

Special Meeting of the  
**Hillsborough County Board of Commissioners**  
January 2, 2013

Hillsborough County Superior Court  
300 Chestnut St., Manchester, NH  
Minutes of the Public and Non-Public Session  
(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. Pappas, Comm. Holden, Comm. S. Ziehm, P. Coughlin, D. Fredette, J. Hardy, D. Dionne, M. Montminy, M. Rioux, E. Robinson, G. Wenger, C. French, and L. Stonner

**Also Present:** Members of the public

**1. Call to Order**

Comm. Ziehm called the meeting to order at 9:22 a.m. Comm. Holden addressed motions relative to the Board's reorganization.

**Motion:** To appoint Comm. Ziehm as temporary Chairman of the Organizational Meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To propose a slate of offices for the Board; for Chairman-Comm. Pappas, for Vice-Chairman-Comm. Holden, and for Clerk-Comm. Ziehm. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas assumed her position as Chair to conduct the remainder of the meeting.

**2. Pledge to the Flag**

Comm. Pappas led the Pledge of Allegiance.

Mr. Wenger noted that there are committee positions that the Board could address as well as procedures; the committee positions include:

- NH Association of County's Executive Committee
- County-State Finance Committee
- Association of Counties Certification Board
- UNH Cooperative Extension Advisory Board
- Emergency Management person

The Board agreed to take the committee positions under advisement until its January 9<sup>th</sup> meeting.

**Motion:** To adopt Robert's Rules of Order for the Board meetings. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger noted that the Register of Deeds has requested approval to re-appoint the Deputy Register in her current position and explained that the action requires Board approval.

**Motion:** To authorize Register Pamela D. Coughlin, to re-appoint Lu Ann Gero as Hillsborough County Deputy Register of Deeds for a period not to exceed two (2) years consistent with RSA 478:2, and to request that the County continue to bond the Deputy, during her term as Deputy Register of Deeds. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Holden offered a motion relative to the Department of Corrections Rules & Regulations.

**Motion:** To approve the Rules & Regulations governing the employees of the Hillsborough County Department of Corrections. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### **Administrative Business**

#### Approval of Payroll Registers

**Motion:** To approve the following Miscellaneous Payrolls in the following amounts:

- Dec. 20, 2012 \$ 40.00
- Dec. 20, 2012 116.63
- Dec 20, 2012 2,381.33
- Dec. 21, 2012 92.00
- Dec. 27, 2012 101.20

for a total of \$2,731.16, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

**Motion:** To approve a Regular Payroll dated December 20, 2012, in the amount of \$1,103,391.00, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

#### Accounts Payable Registers

**Motion:** To approve the following Accounts Payable Registers in the following amounts:

- Dec. 24, 2012 in the amount of \$1,445,928.41
- Dec. 28, 2012 in the amount of \$2,704,164.51

for a total of \$4,150,092.92, subject to review and audit. Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

#### Sheriff's Extradition Vouchers

**Motion:** To approve the following Extradition Vouchers on the following dates, in the following amounts:

Nov. 19, 2012 \$268.75  
Nov. 30, 2012 86.81  
Nov. 30, 2012 380.82

for a total of \$736.38, noting that these have been previously approved by the County Attorney. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Holden presented the names of the recent Corrections' Training graduates.

**Motion:** *Having successfully completed the requirements pursuant to the Hillsborough County Department of Corrections Correctional Officer Certification Policy (A-129), and set forth by the Hillsborough County New Hampshire Commissioner's Certification Board, this Certificate Affirms the following graduates of the 47<sup>th</sup> Hillsborough County Department of Corrections' Training Academy as Certified Correctional Officers:*

|                    |                  |
|--------------------|------------------|
| Daniel Antinarella | Christie Paradis |
| Rory Bracket       | Marc Preston     |
| Bryan Casey        | Noah Phipps      |
| Rick Fosher        | Roy Pywell       |
| Abellard Jolly     | David Rivard     |
| Chelsea Khan       |                  |

*In witness whereof the signatures are hereunto affixed on the second day of January, 2013.*  
Motion to approve by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Holden noted that all 3 Commissioners would sign the Certificate.

Comm. Pappas recognized Sheriff Hardy who presented information relative to grant funds for Part II of the Local Law Enforcement Radio Interoperability Initiative and asked for Board approval of the time-sensitive document so that his department will be able to accept the radios.

**Motion:** To approve Part II of the Local Law Enforcement Radio Interoperability Initiative for the Sheriff's Department and to authorize the Chair to sign on behalf of the Board. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger informed the Board that the Federal mileage rate has increased and asked if the Board wished to follow that rate, noting that it went up one penny.

**Motion:** To adopt the Federal Mileage rate of 56.5 cents for the Board of Commissioners. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger welcomed the Commissioners and newly elected officials and wished them a successful two years.

The next Board meeting will be held on Wednesday, January 9, 2013 at 10:00 a.m. at the Bouchard Building in Goffstown.

Lacking further business, Comm. Pappas entertained a motion to adjourn.

**Motion:** To adjourn the meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting adjourned at 11:02 a.m.

*Approved on January 23, 2013*

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Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners