

Regular Meeting of the
Hillsborough County Board of Commissioners
May 4, 2016

Bouchard Building, Goffstown, NH

Minutes of the Public Session

(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Ziehm, Comm. Pappas, P. Coughlin, D. Hogan, D. Dionne, G. Fisher, L. Gero, C. Kirby, M. Lencki, M. Montminy, D. Reidy, L. Valley, G. Wenger, C. Monier, M. Castonguay, and L. Stonner.

CALL TO ORDER

Comm. Ziehm called the meeting to order at 9:22 a.m.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on April 19, 2016. Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Supplemental Payroll

Motion:

To approve Supplemental Payroll Registers on the following dates for the following amounts:

- 4/21/16 \$ 379.60
- 4/21/16 \$1,416.31
- 4/22/16 \$ 121.04
- 4/26/16 \$ 85.25
- 4/29/16 \$ 345.00

The total Supplemental Payroll is \$2,036.70, subject to review and audit.

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

Regular Payroll

Motion:

To approve a Regular Payroll Register dated April 21, 2016 for the amount of \$1,071,236.17, subject to review and audit.

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

Accounts Payable

Motion:

To approve Accounts Payable Registers on the following dates for the following amounts:

- 4/26/16 \$557,561.22
- 4/28/16 \$ 1,397.00
- 5/2/16 \$ 2,490.05

The total Accounts Payable is \$561,448.27, subject to review and audit.

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

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of April 19, 2016, the total in custody was 473, which included 14 in the community. The Census included 364 men; 107 of the men had been sentenced and 257 were being held pre-trial. There were 109 women; 41 of the women had been sentenced and 68 were being held pre-trial. Supt. Dionne noted that the Department of Corrections was holding 31 female inmates from Rockingham County. He informed the Board that 159 individuals were diverted through the Mental Health Courts including 89 from Manchester and 70 from Nashua.

Overtime Impact Report

The DOC's Overtime Impact Report for the current Fiscal Year was been included in the Board's packet.

Administrative Transfer

Supt. Dionne requested Board approval of the transfer of an inmate from Sullivan County.

Motion:

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

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

Supt. Dionne noted that this is National Correctional Officers Week and distributed Correctional Officers wristbands.

NURSING HOME

Census

Mr. Lencki noted that the Census at the Nursing Home for the period ending April 28, 2016 was 282; it included 211 Medicaid residents, 32 private pay residents, 39 Medicare residents, 12 hospice residents and 20 residents in the ELU Unit.

Bid # 15-2016 – Dietary Management Services

Mr. Lencki requested approval of the bids for the Nursing Home and noted that the first is for Dietary Management Services to be awarded to Fitz Vogt Services; it is a 3-year contract and it represents a \$51,000 savings for FY 2017.

Motion:

To approve Nursing Home Bid # 15-2016 for Dietary Management Services; the lowest responsible bidder meeting the specifications is Fitz Vogt Services; it is a 3-year contract; the cost for the first year will be \$923,484.24; the cost for the second year will be \$945,537.36, and the cost for the third year will be \$966,123.53.

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

Bid # 16-2016 – Kitchen Hood

Mr. Lencki explained that Bid # 16-2016 is for Kitchen Hood replacement; it is an involved job that will take seven days and will include the hood, and the exhaust system.

Motion:

To approve Nursing Home Bid # 16-2016 for Kitchen Hood replacement; the lowest responsible bidder meeting the specifications is Simplex Grinnell, Nashua, NH, at a cost of \$47,755.

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

Bid # 17-2016 – Elevator Maintenance Agreement

Mr. Lencki noted that the last bid is for a three-year elevator service contract.

Motion:

To approve Nursing Home Bid # 17-2016 for an Elevator Service Contract for a period of three years; the lowest responsible bidder is Otis Elevator, Manchester, NH. The cost for the first year is \$8,160, the second year will be \$8,640, and the third year will be \$9,120.

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

Mr. Lencki explained that the following week is National Nursing Home Week and added that Employee Service Awards will be presented the following Thursday; he noted that the Commissioners are invited to attend.

OLD/NEW BUSINESS

Chief Deputy Fisher explained that the Sheriff's Department had 3 recruits graduating from the Academy the previous week, and a new recruit began the Academy the previous Monday; additionally, a Deputy will be going to a local law enforcement agency, and the department will be hiring a replacement.

Register Coughlin explained that she distributed revenue information that indicates that the Registry is above budget through the end of April.

Transfer # 2016-12 - Commissioner's Office of Administration & Finance

Mr. Wenger requested approval of a Transfer, noting that it is necessary to cover additional expense in the Education & Conference line.

Motion:

To approve the transfer of \$15 from line 4140-7360, Office Supplies, and to transfer the amount of \$15 to line 4140-7170, Education and Conference.

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

Mr. Wenger explained that he received a call from the Nashua Drug Court inquiring if the Commissioners would be attending the graduation the following Friday. Comm. Ziehm noted that she will make every effort to attend.

Mr. Wenger noted that the County has received notice from the Town of Goffstown regarding a Public Hearing related to Rails to Trail; he added that the Town will be considering an ordinance that will allow nighttime use of the Trail.

Mr. Wenger noted that he has received the annual request from Southern NH Services to use the land across from the Complex for its Community Garden program that will run from May 13th through September 30th.

Motion:

To approve the use of County property for the Southern NH Services' Community Garden project.

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

Mrs. Castonguay mentioned that the next Delegation Meeting will be held on Monday, May 23rd to address the contracts as well as deliberation by the Blue Ribbon Salary Committee.

Final Budget Considerations

Discussion ensued regarding the change in physician's services at the DOC. It was noted that there was a bidding process and Supt. Dionne indicated that he will be presenting the bid to the Board at an upcoming meeting indicating that only one bidder responded. The physician who submitted a bid also provides services for Carroll, Belknap and Strafford Counties. The Board discussed its final budget recommendation and the impact the new bid proposal would have on it. The Board agreed that the increased cost should be included in its budget recommendation. Supt. Dionne indicated that the additional cost will be \$225,000. The Board considered the following motion:

Motion:

To increase Line 4230-7590, Department of Corrections-Medical/Dental-Males by \$225,000.

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

The Board reviewed additional changes to its budget recommendation and considered the lack of input at the Public Hearing. The Board agreed to amend the Nursing Home budget in light of the Dietary Management bid approved today.

Motion:

To approve the following changes in the Nursing Home Dietary budget:

To increase Line 4413-7013, Outside Wages, by \$1,539.

To decrease Line 4413-7390, Other Supplies, by \$16,330.

To decrease Line 4413-7500, Food, by \$36,270.

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

Motion:

To approve the FY 2017 Budget recommendation with the increases to be supported by an adjustment in the amount to be raised by taxes.

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

Having completed the FY 2017 Budget, the Chair entertained a motion to close the Budget Meeting.

Motion:

To adjourn the Budget Meeting.

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

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

The Board of Commissioners Meeting adjourned at 9:51 a.m.

Signed May 11, 2016

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date