



Kimberly M. MacKay
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BOARD OF MANAGERS MEETING MINUTES
DECEMBER 18, 2023

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert Guldner (Disabled American Veterans); Robert Blais (American Legion); Raymond Goulet Jr. (Vietnam Veterans of America); Susan A. Cuddy (Veterans of Foreign Wars, Female Veteran); Elaine Baker (Female Resident); Allan Bailey (Male Resident); Kimberly MacKay (Commandant); Denis Querrard (Veterans of Foreign Wars State Commander); Leo Paquin (American Legion Department Commander).

EXCUSED: Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); William Gaudreau (Dept. of Military Affairs & Veteran Services); Richard Borrazas (Disabled American Veterans, Commander).

GUESTS: Michelene Robichaud (Assistant to the Commandant); Brian Baker (NHVH COO); Janine Norkiewicz (NHVH Business Administrator); Sarah Stanley (NHVH Public Information Officer); Hilda Carroll (wife of resident).

***CALL TO ORDER BY CHAIRMAN:**

The December 18, 2023, Board of Managers Meeting was called to order at 9:00 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees presents were led in prayer by Robert Blais, Chaplain for the Board of Managers, and the Pledge of Allegiance by Chairman Paul Lloyd.

***APPROVAL OF MINUTES – November 20, 2023:**

The Minutes of the Board of Managers Meeting from November 20, 2023 were reviewed and discussed. Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to accept the minutes. Minutes were accepted by the Board. There were no changes. Motion carried unanimously. The minutes will be placed on file.

***COMMUNICATIONS:**

NHVH New Addition – Commandant MacKay shared the committee is meeting one to two times a week on this project. We are currently looking at a 20-bed unit. We are on task with meeting the VA required schedule and anticipate going out to bid with the 30% design in February 2024. We are hopeful for a contract in March 2024; the chosen vendor will finish the 70% design and break ground in the fall of 2024.

Commandant MacKay reported that we have 1 resident with Covid and 3 staff that tested positive this week. We continue to enact best practices to keep veterans and staff healthy.

***CENSUS UPDATE:**

Census/Admissions – As of December 18, 2023, we have 125 veterans in the Home.

Our current wait list is as follows:

- 38 – Application Pool in Process
- 23 – Wait List
- 3 – Pending Admission from Wait List

***BUDGET UPDATE:**

Commandant MacKay reviewed the FY23 Financial Summaries of the New Hampshire Veterans Home as of November 30, 2023 (Appendix C) with the Board.

***CAPITAL PROJECTS REPORT:**

Commandant MacKay and Brian Baker provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operations highlights:

- **Fire Marshall** came through on Tuesday, December 12, 2023, with only a few minor findings. All were addressed before they left the building.
- **Paving Project** – Will be going out to bid in the next two weeks with the project anticipated to start in the spring of 2024.
- **Eversource Lighting Project** – The G&C submittal approval date is in January. Eversource anticipates a completion date of April 2024.
- **Lift Project** – We are awaiting the scales to arrive and will then begin the project of installing 17 new lifts in residents' rooms.
- **Tarr North Drainage** – The project has been sent to the Department of Public Works; an RFQ has been submitted for this project.

***RESIDENT / STAFF MATTERS:**

Elaine Baker expressed a concern about inconsistent heat between areas of the Home; the dining room is getting cold again. Brian Baker will investigate this and have the heat adjusted.

The Tarr South neighborhood moved to Tarr East on December 6th. Residents are now in their new rooms and settling in well. Allan Bailey complimented the staff on the expeditious moving of residents' belongings that took place while residents were at breakfast.

***BOARD MEMBERSHIP:**

No anticipated changes to report currently.

***OTHER BUSINESS:**

Commandant MacKay informed the Board regarding the safety measures that are in place at the NH Veterans Home. An assessment of what we do well, and potential areas of improvement has been completed with some changes to be put in place, including training staff in an active shooter situation, as well as educating residents on the meaning of emergency codes and procedures to follow for these situations.

***MONTHLY EVENTS:**

Friday December 1 – Visit from NH Financial Federal Credit Union w/ gifts.
Saturday December 2 – Elks Christmas Party w/ Music w/ Ghost Riders - TH
Sunday December 3 – Music w/ Ukulele Songsters – TH
Monday December 4 – Gift of Lights Trip
Monday December 4 – Resident & Staff Sing-A-Long w/ Libby Denahy – TH
Tuesday December 5 – Music w/ New Horizon Band – TH
Thursday December 7 – Pemigewasset Chorale Trip
Thursday December 7 – Pearl Harbor Ceremony – TH
Thursday December 7 – Hanover Lions Club Christmas Caroling – TH
Friday December 8 – Music w/ Mark Shelton – TH
Saturday December 9 – Lakes Region Symphony (Christmas Belles) Trip
Saturday December 10 – Visit w/ Patriot Guard Riders w/ gifts.
Sunday December 10 – American Legion Post 28 Visit
Sunday December 10 – Interlake’s HS Robotics Club w/ Caroling – TH
Monday December 11 – Music w/ the Taylor Community Group - TH
Wednesday December 13 – Smitty’s Movie Theater Trip
Saturday December 16 – A Christmas Carol the Musical Trip
Saturday December 16 – Visit from Cub Scout 842 Christmas Caroling & Cookie Decoration
Sunday December 17 – VFW & Auxiliary Christmas Party w/ Music w/ Jackie Lee - TH
Monday December 18 – Christmas Party on FP
Tuesday December 19 – Christmas Party on JS
Tuesday December 19 - Christmas party on Tarr East – TH
Wednesday December 20 – Walmart Trip
Wednesday December 20 – Music w/ Phil Breton – TH
Wednesday December 20 - Christmas Party on AS
Thursday December 21 – Christmas Party on HH
Thursday December 21 - Christmas Party on Tarr North & Welch – TH
Friday December 22 – Music by Dave Jenne – AS
Friday December 22 – Visit from Elliot Hospital w/ Christmas Stockings
Monday December 25 – Christmas Day
Friday December 29 – Birthday Party w/ Denice & Randy Filliger – TH
Monday January 1 – New Years Celebration w/ Gardner Barry – TH

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, January 22, 2024, at 9:00 a.m. in the NHVH Town Hall.

***ADJOURNMENT:**

Motion was made by Raymond Goulet, Jr., seconded by Robert Blais, to adjourn the meeting. Motion carried unanimously. Meeting was adjourned at 9:31 a.m.