

Regular Meeting of the
Hillsborough County Board of Commissioners
July 23, 2014
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. LaFrance, J. Hardy, E. Robinson, M. Montminy, M. Castonguay, G. Wenger and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:03 a.m. Comm. Holden led the Pledge to the flag.

Administrative Business

Minutes

Motion: To approve the minutes of:

- the Hillsborough County Board of Commissioners meeting held on June 25, 2014,
- the Hillsborough County Board of Commissioners meeting held on July 9, 2014, and
- the Hillsborough County Executive Committee meeting held on March 25, 2014 that two Commissioners attended.

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

Approval of Payroll Registers

Motion: To approve Miscellaneous Payroll registers for the following amounts on the following dates:

- July 8, 2014 148.80
- July 16, 2014 645.10
- July 17, 2014 280.69
- July 18, 2014 392.50

for a total of \$1,467.09, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve a Regular Payroll register dated July 17, 2014 in the amount of \$1,145,351.87, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Approval of Accounts Payable Register

Motion: To approve Accounts Payable registers; for the following dates in the following amounts:

- July 14, 2014 \$ 68,574.89
- July 17, 2014 58,534.45
- July 22, 2014 214,918.28

for a total Accounts Payable of \$342,027.62, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Extradition Vouchers

Motion: Comm. Ziehm moved to approve Extradition Vouchers for the following dates in the following amounts, noting that they have been previously approved by the County Attorney:

<i>Date</i>	<i>Amount of Claim</i>
May 05, 2014	\$ 180.29
May 07, 2014	64.84
May 14, 2014	77.80
May 16, 2014	51.87
May 30, 2014	202.83
June 09, 2014	157.76
June 16, 2014	157.76
June 18, 2014	67.61
June 18, 2014	67.61
June 18, 2014	67.61
June 23, 2014	180.29
June 25, 2014	180.29
Grand Total	\$ 1,456.56 Total Extraditions

Motion by Comm. Ziehm, second by Comm. Holden. Motion carried to approve the Extradition Vouchers.

Public Comment on Agenda items

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

Bid # HR 2015-1

Motion: To approve Bid # HR 2015-1 for the Commissioner's Office of Administration & Finance; the bid is for Human Resources' Web advertising with JobsInNH.com at a cost of \$8,850 per year, noting that it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Department of Corrections

Census

Ms. Montminy reported Supt. Dionne is unable to attend today's meeting because he is in Court, she presented the Department of Correction's census, noting that as of July 15, 2014, the total in custody was 498. It included 397 men and 101 women; 166 of the men had been sentenced and 231 were awaiting trial; 45 of the women had been sentenced and 56 were awaiting trial. Ms. Montminy informed the Board that the DOC is also holding 30 female inmates from Rockingham County and there are 126 individuals in the diversionary Mental Health program.

Overtime Impact Report

Comm. Pappas noted that the Overtime Impact is included in the Board's packet.

MOA Employment Security

Ms. Montminy reported that Supt. Dionne will address this issue at the next Board meeting.

Ms. Montminy requested Board approval of an Administrative Transfer of an inmate from Sullivan County who created an issue in Sullivan County; he was accepted and admitted on July 14th.

Motion: To approve the acceptance of a male inmate from Sullivan County. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Bid # FY 15-40 – Orange Canvas Step-Ins

Motion: To approve Bid # FY 15-40 for Orange Canvas Step-Ins at the Department of Corrections; the lowest responsible bidder is Charm-Tex at a cost of \$4.18 per pair. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Bid # FY15-46 Vinyl Exam Gloves

Motion: To approve Bid # FY15-46 for Vinyl Exam Gloves for the Department of Corrections; the lowest responsible bidder is Central Paper at a price of \$19.86 per case. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # FY15-51 – 2-Ply Toilet Paper

Motion: To approve Bid # FY15-51 for 2-Ply Toilet Paper for the Department of Corrections, and to award the bid to Noury Supply, noting that it is the lowest responsible bidder at a price of \$33.75/case. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Bid # FY15-53 – Clear Trash Can Liners

Motion: To approve Bid # FY15-53 for Clear Trash Can Liners for the Department of Corrections, and to award the bid to Central Paper at a price of \$11.88/case. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

It was noted that there were two bidders that came in with the same price per case; the preferred bidder is Central Paper who is the previous provider that has provided compliance with the bid requirements.

Nursing Home

Census

Mr. Moorehead was on vacation but a copy of the Census as of July 17th was provided to the Board for its meeting packet.

County Attorney

Bid # CA 2015-01 – Copy and Fax Machines

Motion: To approve Bid # CA 2015-01 for copy and fax machines for the County Attorney's offices, and to award the bid to Conway Office Products, at a price of \$9,783, noting that it is the lowest responsible bidder. Motion by Comm. Ziehm, second by Comm. Holden.

A discussion ensued relative to the RFP and making certain that all vendors were given the same specifications and options. Following discussion, the motion was tabled. Attorney LaFrance will provide a copy of the RFP for the Board for its next meeting.

Motion: To table Bid # CA 2015-01 for the County Attorney's offices. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Old/New Business

DOC Teamster CBA – Execution

Mr. Wenger informed the Board that he has the DOC Teamster contract for the Commissioner's signatures. He added that the Sheriff's Department Contract that was approved has been signed; it will be available for implementation in the near future.

NH Grievance # 722

Comm. inquired about the status of Grievance # 722. Mr. Wenger noted that it has been withdrawn and suggested that the Grievance hearing should be reconvened to address the grievance.

Motion: To reconvene the Grievance Hearing. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger noted for the record that he received written notification from the Union, on behalf of the Commissioners, indicating that Grievance # 722 will be withdrawn.

Motion: To close the AFSCME Grievance #722 hearing. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

In response to a question from Comm. Ziehm, Ms. Robinson noted that the security at Temple Street is complete with the exception of the two glass projects.

Mr. Wenger informed the Board that he has the FY 2014 encumbrances and requested that the Board review and approve them, adding that he will be happy to answer any questions.

Mr. Wenger notified the Board that relative to recent conversations with a representative from the Town of Goffstown Public Works relative to drainage from the Complex parking lot and a washout on the Rail to Trail behind the Piggery and Kennel area; the Town will be entering the Rail to Trail area with crushed rock that has become available from a nearby construction site. Town employees will be filling in the area of the washout, accessing from the east onto the Rail to Trail and exiting to the west. He noted that this will ultimately be a benefit to the County.

Comm. Holden provided an update on the Market Fairness Act. She added that another attempt will be made to introduce legislation the following year to protect the five states that do not have a sales tax.

Mr. Wenger noted that the plan to bring the Manchester Court on board with video arraignment at the DOC will be delayed until mid-September. Sheriff Hardy noted that there still has to be an orientation with the Manchester District Court staff at the DOC. He added that it has been working out well with the Nashua Circuit Court.

Attorney LaFrance informed the Board that there will be an all-day meeting on September 19th in Concord relative to addressing the issue of violent felonies in Superior Court; Attorney LaFrance indicated the meeting relates to an attempt by Judge Nadeau to cut down on the time between filing and hearing cases and to give consideration to filing cases in Superior Courts instead of initially filing them in the Circuit Courts. She added that a concern is the additional number of cases that might become the responsibility of the County Attorney's office. She noted that Assistant County Attorneys O'Neill and Smith will be accompanying her to the meeting. The Commissioners indicated that they plan to attend.

Comm. Ziehm inquired if the County should be re-visiting the Policies. Mr. Wenger noted that there are Policies for full and part-time employees and added that this is a good time in the fiscal year to hold discussions relative to Policies and how individuals are treated.

Public Comment

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

Non-Public Session

The Non-Public Session will be postponed until the next Board meeting.

Discussion ensued relative to the House Bill that would affect Hillsborough County transfers. It was determined that the Executive Committee would annually set an amount at which point transfers would have to go to the Executive Committee; any transfers below that amount would only require Board approval.

Lacking further business, Comm. Pappas entertained a motion to adjourn.

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

The meeting adjourned at approximately 9:30 a.m.

Approved on August 6, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date