

Regular Meeting of the
Hillsborough County Board of Commissioners
August 6, 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, J. Hardy, D. Dionne, M. Estey, C. Kirby, B. Moorehead, D. Reidy, E. Robinson, M. Castonguay, G. Wenger and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:05 a.m. Ms. Robinson led the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approve the minutes of the Hillsborough County Board of Commissioners meeting held on July 23, 2014. 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 88.80
- July 31, 2014 150.77

for a total of \$239.57, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To approve a Regular Payroll register dated July 31, 2014 in the amount of \$1,107,447.50, 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 23, 2014 \$ 823.00
- August 5, 2013 \$ 4,216,474.19

for a total of \$4,217,297.19, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Public Comment on Agenda items

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

Department of Corrections

Census

Supt. Dionne presented the Department of Correction's census. He noted that as of July 29, 2014, the total in custody was 521. It included 406 men and 115 women; 159 of the men had been sentenced and 247 were

awaiting trial; 46 of the women had been sentenced and 69 were awaiting trial. The DOC had 17 in the Community in day-reporting programs.

Supt. Dionne reported that the Department of Corrections also is holding 39 female inmates from Rockingham County, and there are 124 individuals in the diversionary Mental Health program; 61 are from Manchester and 63 are from Nashua.

Overtime Impact Report

Supt. Dionne noted that the Overtime Impact Report is included in the Board's packet and added that Overtime is high due to vacations and 14 vacancies; he explained that the DOC will be conducting another Academy in the near future to address vacancies.

Nursing Home

Census

Mr. Moorehead reported that the Census at the Nursing Home as of July 31, 2014 was 281 residents; there were 210 Medicaid residents, 30 Private Pay residents and 40 Medicare Part A or managed care residents.

June Revenue

Mr. Moorehead presented the unaudited June Revenue. He explained that the budgeted Revenue for Room & Board and ancillaries for June was \$1,843,742 while the actual was \$1,899,424, which results in positive Revenue of \$55,682.

Year-to-Date Revenue

Mr. Moorehead presented the unaudited Year-to-Date Revenue; he informed the Board that the budgeted Revenue for Year-to-Date is \$28,074,903 while the actual is \$30,296,522, which results in a positive Revenue of \$2,221,619. He noted that the report includes the Nursing Home's calculations for the Bed Tax expense that would be added and that it is his understanding that the auditors may recommend pulling the \$125,000 ProShare supplemental payment out of ProShare for FY2014 and add it to FY2013. Mr. Wenger noted that in either case, the funds will go into the Undesignated Fund balance.

Comm. Pappas recommended that the Board address a Department of Corrections bid that was not addressed earlier.

Bid # FY15-17 – Milnor Washing Machine

Motion: To approve Bid # FY15-17 for a Milnor 30022T6X Washing Machine for the Department of Corrections and to award the bid to Yankee Equipment, Barrington, NH at a cost of \$10,250. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

MOU NHDES

Supt. Dionne informed the Board that the NH Department of Employment Security has requested that the Hillsborough County Department of Corrections sign a Memorandum of Agreement outlining how the facility will provide a list of those who are incarcerated so that they are not paid unemployment benefits. He added that there is no benefit to the County and noted that he would recommend not signing the MOU at this time; he added that he will raise the issue at the upcoming Superintendent's meeting.

Attorney Kirby noted that the agreement clearly outlines that the County would not be getting any benefit from the MOU; it would only benefit the State in their quest to make sure that there is not inappropriate unemployment compensation being issued. Supt. Dionne added that the DOC already provides the information, and will continue to do so whether an MOU is signed or not. The Board supported Supt. Dionne's recommendation.

Supt. Dionne requested an opportunity to meet with the Board in Non-Public Session consistent with RSA 91-A:3 II (a).

Sheriff's Department

Bid # 2014-1 – Ultra Rugged Tablet Computers

Motion: To approve Bid # 2014-1 for Ultra Rugged Tablet Computers for the Sheriff's Department, and to award the bid to Patrol PX, No. Attleboro, MA at a price of \$17,535, noting that it is a single source bid consistent with RSA 28:8-e V. Motion by Comm. Ziehm, second by Comm. Holden.

Discussion ensued relative to having only one bid; Capt. Estey explained that this was a single source bid consistent with RSA 28:8-e V, adding that this vendor is the only company providing this type of rugged tablet computer; he referred the Board to the Patrol PC Sole Source Letter attached to the bid. He added that it was a company that could meet the specifications of the bid and he explained the reason for the purchase. Capt. Estey explained that the tablets would be installed in 2 of the new vehicles and a 2013 vehicle.

In response to a question from Comm. Ziehm, Capt. Estey reported that whenever an officer stops an individual and needs information relative to his record, registrations, driving history, and other information, it is currently requested by phone or radio. The new tablets would allow the person's record to be searched online using the tablet as opposed to a phone or radio, and registrations and driving licenses could be automatically scanned into the tablet; a request for information would go to the State Police and a response would be sent back to the tablet in the officer's car. The system is currently being used by Bedford, Pelham, Hillsborough, Auburn as well as many other entities. He explained that the \$17,535 includes the 3 tablets, installation, and a printer system that goes along with it that could receive pictures and information from other entities. He added that it has an operating system that is compatible with County systems and they are completely upgradeable.

While the Commissioners supported the bid, they requested that it be re-bid and that RFP be sent to other vendors. Sheriff Hardy and Capt. Estey indicated that the Sheriff's Department would send out new RFP's and report back to the Board. The Board did not want to move forward with the motion at this time.

Motion: To table Bid # 2014-1 for the Sheriff's Department. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Old/New Business

Video Conference

Supt. Dionne informed the Board that he had a recent conversation with Judge Leary relative to video conferencing for the Nashua District Court. He added that the DOC is considering another video arraignment room that will be located near the women's unit (women and men have to be kept separate from each other). He indicated that Judge Leary said that Judge Kelly believes that the Administrative Office of the Courts would have the money in their budget for another unit, so it would not be a cost to the DOC. He explained

that since March, there have been 549 successful video arraignments from Nashua, and that is anticipated to double once Manchester comes online. He explained that this had reduced security and safety concerns in the Courtroom, during transport and at the prison, and it has eliminated the opportunity for the inmates to return to the prison with contraband. The Board expressed its support of the Superintendent's request to set up another video conferencing area for female inmates.

NHAC Conference Planning

Mr. Wenger reported on the results of the recent planning meeting for the fall conference. He noted that the group suggested a theme of humor. The Board and those present discussed preferences and options for the conference. He noted that he has asked that representatives from NHAC to attend the next planning meeting. The Board expressed a desire to change things to make the conference more meaningful to those attending and to be involved in setting the agenda. It discussed options for giveaway packages and vendors that may provide items or support.

Mr. Wenger noted that Fidlar Technologies offered to pay for a lunch. He noted that Primex is bringing their simulator for Monday afternoon and will need half of the main presentation room on the Monday of the conference. The Board also discussed including homemade/homegrown items from Hillsborough County.

Comm. Pappas indicated that the Board would need to appoint a Commissioner to serve on the Awards Committee; she volunteered to represent Hillsborough County this year. The Board agreed that Comm. Pappas would be appointed.

Comm. Ziehm noted that she will not be at the next meeting.

Mr. Moorehead noted that the Annual Resident Council Barbecue will be held at the Nursing Home today.

Mr. Wenger noted that he has a new cover letter for the County's Employee Handbook for the Board's signature.

Mr. Wenger informed the Board that he has the annual engagement letter for the County's auditors, Vachon & Clukay, and asked for the Board's signature.

Mr. Wenger informed the Board that he has the Comcast Agreement and contracts for the Board's signature.

Mr. Wenger provided the Board with a Draft review of a "*Request for Proposal to Provide Real Estate Services*" for the Board's review and considerations. It is seeking a real estate expert to work with the County to market the County's underutilized buildings and parcels. It also addressed the issue with the Women's Prison building becoming available. He noted that it addresses leasing land and buildings.

The Board discussed the need to review Policies & Procedures for part-time employees. Comm. Ziehm noted that she is interested in learning what benefits part-time employees in different categories are entitled to.

Public Comment

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

Non-Public Session

Motion: To move into Non-Public Session with:

- Supt. Dionne consistent with RSA 91-A 3 II (a), to consult with Counsel on a litigation, and
- Mr. Moorehead consistent with RSA 91-A 3 II (a), to consult with Counsel.

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

The Board moved into Non-Public Session at 10:28 a.m.

The Board met with Attorney Kirby and Supt. Dionne.

The Board met with Attorney Kirby and Mr. Moorehead.

The Board returned to its regular meeting at 10:55 a.m.

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

Comm. Pappas asked if the Board had further business to discuss. Comm. Ziehm offered the following motions:

Motion: To authorize Counsel to enter into a stipulation for the recovery of funds in a matter involving Ala Atkochaitis. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion: To release the lien on real property upon entry of funds into the Superior Court pursuant to a Bill of Interpleader in the Ala Atkochaitis matter and to authorize the Chair to sign the Release of Lien. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

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 recessed at 11:00 a.m.

Approved on August 20, 2014

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date