

Regular Meeting of the  
Hillsborough County Board of Commissioners  
April 19, 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. Ziehm, Comm. C. Holden, Comm. Pappas, P. Coughlin, C. Connelly, D. Dionne, C. Kirby, M. Lencki, G. Wenger, and L. Stonner.

**1. Call to Order**

Comm. Ziehm called the meeting to order at 9:05 a.m.

**2. Pledge to the Flag**

Supt. Dionne led the Pledge of Allegiance.

**3. Administrative Business**

Approval of Payroll Registers

**Motion:** to approve payroll registers for the followings dates in the following amounts:

- April 12, 2012                   \$ 1,365.85
- April 12, 2012                   520.00
- April 13, 2012                   235.59

for a total miscellaneous payroll of \$2,121.44. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To approve the regular payroll register dated April 12, 2012 in the amount of \$1,095,755.04, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register

**Motion:** To approve the accounts payable registers dated April 12, 2012 in the amount of \$42,265.30, and that of April 17, 2012 in the amount of \$2,077,210.01 for a total accounts payable of \$2,119,475.31, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Approval of Sheriff's Extraditions

**Motion:** To approve the Sheriff's Extradition dated February 10, 2012 in the amount of \$268.61. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Transfer # 2012-22 – Department of Corrections

**Motion:** To approve Transfer # 2012-22 for the Department of Corrections to transfer the amount of \$18,500 from Gas/Heating line 4230-7620, and to transfer a like amount to New Equipment, line 4230-7970; the funds are requested to upgrade the facility's video surveillance system and storage unit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Transfer # 2012-23 – Sheriff's Office

**Motion:** To approve Transfer # 2012-23 for the Sheriff's Office to transfer the following amounts from the following lines:

- \$1,000 from Printing & Binding, line 4211-7350,
- \$5,000 from Health & Accident, line 4211-7120
- \$3,000 from Auto Track, line 4211-74421

for a total of \$6,500, and to transfer the amount of \$6,500 to Auto Repair, line 4211-7330.

Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Chief Deputy Connelly explained that this transfer is required to cover State inspection requirements and added that there is estimated to be an adequate amount remaining in the line to cover inspections for the remaining fiscal year.

Transfer # 2012-24 – Health and Accident

**Motion:** To approve Transfer # 2012-24 to transfer the following amounts from the following Health and Accident lines:

- \$3,000 from Nursing Home Laundry line 4415-7120,
- \$10,000 from Nursing Home Activities, line 4417-7120,
- \$20,000 from County Attorney Line 4123-7120,
- \$32,000 from Department of Corrections, line 4230-7120,
- \$17,000 from Conservation District, line 4619-7120,

for a total transfer of \$82,000, and to transfer the following amounts to the following lines:

- \$62,000 to Nursing Home-Nursing, line 4414-7120,
- \$17,000 to Nursing Home Housekeeping, line 4416-7120,
- \$1,000 to Human Services Administration, line 4441-7120,
- \$2,000 to County Complex, line 4198-7120

for a total transfer of \$82,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger explained that this transfer is requested to reapportion the funds appropriated for the County's Health & Accident lines and noted that the annual Health Insurance is based on estimates at the beginning of the fiscal year.

Transfer # 2012-25 – Sheriff's Office

**Motion:** To approve Transfer # 2012-25 to transfer the amount of \$24,113 from Contingency-Drug Asset Forfeiture, line 4199-7232 and to transfer a like amount to the Sheriff's Office New Equipment, line 4211-7970. Comm. Holden moved the motion and Comm. Pappas seconded the motion for discussion purposes.

Comm. Holden asked for documentation and details relative to the transfer request. Chief Deputy Connelly presented information detailing how the Drug Asset Forfeiture funds will be used, noting that there are strict requirements that must be met in the use of these funds.

The motion was not moved; instead Comm. Holden addressed a motion to table the transfer.

**Motion:** To table Transfer # 2012-25. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

#### CIS Bid #19-2012 – Consulting Services

Mr. Wenger explained that this bid provides for consulting services when a project is beyond the expertise of the house staff and noted that the County has had a relationship with Red River Computer. He added that Hillsborough County is not prepared to provide support for the Apple products that have recently been acquired by some departments.

**Motion:** To approve CIS Bid #19-2012 for Consulting Services to Red River Computer, the lowest responsible bidder, at a price of \$145.00 /hour, noting that no other bid response was received and that the County has a relationship with Red River Computer. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

#### Bid # 22-2012 – Point of Use Inventory System

Mr. Lencki explained that this bid is for a point of use inventory system that maintains inventory and controls reordering.

**Motion:** To approve Bid #22-2012 for Point of Use Inventory System for the Nursing Home, noting that CareFusion Solutions, San Diego, CA is the lowest responsible bidder at a monthly cost of \$1,958 and an annual cost of \$23,948. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Holden offered congratulations to R. Dearborn, a Nursing Home resident who recently celebrated her 100<sup>th</sup> birthday.

#### 4. Public Comment on Agenda Items

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

#### 5. Department of Corrections

##### Census

Supt. Dionne informed the Board that the census at the Nursing Home for April 10, 2012 was 535; included were 472 men of whom 194 had been sentenced and 194 that were being held pre-trial. He added that the census included 63 women of who 20 were sentenced and 43 that were being held pre-trial. Supt. Dionne explained that there were also 16 individuals serving in the community and 129 individuals that were a part of the Mental Health Court's diversion program that would have been incarcerated prior to that program.

### Emergency Repair – Kitchen Refrigerator #3

Supt. Dionne informed the Board that an emergency repair was recently done to a refrigerator in the facility's kitchen.

### Request for Use of County Land – Southern NH Services/Community Garden Project

Supt. Dionne presented a "Request for Use of County Land" submitted by Southern New Hampshire Services, Inc for the southwest field for their Community Gardens project.

**Motion:** To approve the request for use of County land submitted by Southern New Hampshire Services, Inc. for the southwest field for their Community Gardens project. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Holden noted that the request for use of County land includes proof of liability insurance.

### Bid FY12-99 – Video Surveillance Drives & Storage

Supt. Dionne explained that Bid FY12-99 is for Video Surveillance Drives & Storage for the DOC.

**Motion:** To approve Bid FY12-99 for Video Surveillance Drives & with a request to waive competitive bidding consistent with RSA 28:8-e (V) and a recommendation to award the bid to GateSTOR Data Systems, Nashua, NH, at a price of \$18,411. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Adult Basic Education Grant

Supt. Dionne presented an Adult Basic Education grant for the Board's execution, noting that this is an annual grant that the facility receives.

**Motion:** To execute the Adult Basic Education grant for the DOC and to authorize the Chair to sign it. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Commissioners Certification Board Certificate

Comm. Holden read the Certificate from the recent DOC graduation of Correctional Officers. She noted that it was the *Hillsborough County New Hampshire Commissioner's Certification Board* certificate. It read: "*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 45<sup>th</sup> Hillsborough County Department of Corrections' Training Academy as Certified Correctional Officers: Cory Baldera, Madison Chamberlain, Micah Coleman, Derek Francisco, Brad Kolenski, Kevin Murray, Jesus Salamanca, Josiah Smith, Matthew Vincent, and Peter Winchell. In witness whereof the signatures are hereunto affixed on the nineteenth day of April in the year 2012.*" Following a motion, the certificate was signed by the three Commissioners.

**Motion:** To execute the Hillsborough County New Hampshire Commissioner's Certification Board certificate. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

It was noted that the recent Officer Training Academy was Supt. Dionne's first graduating class.

## 6. Nursing Home

Census

Mr. Lencki presented the Nursing Home Census. He explained that the census was 274, which included 195 Medicaid Residents, 42 Private Pay, and 35 Medicare residents. He noted that there are currently 12 hospice residents.

## 7. Sheriff's Office

Bid # 2012-54 –Install Equipment in New Vehicles

Chief Deputy Connelly presented Bid # 2012-54 and explained that this bid is for the installation of equipment in the department's vehicles.

**Motion:** To approve presented Bid # 2012-54 for the installation of equipment in vehicles for the Sheriff's department. The recommended vendor is Northeast Kustom Kreations, Manchester, NH, at a price of \$8,345; it is the lowest responsible bidder. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## 8. Old/New Business

Public Hearing Notice

The Board discussed a potential conflict, but determined that the Public Hearing would be held, as previously scheduled, on May 2, 2012 at 10:00 a.m. Mrs. Castonguay noted that the NH House session would start at 1:00 p.m. on that date, thereby making it possible for the County's Representatives to attend the Public Hearing.

Register Coughlin indicated that the cost analysis at the Registry would be done on April 24<sup>th</sup>.

Mrs. Castonguay indicated that the Blue Ribbon Committee would meet immediately following session on May 9<sup>th</sup>.

Comm. Holden indicated that she participated in a recent NACo conference call regarding membership.

Comm. Holden noted that she received a letter from Antrim Wind, LLC.

Comm. Pappas indicated that she received a legal notification letter from RR Donnelley that informs the County that it has developed plans to permanently shut down its printing operation located in Manchester; there are 113 positions that will be terminated.

## 9. Non-Public Session

Comm. Holden requested a Non-Public Session consistent with RSA 91-A:3 II (d) relative to a lease; Comm. Ziehm requested a Non-Public Session consistent with RSA 91-A:3 II (d) relative to the sale of property. Mr. Wenger requested an opportunity to meet consistent with RSA 91-A:2 I (a) relative to negotiations.

**Motion:** To meet with:

- Supt. Dionne, Attorney Kirby and Mr. Wenger consistent with RSA 91-A:2 I (a) relative to negotiations.
- Attorney Kirby and Mr. Wenger in Non-Public Session consistent with RSA 91-A:3 II (d) sale of property,
- Attorney Kirby and Mr. Wenger in Non-Public Session consistent with RSA 91-A:3 II (d) lease of property.

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

The Board moved into Non-Public Session at 9:45 a.m.

The Board met with Supt. Dionne, Attorney Kirby and Mr. Wenger relative to negotiations.

The Board met with Supt. Dionne, Attorney Kirby and Mr. Wenger relative to the sale of property.

The Board met with Supt. Dionne, Attorney Kirby and Mr. Wenger relative to the lease of property.

The Board moved out of Non-Public Session at 11:21 a.m.

Comm. Ziehm asked if there was further business before the Board. Comm. Holden offered the following motions:

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

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

FY 2013 Budget

**Motion:** To increase Nursing Administration Bed Assessment, line 4411-7299 by \$42,817, and to fund the line at \$1,400,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To increase Revenue line 3503, Rental Income-Women's Prison, by \$5,519 to fund the line at \$226,281; which reflects a 2½ % increase. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Discussion ensued relative to the possibility of increasing the DOC Revenue line that is affected by inmate transfers due to a potential increase in transfers. Supt. Dionne indicated that it is his belief that this action would be premature at this time because he does not yet have a feel for what Rockingham and Strafford County's are planning to do regarding their transfers.

## 10. Public Comment

There were no members of the public present who wished to comment

## 11. Adjourn

Lacking further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 11:35 a.m.

The Board will meet again on April 24<sup>th</sup> and April 25<sup>th</sup> for budget consideration.

*Approved on May 16, 2012*

---

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

---

Date