

MINUTES
Cheshire County Commissioners Meeting
Wednesday October 25, 2017 09:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

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

Staff: Administrator Coates, Finance Director Trombly, County Attorney McLaughlin, Maplewood Facilities Director Harrison, Maplewood Administrator Kindopp, and Assistant County Administrator (ACA) Bouchard.

Guests: Maplewood Owners Representative, Steve Horton

At 9:31AM the Chair opened the meeting and took-up Master Agenda Item #540: Maplewood Reconstruction Project Update - S. Horton

The Chair recognized Steve Horton who provided the Commissioners with an update on the status of the reconstruction project. He mentioned that many items need to be addressed in detail such as the continuity of IT and phasing of the project.

Horton discussed the status of the bio-mass project and reviewed green chip and dry chip and/or pellet fuel options. He said that all of the options offer excellent payback with the green chip choice having the shortest payback period. He reviewed availability of the fuel sources and said that two companies who have done a number of these types of installations and that an RFP bid process will be initiated once the specifications have been fully fleshed out.

A discussion of the two (2) choices (green or dry chip) and how the choice affects the overall costs began and the re-configuration of the original specifications for the boilers to now be able to supply 100% of the heating requirements was covered. The discussion turned to the potential loss of seventeen (17) employee parking spaces in the rear lot was covered and how the front parking lot may be able to be expanded during the reconstruction project.

Master Agenda Item #541: Maplewood Facilities Semi-Annual Report - B. Harrison
Harrison provided the following report to the Commissioners and provided further details to the report.

MNH Facilities report to the Commissioners - Covering Q2-Q3 FY2017

Accomplishments:

- West Rindge Builders installed a new kitchen door to the dock area and TLC dining
- Honeywell was in to PM RTU – HRU's
- Attended training on new regulations on fire doors, emergency plans and Life Safety code
- Both boilers were opened up for cleaning and inspection
- Contract set up with JP Pest to inspect Assisted Living Apartments
- Rob and Dave attended WTP classes to maintain their licensing
- Annual back flow preventer testing was completed – all passed
- Kitchen hood fire suppression system was inspected by Guyette's
- Honeywell worked with IT to get the EBI server changed over to a virtual server
- Attended the Emergency Preparedness conference in Manchester

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- Rob led a Fire Dept. tour of the Water and waste water treatment plants with new staff
- Washer RFP completed, 3 of 5 new washers installed the last week of September, plumbing and electrical handled by staff
- Generator repairs – WWTP would not auto start and MNH had a broken wire on the fuel pump
- Mike and Robbie did a lot of work in and around the red barn
- Reviewed electrical systems with PSNH and county staff for planned expansion
- Reviewed electrical, EBI and fire alarm systems with the electrical engineers
- Working with Kathryn as part of the team re-writing the MNH disaster plans
- Dectron Unit for pool - compressor failed, system shut down and pool drained pending final outcome on repairs
- Met with IRN-the reuse network on potential disposal of old furniture, beds, etc. either during or after construction is complete
- Extended the Counties electrical supply rate for 33 months at a lower rate – 7.56 cents per kWh starting in November of 2019
- ATV replacement RFP completed – delivery week of 10/10/17
- Attended the JLMC inspection of the WTP/WWTP and Farm garage
- Lakes Region Environmental in to complete the annual tank inspection / documentation
- Attended a dam failure table top drill in Springfield VT with Rob Riendeau

Concerns

- ALF – Bed bugs found in an apartment – on going surveillance
- The number of new requirement's / inspections / plans – Fire and smoke door inspections, NFPA 99 Facility Assessment (med gas, electrical, IT, Plumbing, HVAC, electrical equipment) Hazard Vulnerability Assessment, Legionnaires Disease Mitigation, Disaster Plan expansion
- Discussion held on ALF HVAC equipment containing R22 and long-range plans to repair / replace
- Five light poles out – wire damaged under the road, main feed is within the potential construction zone, testing a temporary repair

Budget

Account - Q2 2017	2017 Budget	June Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$309,290	\$27,307	\$151,834	\$157,456	50.91%
P/R Overtime MNH	\$8,500	\$43	\$3,177	\$5,323	62.62%
Outside Services MNH	\$172,940	\$6,439	\$85,560	\$87,380	50.53%
Supplies MNH	\$11,350	\$0	\$1,608	\$9,742	85.83%
Electricity MNH	\$145,000	\$12,770	\$67,631	\$77,369	53.36%
Gas/LPG MNH	\$37,440	\$4,288	\$19,787	\$17,653	47.15%
Fuel #4 MNH	\$162,997	\$0	\$74,977	\$88,000	54.00%
Auto Repair MNH	\$12,500	\$811	\$7,842	\$4,658	37.26%
Building Repair	\$47,350	\$3,656	\$30,804	\$16,546	34.94%

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MNH					
<u>Equipment Repair</u>					
<u>MNH</u>	<u>\$40,000</u>	<u>\$4,159</u>	<u>\$23,674</u>	<u>\$16,326</u>	<u>40.82%</u>
Total MNH					
Facilities	\$1,160,443	\$74,955	\$566,682	\$593,761	51.17%
Account - Q3 2017	2017 Budget	Sept. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$309,290	\$29,565	\$226,768	\$82,522	26.68%
P/R Overtime MNH	\$8,500	\$139	\$3,643	\$4,857	57.14%
Outside Services					
MNH	\$172,940	\$7,340	\$121,043	\$51,897	30.01%
Supplies MNH	\$11,350	\$0	\$1,752	\$9,598	84.57%
Electricity MNH	\$145,000	\$11,391	\$103,836	\$41,164	28.39%
Gas/LPG MNH	\$37,440	\$2,019	\$28,363	\$9,077	24.24%
Fuel #4 MNH	\$162,997	\$11,616	\$96,661	\$66,316	40.69%
Auto Repair MNH	\$12,500	\$73	\$8,574	\$3,926	31.41%
Building Repair					
MNH	\$47,350	\$1,361	\$34,331	\$13,019	27.50%
<u>Equipment Repair</u>					
<u>MNH</u>	<u>\$40,000</u>	<u>\$1,974</u>	<u>\$30,009</u>	<u>\$9,991</u>	<u>24.98%</u>
Total MNH					
Facilities	\$1,160,443	\$74,897	\$800,641	\$359,802	31.01%

Looking Forward

- Fall HVAC equipment PM's by Honeywell and Staff
- Winter equipment set up and testing
- Assisting with Demo of Daycare house and old jail
- Ongoing meetings on the addition / renovation, CMS requirement's

Harrison discussed the working relationship with the main HVAC vendor and reviewed the situation of the old boilers maintenance.

He then reviewed his concerns for the coming months as listed above.

The Commissioners thanked Harrison for his report.

Maplewood Assistant Nursing Director Robin Nelson was then recognized and said that a long-time employee has requested a non-paid leave of absence of twenty (20) days to be able to care for a terminally ill relative. She said that she supported the request and following a short discussion, **Commissioner Weed moved to authorize the leave and Commissioner Cartwright seconded the motion. Upon vote the motion passed unanimously.**

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At 10:11AM Pursuant to RSA 91-A:3, II(b), Commissioner Weed moved to enter into a non-public session to discuss the hiring of any person as a public employee. Commissioner Cartwright seconded the motion. Upon vote the motion passed unanimously.

As a result of deliberations and discussion in non-public session, a decision was made to hire J. S. as an Assistant County Attorney at \$32.03 per hour based on training, education, and experience. The vote was unanimous.

At 10:15AM The Commissioners moved to return to public session.

At 10:16AM – Pursuant to RSA 91-A:3, II(e) Commissioner Cartwright moved to enter into non-public session for the consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. Commissioner Weed seconded the motion and upon vote the motion passed.

As a result of deliberations in non-public session no decision was made and no vote was taken.

At 10:27AM the Commissioners moved to return to public session.

Administrator Kindopp then said that Governor Sununu has proclaimed that October 2017 is Long-Term Care Resident's Rights Month in the State of New Hampshire. She then said that the proclamation was requested by the Maplewood Social Work Director and the Governor's office chose to honor Maplewood with the proclamation as evidence of our assertion to support resident rights.

Sections of the Proclamation include:

Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

*Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and reaffirm their right to vote and participate politically, including the right to have a say in their care; and
Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme "It's All About Me: My Life, My Care, My Choices" and call this to the attention of all citizens.*

At 10:27AM Pursuant to RSA 91-A:3, II(a) Commissioner Weed moved to enter non-public session to discuss the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.

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As a result of deliberations in non-public session it was decided to deny an unpaid leave of absence to an employee following their recently exhausted full twelve weeks of Family Medical Leave based on a request of opened ended and unknown length of time.

At 10:33AM the Commissioners voted to return to public session.

At 10:34AM Pursuant to RSA 91-A:3, II(a) Commissioner Cartwright moved to enter non-public session to discuss the hiring of any person as a public employee. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.

As a result of deliberations in non-public session a decision to authorize the County Administrator to engage in negotiations with a candidate for a department head position was approved unanimously.

At 10:53AM the Commissioners voted unanimously to return to public session.

Administrator Coates then provided the Weekly Operations Report.

Coates asked the Commissioners if it was agreeable to move next week's Commissioners meeting to Thursday due to a scheduling conflict. Following discussion, it was agreed to move the meeting. A notice will be sent and the Commissioners public calendar will be updated.

Coates then said that the Colleen Ross the 4H coordinator at the UNH Cooperative Extension has resigned to pursue other opportunities. It was discussed that she will be missed as she was very involved and ran a wonderful program for the County community.

Coates said that feedback from the staff at Keene Public Library was very positive for the just completed book sale and that they raised just over \$12,000.00. They have inquired about holding their next book at the facility again as the library reconstruction will still be underway.

Coates then played the Commissioners some new radio ads for the employment at the Nursing Home and the overall effectiveness of the ads was reviewed.

Coates then said that the Delegation Farm Sub-Committee meet on Monday with Coates and Bouchard. The Farm Sub-Committee toured the farm and discussed a number of maintenance issues and possible development activities that could be explored and incorporated at the farm.

Coates then discussed that Maplewood had a shortage of about ten (10) positions for Halloween day coverage. The one-time overtime hourly bonus was raised to \$6.00 per hour and that the additional increase was successful in attracting enough staff to fill the open positions.

Old Business

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Commissioner Weed said that he will attend the State County long term care meeting in Concord on Thursday.

A discussion of the budget review process scheduled for tomorrow was had and a slightly reconfigured presentation schedule was agreed to in order to try to end an hourly earlier than originally scheduled.

New Business

Commissioner Cartwright said that the Governor has started a regulatory review committee and that the County's need to be represented at the hearings by the NH Association of County's or other relevant personnel.

The Census was reviewed and discussed

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 October 18, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as presented and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.

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