disposal*
- *Room 217 – replaced an 8’ section of 4” cast iron piping in the vertical chase between the walls*
- *State Mandated Water testing – Their “action level” for lead is .015, ALF Apt 18 was .045, Rob is working on a plan of correction, have replaced three single control faucets with two handle styles to prevent back flow which dropped the level to .023*
- *Copiers replaced in ALF, Facilities, Attorneys office and HOC*
- *Rob and Dave attended an all-day water treatment class to maintain their licensing*
- *Steam traps rebuilt in the ALF mechanical room, Laundry wash room and boiler room*
- *Mike Egan attended the electrical code update class*
- *Worked with the ALF Administrator on bed bug issue*
- *State Surveyors at nursing home 2/28 Life Safety was deficiency free*
- *Keith our Boiler operator found the source of our excess condensate water issue, HW heat exchanger #2 has a cracked tube sheet allowing water from the HW side to infiltrate into the condensate side. Received pricing (\$10k) and availability from ARC Mechanical, determined to hold off until Pro share funding is available.*
- *RTU-1 main control board failed, Honeywell replaced under contract, it failed again 3 weeks later, they are scheduled to be in 4/7 to go through the unit wiring and replace the*

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board.

- West Rindge Builders in to replace the door on the 4th floor north tub room
- Water treatment plant had its State Sanitary Survey on 3/28/17
- Attended the spring NEHES seminar
- Interviewed construction managers and architects for the MNH project, M&W Soils Engineering completed bore samples, mechanical, electrical, plumbing walk through with engineer and architect

Concerns

- Achieving the ALF lead levels within the States mandated parameters - cost
- Managing / controlling repair costs if the addition / renovation project is approved
- Fire alarm system – multiple small issues over the past 12 months. 2nd floor would not silence, smoke detector failed, grounding trouble alarm, remote annunciator screen failure, all have been resolved by Honeywell but are indicative of a failing / aging system
- Five light poles out – wire damaged under the road, unsure if it can be replaced, main feed is within the potential construction zone

Budget

Account - Q1 2017	2017 Budget	March Actual	YTD Actual	Budget Balance	Percent Remain
<i>P/R Staff MNH</i>	\$309,290	\$23,975	\$73,986	\$235,304	76.07%
<i>P/R Overtime MNH</i>	\$8,500	\$637	\$2,880	\$5,620	66.10%
<i>Outside Services MNH</i>	\$172,940	\$16,124	\$47,240	\$125,700	72.68%
<i>Supplies MNH</i>	\$11,350	\$42	\$1,358	\$9,992	88.03%
<i>Electricity MNH</i>	\$145,000	\$10,493	\$32,161	\$112,839	77.82%
<i>Gas/LPG MNH</i>	\$37,440	\$2,698	\$9,622	\$27,818	74.30%
<i>Fuel #4 MNH</i>	\$162,997	\$20,466	\$54,487	\$108,490	66.57%
<i>Auto Repair MNH</i>	\$12,500	\$2,321	\$3,026	\$9,474	75.79%
<i>Building Repair MNH</i>	\$47,350	\$7,387	\$15,636	\$31,714	66.97%
<i>Equipment Repair MNH</i>	\$40,000	\$1,161	\$3,885	\$36,115	90.28%
Total MNH Facilities	\$1,160,443	\$101,350	\$296,051	\$864,392	74.49%

Looking Forward

- Working on a RFP for generator PM and emergency service with Rod
- Working with the nursing home addition and renovation team to finalize plans
- Replacing the kitchen dock door and 3rd Open / TLC day room door
- Capital project to add electronic door locks to exterior sliding doors
- Spring clean up

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A discussion of the various projects underway and the problems encountered with one of the boilers in the building was covered.

The Commissioners thanked Harrison for his report.

Coates provided the Weekly Operations report:

A conversation with State Senator Kahn provided information that sanctuary cities may be ineligible to receive federal funds.

A grant for the rebuilding of the cupola is being prepared and will be submitted in the next few months. A discussion of the presentation to community funders was covered.

Trombly said that M. W. began work as the Human Resources generalist as \$19.00 per hour and that she is settling into her new position very well.

The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The minutes of April 19, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The Commissioners then reviewed the weekly Census.

The Commissioners calendar was then reviewed.

Commissioner Cartwright reported out on his meeting with the recent NH Cooperative Extension board meeting.

At 12:03PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.

Respectfully Submitted,
C. Weed