

GRAFTON COUNTY COMMISSIONERS' MEETING  
 3855 Dartmouth College Highway  
 North Haverhill, NH 03774  
 October 3<sup>rd</sup>, 2017

PRESENT: Commissioners Lauer and Piper, County Administrator Libby. Commissioner Ahern joined the meeting via telephone at 10: 45 AM according to RSA 91-A: 2, III (a). Commissioner Ahern was not able to attend in person due to a meeting that he was attending in Plymouth of the Site Evaluation Committee for Northern Pass. Telephone participation was at his request and it was noted that all votes taken after he joined the meeting would be taken by roll call.

OTHERS PRESENT: Craig Labore, NHA, Laura Belliveau, Project Manager & General Counsel, Twin Pines Housing, Shelley Hadfield, Hadfield Associates and County Attorney Lara Saffo.

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 26<sup>th</sup> meeting. Commissioner Ahern and Piper had some edits.

Commissioner Piper moved to approve the minutes from the September 26<sup>th</sup> meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

HRD Clough was unable to meet with the Commissioners today but submitted the following report for their review:

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 October 3, 2017

**HR Activity Report (09/01/2017-10/02/2017)**

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	12 (7 FT, 5 PT)	1 LNA, 2 Dietary Aide, 3 CO's 1 Housekeeper, 2 Unit Aides, 1 Asst. County Atty., 1 Activity Aide, 1 Cook

- ***Separations***

<u>Departments'</u>	<u>#</u>
Nursing Home	5 (3 PT, 2 FT)

***Reasons:***

Termination – 1  
 Resignation / other – 2  
 Unable to meet per diem requirements - 2

- **Status Changes/ dept. transfers:**

Department:

Nursing Home: 2 per diem LNA to FT, 1 Criminal Secretary (Sheriff's Dept.) to Victim Witness/Legal Asst. (County Atty's)

***Leave of Absences as of October 2, 2017***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	8	(5 are intermittent, 5 for self, 3 for family)
Nursing Home – Non-Nursing	9	(5 are intermittent, 5 for family, 4 for self)
County Atty.	2	(2 Intermittent, 1 self, 1 family)
Deeds	1	(Intermittent, Family)
DOC	1	(Self)
Commissioners' Office	1	(Maternity)
TOTAL:	22	

**Scheduled to orient October 4**

- 2 FT Unit Aides
- 1 FT LNA
- 1 PT Dietary Aide

**Current Jobs posted/advertised**

Dietary Aide's  
 LNA's (8.05 FTE's vacant)  
 RN/LPN (7.65FTE's vacant combined)  
 CO's  
 Criminal Records Secretary

Commissioner Lauer asked if the Assistant MDS Coordinator position had been filled. CA Libby stated that she believed so but wasn't certain.

CA Libby presented the Commissioners with an Educational Assistance application for a scenario that was outside of the normal. HRD Clough and NHA Labore have requested that the Commissioners approve doing a Promissory Note for a current Unit Aide who has only been employed with the County for one (1) month to take the LNA class that will start this month. The individual was an LNA for fourteen (14) years and then let his license lapse and now needs to take the course again to get a new license. The LNA class is also one (1) person short so it can't start until at least another person enrolls. There would not be the normal 50% reimbursement for the class. It would just be the Promissory Note which does authorize the county to deduct any balance due from final wages if employment is terminated in any way prior to it being paid back. HRD Clough

also noted that after the individual has been employed for one (1) year the County might consider granting the 50% reimbursement.

Both Commissioner Lauer and Piper thought that this seemed like a very good recommendation as we are short on LNAs and if we can help current employees get their license than hopefully they will stay here at the County and work as LNAs.

Commissioner Piper moved to approve the Educational Assistant Application as presented. Commissioner Lauer seconded the motion and all were in favor.

Nursing Home Administrator Labore arrived and presented the following report:

Grafton County Nursing Home  
Commissioner's Report  
October 03, 2017

Census:

Medicare: 2

Medicaid: 101

Private: 29

Total: 132

Year-To-Date Numbers:

2017 Totals

Admissions (YTD) 52

Deaths (YTD) 36

Discharges (YTD) 13

Other Topics:

- 1) Survey Results – NHA Labore informed the Commissioners that the State of NH Survey Team arrived on Sunday, September 10<sup>th</sup>. Which was out of the ordinary to arrive on an off shift. He stated that the staff that was working when they arrived did an excellent job and responded very well. Overall the nursing home received two (2) deficiencies on the health side (both minor) and zero (0) life safety deficiencies. NHA Labore stated the Maintenance Supt. Oakes and his staff do a great job. He stated that they will have the Plan of Correction submitted today as the issues cited have been resolved. He commended all the nursing home staff on a good well done!
- 2) NHAC Alternative Plan Discussion
  - a. 10/4/17 Meeting w/ NHAC Consultants – NHA Labore stated that at the meeting they plan to review the discussions that have taken place thus far with DHHS. He

stated that both the consultant that NHAC has hired and the State's consultant agree that there are prominent gaps in the system currently that need to be addressed before a successful Managed Care Model can begin. He stated those gaps include: care coordination, infrastructure, lack of services available and money. Currently the group is going to review what they next steps should be. Commissioner Piper asked if he could further explain the gap regarding care coordination as the service of care coordination was available through hospitals regarding follow up care for elder patients. NHA Labore explained that the gaps regarded proactive care coordination available in the community.

- 3) 11/1/17 Staff Dementia Training Exercise – The nursing home will be conducting role playing exercises to help familiarize staff with baseline dementia information.
- 4) 11/15/17 Caring for Veterans Education Program – They will be having staff training on caring of Veterans as they age.
- 5) Trick-Or-Treat Street Event- October 25<sup>th</sup> - The annual event will have 350 – 400 children go through the nursing home trick or treating. The event is very popular with the residents.
- 6) 11/20/17 2<sup>nd</sup> Annual Family Thanksgiving Event – Last year this was very successful so they are going to be hosting it the same this year.
- 7) Upcoming Federal Regulatory Changes – NHA Labore stated that as the November 28<sup>th</sup> deadline approaches for the new federal regulatory changes they are working on a facility assessment that he hopes to have to present to the Commissioners next month. The focus for the next round of changes is for this and emergency preparedness.
- 8) Request For Non-Public Session – NHA Labore requested to go into Non-Public session per RSA 91-A:3, II (a)

9:50 AM – Commissioner Piper moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\*9:59 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Laura Belliveau, Project Manager & General Counsel from Twin Pines Housing & Grant Administrator Shelley Hadfield arrived to discuss the Summer Park Senior Housing project in Hanover. S. Hadfield stated that they would like to come to the County as the applicant for this grant. She stated that this year CDFA will only be accepting one round of applications for housing grants. This will be in July. They are doing this to get in line with the federal funding that they receive.

Laura Belliveau presented the following presentation to the Commissioners: (See attached)

S. Hadfield explained that they are coming to the County and not the Town of Hanover due to the way that these grants are scored. Hanover scores very poorly because they are a wealthy community. CDFA is working to rewrite the rules which have not been revised in thirty (30) years to correct this. She expects that those will be completed sometime in the next year.

Commissioner Lauer stated that Senior Housing is in line with County goals as we are looking for ways to keep seniors in their homes longer and to be able to provide services to them in the community. This location seems ideal with the proximity to DHMC and grocery stores. She stated that she is very supportive.

Commissioner Piper stated that she is also very supportive, for the same reasons.

Twin Pines and S. Hadfield will be back for a public hearing likely in April or May for the application. They will have more concrete details on the extent of the project at that time as well.

County Attorney Saffo arrived. She introduced the Commissioners to Hayley McClenahan, she is the newest Grafton County Assistant County Attorney. She stated with the County on Monday.

County Attorney Saffo requested to temporarily adjourn the meeting.

\*10:30 AM Commissioner Piper moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Lauer seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

\*10:50 AM Commissioner Lauer reconvened the meeting.

The Commissioners signed Check Registers 20, 1049-1051.

CA Libby stated that she had been contacted by Patricia Garvin who has served as the Grant Administrator for the Business TA CDBG for the past several years. It is time to submit the application for the next round of funding and she is wondering if the County would be willing to be the applicant for the grant again. CA Libby passed on the following information from P. Garvin: CDFA is offering the RDCs additional funds via this new application so that they can

hire consultants to provide businesses with additional services (legal, marketing, accounting etc.) that the RDC doesn't have staff qualified to provide. Not all the RDCs will want to access these extra funds so the exact amount of extra funds is unclear right now. Therefore CDFA suggested holding the hearing for "up to \$50,000" while everyone figures out the proper amount. The actual amount of the grant will be determined by the time the application is submitted.

The Commissioners were in agreement that they were willing to be the applicant. CA Libby will schedule the necessary Public Hearing.

CA Libby handed out the fiscal year 2018 Tax Apportionment to the Commissioners. The shows the amount that each community will be required to pay the County for taxes. The tax invoices will be sent out at the end of October with a December 18<sup>th</sup> due date.

CA Libby had the following CDBG paperwork that needed signatures:

- Four (4) Close-Out Certification and Documentation forms for the Micro 2016 grant close out.
- A Close-out Agreement for the Micro 2016 grant
- Two (2) Subrecipient Agreements (WREN) and (NCIC) for the Micro 2017 grant

Commissioner Lauer and Piper reviewed and signed the necessary documents.

CA Libby stated that she had been informed by Rachel Clough, UE Field Organizer that they union membership at the Nursing Home had ratified the new Collective Bargaining Agreement. CA Libby had distributed a draft of the changes previously to the Commissioners. She explained that the most significant change in the CBA was the switch for the employees from Annual Leave/Sick Leave to the Earned Time program that the balance of the County employees have. There was a 2% cost-of-living adjustment included which was budgeted for and would be paid retroactively to July 1<sup>st</sup>. Other than that the changes were mostly housekeeping and bringing the contract language in line with language that had been changed in the handbook. CA Libby stated that she recommended that the Commissioners approve the CBA.

Commissioner Ahern made the comment that we have given the Union no incentive to start negotiations timely in the coming year. He stated that the Union failed to act responsibly during this past year with negotiations. CA Libby stated that UE Field Organizer Clough has admitted that herself and has vowed that things will be better going forward.

Commissioner Piper moved to approve the Collective Bargaining Agreement with the United Electrical Workers, Local 278 that had been presented. Commissioner Ahern seconded the motion. This motion requires a roll call vote. Commissioner Lauer called the roll: Commissioner Ahern – yes; Commissioner Piper – yes; Commissioner Lauer – yes. The motion passes.

CA Libby informed the Commissioners that the Public Employee Labor Relations Board (PELRB) would be counting the votes in the Decertification Election that was taking place for

the Department of Corrections employees tomorrow, October 4<sup>th</sup>. HRD Clough would be there as the observer for the County.

COMMISSIONER ISSUES:


Commissioner Ahern stated that he had attend the Site Evaluation Committee's visit to downtown Plymouth this morning. He stated that the SEC did not want to speak with any of the people in attendance. There were no questions taken. He stated that it was well attended with State Representatives and State Senator Bob Guida. He stated that they were encouraged to send letters to the Governor and their federal delegation. Commissioner Ahern stated that the group that gathered to observe the site visit was polite and courteous and acted very appropriately.

Commissioner Ahern attended the Friendship House Groundbreaking in Bethlehem on Friday, September 29<sup>th</sup>.

Commissioner Lauer stated that she had also attended the Friendship House Groundbreaking along with AS Director Gilding, DC Coordinator Jennifer Stone and Human Service Administrator Nancy Bishop. She stated that the County was well represented. She also added that this facility is much needed in the North Country.

11:14 AM with no further business the meeting adjourned.

Respectfully Submitted,

  
Wendy A. Piper, Clerk



**Twin Pines Housing Trust  
Presentation to  
Grafton County Commissioners  
October 3, 2017**



**Gile Hill  
Hanover, NH**





## Who is Twin Pines Housing Trust?

- Upper Valley's leading developer and provider of Affordable Housing
  - **417** Rentals at 19 Properties
    - 256 in NH
    - 161 in VT
  - **45** Homeownership Properties
  - **Over 1,000** people housed
- 18-member staff with expertise in project development, property management, and resident support services.



Twin Pines Team at Safford Commons  
Woodstock, VT

*Serving the Upper  
Valley since 1990*



## Summer Park

- Opened in 1976
  - Managed by Lebanon Housing Authority
  - Abuts Senior Community Center
  - 24 senior housing units:
    - 12 Efficiency
    - 12 1-Br
    - 3 buildings
    - 8 units/bldg
- Funding
- Project Based Rental Assistance runs with the property

## Summer Park



### Strengths

- Location!
- Next to Senior Center; on same block as grocery store and bank; half-mile to Main Street, Library, Dartmouth College, and several houses of worship
- On Advance Transit
- 2.5 miles to Dartmouth Hitchcock Medical Center
- Residents take pride in campus and have created beautiful gardens
- Waitlist includes residents of surrounding towns; currently 13 people on waitlist– average length of wait is 2.5 years.

## Summer Park

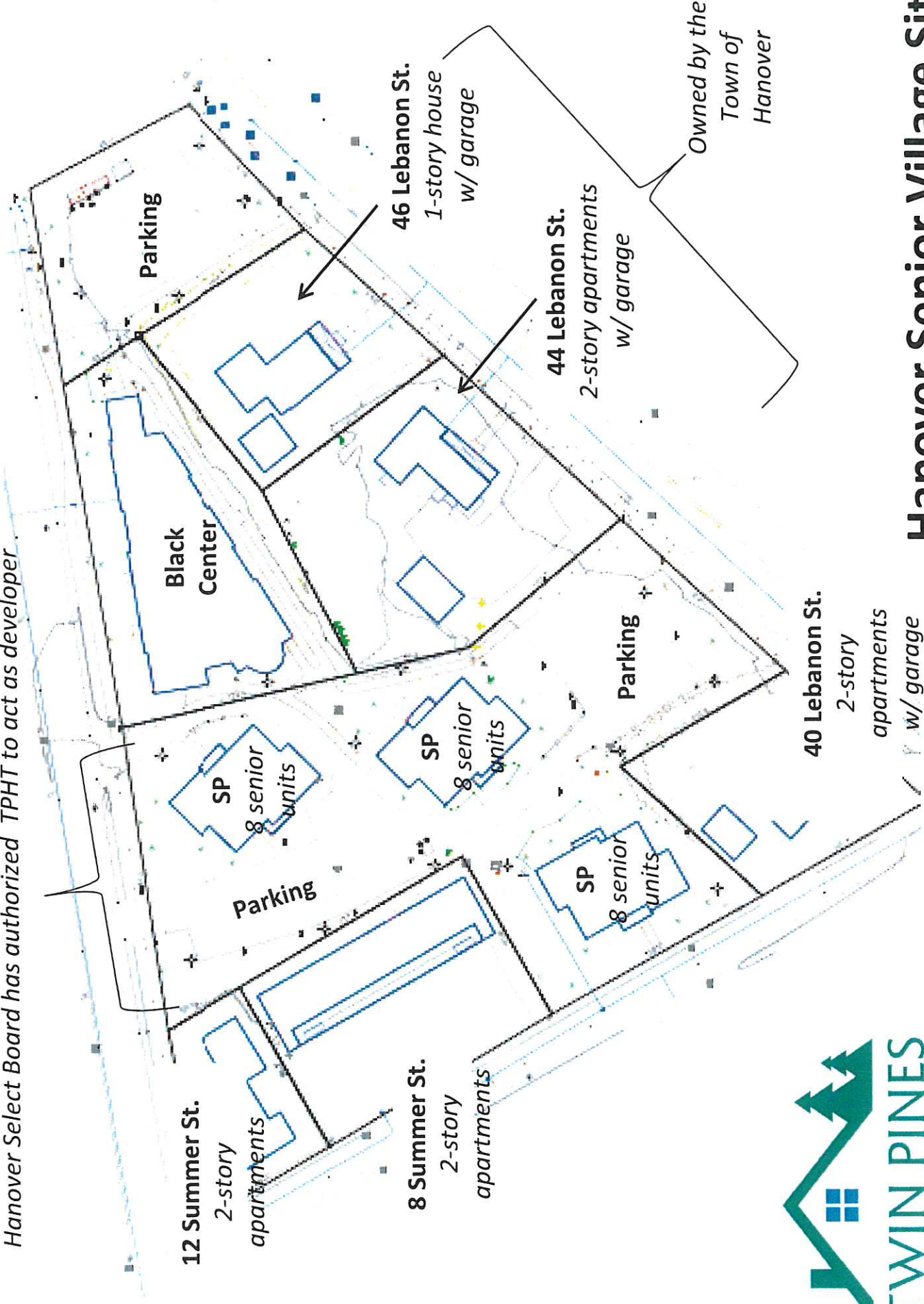


### Concerns

- Partial weatherization in 1990s without ventilation measures have caused some air quality issues
- Electric Heat—Town's 3<sup>rd</sup> largest consumer of electricity after water department and wastewater treatment plant
- No elevator to access 12 units on second floor

**Summer Park (SP) Senior Housing**

Hanover Select Board has authorized TPHT to act as developer



**Hanover Senior Village Site**



## Summer Park Development Process

- MAY 2017:** Town Meeting voted to support zoning amendment allowing greater unit density and reduced parking on project site. Margin of support was approximately 85%.
- AUGUST 2017:** Town executes Option (subject to voter approval at 2018 Town Meeting) to donate Summer Park to TPHT.
- SEPTEMBER 2017:** TPHT applies for Affordable Housing Program funding
- LATE FALL 2017:** Town determines property available for first phase of project; Summer Park Committee is reconvened and considers design options
- DECEMBER 2018:** AHP Awards announced.
- WINTER 2018:** Public Hearings begin on Summer Park Redevelopment/Change in Ownership
- MARCH 2018:** Articles are warned for authorization to transfer Summer Park to TPHT
- MAY 2018:** Town Meeting Vote on Summer Park
- JUNE 2018:** Pre Application to New Hampshire Housing
- JULY 2018:** Application for CDFR Funds
- AUGUST 2018:** Application for Tax Credits to New Hampshire Housing
- OCTOBER 2018:** Decisions on CDFR and Tax Credits (Coordinated Process)



## Summer Park Current Income Limits

AMI	1 person	2 people
100%	51,125	58,437
60%	30,660	35,040
50%	25,550	29,200
30%	15,350	17,550

Currently:  
 45% of households (11 units) are at or under 30% AMI  
 45% (11 units) are at or under 50% AMI  
 8% (2 units) are at or under 80% AMI, but were at or under 50% AMI at time of move-in.

As a Tax Credit Project:  
 All units will be at or under 60% AMI—and 15 units will be at or under 50% AMI



## Summer Park

CDBG possibilities

- Acquisition
- Construction
- Infrastructure

\*Depending on property available by early 2018