

Regular Meeting of the
Hillsborough County Board of Commissioners
April 4, 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, D. Hogan, 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 9:02 a.m.

2. Pledge to the Flag

Register Coughlin led the Pledge of Allegiance.

3. Administrative Business

Approval of Minutes

Motion: To approve the minutes of the Board of Commissioner's meeting held on March 21, 2012. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Approval of Payroll Register

Motion: To approve a register Payroll Register for March 29, 2012 in the amount of \$1,108,159.24, 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 Registers for the following dates in the following amounts:

- March 29, 2012 in the amount of \$878,460.45
- April 4, 2012 in the amount of \$2,895,719.08

for a total of \$3,774,179.53, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion Carried.

4. Public Comment on Agenda Items

Attorney Hogan indicated that he wished to comment on an agenda item; he noted that since the County is considering reorganization in the Registry of Deeds at 19 Temple Street, he would like to address concerns relative to the security at the Hillsborough County Attorney's office that is located on the third floor of the same building. He noted that staff requested that he address the issue with the Board and explained that staff is very concerned that a person could walk right into the office; he added that prosecutors have been shot throughout the country and he is concerned about the staff security. He requested that the Board give the issue consideration as it moves forward and considers whether it will

keep that building, and whether the County wishes to improve the building, and improve security. Att'y Hogan added that approximately 40% of his staff is located at the Temple Street building.

Discussion ensued relative to what security is in place and options that have been given consideration in the past. Register Coughlin described the security measures at the Registry that include duress alarms and signals that have been established among staff should they feel threatened.

5. Department of Corrections

Census

Supt. Dionne presented the Department of Corrections Census; he informed the Board that as of March 12, 2012, the DOC had 528 inmates in custody, which included 465 men of whom 294 were being held pre-trial and 171 that had been sentenced. There were 63 women of whom 43 were being held pre-trial and 20 that had been sentenced; additionally there were 15 in the community and 134 individuals from Manchester and Nashua that were processed through the Mental Health Courts who are in the Pre-trial Supervision Program.

Supt. Dionne presented a request to accept the transfer of a male inmate from Belknap County; he explained that the inmate has an issue with a female Correctional Officer at Belknap County's facility; he noted that the County has a reciprocal agreement with Belknap County and each sending County will pay for the medical expenses of its inmates.

Motion: To approve the Superintendent's recommendation to accept the transfer of a male inmate from Belknap County. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

In response to a question from Comm. Ziehm, Supt. Dionne informed the Board that the Department of Corrections is holding 14 inmates who are allegedly being charged with murder.

6. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census; he reported that the Census as of March 29th was 268 in-house plus one bed-hold; he noted that this included 193 Medicaid residents, 44 Private Pay residents, and 30 Medicare-Part A residents. He added that the numbers are down for the past two weeks because there have been 11 admissions and 24 discharges/expirations. He added that the majority of discharges were discharges to the home. He explained that 50% of the facility's admissions are able to return home or to a lower level of care; 95% of the admissions are for the Rehab or Skilled Unit; he noted that lately they have been getting many residents who are there for 7 to 14 days to rehab and recover from knee replacement surgery.

7. Registry of Deeds

Register Coughlin informed the Board that she is presenting a reorganization plan for the Board's consideration. She explained that the Registry is working with Fidlar Technologies to develop a cost analysis of the work flow in the Registry looking for efficiencies and to eliminate any redundancies; the work they are doing is a part of their contract. She added that staff in each department has been cross-trained and now they are trying to cross-train between the departments. It was noted that 3 staff were cut

from the previous year's budget. Register Coughlin added that the staff has done a good job and is very professional. Further discussion ensued. The Board agreed to review her proposal and visit it again during the budget discussions.

Register Coughlin reported that Copy Fees, Document Count, and Tax Stamps have gone up for the month of April.

9. Old/New Business

Public Hearing

The Board addressed Comm. Ziehm's request to re-schedule the Board's Public Hearing. Commissioners Holden and Pappas were of the opinion that it should remain as it; last year's Public Hearing had the largest turnout in many years. The Board did not change the date.

Wilton Heritage Commission

The Board discussed the request presented to it by the Wilton Heritage Commission, who asked that the Board assist them in gaining access to the County Cemetery in Wilton. Attorney Kirby explained that while the County has an implied access, it is not the case for other individuals or organizations. Following discussion, it was agreed that the County will remain responsible for the upkeep of the cemetery and the DOC will provide the manpower to do the cleanup work. Attorney Kirby indicated that the abutter/owner of the property surrounding the cemetery would be notified before anyone goes in to do work. Mr. Wenger will notify the Wilton Heritage Commission of the Board's decision.

Miss Hillsborough County

The Board addressed the request of Ms. Chouinard, who wishes to use the title of Miss Hillsborough County when competing in the Miss New Hampshire Contest. The Board approved the request, subject to the young woman's willingness to accept the County's limitations and indemnification request. Mr. Wenger will follow up with Ms. Chouinard.

Investments

The Board addressed and discussed the Treasurer's recommendation for investing. Commissioners Holden and Pappas indicated that they have spoken with financial advisors relative to the Treasurer's recommendation that the County invest in EFT's (Exchange Traded Funds) and are not comfortable with that type of investment because of potential risk.

Mr. Wenger observed that the discussion relative to investments only addresses one part of the situation. He added that there are times when the County has lower cash flow and noted that if a significant portion of the Surplus is used to balance the budget, then the County could be facing the need to borrow money and incur an interest expense; he reiterated that the expense side of this issue has not been considered. It was agreed that Mr. Wenger will convey the Board's concerns regarding investing in EFT's.

FY 2013 Budget

Mr. Wenger informed the Board that budget books are being distributed to the departments today, and noted that the budget discussions will start the following day.

8. Human Services

CGI Communications

Ms. Robinson updated the Board regarding CGI Communications' offer to develop a video for the County website. She informed the Board that she has identified potential issues, they are:

- the County does not own the video
- the County would need to sign a 3-year agreement
- there is a question as to whether a project such as this is required to go through the bid process
- should the County attempt to get similar offers from local businesses

Attorney Kirby offered that it might be possible to find a college student who could develop a similar video, and perhaps create a number of film clips.

Ms. Robinson informed the Board that she is taking classes in Web Design. Mr. Reidy added that he looked at the CGI website and then searched for websites for some of the organizations that supposedly had CGI doing their website. He noted that when those sites were searched separately without going through the CGI links, there were discrepancies. He urged caution because the home pages were not the same. The consensus was that the Board would prefer to look for someone locally to do this project.

Mr. Reidy informed the Board that the Women's Prison will be having a recognition program later in the month that will honor Sharon Cowan, one of the UNH Cooperative Extension educators. He noted that they asked if the Board and the Cooperative Extension send a representative. Mr. Reidy noted that Comm. Holden, who represents the Board at UNH Cooperative Extension offered to attend; the Board concurred that she should represent the Board.

Mr. Wenger informed the Board that April 18, the date of the next Board meeting, is also the date of the next Governor and Council Breakfast and the Executive Committee will meet on April 20th. Following discussion, the Board agreed to change its April 18th meeting to Thursday, April 19th at 9:00 a.m.

Mrs. Castonguay distributed a schedule of Subcommittee meeting dates.

Comm. Pappas distributed complimentary tickets for the Made in NH Show that will be held the following weekend.

Comm. Pappas requested an opportunity to meet with the Board in Non-Public Session consistent with RSA 91-A:3 II (g) regarding security and asked to include Supt. Dionne and Attorney Kirby.

Mr. Wenger requested an opportunity to meet with the Board in Non-Public Session consistent with RSA 91-A:3 II (d) relative to a lease.

Comm. Ziehm read a statement and requested that it be included in the public record. It read: *"For the record I would like to state that I was disappointed with the vote to change the structure of the Business Office at the Board of Commissioner's Meeting two weeks ago. The main focus of the Business Office is to support the Commissioners in their oversight responsibilities of the critical services performed by the Nursing Home, the Department of Corrections, the County Attorney's Office, the Registry of Deeds and the Sheriff's Office. Thus, it is subsidiary to the other County offices. As such, in these dire financial times, we should look first to cut or eliminate there as opposed to the critical services that affect the well-being of our citizens and stake holders. By prioritizing in this manner, we communicate the threat such cuts are to the safety and well-being of these services. Since the Human Services Director had ten full-time personnel last year, it goes without saying that the man hours required to supervise these individuals are no long necessitated. To add to the Director's job description in order to maintain that position in*

these financial times sends the message that we do not take the Delegation's request to cut our budget seriously. Adding grant writing, oversight of the County web site, and management of the building to that job description while in good financial times may be justified, in these difficult financial times it shows bad prioritization. Is a grant writer paid the same rate as a Human Services Director, and what qualifications do we need to have a website Director? For the time being, the job should be cut to part-time thus eliminating costly retirement dollars.

I would also like to comment that the financial times we are in dictate even further cuts; which in my opinion, could be made in the Human Resource Office. Again, while good times may justify this position, if one must choose between cutting the Human Resource Office and reducing guards at the Valley Street Jail, there can be no choice to make. We must maintain the safety of the guards, the inmates and the community at large. I believe if we do not make these hard decisions with the right priorities, the Delegation will do it for us!"

10. Public Comment

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

Mr. Moorehead informed the Board that he had a correction to the March 29th Census and noted that the Medicare residents totaled 31, not 30 as reported.

11. Non-Public Session

Comm. Holden requested an opportunity to meet in Non-Public Session consistent with RSA 91-A:3 II (a) relative to personnel.

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. Dionne, and G. Wenger consistent with RSA 91-A:3 II (g) relative to a security issue at the Department of Corrections,
 - 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 as a Board consistent with RSA 91-A:3 II (a) relative to personnel,
- Motion by Comm. Holden, second by Comm. Pappas. Comm. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried

The Board moved into Non-Public Session at 10:02 a.m.

The Board took a short break.

The Board met with C. Kirby, D. Dionne, and G. Wenger relative to a security issue at the Department of Corrections.

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

The Board met relative to personnel.

The Board moved out of Non-Public Session at 10:46 a.m.

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

Comm. Holden offered a motion relative to the access roads to the Piscataquog River.

Motion: To open the river access roads for the season. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

11. Adjourn

Lacking any 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 10:48 a.m.

Approved on May 16, 2012

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

Date