

Regular Meeting of the  
Hillsborough County Board of Commissioners

May 30, 2007  
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. T. Pappas, Comm. C. Holden, L. Movsesian, G. Wenger, M. Rusch, R. Mercer, E. Robinson, D. Thivierge, B. Moorehead, J. O'Mara, C. Kirby, and R. Pomroy.

**1. Pledge to the Flag**

Comm. Pappas called the meeting to order at 3:44 P.M. Comm. Holden led those present in the Pledge to the Flag.

Comm. Pappas advised those present the Comm. Clemons would be unable to attend the meeting due to a death in his family.

**2. Personnel Commission**

The Board considered the process that would be followed to consider the employee complaint presently before the Commission. The issue before the Commission at this time was whether to render a decision on the filings or to schedule a hearing. Following a brief discussion on procedure, Comm. Pappas convened the meeting of the Personnel Commission. The Commission determined that based on the date of receipt additional time was available before a decision had to be made and that it would be appropriate to take the matter under advisement until a date when all three Commissioners were available.

**Motion:** To recess the meeting of the Personnel Commission. By Comm. Holden, second by Comm. Pappas.  
Motion carried.

The Personnel Commission entered recess at 3:53 P.M.

**3. Minutes**

April 4, 2007

**Motion:** To move adoption of the minutes of April 4, 2007. By Comm. Holden, second by Comm. Pappas.  
Motion carried.

April 17, 2007

**Motion:** To move adoption of the minutes of April 17, 2007. By Comm. Holden, second by Comm. Pappas.  
Motion carried.

May 2, 2007

**Motion:** To move adoption of the minutes of May 2, 2007. By Comm. Holden, second by Comm. Pappas.  
Motion carried.

**4. Business Office**

Approval of Payroll Register

**Motion:** To approve the Payroll Register dated 5/17/2007 in the amount of \$1,040,254.90 subject to review and audit. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### Approval of Accounts Payable Register

**Motion:** To approve the Accounts Payable Register dated 5/25/2007 in the amount of \$858,347.61 subject to review and audit. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### Telephone Poll

**Motion:** To approve the Telephone Poll conducted on Tuesday May 22, 2007 at the request of Mr. Moorehead to approve two budget transfers the first Budget Transfer #2007-23, to transfer \$35,000 from the Nursing Home Nursing Salaries & Wages budget to the Nursing Home Pharmacy budget. By Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To approve the second budget transfer #2007-24, to transfer from the Nursing Home Maintenance Salary & Wage line to the Nursing Home Maintenance Gas & Oil the amount of \$1,600. By Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To approve the Telephone Poll conducted on Friday May 4, 2007 to approve the addition of one telephone to the County's cellular telephone program noting that the unit will be assigned to the Delegation Coordinator. By Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To approve the Telephone Poll conducted on Monday May 21, 2007 seeking to convene the Personnel Commission to consider an employee complaint consistent with policy 12-2:S noting that the motion passed unanimously. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### Bid #CIS-10-2007: Nursing Home QuickCare Annual Support.

G. Wenger was recognized. He explained that the next two bids before the Board are for the annual maintenance agreements for software programs run at various locations across the county, noting that they are sole source bids as the manufacturers are the only entities maintaining and servicing the software packages.

**Motion:** To approve bid #CIS-10-2007, for the Nursing Home QuickCare annual support software to QuickCare Software in the total amount of \$10,045.80 noting that this is a Single Source bid and the annual contractual support cost consistent with RSA 28:8-e V. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### Bid #CIS-1-2008 – County Attorney – Damion Software Support

G. Wenger advised the Board that the bid addressed a payment that is due July 1, 2007 and is included in the 2008 budget request. He noted that payment would be subject to approval of the FY 2008 budget request.

**Motion:** To approve bid #CIS-1-2008, for County Attorney Damion Software Support to Constellation Justice in the amount of \$20,908.10 noting that this is a single source bid under RSA 28:8-e V and noting that this bid is subject to approval of the FY 2008 County budget. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### Transfer 2007-25 – CIS Network Lines

**Motion:** To approve transfer Number 2007-25 for Computer Information Systems to transfer \$1,000 from Salaries and Wages and \$500 from Health and Accident to the Network line for a total transfer of \$1,500. By Comm. Holden, second by Comm. Pappas. Motion carried.

#### **4. Nursing Home**

Census

B. Moorehead was recognized. He advised the Board that the census at the facility as of May 24, 2007 was 280, with 212 Medicaid, 38 Private Pay, and 30 Medicare part A.

Bid #34-2007 : Elevator Maintenance Agreement

Mr. Moorehead presented the bid explaining that it was for maintenance of the elevators at his facility and that the lowest and only responding bidder was Stanley Elevator of Nashua, NH. He explained that the bid is for a three-year maintenance agreement as outlined.

**Motion:** To approve bid #34-2007 for elevator maintenance monthly service contract to Stanley Elevator, Nashua, NH the lowest responsible supplier, year one \$10,473.72, year two \$11,102.16, and year three \$11,768.28. By Comm. Holden, second by Comm. Pappas. Motion carried.

Bid #35-2007: Whirlpool Tub

Mr. Moorehead explained that the bid is for a Whirlpool Tub with a lift and scale that will be installed on the current ELU side. He stated that the lowest responsible bidder was Direct Supply of Milwaukee, WI at \$13,01.23.

**Motion:** To approve bid #35-2007 for Whirlpool Tub with Lift and Scale to Direct Supply of Milwaukee, WI for a total cost of \$13,401.23, the lowest responsible supplier. By Comm. Holden, second by Comm. Pappas. Motion carried.

Bid #36-2007: Resident Room Televisions

Mr. Moorehead explained that the bid before the Board was for wall mounted resident television units for the Skilled Unit. He stated that the lowest responsible bidder was Healthcare Television of N.E. of Whately, MA in the amount of \$18,534.00.

**Motion:** To approve bid #36-2007 for wall mounted resident room televisions to Healthcare Television of N.E. of Whately, MA in the amount of \$18,534.00 noting that it is the lowest responsible bidder meeting the specifications. By Comm. Holden, second by Comm. Pappas.

Mr. Moorehead advised the Board that his maintenance staff would be installing the units.

Motion carried.

#### **6. Department of Corrections**

Census

J. O'Mara was recognized. He informed the Board that the census at the facility on May 24<sup>th</sup> was 538. He noted that 485 were men, of which 161 are sentenced and 324 were being held pre-trial. He noted that on the women's side of the house, 18 are sentenced, and 35 were pre-trial for a total of 53 female inmates.

Request for Use of Count Land: Goffstown Youth Football Association

Mr. O'Mara advised the Board that the request for use of County land before it is an annual request made by the Goffstown Youth Football Association to use the County field located adjacent to the Pauper Cemetery. He noted that the insurance policy for the program renews August 1<sup>st</sup> and the certificate will be updated at that time. He

recommended approval of the request.

**Motion:** To approve the request for use of County land for the Goffstown Youth Football Association Screaming Eagles noting that we have a copy of the request and certificate of insurance and that we expect to receive by August 1<sup>st</sup> a certificate of the renewal of the insurance and noting that this is subject to approval of the Executive Committee. By Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. O'Mara advised the Board that on Saturday July 28, 2007 the Hillsborough County 4H would be having a yard sale. He explained that as this is a subsidiary of the Cooperative Extension he has approved the use at his level. The Board agreed that as a unit of the County operations the approval was appropriate.

Comm. Holden

**Motion:** To direct the department heads to distribute the Supplement to the County Employee Handbook with the next payroll. By Comm. Holden, second by Comm. Pappas.

Comm. Pappas inquired regarding the process for the distribution. Mr. Wenger advised the Board that as done in the past the packet would be delivered to the departments with a list of employees and a signature page for the employees to acknowledge receipt. He was requesting evidence that the employees have received the supplement noting that ideally the employee signs the receipt. He noted that the smaller departments have completed the distribution.

Motion carried.

A discussion followed regarding the need for acknowledgement of distribution or receipt.

## **7. Old/New Business**

Mr. Wenger noted that an invitation had been sent out by the NHAC regarding the Annual Conference that will take place November 4<sup>th</sup> to the 7<sup>th</sup> at the Wentworth-By-The-Sea. Comm. Pappas offered to serve on the NHAC awards committee. G. Wenger suggested that the County consider a process to solicit nominations for the awards.

Comm. Pappas brought the appointment of a member to the Pandemic Committee up for discussion. Following a brief discussion Comm. Pappas agreed to serve as the County's representative.

Comm. Holden reported that she had attended the Rails-to-Trails meeting on Friday the 25<sup>th</sup> and updated the Board.

E. Robinson was recognized. She advised the Board the HB2 as amended has substantial changes to the counties liability, increasing from 50% of the non-federal share of nursing home care and home and community based care to 100%. She noted that the bill also eliminates all liability for old age assistance, aid to the permanently and totally disabled, claw back, provider payments, and children services. She suggested that having reviewed a draft of the language she is very concerned that the State retains all controls relative to who receives services including determination of eligibility, medical determination of eligibility, and case management services. She suggested that the potential for liability for the counties is enormous. A discussion followed.

## **Delegation**

M. Rusch was recognized. She advised the Board that the Executive Committee Public Hearing was scheduled for June 19<sup>th</sup> at 6:00 P.M., the Executive Committee meeting is on the 20<sup>th</sup> at 9:00 A.M. and the Delegation meets on the 21<sup>st</sup> at 6:00 P.M.

Mr. Wenger expressed his appreciation to R. Pomroy on the occasion of her last meeting with the Board. Comm. Pappas and Holden expressed their appreciation on behalf of the Board.

There being nothing further to discuss, the Board entertained a motion to adjourn.

**10. Adjourn**

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

The meeting adjourned at 4:30 P.M.

*(SIGNED 8/15/07)*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date