

Regular Meeting of the  
Hillsborough County Board of Commissioners  
June 30, 2010  
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. Pappas, Comm. C. Holden, Comm. M. Clemons, L. Movsesian, M. Pilotte, S. Vaillancourt, P. Flood, C. Kirby, B. Moorehead, J. O'Mara, D. Reidy, E. Robinson, M. Rusch, G. Wenger, and L. Stonner.

**1. Pledge to the Flag**

Comm. Pappas called the meeting to order at 10:05 a.m., followed by the Pledge to the Flag led by E. Robinson.

**2. Administrative Business**

Commissioner Pappas noted that the Board would address administrative business at this time.

Minutes

There were no minutes to approve at this time.

Approval of Payroll Register

**Motion:** To approve the Payroll Register dated June 24, 2010 in the amount of \$1,141,203.11, subject to review and audit. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register

**Motion:** To approve the Accounts Payable Register dated June 29, 2010 in the amount of \$3,024,586.91, subject to review and audit. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To approve the Accounts Payable Register dated June 29, 2010 in the amount of \$2,119.32 subject to review and audit. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Sheriff's Extraditions

**Motion:** To approve the Sheriff's Extradition dated 3/21/10 in the amount of \$2,736.96 and to approve Sheriff's extradition dated 3/21/10 in the amount of \$842.36 for a total of \$3,579.32, noting that these have been previously approved by the County Attorney. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Pappas noted that there is a Transfer before the Board.

## Budget Transfer No. FY 2010-46

**Motion:** To approve Budget Transfer No. FY 2010-46 to transfer the amount of \$200 from Cooperative Extension line 4611-7700, In-State Travel and to transfer the amount of \$200 to Cooperative Extension line 4611-7710, Out-of-State Travel, noting that additional funding is needed to cover Out of State Travel for staff for FY2010. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

## Public Comment on Agenda Items

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

Comm. Pappas recognized Supt. O'Mara who offered to yield to the Sheriff's Office and the Nursing Home in light of the fact that he has several bids to address, and is willing to do so later in the meeting.

## Sheriff's Office

### Bid # 20011-01 – Replacement Vehicles

P. Flood presented Bid # 2011-01, noting that this is a State bid for 3 replacement motor vehicles. He noted that MacMulkin Chevrolet has a State bid price of \$60,848.

**Motion:** To approve Bid # 2011-01 for the Sheriff's Department for 3 replacement motor vehicles to MacMulkin Chevrolet at a State bid price of \$60,848. By Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons asked about the type of motor vehicles; Mr. Flood explained that the proposed vehicles will be Chevrolet Impalas. Comm. Clemons asked if there would be setup expenses. Mr. Flood explained that there may not be a need to bring another bid for setup expenses before the Board because the cost of each vehicle would be less than \$5,000. Mr. Wenger explained that another bid would need to be presented for Board approval, because the requirement refers that each purchase over \$5,000 must go out to bid; it is not per vehicle, it is per purchase.

## Nursing Home

### Census

Mr. Moorehead presented the Nursing Home Census and explained that as of June 24th, there were 278 beds occupied, which included 201 Medicaid residents, 47 private pay residents, and 30 Medicare Part A residents. Mr. Moorehead informed the Board that today's census is 280, with 33 are Medicare Part A.

### Year to Date Revenue

Mr. Moorehead presented Year to Date Revenue information; he noted that it is an estimate through the end of June and explained that he estimated the revenue for June and added that to the May year-to-date; the estimated revenue for the year is \$25,969,425, which represents estimated revenue over budget of \$2,317,611. He noted that part of the revenue over budget represents the unanticipated ProShare funds of approximately one million dollars. Mr. Wenger noted that he does not believe that the ProShare

funds will continue; he also has concerns relative to cuts in Medicare beginning on October 1<sup>st</sup> of this year. Mr. Moorehead reported that the County received \$839,000 in ProShare funds just recently; he noted that this amount is less than what is budgeted for this year. Ms. Robinson noted that she and Mr. Moorehead recommended one million dollars in ProShare funds for FY2011, but the Executive Committee Subcommittee raised it to 1.2 million; she noted that she does not anticipate that there would be more in FY 2011 than what was received in the current year. Ms. Robinson explained that last year they budgeted zero because they did not understand the impact of ARRA funding compared to ProShare and how that would play out. She summarized by saying that it could be a loss in the FY2011 budget.

Comm. Clemons complimented Mr. Moorehead for his efficient running of the Nursing Home, both in terms of the bottom line and the quality of care, which always seems to be high. Commissioners Holden and Pappas agreed.

## **Department of Corrections**

### Census

Supt. O'Mara presented the DOC Census, noting that as of June 29, 2010, the Census was 572, which included 512 men of whom 356 were being held pre-trial and 156 that had been sentenced. There were 60 women of whom 38 were being held pre-trial and 22 that had been sentenced.

### Administrative Transfer

Supt. O'Mara noted that he has an Administrative Transfer that was approved by a Telephone Poll at the last meeting; he asked the Board to authorize the Chair to execute the agreement. Comm. Pappas executed the agreement.

### Bid # 10-101 – ANSUL Fire System Upgrade

Mr. Moorehead presented Bid # 10-101, noting that this is for an ANSUL Fire System Upgrade for the kitchen area at the Department of Corrections; he recommended that the bid be awarded to All State Fire Equipment, Bow, NH, at a price of \$5,800, and noted that it is the lowest responsible bidder.

**Motion:** To approve Bid # 10-101 for the ANSUL Fire Grade System Upgrade as stated by Supt. O'Mara. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

### Bid # FY11-08 - Security Supervisor/CO I Uniform Set-up

Supt O'Mara presented Bid # FY11-08, noting that this bid is for Security Supervisor and Correction Officer uniforms. He recommended Neptune's Uniform, Haverhill, MA, at a price of \$896.50 and \$869.00, respectively, and noted that it is the lowest responsible bidder.

**Motion:** To approve Supt O'Mara presented Bid # FY11-08, noting that this bid is for Security Supervisor and Correction Officer uniforms to Neptune's Uniform, Haverhill, MA. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Supt. O'Mara explained that the DOC uniforms are unique and that Neptune's Uniforms keeps them in stock, as required in the specifications.

**Bid # FY11-20 – High Speed Copy/Printer Paper (300 cases)**

Supt O'Mara presented Bid # FY11-20; the lowest bidder meeting the specifications is Central Paper, Industrial Park, Manchester, NH at the amount of \$29.68 per case for a total of \$8,904.

**Motion:** To approve Bid # FY11-20, as outlined by Supt. O'Mara. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Bid # FY11-40 - Inmate Orange Step-in Shoes**

Supt O'Mara presented Bid #FY11-40 and explained that this bid is for 2500 pair of Step-in orange shoes; the lowest responsible bidder is Charm-Tex, Brooklyn, NY, at a price of \$62.40 per case of 24 pair, for a total of \$6,489.60.

**Motion:** To approve Bid #FY11-40 as stated by Supt O'Mara. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Bid # FY11-46 - Powder Free Vinyl Gloves**

Supt O'Mara presented Bid #FY11-46 for 250 cases of Powder Free Exam Gloves; he noted that the lowest responsible bidder is Central Paper, Manchester, NH, at a price of \$24.00 per case for a total of \$6,000.

**Motion:** To approve Bid #FY11-46 for 250 cases of Powder Free Exam Gloves for the Department of Corrections to Central for a total price of \$6,000; she noted that it is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Bid # FY11-51 - 2-ply Toilet Paper**

Supt O'Mara presented Bid #FY11-51 for Toilet Paper; he explained that this is for 1200 cases and the lowest responsible bidder is Central Paper, Manchester, NH, at a case price of \$28.58 and a total price of \$34,296.

**Motion:** To approve Bid # FY11-51, as stated by Supt O'Mara. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Bid # FY11-53 - Clear Trash Liners**

Supt O'Mara presented Bid # FY11-53, which is for 650 cases of Trash Can Liners; the lowest responsible bidder is Central Paper, Manchester, NH, at a case price of \$9.48 for a total price of \$6,162.

**Motion:** To approve Bid # FY11-53 for Clear Trash Liners as stated by Supt. O'Mara. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Bid # FY11-66 - Spork Kits**

Supt. O'Mara presented Bid # FY11-66, noting that this bid is for Spork Kits; the lowest responsible bidder is Xpedx, Wilmington, MA, at a price of \$14.42 per 1,000 and a total price of \$7,210.

**Motion:** To approve Bid # FY11-66 as stated by Supt. O'Mara, noting that this is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

#### Bid # FY11-67 - 8oz. Foam Cups

Supt O'Mara presented Bid # FY11-67 for 400 cases of 8oz. Foam Cups; the lowest responsible bidder meeting the specifications is Central Paper, Manchester, NH at a price of \$13.49 per case and a total price of \$5,396.

**Motion:** To approve Bid # FY11-67 as stated by Supt. O'Mara, noting that this is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

#### Bid # FY11-91 - Brown Lunch Bags

Supt O'Mara presented Bid # FY11-91 for 150,000 lunch bags; he noted that the lowest bidder meeting the specifications is Central Paper, Manchester, NH at a case price of \$32.25 and a total price of \$2,419.

**Motion:** To approve Bid # FY11-91 as stated by Supt. O'Mara, noting that this is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden. Motion carried.

Supt O'Mara requested to meet with the Board in Non-Public Session relative to an employee issue and noted that he has two items to address under Old/New Business.

#### **Old/New Business Office**

Comm. Pappas recognized Supt. O'Mara, suggesting that this is an appropriate time for him to address his issues.

Supt O'Mara asked the Board to authorize the Chair to execute the Administrative Transfer agreement. Comm. Pappas executed the agreement, consistent with the Board's wishes. Supt O'Mara reported that the inmate that is being transferred is a woman; there is a per diem rate associated with the transfer. He further reported that while there is a reciprocal agreement with other facilities for the transfer of men that is not the case with women.

Supt O'Mara shared with the Board that he has additional concerns relative to issues he has with HB 500, which will affect the paroles and an increase in the pre-trial population; he requested five to ten minutes at the next meeting to address the concerns and how they will impact the County.

Mr. Wenger asked the Board if it wished to set aside a time to discuss the land and facilities, as discussed at a prior meeting. The Board agreed to meet for this purpose following the next Board meeting on July 14<sup>th</sup>.

Mr. Wenger offered that the budget process is complete and asked the Board if it wished to vote to implement the FY 2011 Hillsborough County budget that has been approved by the Delegation. He noted that the following day is the beginning of the new fiscal year. Mr. Wenger explained that the Business Office is working diligently to make the wage changes prior to the next payroll. He noted that the next payroll is split between the old and new wage rates; some Departments will have three days that are FY2011 and other Departments will have two days that fall into that category. The Business Office is working to implement the changes, but with the July 4<sup>th</sup> holiday falling on Monday this year, this makes the following week a short week and it is uncertain if all the changes can be made in time. He

further noted that it may end up that some adjustments have to be made in the following payroll, but he emphasized that the Business Office is doing it best to make all the changes; he observed that the payroll person is working with the Departments to facilitate those changes for the following week's payroll.

**Motion:** To approve the implementation of the Hillsborough County FY2011 budget as approved by the Hillsborough County Delegation. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Comm. Holden reported that she has received notification from Careington regarding implementation of the Dental Discount Program; she explained that she has a copy of the contract and that the program starts at \$59/year for an individual and \$69/year for a family; there is a 5% to 50% savings on dental procedures, including routine oral exams, cleaning, dentures, crown, and more. She referred interested persons to the website: [www.nacodentalprogram.com](http://www.nacodentalprogram.com)

E. Robinson reported that the Department just processed the State bill for May, and the County has reached the Cap; the June bill will be for services performed in May, and will not have to be paid since the County has reached the cap.

### **Public Comments**

There was no one present from the public who indicated a wish to speak.

Attorney Kirby requested an opportunity to meet with the Board relative to litigation and to consult with Counsel. Supt. O'Mara requested a Non-Public session with the Board relative to an employee issue, and Comm. Clemons requested a Non-Public session with the Board relative to an employee issue.

### **Non-Public Session**

Comm. Pappas entertained a motion to move into Non-Public Session.

**Motion:** To meet in Non-Public Session:

1. with Supt O'Mara relative to a personnel issue at the Department of Corrections consistent with RSA 91-A:3 II (a)
2. with Commissioner Clemons relative to a personnel issue consistent with RSA 91-A:3 II (a)

Motion by Comm. Clemons, second by Comm. Holden. Pappas-yes, Holden-yes, Clemons-yes. Motion carried.

The Board moved into Non Public Session at 10:37 a.m. with Supt. O'Mara to address a personnel issue and then the Board met with Comm. Clemons to address a personnel issue. No action was taken during Non-Public Session.

**Motion:** To move into recess. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

The Board moved into recess. The Board met with Attorney Kirby relative to litigation consistent with RSA 91-A:2 I (a), and the Board met with Attorney Kirby to consult with Counsel consistent with RSA 91-A:2 I (a).

The Board moved out of recess.

**Motion:** To move out of recess. Motion by Comm. Holden, second by Comm. Clemons.  
Motion carried.

The Board moved out of Non-Public Session at 11:18 a.m.

**Motion:** To move out of Non-Public Session and return to the regular meeting. Motion by  
Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Pappas entertained a motion relative to earlier discussion.

**Motion:** To grant a hearing to Louise Moreau on July 28 following the scheduled Board of  
Commissioners Meeting and to direct Administration to send a letter to that effect to Ms.  
Moreau and to the Registry of Deeds, noting that the Board is waiving the requirement for a ten-  
day notice. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To authorize the Chair to sign a settlement agreement in the pending Court case, as  
discussed with Legal Counsel, and to hold the documents until the check clears. Motion by  
Comm. Holden, second by Comm. Clemons. Motion carried.

The Board discussed its meeting scheduled for July 28<sup>th</sup> and agreed to begin the meeting at 9:00 a.m.

## **Adjourn**

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

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

The meeting adjourned at 12:09 p.m.

*Approved on 7/14/2010*

---

Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

---

Date