

Regular Meeting of the
Hillsborough County Board of Commissioners
February 13, 2008
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, G. Wenger, J. O'Mara, B. Moorehead, J. Hardy, C. Kirby, and L. Stonner.

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 3:40 p.m. Comm. Holden led those present in the Pledge to the Flag.

2. Robert Montgomery – NH Quality of Life Council

Mr. Montgomery was allotted time to speak, but did not attend this meeting.

3. Minutes

There were no minutes for consideration

4. Business Office

Approval of Payroll Registers

Motion: To approve the Payroll Register dated 02/08/2008 for \$1,069,719.45, subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register

Motion: To approve the Accounts Payable Register dated 02/11/2008 for \$5,016,854.78 subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried.

Motion: To approve the Accounts Payable Register dated 02/12/2008 for \$130,187.81 subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

Comm. Clemons asked if there was any special significance in two Accounts Payable amounts for approval versus the normal one. Mr. Wenger replied that there was no special significance, only that the Business Office had completed another batch of payables for the Board's approval.

Approval of Extradition Vouchers

Motion: To approve the following Sheriff's Extradition Vouchers for a Total of \$1,590.95:

- Dated 11/13/07 \$ 65.35
- Dated 11/21/07 136.61
- Dated 11/27/07 46.76
- Dated 11/29/07 46.76
- Dated 12/04/07 564.77
- Dated 12/04/07 730.70

Motion made by Comm. Holden, noting that these extraditions have already been approved by the County Attorney. Motion seconded by Comm. Clemons. Motion carried.

Mr. Wenger informed the Board that he is working on a presentation for the Board that will include bid information and recommendations for proceeding with the Second Floor renovation; he anticipates having that at the next Board meeting.

5. Department of Corrections

Mr. O'Mara presented the Census. There are a total of 555 inmates as of February 12. That includes 506 men of whom 358 are being held pre-trial and 148 have been sentenced. Also included are 49 women, 34 are being held pre-trial, 13 have been sentenced and 2 are being held for Rockingham County.

Mr. O'Mara requested a brief Non-Public session later in the meeting under RSA-A:3 II (g) for discussion of a security-related issue at the Correctional facility.

6. Nursing Home

Mr. Moorehead presented the Nursing Home census, noting that the number of residents as of February 7 was 280, of which 207 were Medicaid, 41 were Private-pay residents and 32 residents were Medicare, Part A.

Bid #21-2008 Alternating Pressure Mattress Systems (4)

Mr. Moorehead presented Bid #21-2008 for four (4) Alternating Pressure Mattress Systems. He noted that the Nursing Home currently has approximately 40 of these; they are all currently being utilized. These are used for wound prevention and wound care. He noted that the lowest responsible bidder is Gulf South Medical from Londonderry, NH at a cost of \$10,898.08, further noting that it is for two Turn Select mattresses and two Easy Air Lateral Rotation mattresses.

Motion: To approve Bid #21-2008 for four (4) Alternating Pressure Mattress Systems to Gulf South Medical from Londonderry, NH at a cost of \$10,898.08, noting it is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons. Motion carried.

Bid #15-2008 Emergency Sewer Line Expense

Mr. Moorehead presented Bid #15-2008 asking the Board to approve the work done by three vendors for emergency repair to the sewer line at the Nursing Home and to waive the competitive bidding requirements. The vendors providing service included Drain Masters at a cost of \$1,959.00, Mr. Rooter Plumbing & Heating at a cost of \$6,659.79, and Eckhardt & Johnson at a cost of \$1,275.00, for a grand total of \$9,893.79. He noted that copies of invoices are attached to the bid. This work was for snaking the lines, putting a camera in the line and jetting the lines. Mr. Moorehead informed the Board that the sewer line has been determined to be okay. The previous backup was caused by a blockage which has been cleared.

Motion: To approve Bid #15-2008 for emergency Sewer Line expense to Drain Masters at a cost of \$1,959.00, to Mr. Rooter Plumbing & Heating at a cost of \$6,659.79, and to Eckhardt & Johnson at a cost of \$1,275.00 for a grand total of \$9,893.79, noting that it was emergency sewer line repair work and we are waiving the competitive bidding requirement under RSA 28:8 (e) IX. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Moorehead informed the Board that he received a phone call approximately one week ago from Bob Hemingway, the Assistant Administrator of Merrimack County Nursing Home. Mr. Hemingway has asked Nursing Homes in the area to help during the period of March 11, 12 and 13 when they will be moving from their old building to their new Nursing Home building. Approximately 280 patients will be moved over that three day period. He has requested help from area Nursing Homes and has asked Hillsborough County to assist by providing them with 3 or 4 Nurse's Aides, our van, and a driver for March 11 to move 60 to 80 residents that first day. Mr. Moorehead recommended that the

County help them noting that he will not pull staff from the floors. The Board considered potential liability issues and decided that we should be covered with our Worker's Compensation and Liability insurance.

Motion: To accept Mr. Moorehead's proposal of sending four Nurse's Aides, a van and a driver on March 11 to assist Merrimack County with their move. By Comm. Holden, second by Comm. Clemons. Motion carried.

7. Sheriff's Office

Drug Forfeiture Funds

Sheriff J. Hardy informed the Board that the Sheriff's Department has a detective that is participating with the High-Intensity Drug Trafficking Area Task Force through the State and while it is relatively new for the Sheriff's Office; the County is entitled to a percentage of the drug forfeiture assets once they have been processed through the system. He noted that there are some funds available and there are vehicles that will be auctioned off and that the County is entitled to a share. He explained that the Chief Deputy has worked with the Administrator to establish a process for the funds to be received. Sheriff Hardy requested that the Board authorize him to receive the drug forfeiture funds. There are forms to be signed by the Sheriff and by Legal Counsel. Once received, those funds will be deposited under the County's miscellaneous revenue line; if there is a request to spend those funds, the request will be closely scrutinized. Mr. Wenger noted that these are unanticipated funds and that, similar to unanticipated grants the funds will be recorded as miscellaneous revenue with a corresponding transfer from the Contingency grant line to the appropriate expense line when an expenditure is to be made. Sheriff Hardy noted that he has checked with other Sheriff's Departments to learn about the protocols being developed. He noted that it does not represent a great deal of money, to this point-perhaps \$300 to \$400.

C. Kirby informed the Board informed the Board that these funds are earmarked and while they are processed through the County, they must be spent by the Sheriff's Office, or functions of the Sheriff's Office in doing these investigations. C. Kirby noted that a motion to accept these funds was needed. Sheriff Hardy thanked the Board, C. Kirby and Mr. Wenger for assistance in this process.

Motion: To authorize the Sheriff to accept the funds on behalf of the County and allocate them to the appropriate account. By Comm. Clemons, second by Comm. Holden. Motion carried.

8. Public Comments

No members of the public were present to speak at this time.

9. Old/New Business

Mr. Wenger presented the Board with a draft timeline for the Commissioners' upcoming budget process noting that it was similar to that followed the previous year with minor changes. He asked the Board to consider the process they would like to follow as well as the time schedule. He noted that in the draft timeline, more time has been allocated for the Department Heads to work on the budget prior to presentation to the Board. He indicated that the objective is twofold: the longer the Departments have the budget, the more accurate the budget received by the Board will be and secondly, and with the additional time it is anticipated that fewer last minute changes will be necessary. He noted that this timeline allows the same amount of time for the Board to have the budget, further noting this is premised on inviting all Department Heads to next Thursday's meeting to have a general discussion overview with an opportunity for the Board to share its goals and objectives.

Discussion ensued with agreement that the departments needed more time last year. Mr. Wenger noted that statutory requirements are that the budget be delivered by March 31. Sheriff Hardy noted that there was a great deal of subcommittee work last year and wondered if adequate time was allowed for the same work this year. Mr. Wenger responded that it is basically the same. Comm. Holden noted that this is the second year for the Representatives so they have the experience of doing it last year.

There was discussion about school vacation. Comm. Clemons informed the Board that school vacation in the Manchester area is April 20 through April 26. Comm. Pappas summarized the discussion, noting that all the Department Heads will be invited to the Board meeting on February 21, at which time a general discussion will be held to address the Board's expectations and the budget process.

Mr. Wenger informed the Board that he attended the Performance Audit Subcommittee meeting the prior Friday noting that it included a general discussion of what the committee was looking to do, where it was going and how it could get there. He noted that there was a thoughtful discussion of whether there was the need for Performance Audits, where the need would be, if any, and how they could make the process successful. The Committee requested that Mr. Wenger extend an invitation to the Board to sit down with the Committee for a discussion about how the process can help and where it could become effective. The thought seems to include a desire for joint input before proceeding. The date of Friday, March 7 at 3:40 p.m. had been suggested.

Comm. Holden asked if the committee was looking to meet with just the Commissioners, or would it be the Commissioners and the other elected officials. Mr. Wenger responded that he believes they are looking for a discussion with all the elected officials. He noted that it was a positive discussion. Discussion ensued about schedule conflicts. Mr. Wenger agreed to coordinate another date if the Commissioners are interested. The Board expressed interest in meeting with the Committee and asked Mr. Wenger to pursue alternate dates.

Mr. O'Mara asked if it was possible for the meeting minutes to be distributed to Department Heads and the elected officials. Mr. Wenger suggested that the request should be addressed to the Delegation Office which the Board requested be done. Mr. Wenger noted that there was discussion about getting Department Heads involved at some point. He suggested that the initial meeting might appropriately be with the Board.

Mr. Wenger referred the Board to the Annual Audit Report that had been presented for its consideration. He complimented Claire French on her efforts noting that this is the first time in his experience that there is no management letter, which means there were no deficiencies identified in the internal control structure. Mr. Wenger noted that positive efforts have been made through the efforts of Ms. French, the Business Office staff, and specifically the staff in every department that worked with the Business Office. He also complimented the Sheriff's Department for considerable efforts over the past year to put us in this positive and favorable situation. The Sheriff congratulated Joan Dimick for her efforts in collection of past due receivables. Comm. Holden congratulated the Administrator for being a good steward of the Business Office and seeing that everything is done "according to Hoyle."

Mr. Wenger informed the Board that the Undesignated Fund balance is \$21,652,030, a reduction of \$304,311 from the prior year, noting that the budget had designated \$4.2 million to reduce taxes. He noted that this was a result of a combination of under-expenditures by many departments as well as increased revenue over budget. Mr. Wenger noted that once the Board moves to accept the Annual Report, copies may be distributed.

Motion: To accept the report of the auditors dated January 4, 2008. By Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Holden reported that she attended the Rails to Trails meeting the previous Friday, noting that it appears that they will leave the trails at the rear of the County land as they are currently while the Master Plan Committee is doing its work.

Comm. Holden informed the Board that the Master Plan Committee met last week and will meet again next week. The Committee will be compiling a packet of all minutes for the Board to review. Mr. Wenger noted that the package will assist the Board in addressing the two recommendations that will come from the Committee.

Comm. Pappas noted that she attended the hearing today relating to the court case for HB 02. She reported that the Judge, Carolyn Conboy, opined that it was a very complicated case which she will study and rule on as soon as possible, but it would take some time.

10. Non-Public Session

Motion: To move into Non-Public Session under RSA 91-A3 II(g) for a Security-related issue, under RSA 91-A3 II(e) for Negotiations, and under RSA 91-A3 II(a) for Administrators' Reviews. Motion by Comm. Holden, second by Comm. Clemons. Pappas-yes; Holden-yes; Clemons-yes. Motion carried.

The Board moved into Non-Public session at 4:19.

The Board met with Mr. O'Mara to discuss a security issue at his facility.

The Board met briefly to discuss pending negotiations.

The Board met to continue its discussion regarding administrator reviews.

The Board returned to public session at 5:19 p.m.

Motion: To return to public session. Motion by Comm. Holden, second by Comm. Clemons. Pappas-yes; Holden-yes; Clemons-yes. Motion carried.

The Board, after reviewing its scheduled agreed to re-schedule its February 21st meeting to February 27th at 9:00 a.m.

9. Adjourn

There being no further business for the Board's consideration at this time, a motion to adjourn was accepted.

Motion: To adjourn the meeting. By Comm. Pappas, second by Comm. Clemons. Motion carried.

The meeting adjourned at 5:22 p.m.

(SIGNED 3/26/08)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date