

Regular Meeting of the
Hillsborough County Board of Commissioners
June 24, 2015
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. Holden, Comm. Ziehm, P. Coughlin, D. Dionne, G. Fisher, L. Adams, C. Kirby, M. Montminy, D. Reidy, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner.

1. CALL TO ORDER

The meeting convened at 9:01 a.m.

Pledge of Allegiance

Those present participated in the Pledge of Allegiance.

2. ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes for the Board of Commissioner's Regular Meeting held on June 16, 2015. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Miscellaneous Payroll

Motion:

To approve the following Miscellaneous Payroll Registers on the following dates in the following amounts:

- June 19, 2015 in the amount of \$3,294.46
- June 23, 2015 in the amount of 1,334.53

for a total Miscellaneous Payroll of \$4,628.99, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Regular Payroll

Motion:

To approve a Regular Payroll dated June 18, 2015 in the amount of \$1,073,479.95 subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Accounts Payable

Motion:

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

- June 19, 2015 in the amount of \$525.00
- June 23, 2015 in the amount of \$132,144.95

The total Accounts Payable is \$132,669.95 subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Transfer # 2015-33

Motion:

To approve Transfer # 2015-33 for the Registry of Deeds to transfer the amount of \$ \$300 from Travel, Out-of-State, line 4193-7710 and then to transfer the amount of \$300 to Travel, In-State, line 4193-7700. Motion by Comm. Pappas; second by Comm. Holden. Motion carried.

Comm. Holden noted that the transfer is necessary because there have been more meetings than normal regarding the budget and other Registry of Deeds related operational needs.

CDBG Award No. 15-406-CDPF – Acceptance & Authorization to Execute Contracts

Mr. Wenger noted that approval was given at an earlier meeting to move forward with filing the grant application for the YMCA project and now that the grant award has been received, the Board needs to take action to accept the grant and execute the grant documents.

The Board offered the following motions relative to CDBG Award No. 15-406-CDPF:

Motion:

To accept Award No. 15-406-CDPF and to enter into a contract with the Community Development Finance Authority and to authorize the Chairman of the Board of Commissioners to execute any and all documents which may be necessary to effectuate the contract and any amendments thereto subject to and conditioned upon execution of the MOU and Subrogation Agreement between the County and the Granite YMCA and the CDEA's acceptance of that agreement. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To authorize the Chairman of the Board of Commissioners to execute the MOU between the County and the Granite YMCA upon receipt of the document executed by the authorized representative of the Granite YMCA. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To move to appoint the County Administrator, Gregory Wenger, as a point of contact for the Hillsborough County on all matters related to the grant award and the contract. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion:

To reaffirm adoption of the Code of Ethics as stated, and previously approved by the Board of Commissioners on February 20, 2013. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion:

To adopt the Financial Management Plan as proposed for the implementation of Award No. 15-406-CDPF. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger explained that the Code of Ethics is similar to one previously adopted and the financial plan tracks the County's bidding statute.

3. PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the Public who wished to comment on Agenda Items.

4. DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census. He noted as of June 16, 2015, the total in custody was 458, of which 439 were in-house; the Census included 369 men, 125 of whom had been sentenced and 244 that were being held pre-trial; there were 89 women; 30 of the women had been sentenced and 59 were being held pre-trial. He added that the DOC was holding 24 female inmates from Rockingham County.

Supt. Dionne informed the Board that 144 individuals were diverted through the Mental Health Courts; 74 were from Manchester and 70 from Nashua, and there were 19 in the community.

Overtime Impact Report

The Overtime Impact Report was included in the Board's packet.

In response to a question from Comm. Ziehm relative to the past year's garden project and work on the grounds at the Complex, Supt. Dionne explained that the inmates are not doing a garden this year; the inmates are involved with projects at the DOC and with Community Service projects. He added that he will be speaking with Mr. Wenger today relative to the use of inmates.

5. NURSING HOME

Census

A census is not available; the Nursing Home Administrator is on vacation.

6. SHERIFF'S DEPARTMENT

Byrne Justice Grant

Chief Deputy Fisher presented information regarding a 2015 Byrne Justice Assistant Grant (JAG) that is shared by the Cities of Manchester and Nashua and Hillsborough County. He explained that the grant application requires the Chairman's signature. He indicated that Hillsborough County will be receiving a \$3,000 allocation for its Intensive Apprehension program; the contract will run from June 9, 2015 through September 30, 2018. He added that the JAG grant has been approved by the Board in the past; it is a direct grant from the federal government. He further added that it is typically be used to cover overtime when a large group of Deputies are put together to do a warrant sweep.

Motion:

To approve acceptance of the 2015 Byrne Justice Assistant Grant and to authorize the Chair to sign on behalf of the Board. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Crown Castle Tower License Agreement

Chief Deputy Fisher noted that issues are being addressed relative to the Crown Castle Tower contract, but not finalized; therefore, he requested that the Board postpone addressing this bid.

Motion:

To table action relative to the Crown Castle Tower contract. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

7. OLD/NEW BUSINESS

Registration of Deeds – Execution of Postage Machine and Meter Contract

Mr. Wenger noted that the bid for the Postage Machine and Meter contract for the Registry of Deeds was approved at the last Board meeting, however, the contract was not signed and it does need to be executed.

Motion:

To execute the Postage Machine and Meter Contract and to authorize the Chair to sign the on behalf of the Board. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

NACO Prescription Drug & Dental Programs

Ms. Robinson noted that she has not had time to gather further information relative to the Dental Discount program and the new Health program. The plans will be addressed at its next meeting.

FY 2016 Budget

Mr. Wenger noted that it is the appropriate time for the Board to consider implementing the FY 2016 budget.

Motion:

To implement the FY 2016 budget as of July 1, 2015, and to include any non-affiliate adjustments. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger informed those present that all final revenues and expenses from FY 2015 are due by July 10th; final Transfers are due by July 2nd; they will be presented for approval at the July 8th Board of Commissioner's meeting; additionally, all encumbrances are due by July 10th.

The Board and department heads discussed the previous night's Delegation meeting and the Delegation's actions relative to the budget. It was noted that:

- There will be a 6% increase in the amount to be raised by taxes.
- The lack of use of Surplus resulted in an increase in the amount to be raised by taxes.
- There may be ramifications going forward to this year's action that could negatively affect employees.
- A positive message was received with the unanimous passing of all contracts.
- The proposal to fund a Drug Court was a very political issue. The primary issue with the Drug Court from the Board's perspective was that it had not been presented until the very end of the budget process; it was not properly presented to the Board or Executive Committee for vetting; and the budget process was not followed.

Comm. Holden noted that she received 21 emails in support of using Surplus to reduce the amount to be raised by taxes.

The Board discussed the County's amount of Surplus and there was agreement that the County is in a good position relative to its Surplus, but the budget reflects a change in the Delegation's actions regarding the use of Surplus.

It was noted that the motion to add funding for a Drug Court in Manchester (to the County budget) failed by a Delegation vote of 44 against the motion and 39 favoring the motion. Discussion ensued relative to consideration of whether there is interest or reason to follow up on the momentum for another Drug Court for Hillsborough County. There was interest in proactively looking for options, including possibly encouraging a Senator or Representative to introduce a related bill at the State level that would benefit Hillsborough County.

Supt. Dionne added that there were people making presentations the previous evening relative to the Drug Court saving people. He added that one person indicated that 40 people died of an overdose in Manchester since January 1st, but no one had knowledge related to how many of those people would have been eligible for participation in the Drug Court. Supt. Dionne indicated that at least 16 of those who died were former inmates and added that he did not know if they would have qualified for a Drug Court program. Supt. Dionne added that there are 22 in the Nashua Drug Court program; 2 of those individuals will be going to prison the following week because they failed to meet the requirements of the Court. He added that it is very important to have all the information and the statistical results as well as the criteria to qualify for the Drug Court.

Mr. Wenger suggested that discussion about a Drug Court or possible Diversion program could start with input from the Superintendent, the County Attorney, the Sheriff, Ms. Robinson, the Commissioners and the County Administrator; then the Board could look at the laws and gather input from other stakeholders. Comm. Holden noted that it might be worthwhile to look at a diversion program again that would be able to reach individuals while they are still young. Following further discussion, and at the request of the Board, Mr. Wenger agreed to gather information and facilitate discussion relative to an additional Drug Court so that the Board could identify issues from the County perspective.

Comm. Ziehm indicated that her priorities include addressing the empty building at the front of the Complex and completing the Policies & Procedures Manual.

Mr. Wenger informed the Board that the Interlocal Trust Board voted to return surplus premium for the County's Health Insurance expense for the year ending June 30, 2014; Hillsborough County will be receiving \$99,177.48. He added that the County has 3 options to choose from in how it wishes to receive the surplus funds; they include:

- taking a one-time payment,
- taking a contribution holiday (the monthly bill would be reduced by \$99,177.48), or
- taking a credit to the County's monthly contributions, spreading it over 11 months from August, 2015 to June, 2016.

Mr. Wenger noted that employees have contributed to this so his recommendation would be to accept the credit to the monthly contributions and issue new premium rates for employees for all the plans; those premium rates would reflect the return of surplus and reduce what employees would be paying each month. He added that a notification will be sent to employees.

Motion:

To accept the Interlocal Trust surplus funds and to credit monthly contributions spread equally, as appropriate, to County employees. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

8. PUBLIC COMMENT

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

Reviews

The Board agreed to postpone department head reviews to a later meeting.

9. ADJOURN

Motion:

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

The meeting adjourned at 10:00 a.m.

Approved on July 8, 2015

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date