

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**May 25, 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, D. Hogan, C. Beaulac, D. Dionne, C. Kirby, L. Valley, G. Wenger, M. Castonguay, and L. Stonner.

**Also Present:** Commissioner-Elect Rowe

**CALL TO ORDER**

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

County Attorney Hogan led those present in the Pledge of Allegiance.

Comm. Ziehm welcomed Commissioner-Elect Rowe.

**ADMINISTRATIVE BUSINESS**

**Approval of Minutes**

**Motion:**

To approve the minutes of the Board of Commissioner's Regular Meeting held on May 11, 2016.  
Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

**Motion:**

To approve the minutes of the Board of Commissioner's Special Meeting held on May 13, 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:

- May 11, 2016 \$ 347.88
- May 19, 2016 \$ 151.79

The total Supplemental Payroll is \$499.67, 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 May 19, 2016 for the amount of \$1,089,714.28, subject to review and audit.

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

## **Accounts Payable**

### **Motion:**

To approve an Accounts Payable Register dated May 24, 2016 for the amount of \$3,878,579.02, subject to review and audit.

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

## **CIS Bid 18-2016**

### **Motion:**

To approve CIS Bid 18-2016 for an FY 2016 Server Purchase; the lowest responsible bidder meeting the specifications is Insight Public Sector, Tempe, AZ at a price of \$18,152.14.

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

Mr. noted that the bid was for the purchase of three server units.

## **Transfer # 2016-20 - Nursing Home**

### **Motion:**

To approve Transfer # 2016-20 for the Nursing Home to transfer the amount of \$13,500 from Nursing Home-Nursing, line 4414-7120, and then to transfer the amount of \$12,500 to Nursing Home - Housekeeping, line 4416-7120 and the amount of \$1,000 to Nursing Home - Dietary, line 4413-7120. The total transfer is \$13,500.

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

## **Transfer # 2016-21 – County Complex**

### **Motion:**

To approve Transfer # 2016-21 for the County Attorney's office to transfer the amount of \$2,000 from Health & Accident, line 4123-20, and to transfer a like amount to Other Fees & Services, line 4123-7290.

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

## **Transfer # 2016-22 – Department of Corrections**

### **Motion:**

To approve Transfer 2016-22 for the Department of Corrections to transfer the amount of \$5,000 from Electricity, line 4230-7610, and to transfer \$10,000 from Gas Heat/Cooking, line 4230, and to transfer \$10,000 from Sewer expense, line 4230-7640, and then to transfer \$25,000 to Equipment Repair, line 4230-7820 for a total transfer of \$25,000.

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

## **Transfer # 2016-23 – Department of Corrections**

### **Motion:**

To approve Transfer 2016-23 for the Department of Corrections to transfer the amount of \$20,000 from Salaries & Wages, line 4230-7010, and to transfer a like amount to Overtime, line 4230-7011.

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

## **PUBLIC COMMENT**

There was no one from the Public who wished to speak.

## **DEPARTMENT OF CORRECTIONS**

### **Census**

Supt. Dionne presented the Department of Correction's (DOC's) Census; he noted that as of May 17, 2016, the total in custody was 471, which included 19 in the community. The Census included 368 men; 110 of the men had been sentenced and 258 were being held pre-trial. There were 103 women; 40 of the women had been sentenced and 63 were being held pre-trial. Supt. Dionne noted that the Department of Corrections was holding 30 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 included in the Board's packet. Supt. Dionne explained that the DOC has openings for 19 Correctional Officers and 17 are currently participating in the Correctional Officer Academy that started the previous Monday. He noted that the overtime expense for the previous week was the highest to date and added that vacations will be starting soon, which will create additional shortages.

### **Belknap County Request for Assistance (Bike Week)**

Supt. Dionne noted that Belknap County has once again requested that Hillsborough County agree to accept inmates from its facility during the annual bike week in Laconia. He requested authority to accept up to 20 inmates during the period of June 10<sup>th</sup> through June 20<sup>th</sup>, noting that all Counties have been asked to provide assistance.

#### **Motion:**

To authorize Supt. Dionne to accept up to 20 inmates from Belknap County during the period of June 10<sup>th</sup> through June 20<sup>th</sup>.

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

Supt. Dionne requested that the Board authorize the Clerk sign the annual Certificate of Authority for the State of New Hampshire that relates to the Basic Education grant.

#### **Motion:**

To authorize the Clerk to sign the Certificate of Authority as requested by Supt. Dionne.

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

## **NURSING HOME**

### **Census**

Mr. Moorehead provided Census information for the Nursing Home. He noted that the Census, as of May 19, was 284; it included 206 Medicaid residents, 34 private pay and 44 Medicare, Part A. He added that the numbers continue to be strong and the quality mix was at 27.5%, which exceeds budget.

Mr. Moorehead noted that the overtime for the May 19<sup>th</sup> pay period was \$29,139; he believes it to be the highest overtime pay this fiscal year. He added that the Nursing Home also has vacancies and he is hopeful that when/if the tentative Bargaining Agreement is approved it would help in attracting new employees, particularly LNA's.

### **OLD/NEW BUSINESS**

Comm. Ziehm recognized Attorney Hogan who spoke about the Medical Referee expense line. He noted that particularly with an increase in opioid and unattended deaths, the line will not be adequate for the current fiscal year. He explained that his department is holding an invoice for \$9,800 that will put them approximately \$800 over budget, if paid now. Additionally, with two months until the end of the current fiscal year; he anticipates that the line will be short by approximately by \$19,000 and noted that a transfer will be necessary.

Attorney Hogan held a discussion with the Board relative to consideration that is being given to cover the flight and hotel accommodation cost related to bringing in a victim to testify in a sexual assault case at the sentencing stage. Additionally, there is consideration regarding the victim's testimony and how it might affect the sentence. Comm. Ziehm expressed concern related to the severity of the threat to the public from the offender and how that might affect the decision. Attorney Hogan will give further consideration to the issue.

### **Region 4 IDN Letter of Support**

Mr. Wenger addressed the letter of support for Catholic Medical Center and the follow up of the Board's discussion with Mr. Walker at the last Board meeting. The Board agreed to sign the letter indicating its support.

### **Women's Prison Lease Amendment**

Mr. Wenger noted that the County Delegation approved the lease between the State and County for use of the Women's Prison facility noting that it was now appropriate for the Board to take formal action to approve and execute the agreement, Amendment #2 and the accompanying documents. He requested the Board's action noting that it is consistent with the actions previously taken to extend the lease and required prior to the agreement being presented for review by the Attorney General's Office and approval by the Governor & Council. Comm. Pappas offered the following motions:

#### **RESOLVED:**

That this County shall enter into a contract amendment with the State of New Hampshire, acting by and through its Commissioner of the Department of Corrections, providing for the performance by Hillsborough County of certain services as documented within the foregoing Amendment #2 to the Agreement for Use of Premises, and that the officials listed, the Hillsborough County Board of Commissioners, Sandra Ziehm, Chairman, and Toni H. Pappas, Clerk, on behalf of the County are authorized and directed to enter into the said lease Amendment #2 with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of the County in order to accomplish the same.

Motion to approve by Comm. Pappas, second by Comm. Ziehm. Motion approved.

#### **RESOLVED:**

That the signature of the above authorized Commissioners of this County, when affixed to any instrument or document described in, or contemplated by, these resolutions, shall be conclusive evidence of the authority of said parties to bind this County, thereby:

Motion to approve by Comm. Pappas, second by Comm. Ziehm. Motion approved.

Mr. Wenger noted that now that the County Complex has taken delivery of the new pick-up, he is requesting authority to enter into an agreement with the State for a State gas card that will allow the County to purchase fuel from the State fueling sites.

**Motion:**

To approve the request for the State gas card for the Complex pick-up truck.  
Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Mr. Wenger Informed the Board that due to what appears to be an inadvertent miscommunication, the required monthly water test for the County's water system was not processed and delivered to the NH DES. He explained that the tests for March and May were completed and no issues were reported. These findings are consistent with tests over time. He explained that additional checks have been added to the process that the County follows to ensure that there will be no further issues. He also explained that as a result of the missed test the County is required to post a public notice at the sites where the water is utilized across the Complex including the Nursing Home, Bouchard Building, and Prison. He noted the notice would be posted that day.

Wenger noted that he has received information related to the NACo Voting Credentials and noted that the Board may take action regarding an appointment at its next meeting.

Mr. Wenger noted that the County will be receiving a credit of \$197,089 from the Interlocal Trust for contributions made for plan year 2015. He explained that the County has options as to how it receives the credit; it may take a one-time payment, take a holiday in payments over the course of the year, or take a credit on the monthly contributions. He recommended that as in the past the County receive the payment as a credit on the monthly contributions so as to ensure that both the County and enrolled employees receive credit. Following discussion, the Board considered the options and offered the following motion:

**Motion:**

To approve continuing the credit on the monthly contributions spread equally over each payment from July 16 through June, 2017.  
Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Mr. Wenger updated the Board with respect to the YMCA CDBG project. He noted that the project was delayed and will be going before the Goffstown Planning Board with revised plans on June 9<sup>th</sup> and, if approved, it anticipates that construction will begin the first week of September and be concluded by late February, 2017.

Mr. Wenger noted that all the Budget Sub Committee meetings have concluded and the Executive Committee will meet on the following Tuesday. He added that there were two relevant actions taken:

- the St. Joseph's request for Meals on Wheels was increased by \$5,000
- the Capital Reserve Account request for the Nursing Home that included renovations to the 4-bed Quad rooms was changed to give more flexibility to the plan, and
- the Agent for the Capital Reserve funds will be Executive Committee as opposed to the Board of Commissioners.

Mr. Wenger presented the Board with a Draft article related to the SATCO program in response to the Board's earlier request. Following a discussion it was agreed that the article will be distributed to the local news media to provide information about the SATCO program following the Executive Committee budget meetings.

Mr. Wenger noted that the next NHAC Executive Committee meeting is scheduled for Wednesday, June 1<sup>st</sup> following the 8:00 a.m. breakfast with the Governor & Council.

Discussion ensued relative to positions that were held by Comm. Holden. Mr. Wenger explained that the Board position of Vice-Chair is open as well as a position on the NHAC Executive Committee. He noted that Comm. Holden was the County's representative to the County-State Finance Committee and also served as alternate to the UNH Cooperative Extension Advisory Board. The Board will consider appointments at its next meeting.

**NON-PUBLIC SESSION**

**Motion:**

To move into Non-Public Session consistent with RSA 91-A:3 II (d) relative to lease of property.  
Motion by Comm. Pappas, second by Comm. Ziehm. Pappas-yes, Ziehm-yes. Motion carried.

The Board moved into Non-Public Session at 9:52 a.m.

The Board met with Mr. Wenger and discussed a potential lease opportunity

The Board move out of Non-Public Session at 10:29 a.m.

**Motion:**

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

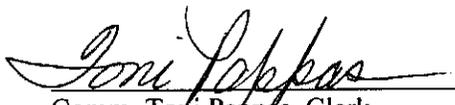
**ADJOURN**

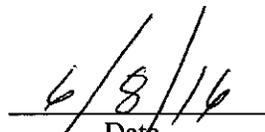
There being no further business to come before the Board, a motion to adjourn was entertained.

**Motion:**

To adjourn the meeting.  
Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

The Board of Commissioners Meeting adjourned at 10:30 a.m.

  
Comm. Toni Pappas, Clerk  
Hillsborough County Board of Commissioners

  
Date