

Regular Meeting of the
Hillsborough County Board of Commissioners
March 1, 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 10:00 a.m.

PLEDGE OF ALLEGIANCE

Mr. Lencki led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Special Meeting held on February 10, 2017 and the Board of Commissioner's Regular Meeting held on February 15, 2017.

Motion by Comm. Bergeron, second by Comm. Pappas.

Supplemental Payroll

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

Motion:

To approve a Supplemental Payroll Register dated February 28, 2017 in the amount of \$175.20, subject to review and audit.

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

Motion:

To approve a Regular Payroll Register dated February 23, 2017, in the amount of \$1,114,445.01, subject to review and audit.

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

Motion:

To approve an Accounts Payable Register dated February 17, 2017 in the amount of \$958.00 and another dated February 28, 2017 in the amount of \$3,969,704.54. The total for Accounts payable is \$3,970,662.54

Motion by Comm. Bergeron, second by Comm. Rowe. 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 21, 2017, the total in custody was 410. The Census included 324 men; 98 of the men had been sentenced and 226 were being held pre-trial. There were 86 women; 26 of the women had been sentenced and 60 were being held pre-trial. Supt. Dionne noted that the DOC had 12 in the community.

Supt. Dionne stated that the DOC was holding 29 female inmates from Rockingham County, and 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.

Administrative Transfer – Sullivan County

Supt. Dionne requested that the Board approve the acceptance of an inmate from Sullivan County, adding that the individual had issues getting along with staff and other inmates.

Motion:

To approve the acceptance of the transfer of an inmate from Sullivan County to Hillsborough County's Department of Corrections.

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

Supt. Dionne requested that the Board sign the Correctional Officer Academy certificate. Comm. Bergeron read the certificate and the Commissioners signed Certified Correctional Officer's Certificate.

Hillsborough County New Hampshire Commissioner's Certification Board

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 56th Hillsborough County Department of Corrections' Training Academy as Certified Correctional Officers:

Austin M. Bannister

Carlos A. Garcia

Andrew M. Gentile

Haley M. Keefe

Brian M. Lusignan

Ashley A. Peirsol

Serena R. Quillin

Gabriel I. Rodriguez

Joseph R. Scivoletti

Nayanne F. Silva

Coda M. York

In witness whereof the signatures are hereunto affixed on the 1st day of March in the year 2017.

Toni Pappas, Robert H. Rowe, Paul G. Bergeron

Comm. Pappas offered her congratulations to the new Correctional Officers on behalf of the Board.

In response to a question from Comm. Bergeron regarding the size and frequency of the Academy class, Supt. Dionne explained that currently he has only four candidates as a result of 3 ½ months of advertising; he further explained sometimes there are several candidates and other times there are only a few. He added that the DOC is developing a brochure that may be distributed to gyms and colleges to help find candidates. Supt. Dionne noted that other Counties have indicated an interest and may send candidates to Hillsborough County's Correctional Officer Academy in lieu of sending them to the Academy run by the NH Association of Counties.

Supt. Dionne explained that new hires are not placed on duty without supervision; once they complete the five-week Academy program, they work with a field training officer for another 3 to 4 months.

NURSING HOME

Census

Mr. Lencki provided Census information for the Nursing Home. He noted that the Census, as of today, is 285; it includes 209 Medicaid residents, 35 private pay residents and 41 Medicare, Part A residents. Mr. Lencki also noted that 174 residents currently come from District 1, 101 come from District 2, and 10 are from District 3.

REGISTRY OF DEEDS

Register Coughlin presented the Registry of Deeds' Revenue and noted that the Registry is on target with its revenue and added that there have been some large property sales that have contributed very positively to the revenue.

Bid # 2017-01 – Full Service Records Land Management (Index, Optic Disk, Website)

Register Coughlin presented Bid # 2017-01 and explained that the bid is for software to manage the Registry's integrated index/retrieval system for land management. She added that this is a single source bid consistent with RSA 28-8 (e); the vendor is the current vendor providing the service and has been with the Registry for over 25 years. Register Coughlin indicated the bid is similar to another bid that was approved 4 years ago. She added that Fidlar's technology has provided excellent security from foreign countries that have tried to access data. Register Coughlin also requested to have the Chair sign the Fidlar Technologies Agreement while indicating that the Agreement has been reviewed by Legal Counsel.

Motion:

To approve Bid # 2017-01 for full service land records management, Index, Optical Disk and Website and to award the bid to Fidlar Technologies at a price of \$270,000 per year; the bid is a single source bid consistent with RSA 28-8 (e).

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

Motion:

To authorize the Chair to sign the Fidlar Technologies agreement.

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

Creation of a New Position

Register Coughlin requested authority to move an existing person, who is currently a Records Retention Clerk, to a new Proofreader position. She requested that the Records Retention Clerk position be funded at \$1 and explained that there is money in the existing budget to cover the Proofreader, and there would no impact on the

salary or benefit lines. Register Coughlin explained that the increase of documents coming into the Registry, from approximately 190 documents a day to 310 documents a day, as driven the request for the second Proofreader.

Motion:

To approve the Register of Deeds' request for the position change, as explained by Register Coughlin. Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried.

DELEGATION

Creation of a New Position

Ms. Castonguay explained that the Delegation office has need for a temporary part time Secretary II for filing for the Delegation Coordinator and Legal Counsel. She explained that the hours for her position were cut from 40 to 20; additionally, there has been a vacancy in the Civil Attorney position. Ms. Castonguay emphasized that it is a temporary part-time position at 20 hours per week. She added that there is money in the budget to cover the position. The Board requested more information regarding the expense related to the position and will address the request at its next meeting.

Ms. Castonguay noted that the Executive Committee will meet at 9:00 a.m. on February 24th followed by a Budget Orientation meeting for the new Representatives immediately following the Executive Committee meeting on March 24th. Ms. Castonguay indicated that it has been requested that each department head or elected official will present an overview of his/her department.

OLD/NEW BUSINESS

FY 18 Budget

Mr. Monier noted that the Board's packet contains a Budget Review Schedule and asked for Board approval of the schedule. Comm. Pappas noted that it was her understanding that the meeting dates should be Wednesday, April 5th, Thursday, April 6, and Friday, April 7th. Commissioners Rowe and Bergeron agreed. Mr. Monier indicated that he will have Ms. Stonner revise the Budget Review Schedule and distribute the drafts to the departments.

Mr. Monier noted that the Commissioner's Office of Administration & Finance (COAF) would like to release the Budget Books today so as to give the departments a couple extra days for their budget preparation. The Board agreed with Mr. Monier's request and the Budget Books will be distributed later in the day.

Employee Benefits Insurance Consultant

Mr. Monier noted that the COAF has received proposals from five vendors for the Employee Benefits Insurance Coordinator; they have been forwarded to P. Lunsford, who will provide input regarding the bidders. Mr. Monier indicated that the bid will be presented for the Board's consideration at its next meeting.

Mr. Monier informed those present that the meeting with Elizabeth Bailey, who will be the County's negotiator, is scheduled for Wednesday, March 8th at 10:00 a.m. at the Bouchard Building.

State of New Hampshire Correctional Facility for Women

Comm. Pappas noted that she received a call from the Union Leader regarding the Women's Prison and added that nothing was printed related to the prison.

Mr. Monier explained that he was contacted by Robin Maddaus who is the Director of Administration for the New Hampshire Department of Corrections. Ms. Maddaus indicated that the New Hampshire Department of Corrections would like to extend the lease for the New Hampshire Correctional Facility for Women in Goffstown for another year. Ms. Maddaus noted that the lease cost will increase by two and one half percent per year in the current lease rate as stated in the lease contract.

Discussion ensued relative to the County's options regarding the lease, including any maintenance and repairs to the prison building as well as potential use for the County once the property is vacant. Mr. Monier noted that he will discuss options with Legal Counsel. It was noted that Merrimack County is renovating its old jail for a drug rehab and treatment facility.

Mr. Monier noted that the County's Audit has been completed by Vachon, Clukay, and Co. PC with the exception of the Audit Representation Letter, which was traditionally signed by the County Administrator. Following discussion, the Board agreed that Director of Finance Claire French would sign the letter.

Motion:

To authorize Director of Finance, Claire French to sign the Audit Representation Letter with Vachon, Clukay, and Co. PC.

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

Hillsborough County Website

Mr. Monier suggested that discussion of the website be postponed until after the Non-Public Session.

Mr. Monier informed the Board that he received a 91-A request from a Company named Smart Procure for all readily available records for all purchases made from January 1, 2015 to the present. He noted that the County has 5 days to respond. Mr. Monier indicated that he has provided the information that is available digitally to Smart Procure and informed Smart Procure that hard copies are available for inspection and copying at the Commissioners' Office of Administration and Finance. He added that the request included over 20,500 records and noted that the towns of Goffstown, Hooksett and Laconia received a similar request from Smart Procure.

Further discussion ensued regarding 91-A requests. Supt. Dionne noted that he faces similar requests and noted the main issue is the large amount of time staff needs to dedicate to fulfilling 91-A request. Mr. Lencki agreed that it is also an issue at the Nursing Home.

Supt Dionne updated the Board relative to the SATCO program and added that the RFP for the program will be going out today.

NON-PUBLIC SESSION

Motion:

To move into Non-Public consistent with RSA 91-A: 3 II (a) relative to an employee issue.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried.

The Board moved into Non-Public Session at 11:04 a.m.

The Board met with Attorney Hogan and Mr. Monier relative to relative to an employee issue. No action was taken by the Board.

The Board moved out of Non-Public Session at 12:10 a.m.

Motion:

To come out of Non-Public Session.

Motion by Comm. Rowe, second by Comm. Bergeron. Motion carried. Rowe-yes. Bergeron-yes, Pappas yes. Motion carried

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

Comm. Rowe asked Ms. Boyd to send a copy of the County Administrator Job Description to all that have applied. Ms. Boyd responded that she could do so, which the Board favored.

Hillsborough County Website

Mr. Monier provided an overview of the County's existing website as well as the new website that was previously designed and created by Chip Roach. The Board strongly favored updating the information on the current website now and bringing the new website online as soon as possible. Mr. Monier noted that Mr. Roach anticipates that there will be a need for a new server to run the website. The new website may have the capability to allow authorized individuals to log in and post pertinent current information such as minutes, agendas, events, and job postings. Mr. Monier indicated that the goal is to roll out the new website after the new budget process has been completed. The Board asked Mr. Monier to obtain a cost of what is needed to roll out the website and support it, which Mr. Monier responded that he will get those costs.

In response to a question from Comm. Pappas, Mr. Monier responded that the new website will allow for more graphics, such as photos as well as links to other entities, such as cities and towns within the County. The Sheriff's Office and Department of Corrections indicated an interest in having their websites integrated into the County's website. Mr. Monier indicated that he will discuss the roll-out of the site with Mr. Roach.

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 12:28 p.m.

Approved on 3/16/2017

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

Date