

Regular Meeting of the
Hillsborough County Board of Commissioners
February 15, 2017
Bouchard Building, Goffstown, NH
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Rowe, Comm. Bergeron, C. Beaulac, D. Boyd, D. Dionne, G. Fisher, C. French, M. Lencki, C. Maille, M. Montminy, D. Reidy, C. Monier, M. Castonguay, and L. Stonner

CALL TO ORDER

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

Supt. Dionne led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on February 1, 2017.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Supplemental Payroll

Comm. Pappas entertained motions to approve Supplemental Payroll, Regular Payroll, and Accounts Payable Registers.

Motion:

To approve the Supplemental Payroll Registers in the following amounts for the following dates:

02/01/17	\$ 1,261.96
02/02/17	\$14,476.69
02/02/17	\$ 460.41
02/03/17	\$ 604.88
02/09/17	\$ 390.31
02/09/17	\$ 111.00
02/13/17	\$ 198.00
02/14/17	\$ 270.35

The total Supplemental Payroll is \$17,773.60, subject to review and audit.

Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Motion:

To approve a Regular Payroll Register dated February 9, 2017, in the amount of \$1,105,549.91, subject to review and audit.

Motion by Comm. Bergeron, second by Comm. Rowe. Motion carried.

Transfer # 2017-07 – Sheriff's Department

Chief Deputy Fisher explained that Transfer # 2017-07 is necessary to cover overtime related to Deputy vacancies, and added that the department has two open positions. In response to a question from Comm. Bergeron, Chief Deputy Fisher responded that the department currently has twenty-two full-time Deputies.

Motion:

To approve Transfer # 2017-07 for the Sheriff's Department to transfer the amount of \$60,000 from Sheriff's Salaries & Wages, line 4211-7010 and to transfer a like amount to Sheriff's Overtime, line 4211-7011.

Motion to approve by Comm. Rowe, second by Comm. Bergeron. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the public who wished to comment on Agenda Items.

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC) Census; he noted that as of February 17, 2017, the total in custody was 399. The Census included 306 men; 97 of the men had been sentenced and 209 were being held pre-trial. There were 93 women; 34 of the women had been sentenced and 59 were being held pre-trial. Supt. Dionne noted that the DOC has 10 in the community.

Supt. Dionne stated that the DOC was holding 27 female inmates from Rockingham County, and he added that 167 individuals were diverted through the Mental Health Courts including 99 from Manchester and 68 from Nashua.

Overtime Impact Report

Supt. Dionne noted that the DOC's Overtime Impact Report is included in the Board's packet.

Comm. Rowe inquired about the status of Superior Court Chief Justice Nadeau's bail hearings. Supt. Dionne noted that the Superintendents will be discussing lower bail at the next Interbranch Criminal and Juvenile Justice Council (ICJJC) meeting that Chief Justice Nadeau chairs. He noted that the issue is being reviewed State-wide and added that consideration is being given to the issue nationwide; those who are poor typically stay an average of 43 days longer in jail because of the inability to pay bail.

Supt. Dionne informed the Board that a Request for Proposal (RFP) will be going out for a consultant to initiate the SATCO program with the possibility of the consultant to look into securing grant funding for the program. He noted that there is a shortage of Licensed Alcohol and Drug Counselors (LADC's) in New Hampshire, which may delay the start of the program.

Bid # FY17-51 – DOC

Motion:

To approve DOC Bid # FY17-51 for the purchase of 750 Cases of Toilet Paper; the lowest responsible bidder meeting the specifications is W.B. Mason, Manchester, NH at a price of \$15,592.50, noting that the bid is consistent with RSA 28:8-3, VI; it is a State bid.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

NURSING HOME

Census

Mr. Lencki provided Census information for the Nursing Home. He noted that the Census, as of today, is 283; it includes 207 Medicaid residents, 40 private pay residents and 36 Medicare, Part A residents. He added that there are 10 Hospice residents and 19 on the ELU Unit. Mr. Lencki also noted that 173 residents currently come from District 1; with 100 from District 2, and 10 from District 3.

January Revenue

Mr. Lencki presented the unaudited Nursing Home Revenue for January. He noted that budgeted Revenue for Room & Board and ancillaries for January was \$1,981,059 while the actual revenue was \$2,044,713, which resulted in a positive variance of \$63,656 for the month.

Year-to-Date Revenue

Mr. Lencki reported that the year-to-date budgeted Revenue for FY 2017 for Room & Board and ancillaries through January was \$13,867,399 while the actual was \$14,026,301, resulting in a positive variance of \$158,902. He noted that the budget for MQIP for the first and second quarter was \$1,750,000 while the actual was \$1,688,087, which resulted in a deficit of \$61,913; however the total of all revenues to date is a positive variance of \$96,989.

SHERIFF'S DEPARTMENT

Bid # SO-2017-08GF – Equipment & Installation

Chief Deputy Fisher presented bid # SO-2017-08GF. Chief Deputy Fisher explained that the bid request is for the purchase and installation of emergency equipment for two vehicles. He added that the RFP was sent to eight potential vendors; only two of the bids met the specifications and were received on time.

Motion:

To approve Bid # SO-2017-08GF for the purchase and installation of equipment for the Sheriff's Department in the amount of \$29,280 and to award the bid to Beltronics, Nashua, NH, with a request to waive competitive bidding consistent with RSA 28:8-e V, noting that it is State bid.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

Fuel User's Agreement

Chief Deputy Fisher requested that the Chair sign a New Hampshire Department of Transportation Fuel User Agreement that allows the County Sheriff's vehicles to purchase fuel throughout the State.

Motion:

To authorize the Chair to sign the NH Dept. of Transportation Fuel User Agreement for the Sheriff's Office on behalf of the County.
Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

OLD/NEW BUSINESS

New Hampshire Association of Counties (NHAC)

Mr. Monier noted that there is a NHAC Commissioner's Council meeting the following day at 1:00 p.m. He presented the Board with a copy of the Meeting Notice that will be posted.

Mr. Monier noted that there is a NHAC assessment that remains unpaid; he added that although information regarding the assessment was requested from Ron White at the Association, the County has not received a response.

Comm. Rowe expressed his concern regarding the Association and its fiscal position; he added that he may not be willing to expend any more money or pay any dues at this time.

Comm. Rowe added he believes there has not been an annual financial report for 2-4 years and that the Commissioners receive little in the way of reports or information.

Discussion ensued relative to the position the County would take and Comm. Rowe offered a suggestion for remedies that would help the Association and options that the Board could consider, including a recommendation that there should be an independent CPA performing an annual audit. The Board agreed that an annual audit would be very appropriate and beneficial to all and favored Comm. Rowe's recommendations.

Citizen's Bank Certificate of Authority

Mr. Monier requested that the Board appoint 2 individuals as authorized program administrators with Citizen's Bank for its Certificate of Authority; he explained that the Certificate of Authority is related to credit cards for the DOC and County Attorney's Office. He recommended that Comm. Pappas and Claire French be designated as program administrators.

Motion:

To appoint Comm. Pappas and Claire French as program administrators and authorize them to sign the Certificate of Authority.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

FY 18 Budget Process

Mr. Monier noted that it may be beneficial to have one of the Commissioners meet with him and the CIS department to discuss upcoming computer/technology requests after the technology requests have been received and before the joint meeting on March 15th. Following discussion, Comm. Bergeron agreed to take on this role.

Discussion ensued regarding the Budget Review Schedule; it will be distributed once it has been coordinated with the departments and approved by the Board.

In response to a question from Comm. Rowe regarding financial reports, Ms. French noted that a brief financial report is sent to the Commissioners monthly. A more detailed report is available through the Appropriation Control report, which the Commissioners can request at any time.

County Administrator Recruitment

Ms. Boyd noted that she is waiting for the Board's decision regarding the Administrator pay range. The Board agreed to meet in Non-Public session later in the meeting.

Board Reorganization

Mr. Monier noted that the Board may wish to consider using a Non-Public Minutes form that will help the

Board meet the requirement of having Non-Public meeting minutes available and explained that while the law allows five days for the completion of the regular meeting minutes, Non-Public minutes must be completed and available within seventy-two hours.

Mr. Monier added that the law only requires the names of the person present, the name of the person appearing before the Board and brief discussion of the subject discussed and decisions reached in Non-Public session, if any decisions are made. The Board favored maintaining Non-Public minutes and Comm. Bergeron agreed to keep the minutes of the Non-Public sessions.

Mrs. Castonguay informed those present that the Executive Committee will meet at 9:00 a.m. on February 24th and there will be a Budget Orientation meeting for the new Representatives immediately following the 9:00 a.m. Executive Committee meeting on March 24th. Each department head or elected official will present an overview of his/her department.

NON-PUBLIC SESSION

Motion:

To move into Non-Public consistent with RSA 91-A: 3 II (b) relative to the hiring of a public employee.
Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board moved into Non-Public Session at 10:55 a.m.

The Board met with D. Boyd relative to the hiring of a public employee. No action was taken by the Board.

The Board moved out of Non-Public Session at 11:20 a.m.

Motion:

To come out of Non-Public Session.
Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

Comm. Pappas asked if there was any further business to come before the Board.

Mr. Monier explained that he contacted an individual from the New Hampshire Municipal Association (NHMA), as requested, to find out if the County can post the County Administrator's job posting on the NHMA website. Mr. Monier explained that he was told if the County was a member of the NHMA, the publishing of the job posting on the NHMA website would be free, however since the County is not a member, the posting would cost the County \$150.

The Board discussed the potential benefits of joining the NHMA. Mr. Monier noted that currently Carroll, Merrimack, Rockingham, Strafford and Sullivan Counties are associate members of NHMA. He added that dues for an Associate Membership is \$540 annually; membership benefits include the ability to post County job listings on the NHMA website, access to the Legislative Bulletin, Town & City magazine, other publications, directories, legislative policy positions and training that County staff could attend, including an upcoming RSA 91-A seminar. The Board favored becoming Associate Members of the NHMA as soon as possible if the funds for the dues can be found in the current budget. Comm. Rowe offered the following motion:

Motion:

To authorize Hillsborough County to join, as Associate Members, the New Hampshire Municipal Association if the funds can be found in the current fiscal year, or if \$540 cannot be found, to authorize the expenditure of \$150 so Hillsborough County can post the County Administrator's job posting on the New Hampshire Municipal Association's website.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

ADJOURN

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

Motion:

To adjourn the meeting.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

The Board of Commissioners Meeting adjourned at 11:29 a.m.

Approved March 1, 2017

Comm. Paul G. Bergeron, Clerk
Hillsborough County Board of Commissioners

Date