

Regular Meeting of the
Hillsborough County Board of Commissioners
June 29, 2011
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. S. Ziehm, Comm. C. Holden, Comm. T. Pappas, J. Hardy, B. Moorehead, J. O'Mara, E. Robinson, G. Wenger, and L. Stonner.

Also Present: Mayor Gatsas and B. Keating, City of Manchester

1. Call to Order

Comm. Ziehm called the meeting to order at 9:03 a.m.

2. Pledge to the Flag

Supt. O'Mara led the Pledge of Allegiance.

Chairman, Comm. Ziehm welcomed Mayor Gatsas and Mr. Keating of the City of Manchester. Mayor Gatsas addressed a CDBG application that was presented to the Board at an earlier meeting. He added that the intent of the City of Manchester is to combine several non-profit agencies in one building that can share secretarial and support services and save on expenses such as rent. He added that the goal is to work toward distributing more aid to those in need. Mayor Gatsas explained that Manchester is the largest refugee center in New England. He added that the building in question will provide a hall that can be shared as well as office space. It will be a place where different nationalities will have an opportunity to access centralized services, become educated and move into jobs. He added that there are 600 more refugees expected to settle in Manchester; 300 will be coming in October and an additional 300 by September, 2012. He explained that Central High school has students who speak 72 different languages. Mayor Gatsas informed the Board that the building under discussion is located in central Manchester; it is a 4-story building; the project includes adding an elevator, and if the CDBG application is approved, it will provide funding to finish the project.

In response to questions from the Board, Mayor Gatsas explained that there will be 7 or 8 non-profit organizations moving into the building; the rent will be well below market value. He added that parking should not be an issue because the majority of residents in the neighborhood are refugees who do not have automobiles. In response to a question from Comm. Holden, Mayor Gatsas indicated that there will not be any displacement of persons from housing.

Discussion ensued relative to administrative cost; the Mayor added that the City would be willing to provide administrative support. Mr. Keating added that the SP grant they were involved in had a 1.2% administrative cost.

Comm. Holden added that it is her understanding that the City of Manchester requested \$500,000 at a previous meeting; she noted that Comm. Pappas had suggested that the grant amount of \$500,000 that is available through the County, be divided by 3, giving 1/3 (approximately \$170,000) to each of the 3 entities who have requested the County's support. She asked about the impact that might have on the project. Mayor Gatsas indicated that it would make it difficult. He noted that this is a time of lower construction costs and it is a necessary to move forward with the project.

In response to a question from Comm. Pappas, Mayor Gatsas indicated that he is aware that Neighborhood Works has also submitted a grant request on behalf of a housing project in Amherst. He added that it is his understanding that they also come to Manchester for funding and participate in some of the City's SP funds.

In response to a question from Mr. Wenger relative to the time frame, Mayor Gatsas indicated that the City is looking to start in September, which is part of the City's 7/1/13 budget. Mr. Wenger added that currently, there are no funds in the Board of Commissioner's budget for CDBG funding, therefore, in order for this grant application to be approved, the Delegation will need to approve adding grant funding to the budget.

Mr. Keating added that if the funds are added, and if the grant application were to be approved, the City of Manchester would probably start construction in about 6 months; the initial work will include the addition of the elevator; much of the inside work could be done during the winter months.

Mayor Gatsas thanked the Board for giving the City of Manchester the opportunity to again present its request. Mayor Gatsas and Mr. Keating excused themselves and left the meeting.

3. Administrative Business

Minutes

Motion: To approve the minutes of the May 12, 2011 Board of Commissioners Meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To approve the minutes of the June 1, 2011 Board of Commissioners Meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Motion: To approve the minutes of the March 23, 2011 Board of Commissioners Meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas requested an opportunity to address a Commissioner's absence at a Board meeting. She added that she looked up Robert's Rules and found that there is nothing relative to an absence and requested that a Board policy be set so that if a person is absent, it be so noted in the minutes, and if a person wished to say why they were absent, it could also be noted. Following discussion, the Board agreed that it is appropriate to cite the reason for an absence should a Commissioner wish to do so, and that this is a practice that will be followed going forward.

Comm. Holden raised a potential conflict with the July 13th meeting, noting that all Board members are going to the NACo Conference. Following discussion, the Board members will check their departure plans and contact Mr. Wenger so that consideration can be given to changing the meeting date, if necessary. Mr. Wenger added that the July 13th meeting is the last meeting of the fiscal year, and it would be important for all 3 Commissioners to be present. He added that there is also a pending Nursing Home grievance that will need to be addressed at a future meeting.

Approval of Payroll Registers

Motion: To approve the Payroll Registers dated:

- May 26, 2011, June 9, 2011, June 10, 2011, and June 17, 2011 for a total of \$6,986.42
- June 15, 2011 in the amount of \$708.95
- June 17, 2011 in the amount of \$1,651.40
- June 23, 2011 in the amount of 9.50
- June 24, 2011, in the amount of \$11,940.27

for a total Miscellaneous Payroll of \$21,296.54, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Motion: To approve the Regular Payroll dated June 23, 2011, in the amount of \$1,132,466.25, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger requested that the next approval be held for verification. The register had a payroll of \$3,008,252.91; he noted that he is not comfortable that the figure is correct.

Approval of Accounts Payable Register

Motion: To approve the Accounts Payable Register dated June 21, 2011, in the amount of \$994.00, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Approval of Extradition Vouchers

Motion: To approve the Extradition Voucher dated May 13, 2011 in the amount of \$80.23, the Extradition Voucher dated May 16 to May 19, 2011 in the amount of \$3,381.64, and the Extradition Voucher dated May 26 to May 29, 2011 in the amount of \$2,302.05 for a total Extradition amount of \$5,763.92, noting that they have already been approved by the County Attorney's office. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # CIS-1-2012 – Munis Annual Software Support

Motion: To approve Bid # CIS-1-2012 in the amount of \$43,236.89 to be awarded to Tyler Tech, Inc., Dallas, TX, noting that it is a single source bidder consistent with RSA 28:8-e V for annual contractual support costs. Motion by Comm. Pappas, second by Comm. Holden.

In response to a question from Comm. Ziehm, Mr. Wenger explained that this bid is for the annual support for the Munis Program, which is used for all the financial budgeting across the County; it is due on July 1st and is budgeted in the 2012 budget. Mr. Wenger enumerated the functions of Munis and added that if this is not approved, the County's software will be effectively useless within a year because it will not have current information, including payroll and tax information.

Motion carried.

Bid # CIS-2-2012 – Damion Database Annual Software Maintenance-County Attorney's Office

Motion: To approve Bid # CIS-2-2012 for the Damion Database Annual Software Maintenance for the County Attorney's Office in the amount of \$25,730.78 to be awarded to Constellation Justice, Dallas, TX, noting that it is a single source bidder consistent with RSA 28:8-e V for annual contractual support costs. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger explained that the County Attorney will be coming to the Board with a request for new software so he will look to see if this contract has the typical 30-day out clause.

Transfer No. 2011-39 – Cooperative Extension

Motion: To approve Transfer No. 2011-39 for UNH Cooperative Extension to transfer the amount of \$483.05 from In State Travel, line 4611-7700, and to transfer a like amount to Out of State Travel, line 4611-7710. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Reidy explained that the transfer is to cover Out of State Travel for programs his staff was involved in.

Motion: To approve Transfer No. 2011-40 for the Board of Commissioners to transfer the amount of \$550 from Travel-District 1, line 4130-7701, and to transfer a like amount to Out of State Travel, District 1, line 4130-7710. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Holden added that this transfer is to cover the expenses for attendance at a national meeting. Mr. Wenger explained that Comm. Pappas, District 1, has money that was appropriated in the In State Travel line that has not been expended; she has an expense that would be paid out of the Out of State Travel line so she is simply asking for the transfer of these funds.

Comm. Ziehm inquired as to why Travel-In State and Travel-Out of State are not lumped together. Mr. Wenger responded that it was set up this way by the Executive Committee; it is a mechanism for tracking attendance and travel to in-state and out-of-state conferences and meetings, and it is a NH Department of Revenue Administration code that the County is required to report on. Mr. Wenger added that the more transfers the County has, the closer the County is in its budgeting, so transfers can be seen as a good thing.

The Board discussed transfers in general, and the fact that the Executive Committee has frequently denied a budget request or cut funds with the direction that a transfer can be done at a later date, if necessary. Mr. Wenger added that there can be a problem later if there are no funds available for transfer. There was also a discussion of what the Executive Committee refers to as “lapses” at the end of the year, which is a term used at the State level; it represents surplus, or unused funds. He explained that an Appropriation Control Report shows what portion of a Department’s line has been spent and what is available at any given point. Mr. Wenger added that the correct amount of unexpended funds is not accurate in that report at year end; the final unexpended amount is available once the Auditors have completed their report and adjustments have been made.

Comm. Ziehm noted that she spoke with a Representative who gave her his business card whose specialty is reorganization; he offered to help the County with its reorganization.

Comm. Holden added that she saw a message from Representative Hinch that was on a social networking site; she noted that it read, “At the next Executive Committee meeting, I will be making a motion to request that the Commissioners direct the Department Heads to provide the Executive Committee with an organizational structure which reflects both a 10% and a 15% reduction from the 2012 budget, which we passed tonight. By doing so, it will provide us a full year to determine how much further we can shrink.” Comm. Holden noted that another person “liked” the message and Rep. Hinch responded, “We were hired to reduce the size of government; we will determine what that would mean to the services we deliver, and what it would look like under our existing structure; you never know unless you do an honest exercise.” In response to a question from Comm. Pappas, Comm. Holden noted that the comments appeared on Facebook.

Mr. O’Mara noted that the Board adopted a reorganization plan for the Department of Corrections that includes 15 less part-time and full-time positions. Discussion ensued relative to the Board’s role and that of the Executive Committee. It was noted that the Commissioners are responsible for the operation of the County and has the authority to hire those clerks that they deem necessary. Concern was discussed regarding the Executive Committee’s lack of understanding of its role, its authority, its responsibilities and its attempt to usurp the Board’s authority and responsibility.

The discussion continued exploring the concerns regarding the budget process and lack of respect that existed throughout the Executive Committee process.

It was noted that a reporter was present from the Union Leader, and there was a news story printed the following day. Ms. Robinson informed the Board that she received a call from the Union Leader the previous day relative to concern about the ending of the ADDE program, particularly in light of the many drug-related burglaries in Manchester.

Mr. O'Mara observed that situations occur that are difficult to explain. He gave an analogy, saying, "County Department Heads walked into their first meeting with the Executive Committee fully clothed; they left naked, and now the Executive Committee is saying, 'It is not our fault.'" Comm. Ziehm opined that at the Delegation's Public Hearing, Mr. O' Mara was the biggest target; she added that one Representative made a comment that was totally out of order; in fact, he was belligerent.

Mr. Moorehead added that another analogy relates to the Executive Committee decisions, and to understand that for the Nursing Home to be in its present position relative to the budget, the revenue was increased over one million dollars to create a break-even budget based on instructions of the Sub Committee Chair as a way to avoid digging deeper into the expense side of the budget.

Mr. Moorehead added that when the Chemical Worker's contract was reviewed and denied, the increased cost would have been only \$5,900, yet the Delegation did not support the contract even though he explained that the affected employees work very closely with those covered under another contract that was approved. He added that this was a real slap in the face to those employees without a contract, particularly in light of the fact that the same legislators approved charging those employees 2% more for Retirement contributions as well as an increased cost for Health Insurance, and the affected employees will not get the 1% increase that the contract would have provided. Mr. Wenger added that additionally, FICA will be increasing another 2%, which will add to the non-affiliated employee's losses.

Mr. Moorehead added that the Nursing Home is left initially with a budget that is at risk and that risk is compounded by not approving the aforementioned contract. He added that under those circumstances, it would be really unfair if the Executive Committee blames him as the Department Head at the end of the year.

Mr. Wenger added that an Executive Committee motion to further cut an additional 10% or 15% will be very short-sighted, and he fully anticipates that they will take this action. He added that in order to reach such a goal, the method in which County operates is going to have to be significantly changed.

Mr. Wenger observed that if a similar motion is approved for the coming fiscal year; he does not see any way to get a 10 or 15% change without deciding which necessary functions and/or services the County will no longer provide. He added that this approach is extremely short-sighted, particularly when it is thrown back in the faces of the Board and Department Heads in blogs and editorials and comments at Public Hearings, all without having discussions with the Board. He added that 15% of an \$84,000,000 budget is \$12,600,000; he asked where \$12,000,000 could be found in Hillsborough County in the next year's budget. Mr. Wenger observed that Mr. O' Mara can't turn away inmates; Mr. Moorehead needs a certain level of staff to provide good care and safety at the Nursing Home, and the County Attorney's staff needs a certain level of funding to prosecute cases.

Mr. Moorehead remarked that not one Delegation member asked a question about the employees in the contract that was not approved relative to their level of education. He added that the education required today for a Physical Therapist is almost equal to a Doctorate degree; an Occupational Therapist requires a minimum of a Master's Degree, and most of the facility's Nurses have two or more degrees related to Nursing; most of the Head Nurses have been at the facility for an average of 15+ years.

Comm. Ziehm offered that the Board should consider how to address the next year in the best way possible. Mr. Wenger asked the Board to consider how it wishes to move forward, how it will identify the issues, and how it will address an expected reorganization that is going to address reducing the another \$12,000,000 as is being suggested. Comm. Ziehm inquired if the Delegation is looking for a broader reorganization than the Board is seeing. Comm. Pappas asked Mr. Moorehead and Mr. O'Mara if Rep. Hinch has toured the Nursing Home or the Jail; they responded that to their knowledge, he has not.

Commissioners Holden and Pappas suggested it is important to educate the Representatives relative to the Board's responsibilities and what it does. Comm. Ziehm suggested encouraging the Chair of the Executive Committee to stress to its members that decisions were made without visiting the Nursing Home and jail, as

well as suggesting that visits be made prior to further organizational attempts. She suggested that decisions may have been better made if the Representatives had visited both facilities and seen the patients and the inmates. She added that Rep. Robbins made a concerted effort to visit and become familiar with both facilities; she expressed her appreciation of his efforts.

Comm. Holden noted that it is her belief that the Board should look at the services that the County provides. She explained that Cooperative Extension has a team that is working to develop a plan and a leadership team; they will run a program, the goal of which is to “re-invent, re-connect, and re-invigorate;” she suggested that the Board come up with a plan regarding how to look at the issues and how it sees the role of County government going forward.

Mr. Reidy offered that as the Board proceeds with its education and planning, it is important to do so in a positive manner and not chastise the members of the Delegation; he encouraged the Board to look at some kind of exercise that will look at the future of County government. He suggested that the Board also look at the Revenue side on a regional basis because it is his belief that there are services that the County can provide that can save the municipalities money and perhaps reduce the impact on the taxpayer, the County, and the County employees. The goal could be to look at what we can do through municipal and County government to save money.

Comm. Ziehm added that the Delegation heard that there will be a savings in the Towns if the Community Service program were to be restored and based its vote accordingly. Mr. Reidy added that he was impressed by Mayor Gatsas’ presentation earlier in the meeting, citing it as a way to save money among the non-profit community.

Comm. Ziehm added that she believes that it is important to explain the devastation that will result if another \$12,000,000 is taken from the budget next year; she added that she does not see that there is an understanding of the impact at the Delegation level; she stressed the need for education over the coming fiscal year.

Mr. Moorehead added that he could show photographs of men and women with decubitus ulcers that one would not believe; he added that such a situation can happen in a very short time when patients are not turned, not walked, and not gotten out of bed because of inadequate staffing. Mr. Reidy offered that he would ignore what is already known and suggested that the Board come up with a plan about how it wants to examine things in a positive way and focus on what it wants to accomplish.

Mr. Moorehead added that it would be important to look at the amount that is disallowed by Medicaid at the State level. He added that he does not understand why they do onsite, 5-day, 2-person audits for Medicaid in Nursing Homes when the average Medicaid participating facility is probably \$100 over the median; which means that facilities are not going to be paid the \$250+ daily room rate. He added, “How much more can they disallow?”

Discussion ensued relative to options, including education, and a newsletter sent by e-mail. Mr. Reidy added that Cooperative Extension could help the Board set up a method for distribution of information. Comm. Ziehm added that it is important to get information out early. In response to a question from Comm. Ziehm, Mr. Moorehead and Mr. O’ Mara indicated that they could provide information for distribution.

Comm. Holden mentioned informed that Board that there are possible pending legislative actions that may affect the County budget; they include ones that:

- reduce spending alternatives as part of the County budget
- relate to the adoption of County budgets
- relate to County employment in Hillsborough County
- relate to the elimination of positions being done only by the Executive Committee
- is a public employee resolution for health care
- relate to contracting or transferring government operation to private entities and that is shall not be deemed as an unfair labor practice

- are relative to a meeting under the Right to Know law
- relate to collective bargaining under the PELRB
- relate to part time employees making contributions to the Retirement System
- relate to the privatization of County Corrections
- relative to the election of County Commissioners

Mr. Moorehead added that a concern he has, is that even though the Nursing Home is the lowest cost County Nursing Home in the state, the employees are contributing 22 ½% toward Health Insurance; and he offered that he provided a great deal of information to support both contracts, yet one was not approved. Comm. Ziehm added that perhaps the information that is distributed has to be simple and easily understood.

Mr. Wenger observed that today's discussion is fantastic. He noted that the Superintendent is now running the Department of Corrections' operation with significantly less staff, including a reduction in upper management staff; he added that a huge burden has been placed on Mr. Moorehead at the Nursing Home to produce greater revenue. Mr. Wenger observed that it is important to not be distracted by actions of the Delegation and Executive Committee, and while a newsletter, for example, is a good idea, he asked who is going to do it? He added that once a newsletter is started, it is important to keep it up and there is no paid staff that has time to do that. He added that it would be important to focus on what the Board has to do this year. He added that those who suggested that the Board cut another 4 million dollars didn't give the Board a dime to work with to accomplish that; the Commissioners have no money in the budget, and without even 2 minutes of discussion, the request to include a Capital Reserve fund for that purpose was tabled. He added that this puts the Board in a position where it is unable to consider means of finding additional income from this facility unless there is a company who is willing to come in and cover the renovation costs. He added that it is important to address the bigger issues and not focus on only one issue. He added that he would like to see the Board focus on what it would like to carry out and then address peripheral issues after.

He noted that the Delegation has no idea relative to the Delegation Office staff's ability to carry out its responsibilities with the reduction in staff hours; he added that he has already been told that they will be looking to add those responsibilities to the Business Office. He urged the Board to focus on issues such as Health Insurance and Liability Insurance, and the six Union negotiations that are coming up, three of which are continuing negotiations from prior years; he added that he would rather have the help of Mr. Moorehead and Mr. O'Mara addressing and impacting on those issues rather than putting photos of decubitus ulcers out there. He added that there were two educational programs offered for Representatives this year and he would be surprised if even 10% showed up. He re-iterated that he would like to see the Board have discussions as opposed to trying to educate people who choose not to be educated. Discussion could include:

- Where we are going?
- What are we doing?
- How can we get there?

He agreed that education is important, but suggested that it not be the Board's only focus.

Comm. Ziehm offered that if a newsletter is too ambitious, perhaps an e-mail campaign might be appropriate. Further discussion ensued relative to a newsletter and the difficulty in doing that with limited staff and funds.

Mr. Wenger asked the Board if it wished to have a discussion of 2012, and if the Board would like to have a committee as Comm. Holden suggested, or if the Board prefers to have focused time to address issues. He added that County Policies need to be updated, and offered that he has a list of committees that he would suggest; another priority would be what plans the Board wishes to address regarding the land? Mr. Wenger added that there is funding in the County Complex budget to address zoning. He added that the issues are huge but the Executive Committee is trying to control the Board and their focus is very narrow; nevertheless, there remains a business to run with huge challenges to face.

Mr. Wenger asked if the Board would like to discuss a plan at the next Board meeting. Comm. Pappas added that it is important to have talking points at the next meeting and requested that Mr. Wenger provide a list of talking points to address.

Comm. Ziehm asked if the Board was ready to return to the regular business before the Board.

Department of Corrections

Census

Mr. O' Mara informed the Board that the census as of June 21st is 559; 482 are men, 336 of whom are pre-trial and 119 that have been sentenced. He added that there are 64 women; 47 of whom are pre-trial and 17 that have been sentenced.

Bid # FY 11-108 – HVAC Control System Retrofit

Mr. O'Mara presented Bid # FY 11-108; he explained that this bid is for an HVAC Retrofit for the Department of Corrections; he added that this is the continuation of a project that was funded with Stimulus funding and recommended that the bid be awarded to Johnson Controls, Candia, NH with a request to waive competitive bidding consistent with RSA 28:8-e (V), noting that this Vendor is the original installer of the equipment. He added that through negotiation and consultation with Counsel, the facility is able to reduce the change order by 50% to a price of \$45,040, the amount of this bid.

Motion: To approve Bid # FY 11-108; for an HVAC Control System Retrofit for the Department of Corrections to Johnson Controls, at a price of \$45,040, and a request to waive competitive bidding consistent with RSA 28:8-e (V), noting that this Vendor is the original installer of the equipment, subject to the approval of the grant modification. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # FY11-109 – Bouchard Bldg.-2nd Floor HVAC Modification

Mr. O' Mara presented Bid # FY11-109 for the Board's consideration; he noted that this bid is for HVAC modification on the second floor of the Bouchard Building, which is experiencing difficulties with cooling and heating. He added that they have worked with J. Lawrence Hall, Nashua, NH to coordinate the project; it is the lowest responsible bidder and is the current service contract provider; the price will be \$5,600.

Motion: To award Bid # FY11-109 to J. Lawrence Hall, Nashua, NH, the lowest responsible bidder and the current service contract provider; at a cost of \$5,600. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Bid # FY11-110 – DOC-Electric Swathlite Laminated Glass

Mr. O' Mara explained that this bid is for Electric Swathlite Laminated Glass, noting that the lowest bidder meeting the specifications is Allied Protective Glazing, in the amount of \$6,321; he added that the 2 other vendors that the DOC solicited bids from did not respond to the bid.

Motion: To award Bid # FY11-110 for Electric Swathlite Laminated Glass at the Department of Corrections, line 7960, to Allied Protective Glazing, Pittsfield, MA, in the amount of \$6,321, noting that it is the lowest responsible and only bidder. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

In response to a question from Comm. Ziehm regarding why there was only one bid, Mr. O' Mara explained that this is a specialty item that few vendors provide; it is assault-resistant glass for Correctional facilities; he added that they sought bids from as far away as Texas.

Bid # FY11-111 – DOC-Water Supply Control System

Mr. O' Mara presented Bid # FY11-111, noting that this is for a Water Supply Control System for the DOC; he added that this bid will cover 12 cells and explained that the lowest bidder meeting the specifications is I-Con Systems, Oviedo, FL, in the amount of \$8,802.40. He added that these will be added over time throughout the facility; they are designed to prevent leaks in a system that is now 20 years old. There was discussion about the sinks and toilets that are located in each cell.

Motion: To award Bid # FY11-111 to Icon Systems, Oviedo, FL; the amount is \$8,802.40; this is the lowest responsible bidder for the Water Supply Control System. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Nursing Home

Census

Mr. Moorehead reported that the census at the Nursing Home as of June 23rd was 279; of which 197 were Medicaid residents; he added that there were 50 private pay residents and 32 Medicare, Part A residents.

Bid # 22-2011 – Laboratory Services

Mr. Moorehead presented Bid # 22-2011 for Laboratory Services for the Nursing Home; he added that the lowest responsible bidder and only bidder is Elliot Hospital Laboratory, Manchester, NH at a price of \$17 per test, and this is a 3-year agreement. He added that these tests would only be for Medicare Part A and Private Pay residents. He added that this vendor is the current provider at a cost of \$16 per test; he recommended continuing with this vendor because it has done an excellent job. In response to a question from Comm. Ziehm, he add that this if for many types of blood tests.

Motion: To award Bid # 22-2011 for Laboratory Services for the Nursing Home, noting that the lowest responsible bidder and only bidder is Elliot Hospital Laboratory, Manchester, NH at a price of \$17 per test, and this is the first year of a 3-year agreement. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Moorehead reported that the Nursing Home has received notification relative to the calculation for what the County will be getting back for the Nursing Home Pro Share payments; he explained that this is basically the difference between the Medicare upper limit and the Medicaid rate for that facility. The anticipated

payment amount is \$1,442,579; it is paid once a year in the month of June. He added that the budgeted ProShare payment for FY 11 was \$1,000,000, so this represents an amount that is approximately \$442,579 over the FY 11 budget. Mr. Wenger added that it is his belief that the FY 11 budgeted amount was \$1.2 million.

Old/New Business

Mr. O' Mara updated the Board relative to filling \$1 positions, noting that he understands that the Board has expressed a desire to be informed of all Department's intent to fill any positions, and to give approval, when warranted.

Mr. O' Mara requested that the Board authorize approval of filling 2 part-time Corrections Officer positions that are currently funded at \$1 for the purpose of the completion of a special project to reduce storage needs and consolidate space. The project involves the conversion and shredding of records that the Department of Corrections has been maintaining for over 20 years. Mr. O' Mara added that it is a better choice to get two employees in on a part time basis versus paying overtime to current staff. He added that the project will likely take about 2 weeks, and there is sufficient money in the budget to do that because there are 7 vacancies.

Mr. Wenger added that County Policy provides for the hiring of a temporary employee for up to 120 days, or up to 30 days in an emergency.

Motion: To authorize the Superintendent to fill 2 part-time Correctional Officer positions that are currently funded at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Ziehm noted that is important to indicate that some of the higher paid senior staff at the Department of Corrections will be laid off as a part of the Superintendent's reorganization so that the Delegation is made aware of the changes that were made. Comm. Ziehm asked about communicating reorganization information to the Delegation. Mr. Wenger added that once all the changes have been made over the next couple of weeks, new Salary Sheets and a reorganizational plan will be developed and submitted to the Board for approval. Once that is done, the information will be forwarded to the Delegation. Comm. Ziehm added that it is her belief that it is important to illustrate the changes made and to educate the Delegation members.

Mr. O' Mara added that he received a letter of appreciation from Twin Bridges Regional Jail; their staff visited the Hillsborough County facility about a year ago and was kind enough to send a follow up letter about their experiences in visiting jails. He added that they toured facilities throughout New England; the letter indicates that the Two Bridges people considered the DOC to be the best overall facility they visited. The letter went on to extol the virtues of the facility and the staff; a copy is included in the Board's meeting packet.

Mr. Wenger informed those present that there will be a reception later today from 4:00 to 6:00 p.m. upstairs in the Goffstown District Court to honor Judge Lawrence, who is retiring.

Mr. Wenger provided the Board with information relative to the letter that was sent to the Town of Goffstown. He added that Attorney Kirby has received a letter from the Town Tax Assessor who has raised a number of questions; she will be speaking to the Board relative to the tax issue.

Mr. Wenger observed that relative to CDBG grants requests; the City of Manchester was at today's meeting. He added that he also received a request letter from the Medvil Cooperative Board of Directors, located here in Goffstown; he added that they are also looking to get involved but he is not sure if they qualify. The Board discussed other potential projects/communities that had shown interest. Mr. Wenger added that the Board was given copies of the Hillsborough County Housing & Community Development Plan and the Displacement and Relocation Certification for a previous project that the Board never took action on; he added that he is providing the documents to the Board in response to a request at the last meeting that the County start the process of developing these documents. He noted that interested applicants include Workforce Housing in Amherst, Manchester's proposal today, a possible proposal from Peterborough that the Board addressed at an earlier meeting, and Medvil's request. He added that he will do some research to see if Medvil is CDBG-eligible, and then there has been discussion that the City of Nashua may have an interest in applying. He added that the Board would need to address these requests and determine how it wishes to proceed.

Comm. Holden added that Peterborough withdrew at about 2:30 p.m. the previous afternoon. Comm. Pappas added that she is not sure Medvil is an appropriate candidate. Mr. Wenger added that those who have submitted grants are those who have heard that funds are available, and offered that the Board may wish to publish a notice. Following discussion, the Board agreed to publish a Public Notice. He added that in looking at the Housing & Community Plan, he is not sure that Manchester fits the criteria. Mr. Wenger explained that each applicant will have its own documents; he added that in order to proceed with grant applications, the County will be required to have a Housing & Community Development Plan in place as well as a Displacement & Relocation Certification, and the County will need to hold a Public Hearing related to the aforementioned documents following which, the Board will need to adopt those documents. He added that the documents may have to be tweaked to meet application requirements of individual applicants. Comm. Ziehm added that it is her belief that the grant opportunity should be opened to all communities. Comm. Pappas asked if there was a way to use any funds from the current budget; Mr. Wenger added that if there was a pending project, it is possible that a transfer could be done and the funds be encumbered, but further added that

he does not see that happening because there are no pending projects so he does not see the Auditors agreeing. He noted that there is a maximum of \$500,000 available to the County.

The Board discussed publishing information relative to the grant opportunity and funds available. There was discussion relative to the Commissioners sending notification to the Administrators in their Towns and developing the required documents. The Board discussed a possible September deadline and a date for the Public Hearing, as well as a date when applications will be due. The Board agreed to set the date of August 2nd as a deadline for applications with the goal of hearing the applications at the August 10th Board meeting.

Mr. Wenger referred back to the 3+ million dollar payroll mentioned earlier in the meeting; he explained that this is not a payroll; it is an Accounts Payable Register and asked for Board approval.

Motion: To approve the Accounts Payable Register dated June 29, 2011 in the amount of \$3,008,252.91, subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Mr. Wenger added that there is another Payroll to be addressed at a later meeting.

Mr. Wenger requested an opportunity to meet with the Board in Non-Public Session for 3 items consistent with RSA 91-A:3 II (a) with respect to employee compensation.

Motion: To move into Non-Public Session consistent with RSA 91-A:3 II (a). Motion by Comm. Holden, second by Comm. Pappas. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public session with Mr. Wenger at 11:55 a.m.. No action was taken during Non-Public session.

The Board moved out of Non-Public Session at 12:25 p.m.

Motion: To move out of Non Public Session. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Adjourn

There being no further business before the Board, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 12:26 p.m.

Approved September 7, 2011

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date