

Regular Meeting of the
Hillsborough County Board of Commissioners
April 9, 2008
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session-Amended
(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, M. Rusch, S. Chidavaenzi, and L. Movsesian.

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 3:40 p.m. followed by the Pledge to the Flag led by B. Moorehead.

2. Business Office

Approval of Payroll Register

Motion: To approve the Payroll Register dated 4/03/08 in the amount of \$1,111,218.45 subject to review and audit. By Comm. Holden, second by Comm. Clemons. Motion carried.

Approval of Accounts Payable Register

Motion: To approve the Accounts Payable Register dated 4/08/08 in the amount of \$2,585,655.58 subject to review and audit. By Comm. Clemons, second by Comm. Holden. Motion carried.

Budget Transfer No 2008-21

Motion: To approve Transfer No 2008-21, to transfer \$1,000 from Computer Information Systems, New Equipment to Computer Information Systems, Travel-In State. By Comm. Holden, second by Comm. Clemons. Motion carried. Comm. Holden noted that this is a result of the new telephone system.

Budget Transfer No 2008-22

Motion: To approve Transfer No 2008-22, to transfer \$110 from Human Resources, Education & Conference to Human Resources, Travel-In State. By Comm. Clemons, second by Comm. Holden. Motion carried.

3. Department of Corrections

Mr. O'Mara presented the census. He informed the Board that as of April 7, 2008, there are 526 Inmates in custody. There are 476 men, including 328 that are being held pre-trial and 148 that have been sentenced. There are 50 women, including 40 that are being held pre-trial and 10 that have been sentenced.

Bid # FY08-78 – Inmate Classification Folders

Supt. O'Mara presented Bid # FY08-78 for Inmate Classification Folders. The lowest responsible bidder meeting the specifications is Office Depot, Marlboro, MA, at a cost of \$1.35 per folder.

Motion: To approve Bid # FY08-78 for Inmate Classification Folders to Office Depot, Marlboro, MA, at a unit price of \$1.35 for each folder, not that it is the lowest responsible bidder meeting the specifications. By Comm. Holden, second by Comm. Clemons. Motion carried.

Supt. O'Mara presented the Board with a request from Southern NH Services, Inc. to use County land. They are asking to use the community garden located beside the Police station, across the street. They have all the insurances in place. Supt. O'Mara recommended that the Board approve this use, noting that last year a member of the Executive Committee did ask if this generated any income. When Southern NH Services was queried, he learned that there were people using the garden that exceeded the minimum income requirement, thus there was approximately \$180 in generated revenue.

Motion: To approve use of the County land by Southern NH Services, Inc. for the community gardens program, noting that the Board will be asking if the people using the garden meet the income requirements, and if they do not, then the County will be expecting income from this program. By. Comm. Holden, second by Comm. Clemons. Motion carried.

Supt. O'Mara presented his annual request of the use of the field, previously known as Pauper's Cemetery, for the Goffstown Youth Football Association beginning June 1. Their insurance coverage runs from August to July. When their proof of coverage arrives, it will be forwarded to the Business Office.

Motion: To approve the request for the use of County land, as stated by Supt. O'Mara. By Comm. Holden, second by Comm. Clemons.

Comm. Holden noted that there is a trailer in the back of the property that is encroaching on the Rails To Trails program. Supt. O'Mara will follow up to make sure the trailer is removed.

Motion carried.

3. Nursing Home

Mr. Moorehead was recognized. He presented the Nursing Home Census, noting that as of April 3, the Census was 283, which included 203 Medicaid residents, 41 private pay residents, and 39 Medicare Part A residents. He noted that this is a high number.

March Revenue

Mr. Moorehead informed the Board that the Budget for March was \$1,538,060, while the actual was \$1,631,454 resulting in a positive difference of \$93,394.

Bid # 20-2008 – Financial & Clinical Software

Mr. Moorehead presented Bid # 20-2008, noting that the bid for the Clinical Financial Software is actually a bid coming through the Pharmacy, which owns a company called Accumed, a software provider. He is asking the Board to consider this now because the contract extension with Quick Care expires September 17, 2008. The turn around time is approximately 90 days, which is when the current contract will be expiring. Quick Care was acquired by Achieve, another software provider. They have given us no guarantee that they will continue to support the Quick Care system. Mr. Moorehead expressed his belief that the current software is outdated. The Nursing Home has not been satisfied with the service provided by Quick Care and the product offered by Accumed is superior. It will provide many tracking features for daily activities that are currently being done by hand, but could be done in the future by Palm Pilots which the Nurses will have that will transfer information directly onto the MDS, which is critical to maximize revenue and reimbursements and minimize errors.

Motion: To approve Bid # 20-2008 for Financial & Clinical Software for the Nursing Home to Uni-care, Londonderry, NH, in the amount of \$42,850, noting it is the lowest responsible supplier meeting the specifications. By Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons asked if it was appropriate to accept a bid when there is only one bidder. Mr. Moorehead noted that it was put out to bid, and only one company responded. He noted that it was advertised, as required, and specs were sent out to other potential bidders. Mr. Moorehead noted that a portion of this would be reimbursed through Medicare and Medicaid. K. Kirby noted that as long as it was put out to bid and everyone had an opportunity to bid, then requirements have been met unless the bid was structured so that only one company could bid. Mr. Wenger noted that the CIS budget cannot handle the cost for this software this fiscal year, and that the hardware requirements have yet to be identified. Today is the first time Palm Pilots have been mentioned. This expense is anticipated for the next fiscal year.

Motion: Motion to table this bid until it is reviewed. By Comm. Holden, second by Comm. Clemons. The Motion carried to table Bid # 20-2008.

6. Human Services

Bid # HS 2008-1 – Lawn Services

Mr. Wenger informed the Board that he has a bid relating to the Temple Street property. It is the Bid # HS 2008-1 for Lawn Maintenance. The lowest responsible bidder meeting the specifications is Taxus Capitata, Hudson, NH, at a cost of \$2,050. He noted that there was a lower bid, but that bidder did not meet all the specifications. The Taxus bid includes winter and fall cleanup as well as fertilization and cleanup of brush, which was not included in the lower bid.

Motion: To approve Bid # HS 2008-1 for the Temple Street Courthouse to Taxus Capitata for Lawn Services for a total of \$2,050, noting it is the lowest responsible bidder to meet the specifications. By Comm. Clemons, second by Comm. Holden. Motion carried.

7. Public Comments

No members of the public were present at the time.

Delegation

Ms. Rusch reported that she has the Executive Committee assignments (subject to change) for the budget subcommittees, and the dates of these meetings. The next Executive Committee meeting is April 25.

8. Old/New Business

Mr. Reidy provided the Board with a copy of the book "*Communities & Consequences.*" He noted that this book is relevant to Master Planning for the County and in general about people and planning in communities. There will be a documentary related to this on NH Public Television on April 14 at 8:00 p.m. and April 16 and 9:00 p.m.

Surplus Vehicles

Mr. Wenger informed the Board that there are a number of surplus vehicles including trucks and vans that are in the parking lot. He referred the Board to the list in today's packets. They are from the Sheriff's Office and

are vehicles that were replaced over the last several years. Computers, tires and other equipment have been removed to keep the Department's other vehicles going. Mr. Wenger informed the Board that Mr. Flood has been working with Wyman Chevrolet and has been able to arrange for a credit either on a purchase or towards service expense in the amount of \$7,000 for the various vehicles. Mr. Wenger opined that this is a way to impact the County's budget and make some money on these vehicles. He recommended that consistent with RSA 28-A (a), the Board waive the need to go out to competitive bidding and to sell these considering that we have removed all the usable parts and these are now basically "parts vehicles." Some of these vehicles are inoperable because the computers have been removed. He noted that this vendor has been used to service our Chevrolet Impalas and there is a good relationship with this vendor. He further noted that the Sheriff is looking for Fords when purchasing more vehicles.

Mr. Wenger suggested that the Board authorize the transfer of the vehicles to Wyman Chevrolet/Pontiac for credit toward service or purchase for \$7,000.

Motion: To authorize the transfer of vehicles as stated by Mr. Wenger. By Comm. Holden, second by Comm. Clemons.

Comm. Clemons opined that the Board might be wise to put this out to bid because the public could perceive this as a way to send Wyman Chevrolet business, noting that the County is not getting \$7,000 cash; the County is getting \$7,000 worth of credit which it will have to spend down.

Based on Comm. Clemons concerns, Mr. Wenger withdrew his recommendation for the motion. Comm. Holden withdrew her motion, and Comm. Clemons withdrew the second. The motion was withdrawn.

Mr. Wenger noted that this was an attempt to dispose of the vehicles and to maximize their value and limit the time involved in the process. He expressed his respect for Comm. Clemons recommendation. Comm. Clemons suggested that these vehicles be bid as a lot, for either credit or cash if there is more than one bidder. He feels that this could prevent ill will from the public. Mr. Wenger noted that the original intent was to do this as a part of the State bid when the Sheriff was going to purchase Chevrolet vehicles, but that has since changed.

Hillsborough County North Superior Court

Mr. Wenger informed the Board that he met yesterday with Commissioner Hodgton, Mike Connor and Steve Lorenze at which time the County maps and land were discussed and it was noted that there is still interest in having the Superior Court move to County property. Comm. Hodgton has been asked for a recommendation and direction. Mr. Wenger explained that the County should consider if it is interested in providing County land for the Superior Court as well as designating a parcel of land that could be offered.

Comm. Clemons asked if it would not be more logical for their architect to come here and make a recommendation, to which Mr. Wenger replied in the affirmative, noting that the State is not likely to proceed in that manner. Comm. Holden opined that the State wants to know if the County is serious about moving forward with this, but things have to be negotiated. The Board held discussion regarding options, and decided that it would consider a location adjacent to Building 25. Mr. Wenger noted that he would prepare a letter to that effect for the meeting on Monday.

Memorandum of Agreement, HB2

Comm. Pappas explained that the Association of Counties is working with the State to create a Memorandum of Agreement on how the transition will take place relating to HB2. She noted that there is a difference of

opinion among the Counties. Comm. Holden suggested that the Board should come to an agreement that could be presented at the Commissioner's Council meeting the following day. Comm. Holden indicated that the County does not know where HB2 will be at the end of this year and she believes that the County should assume that it would take effect July 1. She recommended making a decision and not funding Human Services as it has been funded in the past. Comm. Clemons asked Comm. Holden what she would propose doing. She responded that she is not prepared to sign the Memorandum of Agreement. Comm. Pappas also indicated that she is not prepared to sign it. Comm. Clemons deferred to their opinion. The Board discussed the need for more information and to obtain advice from the County's Legal Counsel. Mr. Wenger asked if the Board wished to take action as to what message it would be sending to the meeting the following day. Comm. Pappas replied that she believes the Board's message, at this point, is that the County is not in favor of the Memorandum. The Board did not take any action at this time.

Mr. O'Mara informed the Board that Officer Candidate Graduation will be held at 1:00 p.m. on April 11 and invited the Commissioners to attend.

The Board established that its next meeting will be Wednesday, April 23 at 11:00 a.m. and it will cancel the meeting previously scheduled for April 20.

9. Non-Public Session

Comm. Pappas noted requests for three Non-Public Sessions. They will be: to address the Bouchard Building lease under RSA 91-A:3 II (d) and to address two Personnel issues under RSA 91-A:3 II (a).

Motion: To go into Non-Public sessions for three items pursuant to RSA 91-A:3 II (a) for two Personnel issues and RSA 91-A:3 II (d) to discuss negotiations/lease. By Comm. Holden, second by Comm. Clemons. Holden-yes, Clemons-yes, Pappas-yes. Motion carried.

The Board entered Non-Public Session at 4:30 p.m.

The Board met with Mr. Wenger who brought them up to date regarding the lease discussions regarding the Goffstown District Court. The Board discussed options and parameters.

The Board met and discussed two pending personal matters. The board did not take action at this time.

The Board returned to regular Session at 5:07 p.m.

Motion: To return to regular session. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Board discussed the possibility of not approving any new positions until the Public Hearing and of reviewing all positions. Mr. Wenger informed the Board that until it takes action to approve a position, the position has not been created. The Board agreed that it could handle new positions as they are proposed and addressed in the new fiscal year's budget.

The Board discussed sealing the records from the Non-Public Session.

Motion: To seal the minutes of the Non-Public Session. By Comm. Clemons, second by Comm. Holden. Motion carried.

The Board discussed the Blue Ribbon Committee meeting that was scheduled for April 18. Comm. Clemons

indicated that he sent a letter to Chairman Essex regarding his perspective of the job. Mr. Wenger suggested that the Commissioners seek clarification through this process of the benefits that they are entitled to participate in. A discussion followed. It was noted that commissioners were formerly given benefits that were taken away at some point. The Board decided that each Commissioner would send his/her own letter and request to Blue Ribbon Committee.

Mr. Wenger noted that the second floor plan is going before the Disability Committee at the State level on April 15 from 1:00 to 4:00.

Comm. Pappas will present a Transfer Request to transfer funds from her In-State travel to Out of State Travel. Mr. Wenger noted that it could proceed through the normal process once he has the information.

10. 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. Clemons, second by Comm. Holden. Motion carried.

The meeting adjourned 5:25 p.m.

(SIGNED 7/16/08)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date