

Regular Meeting of the  
Hillsborough County Board of Commissioners  
February 9, 2011  
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. S. Ziehm, Comm. C. Holden, Comm. M. Pappas, P. Coughlin, D. Hogan C. Kirby, B. Moorehead, G. Wenger, and L. Stonner.

**Also Present:**

**1. Call to Order**

Comm. Ziehm called the meeting to order at 10:02 a.m.

**2. Pledge to the Flag**

Comm. Holden led the Pledge of Allegiance.

**3. Administrative Business**

Minutes

January 14, 2011 Board of Commissioner's Meeting

**Motion:** Comm. Holden moved to remove the minutes of the January 14, 2011 from the table. Motion adopted. Comm. Pappas seconded the motion. Motion adopted.

**Motion:** Comm. Holden moved to adopt the minutes of the January 14, 2011. Comm. Pappas seconded the motion. Motion adopted.

January 26, 2011 Board of Commissioner's Meeting

**Motion:** Comm. Pappas moved to adopt the minutes of the January 26, 2011. Comm. Holden seconded the motion. Motion adopted.

Approval of Payroll Register

**Motion:** Comm. Pappas moved to approve the Payroll Register dated February 3, 2011, in the amount of \$1,145,652.03, subject to review and audit. Comm. Holden seconded the motion. Motion adopted.

Approval of Accounts Payable Registers

**Motion:** Comm. Holden moved to approve the Accounts Payable Register dated January 26, 2011 in the amount of \$1,524.00, subject to review and audit. Comm. Pappas seconded the motion. Motion adopted.

**Motion:** Comm. Holden moved to approve the Accounts Payable Register dated January 31, 2011 in the amount of \$651,150.96, subject to review and audit. Comm. Pappas seconded the motion. Motion adopted.

**Motion:** Comm. Holden moved to approve the Accounts Payable Register dated February 8, 2011 in the amount of \$4,872,432.61, subject to review and audit. Comm. Pappas seconded the motion. Motion adopted.

#### **4. Public Comment on Agenda Items**

There was no one from the Public present who wished to speak to Agenda items.

#### **5. Department of Corrections**

Census

Mr. Wenger presented the DOC Census on behalf of Supt. O'Mara. He noted that as of February 3, 2011, the Census was 550, which included 489 men of whom 353 were being held pre-trial and 156 that have been sentenced. There were 61 women of whom 42 were being held pre-trial and 19 that have been sentenced, and there were 17 in the community.

#### **6. Nursing Home**

Census

Mr. Moorehead presented the Nursing Home Census and explained that as of February 3, 2011, the census for the Nursing Home was 277 total patients/residents, which included 204 Medicaid residents, 48 self pay residents, and 25 Medicare Part A residents

#### **7. Sheriff's Office**

Homeland Security Grant

Mr. Wenger presented information relative to the Homeland Security Grant which is contained in the Board's packet. He requested that the Board consider authorizing execution of the document.

**Motion:** Comm. Pappas moved to authorize the Chair to execute the Homeland Security Grant application. Comm. Holden seconded the motion. Motion adopted.

#### **8. Registry of Deeds**

Revenue Update

Register Coughlin distributed a Revenue Update through January, noting that it was a very positive month.

#### **9. Old/New Business**

Peterborough CDBG

Mr. Wenger referred the Board to a request from the Town of Peterborough to address the Board relative to a CDBG Grant and the re-development of a building in that community. The Board agreed to invite

the Town to present its request at a future Board meeting. The Board discussed the distribution of CDBG funds and the possibility of providing information to all the communities relative to future funds. Following discussion, Mr. Wenger noted that he hopes to have draft documents for the Board at its next meeting relative to CDBG policy requirements.

#### Budget Process Discussion

Mr. Wenger offered a list of potential dates for the Board to consider for the budget process and asked the Board to consider dates as well as to discuss the Commissioner's budget priorities. It was agreed that the Department's Budgets will be due in the Business Office by March 30<sup>th</sup>.

The Board established the following dates/times for budget meetings:

- Tuesday, April 5<sup>th</sup>
- Wednesday, April 6<sup>th</sup>
- Thursday, April 7<sup>th</sup>
- Tuesday, April 12

Additional meetings, if needed, will be held on:

- Thursday, April 14<sup>th</sup>
- Tuesday, April 19<sup>th</sup>

The Public Hearing will be held on Monday, May 2<sup>nd</sup> at 10:00 a.m.

Mr. Wenger noted that the budget salary sheets will be set as of March 24<sup>th</sup>.

Mr. Wenger informed the Board that he has been advised that the Executive Committee, at its February 25<sup>th</sup> meeting, will have an education session relative to the Board's role and the Executive Committee's role. There will be a budget orientation session in March.

Mr. Wenger provided a history of past budget practices relative to distribution of the budget instruction manual, and asked the Commissioners if there was guidance they wished to give regarding their goals. Following discussion each of the Commissioners offered some goals/priorities for consideration:

Comm. Ziehm indicated her priorities include:

- Reviewing income and expense at the Nursing Home
- Reviewing overtime vs. when a new person should be hired
- Reviewing the Pods at the DOC relative to when or how it might be appropriate to eliminate a Pod
- Understanding what the RSA's cover regarding the Board's responsibilities

Comm. Pappas indicated her priorities include:

- Supporting the vital services
- Maintaining the services that the County provides
- Being very careful that the County is not over spending
- Being very sure that the Department Heads are running a tight ship
- Developing the land and buildings to increase revenue following the recommendations developed during the Charrette planning process for further development of County property

Comm. Holden indicated her priorities include:

- Maintaining vital services provides in a way that does not change the impact on the taxpayers
- Not cutting necessary services

- Providing direction to the Department Heads regarding spending and what the Board wants them to include in their budget
- Maintaining a level tax rate
- Suggesting that the Department Heads review positions to see what positions could be eliminated
- Reviewing what items could be eliminated by reviewing each budget and working cooperatively with the Department Heads
- Reviewing County operations critically and identifying areas where efficiencies can be capitalized upon to save money
- Requesting justification for all appropriation requests
- Requiring detailed supporting information for any new programs, initiatives, or additions to the budget, explaining why it is essential to the fundamental operation of the Department
- Exploring opportunities to increase revenues, one of which includes Charrette recommendations, beginning with timbering

Mr. Wenger informed the Board that NH RSA 29:15 requires that the Board of Commissioners, upon recommendation of the Treasurer, are required to annually appoint a Deputy Treasurer.

**Motion:** Comm. Holden moved that David Fredette of Nashua be appointed as Deputy Treasurer upon the recommendation of the Treasurer, Robert Burns. Comm. Pappas seconded the motion. Comm. Holden seconded the motion. Motion adopted.

Comm. Ziehm added, for the record, that she was very impressed with Treasurer, Robert Burn's presentation at the recent Executive Committee meeting, noting that he addressed all issues very well.

Comm. Holden noted that a Legislative Committee conference call will occur Friday, February, 11<sup>th</sup> at 2:30. Comm. Holden noted that anyone wishing to join in may call. Comm. Pappas indicated that Mr. Wenger should be on the notification list of upcoming conference calls.

Comm. Pappas noted that the CAP bill will be addressed at the State level the following day. She explained that the discussion will relate to extending the CAP for 2 additional years to 2014. She indicated that she will try to attend.

In response to a concern raised by Mr. Moorehead, Mr. Wenger concurred that the parking lot at the Nursing Home requires further lighting; he explained that there is money in the budget and it will be addressed.

Comm. Holden noted that the Rail Trail folks have had issues with snowmobilers using the trails; police have been notified.

Comm. Holden noted that she received a request for a letter of recognition from a Boy Scout troop to be presented to a boy at a recognition ceremony.

Comm. Holden informed the Board that a NACO Rural & Small Alternative Transportation Practices Webinar will occur on February 15<sup>th</sup>. She noted that Tara Germond from SW Regional Planning will be one of the presenters.

Comm. Holden noted that she received an invitation to visit the Embassy of the People's Republic of China.

Comm. Holden noted that she believes that Northeast Caucus will be changing its bylaws.

The Governor & Council Breakfast to be held on April 13<sup>th</sup> will honor County employees who have served in the Armed Forces. An informational memo will be sent to Department Heads and elected officials so that they will have an opportunity to submit names of those who served.

**10. Public Comment.**

There were no members of the public present who wished to comment.

**11. Non-Public Session**

**Motion:** Comm. Pappas moved that the Board move into Non-Public Sessions consistent with RSA 91-A:3 II (a) relative to personnel and consistent with RSA 91-A:3 II (c) relative to litigation. Ziehm-yes, Pappas-yes, Holden-yes. Comm. Holden seconded the motion. Motion adopted.

The Board moved into Non-Public Session at 11:25 a.m.

The Board met with Attorney D. Hogan and Attorney Kirby regarding a personnel issue at the County Attorney's Office.

The Board met with C. Kirby, and B. Moorehead to discuss potential resolution of collection cases involving the Nursing Home.

The Board met with Attorney Kirby relative to service of process.

The Board moved out of Non-Public Session at 11:57 p.m.

**Motion:** Comm. Holden moved that the Board move out of Non-Public Session. Comm. Pappas seconded the motion. Motion adopted.

**Motion:** Comm. Pappas moved to authorize Counsel to enter into settlement agreement to resolve three collection cases involving the Nursing Home. Comm. Holden seconded the motion. Motion adopted.

**Motion:** Comm. Pappas moved to authorize Legal Counsel, Carolyn Kirby, Esq. to accept Service of Process on behalf of Hillsborough County in cases involving Federal Court. Comm. Holden seconded the motion. Motion adopted.

**12. Adjourn:**

**Motion:** Comm. Pappas moved to adjourn. Comm. Holden seconded the motion. Motion adopted.

The meeting adjourned at 11:58 a.m.

*Signed on February 23, 2011*

---

Comm. Carol H. Holden  
Vice Chairman/Clerk  
Hillsborough County Board of Commissioners

---

Date \_\_\_\_\_