

Regular Meeting of the
Hillsborough County Board of Commissioners
May 29, 2013
Bouchard Building, Goffstown, NH
Minutes of the Public Session
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Ziehm, Comm. Holden, P. Coughlin, J. Hardy, C. Beaulac, L. Gero, D. Dionne, B. Moorehead, D. Reidy, M. Rioux, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

1. Call to Order

Comm. Holden called the meeting to order at 9:10 a.m. Comm. Pappas' flight has been delayed; she is planning to join the meeting later.

Pledge to the Flag

L. Stonner led the Pledge of Allegiance.

2. Administrative Business

Minutes

Motion: To approve the minutes of the Board of Commissioner's Regular meeting held on April 9, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's Regular meeting held on April 10, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's Regular meeting held on April 11, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's Regular meeting held on May 1, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's Public Hearing held on May 1, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Payroll Registers

Motion: To approve the following Miscellaneous Payrolls in the following amounts:

5/23/2013 \$ 71.30

5/28/2013 378.48

for a total of \$449.78, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve a Regular Payroll dated May 23, 2013, in the amount of \$1,103,031.44, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register:

Motion: To approve the Accounts Payable register dated May 28, 2013, in the amount of \$371,327.79, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Budget Transfer # 2013-35

Motion: To approve Budget Transfer # 2013-19 for the Nursing Home to transfer the amount of \$13,000 from Nursing Home-Nursing line 4414-7120 and to transfer a like amount to Nursing Home Rehabilitation line 4421-7120. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The transfer is necessary to cover insurance costs in the Rehab department.

Budget Transfer # 2013-36

Motion: To approve Budget Transfer # 2013-36 for the Commissioner's Office of Administration & Finance to transfer the amount of \$3,790 from Salaries & Wages line 4140-7010 and to transfer a like amount to Computer Information Systems Retirement line 4151-7130. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

This transfer is necessary to address the underfunding of this small department as a result of a County-wide reduction in employee-related lines by the previous Delegation.

Budget Transfer # 2013-37

Motion: To approve Budget Transfer # 2013-37 for the Sheriff's Office to transfer the following amounts from the following lines:

- \$26,500 from WC/Liability Insurance, line 4211-7140
- \$10,000 from WC/Liability Insurance, line 4215-7140
- \$ 3,000 from WC/Liability Insurance, line 4216-7140
- \$ 3,215 from WC/Liability Insurance, line 4219-7140
- \$ 1,500 from Salaries, line 4211-7010
- \$ 1,000 from Communications, line 4211-7394

and then to transfer the amount of \$42,000 to Superior Court Bailiffs-Salaries, line 4215-7010, and \$3,215 to Superior Court Bailiffs-Social Security, line 4215-7110, for a total transfer of \$45,215. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Budget Transfer # 2013-38

Motion: To approve Budget Transfer # 2013-38 for the County Attorney's Office, to transfer the amount of \$650 from Consulting Expense, line 4123-7230, and to transfer a like amount to Education & Conference, line 4123-7170 . Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Budget Transfer # 2013-39

Motion: To approve Budget Transfer # 2013-39 for the County Attorney's Office, to transfer the amount of \$600 from Consulting Expense, line 4123-7230, and to transfer a like amount to Education & Conference, line 4123-7170 . Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The previous 2 transfers will cover the cost of sending 2 new Assistant County Attorneys to NDAA Trial Advocacy training in Massachusetts.

Budget Transfer # 2013-40

Motion: To approve Budget Transfer # 2013-40 for the County Complex to transfer the amount of \$25,000 from County Complex, Fuel, line 4198-7650, and to transfer a like amount to County Complex-Buildings, line 4198-7960. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Ms. Robinson explained that the previous transfer will permit the conversion from oil to natural gas for the operation of the boilers at the County Complex; it will permit the County the opportunity to connect with the gas pipeline so that when it is time to heat, the County will be in a position to save in fuel costs.

Budget Transfer # 2013-41

Motion: To approve Budget Transfer # 2013-41 for the Sheriff's Office to transfer the following amounts from the following lines:

- \$6,000 from Salaries & Wages, line 4211-7010
- \$5,000 from Retirement, line 4211-7130
- \$ 950 from Education, line 4211-7170

And then to transfer the amount of \$11,000 to Part-time Salaries & Wages, line 4219-7010, and the amount of \$950 to part-time Social Security, line 4219-7100; the total transfer is \$11,950. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The transfer covers increased activity in all areas as well as covering absent full-time.

Budget Transfer # 2013-42

Motion: To approve Budget Transfer # 2013-42 for the County Convention to transfer the amount of \$400 from Health & Accident, line 4110-7140, and to transfer a like amount to Salaries & Wages, line 4110-7010. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The above transfer request is to address the underfunding of this department as result of County-wide reductions in employee related lines by the previous Delegation.

3. Public Comment on Agenda Items

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

4. Department of Corrections

Census

Supt. Dionne presented the Department of Correction's Census. He noted as of May 21, 2013, the total in custody was 573; he explained that there were 450 men, including 173 that had been sentenced and 277 that were being held pre-trial; there were 123 women; including 53 women that had been sentenced and 70 that were being held pre-trial. He informed the Board that there are 6 individuals in the Pre-trial Supervision program and 20 individuals in the community. He added that there are 154 individuals that have been diverted

through the Mental Health Courts and noted that the facility is holding 41 female inmates from Rockingham County.

Overtime Impact Report

Supt. Dionne noted that he had provided an Overtime Impact Report for the Board for the permanent record.

Bid # FY 13-101 – 40 Gallon Steam Kettle

Supt. Dionne presented Bid # FY 13-101, which is for a 40 Gallon Steam Kettle for the DOC and explained that this is the steam kettle he discussed at the last Board meeting, at which time a related transfer was approved; he recommended Kittredge Equipment, Bow, NH at a price of \$6,588; it is the lowest responsible bidder.

Motion: To approve Bid # FY 13-101 for a 40 Gallon Steam Kettle, and to award the bid to Kittredge Equipment, Bow, NH at a price of \$6,588, noting it is the lowest responsible bidder. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Supt. Dionne informed the Board that a jury verdict was reached in the matter of Warren Marques v. Hillsborough County, et al. He noted that there were 6 defendants; one was dropped and the jury returned with “no verdict,” which is another win for the County as the Department of Corrections continues to do its job correctly.

5. Nursing Home

Census

Mr. Moorehead presented the Nursing Home Census. He indicated that the Census as of May 23, 2013 was 274; it included 205 Medicaid residents, 35 Private Pay residents and 34 Medicare, Part A residents; he explained that the census is down because the Nursing Home continues to have a number of residents with a resistant GI bug. There are no new cases on Units A-1, but there are 2 new cases on B-2, the long term care unit. There have been no new cases since the previous Monday evening on the skilled units; he added that he is required to wait 4 days from the time of the last symptom before accepting admissions to that unit. They have been able to admit on the skilled unit for the last 10 days and they are taking admissions to the skilled units that are not affected. He added that it has hurt the census because some patients want that unit and if it is not available, they don't come. He added that they will be able to start admitting to C-4 today or the following day.

Mr. Moorehead added that he will most likely need to do a transfer into bed assessment in June, but he is waiting to see what the ProShare payment will be because that affects what the bed assessment expense will be for the final quarter payment, which is due in July.

6. Old/New Business

Ms. Castonguay distributed copies of the revised Executive Committee Sub Committee meeting times to be held over the next 2 days.

Comm. Holden noted that the Senate has lowered the Cap to \$104,000,000 for FY 14 and \$107,500,000 for FY 15.

Commissioner Holden reported on a NACo Rural Action Fly-in that she attended in Washington, D.C. from April 23-25. She added that she had an appointment with Senator Ayotte and met with some staff members of Senator Shaheen and Congresswoman Kuster as well as visiting the EPA.

Comm. Holden reported that one big issue at the Rural Action Caucus was lobbying for the Marketplace Fairness Act that would allow states to collect internet sales tax. NACo and other state and government groups have long advocated for the authority to enforce sales tax on remote sales; the legislation would grant authority for state and local governments to enforce existing sales and use taxes on remote sellers such as internet sales. New Hampshire is one of five states that does not have a sales tax; she added that she was lobbying along with others and believes that New Hampshire should have a carved-out position. She added that many were disappointed that NACo did not advocate for smaller states as well as the larger states.

Comm. Holden also reported that on May 22, 2013 she attended a meeting of the NACo Finance Committee in Flagstaff, AZ. The committee reviewed the YTD performance of the investment performance portfolio. There was a discussion of investing in taxable municipal bonds in the NACo Reserve portfolio. The proposal was voted down due to the risk involved.

Comm. Holden noted that she received short notice on Friday, May 24, 2013 regarding a Summit meeting of the US Communities cooperative purchasing program on Wednesday, May 29, 2013 in Chelmsford MA., and the deadline to register by was May 28, 2013. She added that she spoke with Betsy Miller regarding the program, and the plan is to have the program again in the fall for New Hampshire and possibly several Counties in Maine and Massachusetts.

Comm. Ziehm asked about security at Temple Street and about having a sign placed on the front building. Ms. Robinson noted that the security bid is out and is due back June 5th. The sign for the front building has been ordered.

In response to a question from Comm. Ziehm relative to other vendors for the Registry of Deed's software and hardware system; Register Coughlin reported the Registry has been working diligently relative to the Board's request dating back to April 3rd, when the board awarded Bid # 2013-01 for an Imaging, Indexing website at the Registry to Fidlar Technologies, Exeter, NH at an annual price of \$270,000, noting that it is a 4-year contract and is a single source bid consistent with RSA 28:8 (e), conditioned on the Registry reporting back to the Board prior to the first anniversary of the contract that the Registry has pursued opportunities to meet its technology needs as addressed in the bid through a competitive bidding process. She added that on April 9, 2013, the Board minutes reflect that the Registry is to "secure information from other vendors within one year and then go to bid the following year. Register Coughlin added that the Board indicated that it wants the Register to look at costs for the same services that Fidlar provides." She added that she has been contacted by 8 records management companies relative to solutions. She added that the staff has been developing an RFP operating system plan, which includes 10 steps: planning procedure, technical specifications of the RFP, hardware, software, types of records (paper and electronic), initial need identification specifications, complete specifications, general terms and conditions, and the timeline.

Discussion ensued relative to a company that was interested in submitting a bid.

BOC Meeting Schedule

Commissioners Ziehm and Holden agreed to postpone addressing the Board's schedule until the next meeting when all 3 Commissioners are present; they agreed to meet again on June 12, 2013.

Mr. Wenger requested that the Board take a brief recess; he added that he is anticipating a correspondence

with respect to the County's final bargaining unit.

7. Public Comment

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

8. Non-Public Session

The Board did not meet in Non-Public session.

Comm. Holden noted that there is a request to meet in Recess and addressed a motion.

Motion: To move into Recess. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

The meeting recessed.

The meeting reconvened at 10:22 a.m.

Comm. Pappas joined the meeting.

Comm. Pappas assumed the position of Chair and asked if there was any further business to address.

Motion: To reconvene the meeting. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To ratify the agreement between the Hillsborough County Board of Commissioners, and the Hillsborough County Attorney's Office and Local #633, Secretarial, Clerical, and Professional employees of the Hillsborough County Attorney's Office. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried

9. Adjourn

Comm. Pappas noted that lacking further business, and without objection, the meeting would adjourn

The meeting adjourned at 10:24 a.m.

Approved 7/25/13

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date