

Regular Meeting of the
Hillsborough County Board of Commissioners
August 5, 2015

19 Temple Street, Nashua, 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. Coughlin, D. Fredette, M. Battaglia, M. Beauchamp, P. Boardman, D. Hogan, D. Dionne, G. Fisher, L. Gero, Montminy, B. Moorehead, E. Robinson, G. Wenger, and L. Stonner.

1. CALL TO ORDER

The meeting convened at 9:05 a.m.

Pledge of Allegiance

Those present recited the Pledge of Allegiance.

2. ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes for the Board of Commissioner's Regular Meeting held on July 8, 2015. Motion by Comm. Holden.

Comm. Pappas asked if Comm. Holden would withdraw her motion so that she could address the minutes later in the meeting.

Comm. Holden withdrew her motion.

Miscellaneous Payroll Registers

Motion:

To approve Miscellaneous Payroll Registers for the following dates in the following amounts, subject to review and audit:

07/09/15	\$	80.50
07/16/15		2,265.40
07/17/15		1,051.04
07/23/15		255.32
07/27/15		3,021.92
07/30/15		1,438.62
07/30/15		2,084.30
07/31/15		1,269.74
08/03/15		1,458.71

The total Miscellaneous Payroll is \$12,925.55. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Regular Payroll Registers

Motion:

To approve Regular Payroll Registers in the following amounts on the following dates, subject to review and audit:

07/16/15 \$ 1,131,323.54

07/30/15 1,079,652.71

The total Regular Payroll is \$ 2,210,976.25. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Accounts Payable Registers

Motion:

To approve the following Accounts Payable Registers on the following dates:

07/09/15 \$ 25,218.91

07/09/15 572,303.66

07/13/15 3,145.17

07/20/15 43,301.07

07/21/15 826,496.13

07/24/15 682.00

08/04/15 1,080,113.16

The total Accounts Payable is \$2,551,260.10, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas indicated that she was ready to address the minutes.

Motion:

To approve the minutes for the Board of Commissioner's Regular Meeting held on July 8, 2015. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Bid CIS 01-2016 – Munis Database Software Support

Motion:

To approve Bid CIS 01-2016 for Munis Database Software Support and to award the bid to Tyler Tech., Inc., Dallas, TX; it is a single source bid consistent with RSA 28:8-e V at an annual price of \$49,815.16. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger explained that the Munis software is used for the County's payroll and financial operations.

3. PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the Public Comment on Agenda Items.

4. DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC's) Census. He noted as of July 28, 2015, the total in custody was 487, of which 469 were in-house; the Census included 388 men, 129 of whom had been sentenced and 259 that were being held pre-trial; there were 99 women; 41 of the women had been sentenced and 58 were being held pre-trial. He added that the DOC was holding 31 female inmates from Rockingham County.

Supt. Dionne informed the Board that 144 individuals were diverted through the Mental Health Courts; 79 were from Manchester and 65 from Nashua, and there were 18 in the community in programs.

Bid # FY16-66 – Spork Kits

Motion:

To approve Bid # FY16-66 for Spork Kits for the DOC; the lowest responsible bidder meeting the specifications is Central Paper, Manchester, NH at a price of \$13.66/case and a total of \$8,196 for 600 cases. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # FY16-09 – Pelmac Video Surveillance Server Contract

Motion:

To approve Bid # FY16-09 for a maintenance agreement for the Pelmac Video Surveillance equipment with a request to waive competitive bidding consistent with RSA 28:8-e, V; the lowest responsible bidder meeting the specifications is Pelmac Industries, Auburn, NH at a price of \$9,500. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

In response to a question relative to there being only one bidder, Supt. Dionne explained that the Vendor is the manufacturer of the equipment; it is their equipment that is being maintained.

5. NURSING HOME

Census

Mr. Moorehead reported that the Census at the Nursing Home as of July 30th was 278; it included 208 Medicaid residents, 36 Private Pay residents and 34 Medicare or Part A residents.

June Revenue

Mr. Moorehead presented the revenue report for June. He explained that the budgeted Room & Board and ancillary budget was \$1,930,454 while the actual was \$1,783,163 resulting in a negative variance of \$147,291. He explained that there was an offset of \$88,029 related to retroactive (pending) Medicaid approvals and noted that June was a 30-day month. He added that the census has been down slightly; the recent average is 277.9 residents.

Year-to-Date Revenue

Mr. Moorehead presented the unaudited Year-to-Date revenue; he informed the Board that the budgeted Room & Board and ancillary revenue for Year-to-Date is \$29,640,477 while the actual was \$30,393,989 resulting in a positive variance of \$753,542.

Position Transfers – LNA Part-Time to LNA Per Diem

Mr. Moorehead requested that the Board of Commissioners approve the transfer of four (4) vacant part-time LNA positions (budgeted at \$1) to four (4) per diem LNA positions. He explained that there is an increased demand for LNA's who wish to work per diem instead of working part-time. The requested changes would assist scheduling with covering vacations, sick calls, medical leaves of absence and close supervisions. He added that there have been more applicants for per diem positions and noted that the existing per diem employees are working less hours; however, they are required to work 24 hours/month.

Motion:

To approve Mr. Moorehead's request to transfer four (4) vacant part-time LNA positions (budgeted at \$1) to four (4) per diem LNA positions. Those positions are:

301212034

301212035

#301212036

#301212037

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

6. SHERIFF'S DEPARTMENT

Bid # SO-2016-01GF – Emergency Equipment

Chief Deputy Fisher presented information regarding Bid # SO-2016-01GF and explained that this bid is for emergency equipment for new vehicles.

Motion:

To approve Bid # SO-2016-01GF for emergency equipment that will be installed in 2 of the Sheriff's vehicles. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Deputy Chief Deputy Fisher explained that the equipment is for the 2 new Cruisers that are covered in the next bid.

Bid # SO-2016-02GF – 2 Cruisers

Motion:

To approve Bid # SO-2016-02GF for 2 Cruisers for the Sheriff's Department, and to award the bid to Irwin Auto Group, Laconia, NH as the lowest responsible bidder meeting the specifications at a price of \$27,273 each for a total of \$54,546; it is a State bid with a request to waive competitive bidding consistent with RSA 28:8-e, V. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Deputy Chief Deputy Fisher explained that the vehicles are leftover 2015 Ford Expedition SUV's, noting that there is a cost savings related to purchasing leftover vehicles.

Crown Castle Tower License Agreement – Request for Approval

Chief Deputy Fisher informed the Board that he is requesting approval of a Government Entity Tower License Agreement. He explained that the Tower is located on Mt. Uncanoonic and is used for the department's communications. He added that Legal Counsel and Mr. Durette have reviewed the bid and related documents.

Motion:

To approve the Chief Deputy's request for approval of a Government Entity Tower License Agreement and to authorize the Chair to sign the License Agreement. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

7. COUNTY COMPLEX

Bid # CC16-01 – Closure of Fuel Tank

Ms. Robinson presented bid # CC16-01 and explained that it is for the closure of a 10,000 gallon tank.

Motion:

To approve Bid # CC16-01 for the closure of a 10,000 gallon tank at the facility. The lowest responsible bidder is Enpro/TMC Environmental, Portsmouth, NH at a price of \$3,900. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Bid # 15-01-a – Installation of New Fuel Tank

Motion:

To approve Bid # C15-01-a for the installation of a 2,000 gallon fuel tank at the Complex; the lowest responsible bidder meeting the specifications is American Tank, Manchester, NH at a price of \$19,320. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

8. OLD/NEW BUSINESS

Collective Bargaining Agreement - Execution

Mr. Wenger explained that there are three Collective Bargaining Agreements that have been approved and requested that the Board execute the agreements on behalf of the County and authorize the Chair to sign the agreements. The Collective Bargaining Agreements are between:

- Hillsborough County Commissioners and Hillsborough County Department of Corrections and Local # 3657 American Federation of State, County and Municipal Employees AFL/CIO for the period of July 1, 2015 to June 30, 2017 and
- Hillsborough County, NH and the Teamsters Local 633, Supervisory Employees of the Hillsborough County Department of Corrections for the period of July 1, 2015 to June 30, 2017 and
- Hillsborough County Commissioners and International Chemical Workers Union Council/UFCW, Local 1046C, Nursing Home Supervisory Personnel for the period of July 1, 2015 to June 30, 2017.

Motion:

To execute the bargaining unit contracts and to authorize the Chair to sign the agreements. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Request for Qualification – Real Estate Services

Mr. Wenger presented a Draft “*Request for Qualifications for Professional Real Estate Services, Hillsborough County, New Hampshire.*”. He explained that the RFP will be sent out to Real Estate professionals for the purpose of marketing the buildings at the County Complex as well as the land. He added that the focus will be on the buildings and noted that it excludes the Nursing Home. It will be sent out on August 10th with a site visit scheduled for Thursday, August 27th.

Motion:

To publish the “*Request for Qualifications for Professional Real Estate Services, Hillsborough County, New Hampshire.*” Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Security at Temple Street was discussed. Ms. Robinson explained that the actions taken to date include:

- Increasing exterior lighting
- Removing shrubs that were close to the building
- Issuing key fobs for the elevators
- Issuing key cards for access to the building
- Installing a movement sensor for the stairs going to the third floor

- Training staff
- Locking the front door
- Installing glass barriers

Ms. Robinson added that there is one remaining door that will be replaced. Ms. Battaglia observed that the County Attorney's staff need secure space and inquired about a door at the bottom of the stairs and noted that there is much less traffic since the security measures were implemented. She added that she felt that moving staff from the front office would result in crowding.

Mr. Wenger noted that the input will be taken under advisement and noted that the Board has looked at all the options and has taken action to address the staff's concerns. He spoke about the option of moving staff to the Manchester office and the possibility of adding a wall at the top of the stairs on the third floor.

Register Coughlin noted that there has been a great deal of improvement in security for her staff and noted that security in the recording office is very positive.

Register Coughlin informed the Board that revenue is up over the same time period the previous year and added that the Registry did meet the FY2015 budget for revenue.

Register Coughlin requested that the Commissioners sign a Proclamation to congratulate Carole Boucher who is retiring after 28 years of service. The Board agreed to sign the Proclamation.

Supt. Dionne requested Board approval for the transfer of an inmate from Sullivan County.

Motion:

To approve the transfer of an inmate from Sullivan County to Hillsborough County. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Supt. Dionne requested that the Board authorize the Clerk to sign the Education Grant for the Department of Corrections; it is a contract with the NH Department of Education to provide employment and training services to out of school youth.

Motion:

To authorize the Clerk to sign the Education Grant for the Department of Corrections. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Supt. Dionne requested that the Board approve the Carl D. Perkins Grant for the Department of Corrections.

Motion:

To authorize the Clerk to sign the Carl Perkins Grant for the Department of Corrections. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Pappas reported that Congressman Guinta will visit the Department of Corrections on August 23 at 3:00 p.m. She recommended that Bronwyn Asplund Walsh be informed.

Comm. Ziehm asked Mr. Moorehead if the Nursing Home Time Management System was performing better. Mr. Moorehead responded that following a meeting the previous day, he is not convinced that the Vendor can meet the facility's expectations. Mr. Wenger explained that it is his belief that the issues will be resolved and noted that if they are not resolved and the specifications are not met, the County will be in a position to go out to bid again. He added that there is much complexity to the system and that it is difficult to articulate issues in advance, but noted that the company is working with the County and things are moving in the right direction. He added that the bidding statute for Hillsborough County requires it to accept the lowest responsible bidder.

Mr. Moorehead reported that he recently attended a County Long Term Care Planning Committee meeting; the goal of the committee is to come up with a new model for long term care. He added that it is his belief that the State's goal may be to have the Counties pick up the process and noted that it is having difficulty qualifying the patients' medical enrollment.

Mr. Wenger informed the Board that the Governor and Council have approved the CDBG grant for the YMCA's expansion and added that he has received all the agreements; they have been reviewed by Legal Counsel and are ready for the Board's execution.

Mr. Wenger noted that the next meeting of the Board of Commissioners is scheduled for August 26th at 9:00 a.m.

Mr. Wenger requested that the Departments submit their invoices in a timely manner and explained that holding them creates issues with processing the payments when many are submitted at the last minute.

Mr. Moorehead reiterated that when one issue with the new Time Management System is resolved, a new one develops. He added that contrary to some comments, the Nursing Home staff does want the system to work, but it is not satisfactory at this point. Mr. Wenger indicated that the system has not been without its challenges and noted that it is important to be positive.

9. PUBLIC COMMENT

There was no one from the Public who wished to comment.

10. NON-PUBLIC SESSION

The Board agreed to address a request from the County Attorney in Non-Public Session relative to the appointment of an Assistant County Attorney and to meet with Supt. Dionne.

Motion:

To enter Non-Public Session with County Attorney Hogan consistent with RSA 91-A-3: II (a) relative to an employee issue and with Supt. Dionne consistent with RSA 91-A-3: II (c). Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:45 a.m.

The Board met with County Attorney Hogan and then with Supt. Dionne.

The Board moved out of Non-Public Session at 11:04 a.m.

Motion:

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

Motion:

To approve the appointment of Gregory M. Lenti as Assistant County Attorney. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Recess

The Board moved to Recess for the purpose of inspecting the security updates and issues that may still be of concern at 19 Temple Street.

Motion:

To move into recess. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The meeting recessed at 11:05 a.m.

The meeting reconvened at 12:03 p.m.

Motion:

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

The Board agreed to re-visit the Temple Street security issues at its next meeting.

11. ADJOURN

Motion:

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

The meeting adjourned at 12:04 p.m.

Approved on August 31, 2015

Comm. Toni Pappas, Clerk
Hillsborough County Board of Commissioners

Date