

Regular Meeting of the
Hillsborough County Board of Commissioners
June 26, 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, J. Hardy, C. Kirby, M. Montminy, M. Lencki, B. Moorehead, D. Reidy, M. Castonguay, G. Wenger, and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:05 a.m. Mr. Wenger led the Pledge of Allegiance.

Administrative Business

Minutes

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

Motion: To approve the minutes of the Delegation meeting held on December 12, 2012. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Payroll Registers

Motion: To approve a Miscellaneous Payroll dated June 17, 2013 in the amount of \$723.58, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve a Miscellaneous Payroll dated June 21, 2013 in the amount of \$307.72 subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve a Regular Payroll dated June 20, 2013 in the amount of \$1,096,637.65 subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register:

Motion: To approve the Accounts Payable register dated June 20, 2013, in the amount of \$858.00, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve the Accounts Payable register dated June 25, 2013, in the amount of \$326,388.27, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Extradition Vouchers

Motion: To approve the following Extradition Vouchers in the following amounts:

April 17 to April 18, 2013	\$820.03
May 9, 2013	344.64
May 23, 2013	146.87
May 23, 2013	83.92
May 23 to May 24, 2013	878.55
June 3, 2013	230.35

The total extradition expense is \$2,504.36; it has been previously approved by the County Attorney. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Bid # CIS-1-2014 – Munis Database Support for FY2014-Commissioner’s Office of Admin & Finance

Motion: To approve Bid # CIS-1-2014 for Munis Database Support for FY2014; the price is \$45,323.69; it is a single source bid consistent with RSA 28:8-e V. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

CIS Bid # 2-2014 – Damion Database Annual Software Maintenance - County Attorney

Motion: To approve CIS Bid # 2-2014 for the Damion Database annual software maintenance for the County Attorney’s office at a price of \$27,846, noting that it is single source bid consistent with RSA 28:8-e V. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Public Comment on Agenda items

There was no one present who wished to comment on Agenda items.

Department of Corrections

Ms. Montminy presented the Department of Correction’s census. She noted that as of June 13th, the total in custody was 534; it included 434 men; 168 had been sentenced and 266 were awaiting trial; there were 100 women in custody; 38 had been sentenced and 62 were awaiting trial. Ms. Montminy added that there are a total of 148 in the diversionary Mental Health program; 88 are from Nashua and 60 are from Manchester. She added that the DOC is also holding 43 females from Rockingham County.

Ms. Montminy informed the Board that she provided the Overtime Impact Report for the record.

The Board addressed two bids on behalf of the Department of Corrections.

Bid # FY14-13 – Trash Disposal

Motion: To approve Bid # FY14-13 that is for trash disposal at the Department of Corrections; the lowest responsible bidder is Allied Waste at a cost of \$16,445.40; this is the first year of a 3 year contract. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Bid # FY14-45 – Otis Elevator Service Contract

Motion: To approve Bid # FY14-45 for the Otis Elevator Service Contract at a price of \$17,600 consistent with RSA 28:8-e, V with a request to waive competitive bidding due to the vendor being the manufacturer of the equipment to be serviced. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Nursing Home

Census

Mr. Moorehead presented the Nursing Home census; he indicated that the Nursing Home Census as of June 20, 2013 was 283 residents; it included 212 Medicaid residents, 36 Private Pay residents and 35 Medicare, Part A residents. He explained that the census has been strong and there has been a good mix.

Bid # 11-2013 “B” – Dietary Management Services

Mr. Moorehead presented Bid # 11-2013 “B” noting that it is a 3 year contract for Dietary Management Services at the Nursing Home. He recommended Fitz, Vogt Associates, Manchester, NH as the lowest responsible bidder at a price of \$918,950 for the FY 14, \$940,338 for FY15, and \$974,547 for FY16. He explained that 8 RFP’s were sent out, but only 2 vendors submitted a bid. He further explained that the Nursing Home has given consideration to handling the housekeeping and laundry by in-house staff as opposed to contracting those services from outside the facility.

Motion: To approve Bid # 11-2013 “B” for a 3 year contract for Dietary Management Services at the Nursing Home; the lowest responsible bidder is Fitz, Vogt Associates, Manchester, NH at a price of:

- \$918,950 for FY 14,
- \$940,338 for FY15, and
- \$974,547 for FY16.

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

Mr. Moorehead explained that this bid includes a Dietary Manager, Assistant Manager, Full-time Dietician and a Part-time Dietician as well as cost of the food.

Motion: To authorize Mr. Moorehead to sign the Fitz, Vogt contract for Dietary Management Services at the Nursing Home. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Old/New Business

Sheriff Hardy requested that the Board that approve the Byrne Justice Grant and explained that it is the same as the previous year. He noted that the funds are used for enhanced apprehension of fugitives and gave an example of a very successful operation that was conducted recently in Nashua.

Motion: To approve the Byrne Justice Grant for another year. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To authorize the Chair to sign the Byrne Justice Grant. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

FY2014 Budget

Mr. Wenger noted that in light of the approved FY2014 budget, it would be appropriate for the Board to authorize implementation of the budget.

Motion: To implement the FY2014 budget. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Mr. Wenger explained that the Board recommended a .5% COLA in its FY2014 budget; it was approved by the Delegation. He explained that the May 1, 2015 minutes reflected a COLA of .05 and noted that it was his impression that it was an error and asked the Board its intent. He noted that the Board already approved the amended May 1st minutes to reflect a .5% COLA. The Board concurred that its intent was a .5% COLA and offered a motion to implement the COLA.

Motion: To implement a .5% COLA effective July 1, 2013. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Discussion ensued relative to the Affordable Care Act and the definition of “full time” under the Act.

Mr. Wenger provided the Board with Draft letters relative to the Affordable Care Act that could be sent to the unions for their review; he noted that he will also provide the Draft letter to the Department Heads. The letter will be addressed again at the next Board meeting.

Mr. Moorehead informed the Board that he received an email from Dr. Batlivala notifying him that Elliot Hospital will be closing its King unit and will be adding a Rehab unit; he noted that this may affect the referral base for the Nursing Home, but the full details are not known at this time.

Mr. Moorehead informed the Board that the County has received Pro Share funds for the Nursing Home in the amount of \$4,092,958; the budget was 2 million dollars; the payment will make up for any negative variance at the facility.

In response to a question from Comm. Ziehm relative to funds over the FY13 budget, Mr. Wenger explained that there will be approximately \$500,000 that will go into the Undesignated Fund.

Mr. Wenger requested authorization to roll over 14.25 hours in the Commissioner’s Office of Administration & Finance.

Motion: To approve the rollover of 14.25 hours in the Commissioner’s Office of Administration & Finance. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Mr. Wenger informed the Board that another issue was raised relative to the Manchester CDBG Grant. He explained that he provided detail, as requested, regarding the time he and Attorney Kirby spent working on the grant, but noted that they are now asking that the time be based on wage and benefits. Following discussion, it was decided to research average similar wages on Wages.com.

Mr. Moorehead informed the Board that the Nursing Home Administrator from Rockingham County has invited him to speak there this afternoon and requested Board approval. The board agreed that he should go.

Public Comment

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

Non-Public Session

There were no requests for Non-Public Session.

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

The meeting adjourned at 9:59 a.m.

Approved 7/25/13

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date