

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**March 14, 2012**  
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. T. Pappas, P. Coughlin, R. Burns, C. Connelly, D. Dionne, C. Kirby, B. Moorehead, D. Reidy, E. Robinson, G. Wenger, M. Castonguay, and L. Stonner

**1. Call to Order**

Comm. Ziehm called the meeting to order 9:35 a.m.

**2. Pledge to the Flag**

Chief Deputy Sheriff Connelly led the Pledge of Allegiance.

**3. Robert Burns, Treasurer**

Mr. R. Burns, County Treasurer distributed information relative to the County's investment strategy. He reviewed the RSA's that affect the County relative to its investments and spoke about ETF's (Exchange Traded Funds) as a possible vehicle for the County's investments and noted that what he is recommending is Treasury-backed ETF's. He addressed the negative and positive aspects of the ETF's and advised that the Board consider ETF's as an important part of its investment portfolio for a period of up to five years.

The Board agreed to review the investment proposal and take it under advisement.

**4. Administrative Business**

Approval of Minutes

Motion: To approve the minutes of the Board of Commissioner's meeting held on February 24, 2012. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Payroll and Accounts Payable Registers

**Motion:** Comm. Pappas moved to approve miscellaneous Payroll Registers for the following dates and amounts:

- March 1, 2012 in the amount of \$1,623.63
- March 5, 2012 in the amount of \$325.33

for a total miscellaneous payroll of \$1,948.96 subject to review and audit. Second by Comm. Holden. Motion carried.

**Motion:** To approve a regular Payroll Register dated March 1, 2012, in the amount of \$1,138,842.80 subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Approval of Accounts Payable Registers

**Motion:** To approve Accounts Payable Register for the following dates in the following amounts:

- February 27, 2012 in the amount of \$761,422.58,
- March 6, 2012 in the amount of \$4,299,894.75
- March 12, 2012 in the amount of \$221,754.57

for a total of \$5,283,071.90, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion Carried.

### Sheriff's Extraditions

**Motion:** To approve a Sheriff's extradition dated January 30, 2012, in the amount of \$72.77, noting that it has been previously approved by the County Attorney. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Transfer # 2012-16 – County Attorney

**Motion:** To approve Transfer # 2012-16 to transfer the amount of \$44,936 from Contingency-Salary & Wage Expense, line 4199-7010 and to transfer the following amounts to the following lines in the County Attorney's Office:

- \$35,799 to Salaries & Wages, line 4123-7010
- \$3,437 to Social Security, line 4123-7100
- \$717 to Health & Accident, line 4123-7120
- \$4,983 to Retirement, line 4123-7130

for a total transfer of \$44,936. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

### Transfer # 2012-17– Department of Corrections

**Motion:** To approve Transfer # 2012-17 to transfer the amount of \$125,000 from Corrections Salaries & Wages line 4230-7010, and to transfer a like amount to Corrections-Overtime Wages, line 4230-7011 for a total transfer of \$125,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Transfer # 2012-18 – Nursing Home

**Motion:** To approve Transfer # 2012-18 to transfer the amount of \$10,000 from Nursing Home, Other Fees & Outside Services-Rehabilitation, line 4421-7290 and to transfer a like amount to Nursing Home Other Fees & Outside Services-Nursing, line 4414-7290 for a total transfer of \$10,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

### Transfer # 2012-19 – Nursing Home

**Motion:** To approve Transfer # 2012-19 to transfer the amount of \$66,000 from Nursing Home-Rehabilitation Salaries, line 4199-7740, and to transfer a like amount to Nursing Home-Activities Salaries, line 4417-7010 for a total transfer of \$66,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## Transfer # 2012-20 – Nursing Home

**Motion:** To approve Transfer # 2012-20 to transfer the amount of \$20,000 from Nursing Home-Nursing Salaries, line 4414-7010, and to transfer the amount of \$24,000 from Nursing Home-Nursing Outside Wages, line 4414-7013, and then to transfer the amount of \$44,000 to Nursing Home-Nursing Overtime line 4414-7011 for a total transfer of \$44,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## 5. Public Comment on Agenda Items

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

## 6. Department of Corrections

Supt Dionne reported that a four-pound baby girl was born at the Department of Corrections the previous Sunday; he explained that she was delivered in the booking area by Nurse Valliere and Officer Teixeira, and was later transferred to the Elliot Hospital. He noted that this was the first time an infant was delivered at the facility during his twenty-seven years there. He added that Nurse Valliere and Officer Teixeira did an excellent job handling the situation. Supt. Dionne informed the Board that the County will be responsible for the medical costs for the mother, but the State will cover the expenses related to the infant, who is now under the care of Child Protective Services.

### Census

Supt. Dionne presented the Department of Corrections Census; he informed the Board that as of February 28, 2012, the DOC had 491 inmates in custody, which included 448 men of whom 288 were being held pre-trial and 160 that had been sentenced. There were 42 women of whom 25 were being held pre-trial and 17 that had been sentenced; additionally there were 14 in the community and 128 that were processed through the Mental Health Courts who are in the Pre-trial Supervision Program; sixty inmates are in the Manchester program and sixty-eight in the Nashua program.

## 7. Nursing Home

### Census

Mr. Moorehead presented the Nursing Home Census; he reported that the Census as of March 1<sup>ST</sup> was 284, which included 196 Medicaid residents, 44 Private Pay residents, and 44 Medicare-Part A residents. There was also one bed being held for a resident who will be returning from the hospital.

### Bid # 19-2012 – Low Air Pressure Mattress (4)

Mr. Moorehead presented Bid # 19-2012 for four Low Air Pressure Mattresses at the Nursing Home; he explained that the lowest responsible bidder is Gulf South Medical, Jacksonville, FL at a cost of \$1,664.44 each and a total bid of \$6,657.76. He added that these items are depreciable under Medicare.

**Motion:** To approve Bid # 19-2012 for four Low Air Pressure Mattresses at the Nursing Home; the lowest responsible bidder is Gulf South Medical, Jacksonville, FL at a cost of \$1,664.44 each and a total bid of \$6,657.76. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

#### Bid # 19-2012 – Low Air Pressure Mattress (4)

Mr. Moorehead presented Bid # 20-2012 for an Air Curtain Refrigerator at the Nursing Home; he explained that the lowest responsible bidder is Alternative Sales, Kingston, NH at a cost of \$7,799. He explained that this refrigerator enables staff to take beverages out of the refrigerator in the food line, keeping them cold until they are needed.

**Motion:** To approve Bid # 20-2012 for an Air Curtain Refrigerator at the Nursing Home; the lowest responsible bidder is Alternative Sales, Kingston, NH at a cost of \$7,799. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Moorehead provided the Board with an update regarding the sewer lines. He explained that all flushable wipes, which had previously caused a problem, had been pulled out of the lines as of March 3<sup>rd</sup>. He added that the line was snaked, high-pressure washed and a camera was run through the line. The line appears to be clean and trouble-free. He explained that the wipes and packets of condiments, which have been flushed in the past, have been removed from the floors.

### 8. Registry of Deeds

#### Revenue Update

Register Coughlin provided a revenue update. She noted that revenue is down over the previous year, Tax Stamps are up, copy fees are up 14% and the document count is up. She added that she is anticipating more closings in April and explained that she is within the scope of the budget.

### 9. Old/New Business

Ms. Robinson provided information relative to CGI Communications offer to provide the County with a video tied to the County's website at no cost to the County. She explained that it would be used to promote the County and added that the cost will be borne by the advertisers who would be allowed to list their company on the site. There are 4 required components to the site; they include a welcome section, and sections relating to education, quality of life, and relocation and real estate information. The County can choose six other areas for information. Other NH Counties have taken advantage of the offer. She added that information is available on the CGI Communications website at [www.mycounty.tv](http://www.mycounty.tv); once at the website, one can go to the bottom right, and click on **MyCounty.tv Presentation** to see a sample video.

Ms. Robinson explained that should the County wish to avail itself of the video opportunity; CGI Communications will send out people to do the taping and develop the video; the County would be required to sign an agreement relative to terms and the types of businesses that can advertise on the video. Ms. Robinson added that other Counties have added segments related to parks and tourism, economy, economic development, recreation, business, community resources, shopping, things to do, dining and shopping, accommodations, attractions, culture and diversity, and health care. She added that she has forwarded the agreement to Attorney Kirby for review. The Board agreed that it could be beneficial for the County and it will take it under advisement until further information is available.

Mr. Wenger informed the Board that he received a call from Don Goodnow relative to video conferencing arraignments and noted that a revised agreement was sent to the State and they are prepared to move forward. He added that the State will take responsibility for maintenance for five years; the band width required is projected to cost the County about \$1,000/month. Mr. Wenger explained that the video

conferencing arraignment project has been completed in Coos County; and the State is actively working to roll out Carroll County, Belknap County and Sullivan County. He noted that Merrimack County and Hillsborough County are major projects and offered that if the County is not ready to proceed, he will contact the State and suggest they work with Merrimack County first; this will allow Hillsborough County 8-12 weeks to gather more information and develop its budget.

Mr. Dionne asked how many rooms the County would want to set up at the DOC if it chooses to move forward with the project. He added that at this time he could set aside two rooms, but he has reservations about scheduling the arraignments so that they are not spread out over the course of the day because that will have a significant effect on staffing costs. He noted that should he need to bring in another staff person, it represents a possible cost of \$15,600 for a part-time employee with no benefits; he further noted that it would be more if a staff person would be required for the entire day.

Discussion ensued regarding the impact of the program on the County, both positive and negative. Mr. Wenger explained that at this time, the County does not know what the cost or the savings will be, and won't have that information until doing it for a period of time. There was a concern regarding the cost, but also a feeling that the safety benefit was significant.

Attorney Kirby added that the contract will have a 60-day out-clause; the County can opt out with 60 days notice. She added that the agreement includes that the Court will work with the County to develop protocols; that will include who is going where and when. Mr. Wenger added that part of the challenge is that the Office of Administration can agree to whatever it wants, but the County would be dealing with individual Judges. The Board agreed to give further consideration to the project and to get draft protocols.

#### Joseph D. Vaughan Award Nomination

Mr. Wenger indicated that he has a nomination letter from Mr. Moorehead and a supporting letter from Margaret Hagen and Julia Steed Moss from Cooperative Extension in support of the nomination of Maddie Perron for the Joseph D. Vaughan award; he noted that he has the nomination prepared for the Board's signature. The Board signed the nomination.

#### Prudential Spirit of Community Awards

Mr. Wenger informed the Board that he has received notice of the Prudential Spirit of Community Awards; he added that Jennifer Wright, a student at Nashua High School North is one of the two award recipients for the Prudential Spirit of Community Award; she is a co-founder and president of "Together Against Domestic Abuse", a volunteer organization that raises awareness of domestic abuse and bullying through brochures, self defense, seminars and speaking engagements. Anna Ravenelle of Goffstown was recognized as a distinguished finalist for her efforts in making and donating care kits filled with homemade fleece pillow-blankets, stuffed animals and activities for seriously ill children undergoing treatment at David's House, an organization that houses families and hospitalized children. Mr. Wenger presented a letters of acknowledgement for the two individuals for the Board's signatures.

#### Miss Hillsborough County Request

The Board discussed a request from Samantha Chouinard of Goffstown; she has requested authorization from the Board to represent herself as Miss Hillsborough County in the 2012 Miss USA pageant; she has offered to meet with the Board to address any questions or concerns. The Board agreed to have Attorney Kirby review the request.

## Zoning

Mr. Wenger noted that the Town of Goffstown passed the petition to amend Goffstown zoning by a significant majority; the change relates to the County's land.

Mr. Wenger remarked that the Board agreed to participate as one of a number of municipalities in a grant opportunity to do corridor study zoning, but that grant did not come through. He added that it is his understanding that that grant was awarded to NH Finance Authority and that he had the opportunity to meet with John Munn from the Southern NH Planning Commission along with Derek Horn, and Dan Reidy to discuss a new opportunity that has come out of the award that the NH Housing Authority received; it is a grant opportunity to help municipalities. He added that this is an opportunity to look further into the County's zoning and work with Goffstown's Planning Board to see if the County can further develop its zoning. The Board agreed to support pursuing this opportunity.

## FY 2013 Budget Meeting

Mr. Wenger informed those present that the Budget Instruction Books were distributed to the Department Heads and elected Officials and the planning process is ongoing.

Comm. Holden reported that she became aware of a Multi-State Information Sharing & Analysis Center at the recent NACo meeting; she provided copies for the Commissioners and the record.

Supt. Dionne reported on his attendance at the 2011 Justice and Mental Health Collaboration Program, Grant and Orientation Conference in Washington, DC. He added that he was informed that the Hillsborough County Department of Corrections is considered as one of the top 15% who requested grant funding for the Pre-Trial Supervision program. He explained that there were 33 states represented along with American Samoa. He added that the Director of the National Commissioners of Council & State Governments Justice Center spoke highly of Hillsborough County. Supt. Dionne added that the Director has visited the County a few times and commented at one of the sessions that the County is moving in the right direction with its Mental Health Court program and that Hillsborough County is significantly ahead of most Counties throughout the country.

Supt. Dionne added that while he was in Washington, DC, he was emailed an article relative to Belknap County being 40% over its recommended population and noted that he contacted Supt. Ward and explained that Hillsborough County would be willing to help by housing the inmates. Supt. Dionne noted that Supt. Ward responded that Hillsborough County's rate is too high, even though Hillsborough County has one of the lowest per diem rates in the State. Supt. Dionne proposed that the Board match the rate charged in Strafford County, which is \$57.50/day, not including medical. He noted that he asked Supt. Ward how many he would like to send out; Supt. Ward responded that he would like to send 15. Supt. Dionne added that if the Board were to agree, this would increase revenue by about \$25,000 a month and the only cost would be only for meals and laundry; he emphasized that Hillsborough County would not be responsible for medical costs. He requested that the Board reduce the per diem rate to \$57.50 for female prisoners from Rockingham County for any inmate from Belknap County in order to be competitive.

**Motion:** To set the per diem rate at the Department of Corrections to \$57.50 for female prisoners from Rockingham County and for any inmate from Belknap County, noting that the medical costs will be billed to the sending County. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To authorize the Chair to execute contracts for Belknap and Rockingham Counties. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas noted that while at the NACo Conference, she and Comm. Holden visited all the members of the Congressional Delegation with Betsy Miller; she added that they brought up the issue of extending Medicaid coverage to inmates; she further added that they took it under advisement once again. Comm. Holden noted that there is a new dues proposal that includes a maximum increase or decrease of 15%. She added that Hillsborough County and some Massachusetts Counties are considered special Counties and are charged \$750; that rate will go up to \$800 in 2014. She noted that there has been a savings of approximately three million dollars through the Prescription Drug Plan.

Mr. Wenger informed the Board that the Wilton Heritage Commission has requested an opportunity to meet with the Board at its next meeting regarding the County cemetery in Wilton.

Mr. Wenger informed the Board that Marlene Turcotte, formerly of the Cooperative Extension, has joined the Business Office staff; she has a background in banking, payroll and accounts payable; she will be handling the County's accounts payable. Additionally, Kelly Gosselin, who comes with well over ten years experience in payroll administration and banking, will be joining the Business Office staff on March 26<sup>th</sup>; she will be handling the payroll-related functions for the County.

Comm. Holden noted that the Town of Mont Vernon has left the decision of changing the name of Jew Pond to its Selectmen.

Comm. Pappas noted that she is interested to learn which Towns voted to increase their budget. Mr. Wenger added that it is important to note that while many budgets may have gone down, the taxes are probably going up. He added that Goffstown would be an example.

## **10. Public Comment**

There was no one present from the public who wished to comment.

## **11. Non-Public Session**

Comm. Pappas noted that there have been requests to meet with the Board in Non-Public Session and offered a motion.

**Motion:** To move into Non-Public Session for the following reasons:

- to meet with the C. Kirby, D. Hogan, D. Dionne, B. Moorehead and G. Wenger consistent with RSA 91-A:2 I (b) relative to negotiations,
- to meet with the D. Hogan and C. Kirby consistent with RSA 91-A:3 II (a) relative to personnel,
- to meet with the D. Dionne, C. Kirby and G. Wenger consistent with RSA 91-A:3 II (d) relative to the lease of property, and
- to meet with G. Wenger consistent with RSA 91-A:3 II (a) relative to personnel.

Motion by Comm. Pappas, second by Comm. Holden. Comm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried

The Board took a short break

The Board moved into Non-Public Session at 11:32 a.m.

The Board met with the C. Kirby, D. Hogan, D. Dionne, B. Moorehead and G. Wenger relative to negotiations.

The Board met with the D. Hogan and C. Kirby relative to personnel.

The Board met with the D. Dionne, C. Kirby and G. Wenger relative to the lease of property.

The Board met with G. Wenger relative to personnel.

The Board moved out of Non-Public Session 1:25 p.m.

**Motion:** To come out of Non-Public Session. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Ziehm asked the Board if it wished to take any further action.

**Motion:** To extend the per diem rate of \$57.50 to State prisoners. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To approve the appointment of Assistant County Attorney Andrea Lamy who will assume the position of Domestic Violence Prosecutor. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To acknowledge and thank the County's Staff Accountant Claire French for her performance of multiple tasks during vacancies and to recommend that she receive a \$5,000 bonus as a stipend. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger added that the Wilton Heritage Commission will be first on the Agenda at the Board's next meeting.

## 11. Adjourn

There being no further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 1:27 p.m.

*Approved on May 16, 2012*

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

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Date