

Regular Meeting of the
Hillsborough County Board of Commissioners
July 25, 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. Holden, Comm. Ziehm, D. Dionne, C. Kirby, M. Lencki, M. Rioux, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

Also Present: N. Jensen

Call to Order

Comm. Pappas called the meeting to order at 9:01a.m. M. Lencki led the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approve the minutes of the Board of Commissioner's meeting held on July 10, 2013. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

The remainder of the minutes for consideration will be addressed later in the meeting.

Approval of Payroll Registers

Motion: To approve a Miscellaneous Payroll for July 18, 2013 in the amount of \$3,737.73, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

Motion: To approve a Miscellaneous Payroll for July 18, 2013 in the amount of \$7,359.99, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

Motion: To approve a Miscellaneous Payroll for July 19, 2013 in the amount of \$1,587.12, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

Motion: To approve a Miscellaneous Payroll for July 19, 2013 in the amount of \$80.00, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

Motion: To approve a Miscellaneous Payroll for July 23, 2013 in the amount of \$449.23, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

Motion: To approve a Regular Payroll dated June 18, 2013 in the amount of \$1,143,872.13, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register:

Motion: To approve an Accounts Payable register for July 16, 2013 in the amount of \$ 493,314.94, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve an Accounts Payable register for July 19, 2013 in the amount of \$1,082.24 subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Motion: To approve an Accounts Payable register for July 24, 2013 in the amount of \$1,132,354.40 to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Bid # COAF 14-1-A – Complex and Temple Street Cleaning

Motion: To approve Bid # COAF 14-1-A.

Ms. Robinson presented information relative to Bid # COAF 14-1-A and explained that this bid is for cleaning at the Complex and at Temple Street, and there are recommended vendors for each facility; Temple Street's bid include additional costs for snow removal and maintenance. She recommended CCI Maintenance, Nashua, NH for the Temple Street cleaning, noting that it is the lowest responsible bidder at a price of \$3,386.13 per month; she further recommended awarding the bid for cleaning at the Complex to R & W Cleaning Services, Inc., Manchester, NH, noting that it is the lowest responsible bidder at the price of \$1,500 per month.

Following discussion, the Board agreed to table the aforementioned bid to a later meeting so that the bid can be reviewed and clarified.

Motion: To table Bid # COAF 14-1-A. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Bid # BO 2014-02 – Actuarial Service

Motion: To approve Bid # BO 2014-02 for Actuarial Services, and to award the bid to KMS Actuaries, LLC, Manchester, NH noting that it is the lowest responsible bidder at a price of \$5,690, and the bid includes a meeting, if necessary. Motion by Comm. Ziehm, second by Comm. Pappas.

Mr. Wenger explained that Bid #BO 2014-02 is for Actuarial Service to review the County's obligations with respect to post-employment benefits and GASB 45 requirements. He explained that this review will provide information that the Auditors will look at, and it will remove the flag that has appeared in the audit for the past couple years as well as bringing the County into compliance with GASB requirements.

Motion carried to approve Bid # BO 2014-02 for Actuarial Services.

Public Comment on Agenda items

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

Department of Corrections

Supt. Dionne presented the Department of Correction's census. He noted that as of July 16th, the total in custody was 553; it included 415 men; 151 had been sentenced and 264 were awaiting trial; there were 118 women in custody; 42 had been sentenced and 76 were awaiting trial. Supt. Dionne added that there were 7 inmates in the Pre-Trial Supervision Program (PSP), 23 in the community, and 133 in the diversionary Mental Health program; 77 are from Nashua and 56 are from Manchester. He added that the DOC is also holding 44 females from Rockingham County.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record.

Bid # FY14-02 Motorola Radio System

Supt. Dionne informed the board that Bid # FY14-02 for 4 two-way radios for the Department of Corrections and noted that these will provide staff with the only lifeline to central control for assistance; he recommended

R & R Communications, Swanzey, NH as the lowest responsible bidder at a price of \$45,408; he added that it is also the previous provider of service for the old system.

Motion: To approve Bid # FY14-02 for four (4) two-way radios for the Department of Corrections; and to award the bid to R & R Communications, Swanzey, NH as the lowest responsible bidder at a price of \$45,408, noting that it is the previous service provider. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Administrative Transfers

Supt. Dionne presented a request for an Administrative Transfer of an inmate from Carroll County; the reason for the request is because the inmate lives in Nashua; he further requested approval of a second Administrative Transfer of an inmate from Merrimack County due to a housing issue and a request that the inmate be kept separate from other inmates.

Motion: To approve the request for the Administrative Transfer of an inmate from Carroll County and the Administrative Transfer of an inmate from Merrimack County. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Nursing Home

Census

Mr. Lencki presented the Nursing Home census; he informed the Board that the Nursing Home Census as of July 18, 2013 was 283 residents; it included 213 Medicaid residents, 29 Private Pay residents, 6 hospice residents, 18 ELU residents, and 41 Medicare, Part A residents, and/or managed care.

Bid # 16-2013 – Resident Room Draperies

Motion: To award Bid # 16-2013 for Resident Room Draperies to J & R Langley, Manchester, NH, as the lowest responsible bidder at a price of \$9,235. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

County Attorney

Bid # CA 2014-01 – Copy Machine

Motion: To approve Bid # CA 2014-01 for a Copy Machine for the County Attorney's office from Formax Direct at a price of \$13,460.50; the bid includes a service contract and the recommended Vendor's copier has the highest life expectancy making the overall cost .002 cents per page; the service plan has a cost of .005/print and it is locked in for 5 years. Motion by Comm. Ziehm, second by Comm. Pappas.

Ms. Rioux explained that this bid is for a new copy machine and service plan for the County Attorney's office. She explained that Formax Direct has the highest life expectancy and best overall package making the overall cost .002 cents per page; the service plan of .005/print is locked in for 5 years.

Motion carried to approve Bid # CA 2014-01 for a Copy Machine

Comm. Holden joined the meeting. The Board addressed minutes that were not approved earlier.

Motion: To approve the minutes of the Board of Commissioner's meeting held on May 29, 2013, 2013. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's meeting held on June 12, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve the minutes of the Board of Commissioner's meeting held on June 26, 2013. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Old/New Business

NHAC Awards Committee

Comm. Pappas encouraged the Department Heads to begin consideration or the nomination of employees for awards at the NHAC Conference. Following discussion, Comm. Holden agreed to serve on the NHAC nominating committee.

Liberty Utilities Contract

Ms. Robinson presented a contract from Liberty Utilities and requested that the Board execute the contract. She explained that the contract relates to extending the gas line to the County Complex and making it possible to convert the Complex boilers to gas. Ms. Robinson explained where the line will go and added that the project was approved in the budget and the bid for the work was approved at the last Board meeting. Following discussion, the Board agreed to execute the contract subject to removing a sentence in Section 11 that read, "*Notwithstanding the preceding sentence, Liberty Utilities acknowledges that the property through which the natural gas service line will be installed is a known asbestos disposal site and agrees that the presence of asbestos materials will not necessitate cessation of work.*"

Motion: To approve the Liberty Utilities Contract and authorize the Chair to execute the contract subject to the removal of the sentence as discussed. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Old/New Business

Mr. Wenger informed the Board that he received information from Betsy Miller relative to a NHAC meeting the following Friday; there will be a discussion regarding the Commission on Medicaid Long-term Care financing costs and the appointment of a representative to that committee. Ms. Robinson agreed to serve on the committee at the pleasure of the Board; the Board will place her name in nomination for the committee.

Mr. Wenger indicated that there are encumbrances that require the Board's signature

Mr. Wenger requested an opportunity to meet with the Board and Attorney Kirby consistent with 91-A:2 I (a) to discuss negotiation strategy.

M. Lencki informed the Board that a team of 7 conducted its survey of the Nursing Home the previous week; the facility was rated as "deficiency-free," and the surveyors indicated that they were very impressed with the implementation of the facility's medical records; they noted that it was the smoothest process that they had observed in any Nursing Home and they were impressed with hand washing, education relative to dementia, and the new programs that have been implemented such as social histories. The Board and those present congratulated the staff at the Nursing Home.

Mr. Wenger observed that the paperless project at the Nursing Home was a success primarily due to the team effort starting with the Commissioners who funded the project and the consultants, the Delegation, Mr. Moorehead, Mr. Lencki and the Nursing Home staff, and the CIS Department. He added that the project was done right and by investing money in the beginning, it saved money in the long run.

Comm. Holden introduced visitor, Nate Jensen, who has an interest in County government.

Comm. Holden informed the Board that she attended the NACo Arts & Culture Commission meeting while at the recent annual meeting and thought that perhaps an option for the County would be to have a museum added to the adjacent prison, once it is empty. Comm. Pappas noted that she is aware that the YMCA has an interest in the building. Comm. Ziehm indicated that she is interested in touring the building if an opportunity arises. Mr. Wenger agreed to follow up with the State to explore what their thoughts and expectations are and see if a formal tour could be arranged.

Comm. Pappas noted that Merrimack County received an award at the annual meeting for one of Ron White's programs.

Supt. Dionne informed the Board that he received a letter from Betsy Miller regarding the law as it relates to having 17 to 18 year-olds incarcerated at the Correctional facilities; he added that the Chiefs of Police are against changing the requirement back to age 18. He added that as a Superintendent, he would favor having a minimum age of 18 because of the Federal Prisoner Rape Elimination Act (PREA), which requires that agencies maintain "sight and sound separation" from adult offenders. He added that this requirement is one that few jails are currently able to meet. He added that PREA goes into effect in January and he is concerned because the law currently allows 17 year-old juveniles to be incarcerated with adults and there are 17 year-old inmates at the facility currently.

Comm. Holden noted that the Market Fairness Act Legislation giving states the power to compel retailers outside their borders to collect sales tax for Internet sales was passed by the Senate; there are 5 States (Alaska, Oregon, Montana, Delaware and New Hampshire) who got together at the meeting and will work together to carve out those States because they do not have a sales tax.

Superintendent Dionne informed the Board that at 2 recent trials, the findings were in favor of the County, and a third lawsuit has been dropped, and will not proceed forward.

The Board agreed to recess the meeting.

Motion: To move into Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting recessed at 9:59 a.m.

The meeting reconvened at 10:15 a.m.

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

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

Motion: To move into Non-Public session with Mr. Wenger and Attorney Kirby consistent with RSA 91-A:3 II (a) relative to compensation. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board moved into Non-Public Session at 10:15 a.m.

The Board met with Mr. Wenger and Attorney Kirby.

The Board moved out of Non-Public Session at 10:27 a.m.

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

Adjourn

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 10:58 a.m.

Signed August 7, 2013

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date