

Regular Meeting of the  
Hillsborough County Board of Commissioners  
January 21, 2009  
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session  
(Not Official Until Approved by the Board and signed by the Clerk.)

**Present:** Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, A. Durette, B. Moorehead, D. Reidy, E. A. Robinson, M. Rusch, J. Dimick, P. Boardman, M. Cusson, G. Wenger, and L. Stonner.

**1. Pledge to the Flag**

Comm. Pappas called the meeting to order at 10:00 a.m., followed by the Pledge to the Flag led by L. Stonner.

**2. Register of Deeds**

Comm. Pappas welcomed Pam Coughlin as the newly elected Hillsborough County Register of Deeds. Ms. Coughlin commented that it was her pleasure to be here today, and noted that while she has been enjoying her new role, she has had to face issues that she would like to address with the Board. Ms. Coughlin presented the Board with a packet of information. She referred the Board to Page 12, which illustrates that the number of document filings has decreased significantly in comparison to 2008. She noted that since E-filing has been available, E-file recording has increased.

Ms. Coughlin informed the Board that Page 10 is a memo from recording staff at the Registry of Deeds. She noted that there are individuals who come to the Registry who state that they are exempt from paying recording fees under the NH Constitution, and who are asking to file documents that are not related to real estate. Page 10 illustrates that recording staff had been directed to not agitate these individuals and to record what they wanted so they would not have to deal with any arguments or retaliation. The memo reflects the opinion of recording staff who feel that if an individual continues to be allowed free recording, it will catch on, and all his/her friends or associates will do the same. They expressed their belief that other individuals in line will question why this individual does not have to pay. The staff is asking if they have a right to refuse to record documents that are not related to property ownership or transactions of property. They are also inquiring about safety since there is no security in the building, and they ask if they have a reason to be concerned.

Ms. Coughlin explained that the staff is very uncomfortable with the situation, and noted that she sent a request to the County's Legal Counsel asking for clarification of this issue relative to whether everyone should be paying recording fees across the board.

Ms. Coughlin referred the Board to Pages 1 through 9-a, a series of e-mails and photos, which illustrate an issue with water leaks at the Registry. She informed the Board that the vault was closed shortly after Christmas when the ceiling collapsed resulting in much water damage. She noted that when she arrived on January 8<sup>th</sup>, there was still water coming through ceiling light fixtures, which were promptly removed. Ms. Coughlin explained that the books were removed from the vault to protect them. She noted there was a leak in a second area on that floor, and there is a major leak in the copy room on the third floor with a resulting brown stain and damage, which is of concern to her.

Ms. Robinson informed the Board that this is more a drain problem than a roof problem; however, the roof is old and should be replaced. She noted that the roof was re-done in 1983. She further noted that there is snow on the roof that needs to be removed, and that there have been drain problems in the past. She noted that the drain company, the roofer, the plumber have all come out to attempt to clean the drain. She indicated that there is a clog in the drain...it is frozen and they can't get it open; every time there is a thaw, it leaks down into the building.

Further discussion ensued with the Board recommending that the roof be shoveled, and that the repair be made as soon as possible. The Board suggested that a solution be included under Capital Improvements in the next budget; because a new roof is needed. Ms. Robinson explained that the roofer has recommended that it is time to replace the roof; there are two layers of roof which will have to be removed before putting on a new roof, and this adds to the expense. Ms. Robinson recommended that the County consider roof replacement in its long-term planning. She noted that some of the damage may be covered by insurance.

There was further discussion and concern relative to the brown staining, and possible mold and mildew in the ceiling, which resulted in Ms. Robinson indicating that she will get analysis done to identify what is causing that type of staining. Comm. Holden noted that the County needs to be protecting the staff and the public. Comm. Clemons noted that the County needs to consider the problems that come with ownership of old buildings.

Ms. Robinson noted that she hoped to have the roof shoveled this week, and that she will solicit bids for snow removal work by phone, and will be getting it done as soon as possible. She further noted that she would like to bring in a consultant to advise the County what should be done with the roof long-term.

There was concern about the snow on the sidewalk. Ms. Robinson indicated that snow on the sidewalk has been an ongoing issue and noted that the Registry has done the snow removal for years; she noted that she recently ordered a large amount of snow melt.

Comm. Pappas thanked Ms. Coughlin for her efforts in protecting the permanent records. Comm. Holden noted her appreciation for the detail in the packet and advised Ms. Coughlin of the Incident form, and that it is the appropriate form to use with any incident; she explained who should receive the Incident Report.

### **3. Grievance**

The Grievance was previously resolved, so there was no need for a grievance hearing at this meeting.

### **4. Minutes**

Minutes of December 31, 2008

**Motion:** To approve the minutes of December 31, 2008. By Comm. Clemons, second by Comm. Holden. Motion carried.

Minutes of January 7, 2009

**Motion:** To approve the minutes of January 7, 2009. By Comm. Holden, second by Comm. Clemons.

Comm. Clemons requested a wording change on Page 10, in the fifth paragraph, which begins: Comm. Clemons inquired... He would like it to read: "Comm. Clemons inquired about whether or not they were members of the same Union," and the reply was that they were members of the same bargaining unit. The Board favored the changed.

The motion carried to approve the minutes of January 7, subject to the change requested by Comm. Clemons.

## Minutes of January 13 and January 15, 2009

**Motion:** To approve the minutes of January 13 and January 15, 2009. By Comm. Clemons, second by Comm. Holden. Motion carried.

### 5. Business Office

#### Approval of Payroll Register

**Motion:** To approve the Payroll Register dated 1/8/09 in the amount of \$1,198,555.27, subject to review and audit. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

#### Approval of Payroll Register

Mr. Wenger explained that this is to approve the reimbursement of employee's accrued sick days, as required each year by the end of January by County policy and contract.

**Motion:** To approve the payment of Sick Pay and instruct the Business Office to move forward with the distribution, as per the contract and policy before the end of the month. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To approve the Payroll Register dated 1/21/09, sick pay, in the amount of \$577,531.24, subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried.

#### Approval of Accounts Payable Register

**Motion:** To approve the Accounts Payable Register dated 1/16/09 in the amount of \$2,425,142.65 subject to review and audit. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

#### Sheriff's Extradition Vouchers

**Motion:** To approve the Sheriff's Extradition Voucher dated 11/21/08 in the amount of \$938.71, and the voucher dated 12/1/08 in the amount of \$518.09 for a total of \$1,456.80, noting that Board approval is not necessary because they have already been approved by the County Attorney. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

#### Bid CIS # 9-2009

Mr. Wenger informed the Board that this bid is for the annual software support for the IMC software that is used in the Sheriff's Office, and noted that it is a single source bidder under RSA 28:8-(e)V because this is the Vendor's software for which we are asking the annual support. He noted that there is a slight increase this year because the number of licenses has been updated to accurately reflect the current use.

**Motion:** To approve Bid CIS # 9-2009 – Sheriff's Office for the annual software support for the IMC software to Info Management Corporation, North Grafton, MA, noting that this is a single source bid under RSA 28:8-(e)V for the annual contractual support costs in the Sheriff's Office. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

The Board was presented a last minute transfer request and chose to address it. Mr. Wenger noted that upon approval of the collective bargaining agreement, the funding was put in the Contingency budget. The Sheriff is looking to move the monies funding the contract from the Contingency line to the appropriate lines in his budget, which are Salaries, Social Security and Retirement. He noted that it is his understanding that these are the numbers that were given at the time of the contract approval.

**Motion:** To approve Transfer Request 2009-03 from Contingency to the Sheriff's Department for a total amount of \$158,728. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

## 6. Department of Corrections

### Census

Comm. Pappas recognized Capt. Cusson, who was here in Supt. O'Mara's behalf. He presented the Census, noting that as of January 16, the Census was 625 along with 7 weekenders, for a total of 632. This included 556 men of whom 192 were sentenced and 364 were pre-trial. There were 69 women of whom 25 were sentenced and 44 were pre-trial.

Capt. Cusson noted that the Superintendent requested that Capt. Cusson bring before the Board, two very positive occurrences. He noted that 24 employees were recognized for achieving perfect attendance for the calendar year 2008. He further noted two employees recently retired who have served the DOC for many years; Warren Harrington retired with 31 years of dedicated service, and Donna Lacerte retired with 21 years of dedicated service. He presented two certificates for The Board's signature. The Board executed the certificates and expressed the County's gratitude and best wishes to Mr. Harrington and Ms. Lacerte.

Comm. Clemons informed the Board that Supt. O'Mara has been selected to attend a program being held in Colorado from March 23 to March 26. He noted that almost all expenses are paid with the exception of meals and ground transportation, if necessary. Comm. Clemons asked the Board to consider covering the costs for meals and ground transportation, if necessary.

**Motion:** To authorize Supt. O'Mara, Hillsborough County Department of Corrections, to attend the conference of the National Institute of Corrections, held from March 23 to March 26, 2009, and to submit any minor receipts for meals and travel, and to give the Commissioners a report on the conference when he returns. By Comm. Clemons, second by Comm. Holden. Motion carried.

## 7. Nursing Home

Mr. Moorehead referred to the previously scheduled grievance, which had been settled, and offered to provide the Board with information relative to the disposition of the grievance, if it so desired.

### Census

Mr. Moorehead, Nursing Home Administrator, was recognized. He presented the Nursing Home Census, noting that as of January 15 the Census was 271, which included 200 Medicaid residents, 42 private pay residents, and 29 Medicare Part A residents.

Mr. Moorehead presented the November revenue report, and informed the Board that the budget for August was \$1,655,673, while the actual revenue was \$1,739,611, resulting in a positive variance of \$83,938 to the good.

Mr. Moorehead informed the Board that the Nursing Home received a letter from the NH Department of Health and Human Services regarding the quarterly report of the revenue side of the bed tax payment that the Nursing Home would have been making on, or about January 20. He noted that this is the federal match for the Nursing Home's tax expenses that it incurs in its budget. The amount received was \$745,785.06; the actual tax is approximately \$300,000. It is usually a match of about 2.2 or 2.3 to one dollar.

#### Bid # 17-2009 – Laboratory Services

Mr. Moorehead explained that this bid is for Laboratory services, and recommended Elliot Hospital as the only qualified or interested bidder, and the lowest responsible bidder. There was discussion about whether other vendors were considered, and Mr. Moorehead responded that CMC has been sent a letter, but they did not submit a proposal. He further noted that the expense for this service not covered by Medicare Part A, which is billed directly to Medicare Part B, so the Nursing Home will not even see that expense.

**Motion:** To approve Bid #17-2009 for Laboratory Services to Elliot Hospital Laboratories in Manchester, at a cost of \$16.00 per test, for only the Medicare Part A residents to the lowest responsible vendor, and the only response to the bid. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons inquired if CMC, for example, did submit a bid that was lower, did the Nursing Home have any recourse. Mr. Moorehead noted that Path Lab did bid in the past, and it is the only other qualified lab he is aware of in the area, but he understands that it is not interested in this bid. Comm. Holden responded that each contract has a 30-day out if a lower bid became available.

Motion carried.

#### Bid # 18-2009 – Cordless Monitors and Pressure Pads

**Motion:** To approve Bid #18-2009 for Cordless Monitors and Pressure Pads for the Nursing Home, to Gulf South Medical, Jacksonville, FL, at a cost of \$9,370.80, noting it is the lowest responsible bidder out of six who submitted bids. By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Moorehead informed the Board that these cordless monitors will replace the corded monitors that are currently being used, remove a safety hazard, and prevent trips and falls.

#### Bid # 27-2009 – Docstar Scanner

Mr. Moorehead explained that the Docstar scanner can scan the MDS in 8 ½ by 11 or legal size, and recommended this sole source provider, PIF Technologies, Hooksett, NH, the only authorized local dealer that sells the product.

**Motion:** To approve Bid # 27-2009 for the Nursing Home for a Docstar scanner, to PIF Technologies, Hooksett, NH, for a total of \$3,670, noting that it is a sole source provider. By Comm. Clemons, second by Comm. Holden. Motion carried.

#### Bid # 26-2009 – Annual Dishwasher Service Contract

Mr. Moorehead recommended this sole source provider, Hobart Industries, Hooksett, NH, at a cost of \$1,544 annually.

Comm. Holden noted that the County is allowed to award single source bids under NH RSA 28:8-eV.

**Motion:** Bid # 26-2009 – Annual Dishwasher Service Contract for the Nursing Home to Hobart Industries, Hooksett, NH, at a cost of \$1,544 annually, noting that it is a sole source provider. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Bid # 20-2009 – Ceiling Tiles (72 cases)**

Mr. Moorehead informed the Board that this is for ceiling tiles, which the maintenance staff will use to replace ceiling tiles at the Nursing Home, for the first floor from the main entrance corridor to outside the main elevators. He noted that the lowest responsible bidder is Kamco Supply Corp., Londonderry, NH at a cost of \$4,942.08.

**Motion:** To approve Bid # 20-2009 for 72 cases of Ceiling Tiles for the Nursing Home to Kamco Supply Corp, Londonderry, NH at a cost of \$4,942.08. By Comm. Clemons, second by Comm. Holden. Motion carried.

**8. Human Services**

**Outstanding County Deductions**

E. Robinson referred the Board to the packet she gave them which contained a letter from Mr. Wallace, Associate Commissioner, NH Health & Human Services, noting it is basically a demand for \$503,000, and a write-off of \$73,000. This is in addition to the \$79,000 the County had agreed to re-bill. She noted that the County Human Services Department has gone through the records 3 or 4 time investigating every one of the charges, and does not feel that the remainder of these charges should be paid unless the State can provide the documentation her department has requested. She noted that write-offs to the Counties are not consistent; some things are written off in one County, while it might be billed in others.

Comm. Holden suggested that Hillsborough should send a letter similar to the one Rockingham sent, and have the Commissioners sign it. Ms. Robinson will draft a letter for the Commissioners to sign.

The Board returned the packet to Ms. Robinson, with the exception of the cover letter. The remainder of the packet contains confidential information and should be protected. Ms. Robinson will shred the confidential data.

Comm. Holden inquired about how the staffing changes are progressing. Ms. Robinson responded by explaining the staff is separating out the records that will go to the State and those that the County will continue to work with, particularly where billing is concerned. She indicated that she has noticed the three staff whose positions will end on February 27<sup>th</sup>.

**9. Old/New Business**

D. Reidy presented the Board with a publication from the Cooperative Extension relative to the history and economics of the dairy industry that is intended to be distributed to the Legislature and noted that he wanted the Commissioners to receive a copy.

M. Rusch reported that the Executive Committee will meet on Friday, January 23 at 9:00 a.m. in the Board of Commissioner's conference room.

**Chamber of Commerce**

Comm. Pappas suggested that the Board consider joining a Chamber of Commerce. She noted that this was prompted by a discussion with Betsey Miller relative to the NH Association of Counties joining the Concord Chamber of Commerce. Discussion ensued and the Board considered whether it should join a local Chamber, and if so, how it would choose which Chamber to join. It discussed rotating the

membership to different Chambers, and finally concluded that it would be prudent, in light of the current economy, to postpone any Chamber membership.

#### Board Policy Re: Competitive Bids

Mr. Wenger, in follow up to the Board's prior discussion, presented the two Draft motions for consideration relative to competitive bidding. The Board discussed the subject, and concluded that it has no intention of changing the practice of soliciting bids, but that the bid requests for purchases under \$5,000 could be handled by the departments. The Board agreed that it was very important for all Departments to follow the County's process and the NH statutes, and further agreed on the need for a procedure that provides for internal controls for all departments to follow. The Board will continue to review all expenditures; however, bid selection for all bids under \$5,000 could be handled internally within the departments, if the proposed motions are passed. After reviewing the motions, the Board agreed that both proposed motions should be considered, and the Board will revisit the issue at its next meeting.

Ms. Robinson inquired about the requirements for the work being done at Temple Street. Mr. Wenger advised that this would fall under emergency repairs, and suggested that she should follow the requirements under the emergency repairs part of the statute(s).

#### 2010 Budget Process – Initial Discussion

Mr. Wenger presented 2008 and 2009 budget timeline for the Board's reference in planning for budget year 2010. After discussion, the Board agreed that it will basically follow the same timeline as the FY2009 process. Mr. Wenger noted that in 2008, the Board met with the departments before the instructions went out; in planning the 2009 budget, the Board met with the departments after the instructions were sent out. He reviewed dates from last year and noted that the Board's goal will be to deliver the budget to the Executive Committee Delegation prior to May 10<sup>th</sup>, and noted that it was delivered on May 5<sup>th</sup> last year. Comm. Pappas noted that last year's process went better than the prior year. The Board discussed dates and agreed to change one Board meeting, that of Wednesday, April 29. Comm. Holden will be unavailable from May 2 to 12, and Comm. Clemons will be away from April 28 to May 1. The Board agreed to move the April 29 meeting to Monday, April 27 at 9:00 a.m. The Board will try to wrap up the budget by April 27. Comm. Clemons noted that his schedule is more open this year in terms of the time of day for Board meetings.

Mr. Wenger noted that if the goal is to get the budget books out by the end of February, he will need some direction from the Board relative to the annual budget instructions for the departments.

#### CIS Bid # 10-2009

Mr. Wenger presented CIS Bid # 10-2009 for phone encryption and cabling services and noted that the Bouchard Building is scheduled to be moved over to the new phones next Tuesday. The bid is for additional cabling that is needed at all the facilities relative to the fail-over (copper) lines so that if the MPLS goes down, the County will have fail-over copper lines. It has been determined that the complexity of the project warrants engaging a professional who can get this done quickly and economically. He noted that this portion of the bid cost is \$5,006.69. The second issue will provide for the purchase of two additional encryption keys, which are relatively inexpensive; however, the engineering involved enhancing the security and setting our system up, and to encrypt all telephone communications is relatively expensive. Mr. Wenger noted that the bid, which is a cost and materials bid, is a not-to-exceed bid of \$8,190; he expects it to be less than that; however, he noted that he cannot be sure, therefore he is requesting the Board's approval of the not-to-exceed bid. He is requesting that the

bid totaling \$13,196.69 be awarded to Presidio, Boston, MA, as a single source bidder under NH RSA 28:8-(e)V, and noted that it is the vendor presently engaged in completing the underlying project, further noting that purchasing from it will reduce the cost of maintaining the existing structure and incorporating additional parts.

Mr. Wenger noted that there is \$9,000 available in the budget, and additional support from the DOC budget, if necessary.

Mr. Wenger informed the Board that immediately after the Bouchard Building is cut over, the present plan is to do the Temple and Spring Street locations in Nashua, followed by Chestnut Street and the Department of Corrections in Manchester, and lastly to move to the Nursing Home, hopefully within the next month. It is possible; however, that the project may take six to eight weeks.

**Motion:** To approve CIS Bid # 10-2009 for CIS phone encryption and cabling services to Presidio, Boston, MA, at a price of \$13,196.69, noting that it is a request to waive competitive bidding consistent with NH RSA 28:8-(e)V; and noting that Presidio is currently engaged in completing the underlying project and purchasing from it will reduce the cost of maintaining the existing structure and incorporating additional parts. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger informed the Board that the first meeting with the County Attorney/Teamsters will take place at Chestnut Street on Wednesday, January 28 at 10:00 a.m. Additionally, there is a meeting of the Nursing Home AFSME group at 9:00 a.m. on January 29th to discuss the Fact-Finder's Report followed by a meeting later in the day at 1:00 p.m. with the Nursing Home Chemical Workers. Mr. Wenger noted that he believes that there is one group left to meet with; it is the Department of Corrections AFSME group. Comm. Holden will cover the meeting with the County Attorney; Comm. Clemons will cover the meeting with the Chemical Workers, and Comm. Pappas will cover the fact finder meeting at the Nursing Home.

Comm. Holden reported that the NACo NE Regional Caucus will conduct conference calls on January 28 from 11:00 to 12:00, February 2 from 1:00 to 2:00, and February 19 from 9:00 to 11:00. She noted that there will be a breakfast meeting at which time there will be discussion relative to regional directors, the need for bylaws, and other organizational issues.

Comm. Holden reported that the Right to Know Commission is presenting several bills, noting that Rep. Kurk has a bill relative to electronic communication. She noted that there is more information available for anyone wishing to receive it.

Comm. Holden inquired regarding the direction the Board wished to go relative to the Master Plan process and conducting a Charrette this spring, noting that she does not feel it is appropriate for the process to go forward unless the full Board supports the effort. She informed the Board that she has met with Mr. Reidy and Mr. Wenger, and the consensus was that it would be in the County's interest to move forward. She noted that the purpose of a Charrette is to develop a plan for Hillsborough County that is connected to the County community. She informed the Board that the Charrette is a two-day process that will bring all the stakeholders together to look at the County's needs, and further noted that dialogue and financial resources are needed to continue. She explained that it is informed educated planning that brings together all the stakeholders.

Comm. Pappas inquired about the cost. Comm. Holden explained that \$55,000 was appropriated last year, noting this is the not-to-exceed priced based on \$50,000 retail value. It would be necessary to pay stipends for approximately fifteen professionals to come, at an estimated cost of \$300 each, material costs

of \$2,000, and mileage for the Delegation for Friday and Saturday. She noted that she felt it was important for the Board to know the details and support the process before bringing it to the Executive Committee. Comm. Pappas inquired if it were possible to do it for any less, to which Comm. Holden responded that it is possible; donations and other support may reduce the cost. The project would be put out to bid, if approved by the Board, and it may be possible to get someone to run it for less. The County would have a competitive bidding process.

Comm. Clemons asked why the Board should consider it at this time, particularly in light of the tight economy and queried as to whether it might be better to postpone this until a later date. Comm. Holden mentioned actions or requests that have been addressed without a plan, such as the Irving Gas station, and the Town Fire Department's request for land. She expressed her belief that the County should be looking to keep the character of this corridor, and be concerned about safety and security. She noted that the Wetlands Study was completed last year with approved funds from the Complex budget, and a Charrette would be the next step. Comm. Holden recommended that the Board let her know if it wants to go forward in support of the plan before she requests a transfer of funds or plans any further presentations. She noted that this has been discussed on the Board level for several years, and the Wetlands Study was the first step.

Comm. Clemons asked if the recommendations could be things that the Board already knows. He mentioned the rural nature of the land and the possibility that consultants may propose a change in land use, and explained that he is not sure that the County should spend money on long range planning with the economy the way it is now. He further noted that perhaps it could be postponed to a later date, or handled when the individual proposals come up.

Comm. Pappas inquired if there was another step that could be taken in the discussion and dialogue that does not require this amount of investment financially. Mr. Moorehead raised the issue of extremely high utility costs of approximately \$500,000 a year at the Nursing Home, and the possibility of looking for a cost effective solution as a part of the planning, and would like to see consideration given to alternatives. Comm. Holden noted that Merrimack County moved to geo-thermal. Comm. Holden noted that community stakeholders would provide input that the Board does not have that could help lower costs. She further noted an example would be reviewing Mr. Nute's Timber Study and to consider timbering and re-vitalizing the County's forests, and many other possibilities. She summarized by expressing her belief that the County needs to look at the whole picture.

D. Reidy informed the Board that he has been directly involved with Master Planning in the town of Goffstown and expressed his opinion that it is important to do the planning. He noted that it is important to understand the primary reason to do a Charrette and the product that results from that process; it is to get broad stakeholder participation; it's a direction from a broad stakeholder base of people as well the entire members of the Delegation, representatives from the Town, utility companies, and people who provide services to any project that is being considered to take place on any of the land that the County has or wants to preserve, etc. He noted that getting a broad stakeholder base is the key; many development projects typically get bogged down, sometimes for years and years, because there isn't a consensus on what to do, causing each step of the process to become really difficult and contentious.

Mr. Reidy expressed his belief that the best decision for the County would be to get people together in the beginning and that they look at what they would like to see happen with the County land. Mr. Reidy further noted that the \$55,000 is in the current year's budget, and suggested that it is a good thing to go forward with the planning process. Mr. Reidy noted that his office could provide support for the project. He noted that he would be happy to take the lead and to work with others to make it happen. He would offer that from a dual role, namely that of working with both the Cooperative Extension and with Economic Development for the Town of Goffstown. He noted his belief that there are many reasons for the County to have a plan to go forward. All the stakeholders; whether they be citizens or people on boards, could provide direction as to how to proceed. This could include the Board or Economic

Development, or Planning, or Zoning, or anything in the Town of Goffstown. The Board would really get a sense from the Delegation as to what they think is the way to go, and to have all their input. Once this is accomplished, the Board will have direction, broadness, and community stakeholder support and be able to deal with whatever comes out of it.

Comm. Pappas asked Mr. Reidy if he is suggesting that the next step be a Charrette. Mr. Reidy responded that based upon his experience, he does recommend the Charrette. He noted that in his experience, there are more project plans made and tucked away because no one knows what is going on; he recommended that the Board would be wise to avoid that scenario.

There was discussion relative to the funds, and it was agreed that funds are in the Contingency line, and a Budget Transfer must be made and approved by the Board and the Executive Committee before a Charrette could proceed.

Comm. Clemons noted that he was not disputing that long range planning is a good idea, and noted his belief that it should be done as a Board. He noted that geo-thermal and wind power was mentioned as an example of savings, which takes a considerable investment to establish, and while the money is returned, there is a long period of time before the investment pays off. He noted his position that, in light of the current economy, this could turn out to be a symbolic disaster if we are going to spend \$55,000 on a plan that will take us into the future, and that the County should be concentrating on how to maintain its services in this bad economy.

Comm. Pappas asked Comm. Clemons if there was any level of cost that he might consider. He responded that he would consider everything, but gave an example, in another situation, of geo-thermal where proposed costs were so high in a previous bad economy, that it never would have passed. He noted his belief that this is something that should be put on hold.

Comm. Holden noted that the figure is not-to-exceed \$55,000, but she does not expect it to cost that much. She emphasized that she did not want to waste time going forward if there is not full support of the Board. Comm. Pappas agreed, and noted that she would like to go forward, but just can't swallow the \$55,000. She noted that having a budget would be helpful, and asked Mr. Wenger for his opinion.

Mr. Wenger agreed that unless there is a full commitment of this Board, the planning process is not going anywhere, and he would not expect anyone to expend further energy. He noted that he agrees with Comm. Clemons that there is a time and place to do certain things, and that where the money has been appropriated in the contingency line, it would be in the County's interest to take this step now. He also noted that without a plan, when the economy turns around the County will be at "square one," not knowing what it is doing.

Mr. Wenger explained that his experience with Hillsborough County is that we react when somebody comes in with a proposal for the use or development of County lands. He mentioned that when he joined the County, there were two issues on the table, one was moving County operations to the Bouchard Building and the other was the Goffstown District Court. He noted that the County could not move in any direction without resolving the Goffstown District Court proposal. He noted the County has addressed both those issues, and there currently is no plan for the next step. He suggested that the County has a significant asset in its property, and part of his concern is that the County does its planning so that as it moves forward, it develops what it chooses, knowingly, with a plan so that the County maximizes the value of that property.

Mr. Wenger explained that part of the emphasis to move forward with Master Planning is that the County is seeking new ways to generate income; one way would be to generate income from the property.

Before building things haphazardly here and there, he suggested that the County consider if there is a plan that the majority of stakeholders can buy into so that the County can maximize its options. He further noted that the Town of Goffstown has done a lot of planning, some of which included the County's property, and he explained that the Town is anxious to look at planning going forward. He expressed his belief that to be successful, the next step of the planning process must be twofold; first the County must have a full commitment of the Board, and with that, we can proceed to the next step to approach individuals and professionals to become engaged in the Charrette process. Mr. Wenger noted that funds are in the budget. He noted his agreement with the way Comm. Holden has presented the request; if the Board wishes to go forward, there needs to be a commitment; if there is a commitment to a Charrette, the County can ask for quotes for the package. He noted that while it is a lot of money, he sees it as planning for the future, and being prepared in the future to react if, for example, money comes from the economic stimulus package for a project going forward, because currently the County is not prepared to move forward.

Comm. Clemons noted that the Commissioner's and Executive Committee's, and Delegation's positions change every two years and inquired what guarantee does the Board have that once it comes up with a plan, it will be adhered to in the future. Mr. Wenger responded that the very reason he pursued the planning process was because of the constant change, and noted that in the position he sits, every two years he has either new bosses to answer to or a new Executive Committee to address. He continued, saying that every two years, we are re-creating the wheel with respect to educating, and from his perspective, if there is a Master Plan, he will then have a reason for bringing something to the Board when an opportunity has come forward. The plan provides the foundation upon which to justify pursuing leads or bringing proposals forward for consideration. He noted that the Board can then decide to go forward or not based on the current economic times. It is a planning tool for the County's guidance; not only will it provide direction, it will outline the impact of future actions and future use.

Comm. Holden noted that she started taking about Master Planning in 2003; she noted that there has been some progress; the Wetlands Study was done two years ago. She noted that the Board approved the \$55,000 in the current year's budget, and it was approved by the Sub-Committee; however, it was moved into the Contingency line by the Executive Committee, so there is a need to have approval to get it out of Contingency. She further noted that just because money is appropriated, it doesn't have to be spent, and this Board could have chosen not to spend the money.

Mr. Wenger expressed his belief that the investments to date, such as the Wetlands Study, have been good investments that the Board made, and the Board can use this information; it will not be money wasted, even if the Board doesn't go beyond where it is currently.

Comm. Clemons informed the Board that based on new information he received today from Mr. Reidy and Mr. Wenger, he has changed his mind and will support the plan. Comm. Pappas noted that she favors the Charrette, has some concern relative to the cost, but she supports having a Charrette. Comm. Holden asked if the other Commissioners would be willing to go to the Executive Committee. Comm. Clemons noted that many of today's questions will be raised at the Executive Committee. Comm. Holden agreed, and suggested that the Board just needs to be prepared and have a packet, which is sent out, and then prepare a Budget Transfer if the Board wishes to move forward at its next meeting. She noted that all minutes of the Master Plan Committee meetings are available as well of copies of Goffstown Master Plan, the Piscataquog River reports and the Rails to Trails' report.

Mr. Reidy summarized that the intent of a Master Plan is that it be a ten year document, and that it survive Boards of all kinds. He noted that people can change things, but at least it provides guidance, and it provides something that will outlive any Board of Commissioners or any Delegation.

Mr. Moorehead noted that the County does not know what will happen with House Bill 2, and Medicaid rates that the County will have to give back to the State. He noted that a subject that has discussed is

whether the County wants to maintain a Nursing Home, especially if House Bill 2 doesn't change because then the County will be facing a significant change overnight. He noted that he is not sure if the current building has the space in it to add enough self-pay to cover the cost under House Bill 2. He explained that the County also needs to look at the population getting older and if the County wants to maintain that service.

Comm. Holden noted that So. NH Services was here in the past speaking about assisted living, so there are possibilities that can be considered as a part of the Master Plan. E. Robinson explained that if the County ends up paying 100% of the Medicaid cost and HCBC, it would need to look at what other services need to be put into place to keep those costs down and have people not be in Nursing Homes. She noted that we may need to seriously look at assisted living and other things that will reduce our costs down the road. Comm. Holden noted that we need to look at community needs as well as what the County needs might be.

Mr. Moorehead explained that the problem with the geo-thermal expenses in Merrimack was that the geo-thermal pumps were underground and it cost a great deal more than they expected to get the power out of the ground.

Mr. Wenger noted that in a municipal setting, once a Master Plan is developed, the community is then required to do a Capital Improvements Program. He explained the difference between a statutory Capital Improvements Program for Counties where money is actually put aside, and what is done on a municipal level. He suggested that the County would benefit from a municipal-type Capital Improvements Program. This would require that the departments plan for purchases such as anything over \$5,000, and a report be put together. The Board or a Committee would use the reports as a budget planning tool when requests for Capital Expenditures are reviewed.

Comm. Holden agreed that the Board needs to get all the information together. Comm. Clemons suggested that the first part of the political process has been done here today, and he believes it is appropriate to move to the next step. The Board discussed a timeline. Comm. Holden noted that the spring would be a good time for the Charrette.

## **10. Public Comments on Agenda Items**

There was no one present from the public to speak today.

M. Rusch informed the Board that the Executive Committee meeting scheduled for February 27 may change to a week earlier or a week later.

There was discussion of those who would serve on the NH Association of Counties' Executive Committee; it is currently Comm. Holden, Comm. Clemons, E. Robinson, B. Moorehead, and Mr. Wenger, as well as Comm. Pappas by virtue of her position. Mr. Wenger noted that the question was whether P. Coughlin would like to serve, in which case, he would step back. There was also discussion as to whether Hillsborough County should nominate someone for the position of Clerk. Discussion ensued with the conclusion that Register Coughlin agreed that she has enough to do being new in her position. She will try to attend the meetings as the Registry affiliate.

Comm. Pappas asked Mr. Wenger if he wished to be nominated to serve as Clerk. He agreed to serve. Comm. Pappas asked Comm. Holden if she would nominate Mr. Wenger, indicating that he has the support of all three Commissioners. Comm. Holden indicated that she would be happy to place Mr. Wenger's name in nomination for the position of Clerk.

**11. Non-Public Session**

The Board received no requests for Non-Public sessions at this time.

**12. Adjourn**

There being no further business before the Board, the Chairman entertained a motion to adjourn.

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

The meeting adjourned at 12:18 p.m.

*(SIGNED 2/4/09)*

\_\_\_\_\_  
Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date