

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**August 31, 2015**  
Hillsborough County Nursing Home  
**Minutes of the Public Session**  
(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. Ziehm, Comm. Holden, Comm. Pappas, J. Hardy, D. Dionne, G. Fisher, C. Kirby, B. Moorehead, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner.

**1. CALL TO ORDER**

The meeting convened at 10:17 a.m.

Commissioners Pappas and Ziehm agreed to address items under Administrative Business while waiting for Comm. Holden, who is due momentarily.

**2. ADMINISTRATIVE BUSINESS**

**Approval of Minutes**

**Motion:**

To approve the minutes for the Board of Commissioner's Regular Meeting held on August 5, 2015.  
Motion by Comm. Pappas, second by Comm. Ziehm.

**Motion:**

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

The Board moved into Recess at 10:19 a.m.

Comm. Holden joined the meeting.

The meeting reconvened at 10:21 a.m.

**Motion:**

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

**Pledge of Allegiance**

Comm. Ziehm led the Pledge of Allegiance.

The earlier motion to address approval of the minutes of August 5<sup>th</sup> was carried.

**Supplemental Payroll Registers**

Comm. Holden offered the a motion.

**Motion:**

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

08/07/15	\$ 6,460.46
08/13/15	4,986.87
08/18/15	2,313.07
08/19/15	116.28
08/21/15	2,277.08
08/24/15	1,796.70
08/25/15	221.10
08/27/15	538.68
08/28/15	35.40

The total Supplemental Payroll is \$18,745.34. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Regular Payroll Registers**

**Motion:**

To approve a Regular Payroll Register dated August 13, 2015 in the amount of \$1,100,620.31, subject to review and audit; the total Regular Payroll for the period is \$1,100,620.31. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Accounts Payable Registers**

**Motion:**

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

08/18/15	\$5,672,377.23
08/19/15	10,170.42
08/21/15	47,133.03
08/28/15	152,670.38

The total Accounts Payable is \$5,882,351.06 subject to review and audit. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Extradition Vouchers**

**Motion:**

To approve the following Extradition Vouchers for the following dates, noting that they have been previously approved by the County Attorney. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

07/01/15	\$ 46.49
07/01/15	114.27
07/02/15	87.49
07/10/15	77.77
07/14/15	46.49
07/15/15	46.49

The total for the Extradition Vouchers is \$419. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## **Bid # CIS-3-2016 - FY2016 Antivirus Software**

### **Motion:**

To approve Bid CIS 03-2016 for FY2016 Antivirus Software and to award the bid to CDW-G, Vernon Hills, IL; at a price of \$7,408. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **3. PUBLIC COMMENT ON AGENDA ITEMS**

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

### **4. DEPARTMENT OF CORRECTIONS**

#### **Census**

Supt. Dionne presented the Department of Correction's (DOC's) Census. He noted as of August 25, 2015, the total in custody was 479 of which 464 were in-house; the Census included 383 men, 124 of whom had been sentenced and 259 that were being held pre-trial; there were 96 women; 32 of the women had been sentenced and 64 were being held pre-trial. He added that the DOC was holding 24 female inmates from Rockingham County.

Supt. Dionne informed the Board that 146 individuals were diverted through the Mental Health Courts; 81 were from Manchester and 65 from Nashua, and there were 15 in the community in programs.

#### **Overtime Impact Report**

Supt. Dionne reported that the Overtime Impact Report was provided for the Board's packet.

### **5. NURSING HOME**

#### **Census**

Mr. Moorehead reported that the Census at the Nursing Home as of August 27<sup>th</sup> was 281; it included 216 Medicaid residents, 37 Private Pay residents and 28 Medicare or Part A residents.

#### **Year-to-Date Revenue**

Mr. Moorehead presented the unaudited Year-to-Date revenue; he noted that it is the same as the month to date since we are only 1 month into the fiscal year. He informed the Board that the revised budgeted Room & Board and ancillary revenue for Year-to-Date is \$1,978,031 while the actual was \$1,913,216 resulting in a negative variance of \$64,815.

#### **July Revenue**

Mr. Moorehead presented the revenue report for July. He explained that the budgeted Room & Board and ancillary budget was \$1,978,031 while the actual was \$1,913,216 resulting in a negative variance of \$64,815. He added that the census has been down slightly, particularly the Medicare census, which is lower than anticipated. He added that he is concerned that the RMU unit that opened at the Elliot Hospital may be drawing some patients that would have previously come to the Nursing Home, but added that he is confident that the Medicare census will increase.

Mr. Moorehead informed the Board that the facility has hired an experienced Physical Therapist who has a very favorable reputation for wound care, which could be significant for the facility.

### **Bid # 03-2016**

Mr. Moorehead presented Bid # 03-2016; he explained that it is for a therapeutic exercise system and noted that the only bidder and sole source provider is Accelerated Care Plus, Reno, NV at a price of \$6,250.

#### **Motion:**

To approve Bid # 03-2016 for a therapeutic exercise system noting that the only bidder and sole source provider is Accelerated Care Plus, Reno, NV at a price of \$6,250. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **2015 Write-off Request**

Mr. Moorehead explained that annually the Nursing Home requests Board approval to write off an amount for uncollected funds and asked the Board to approve the action; the amount of the Write-off is \$259,199.87.

#### **Motion:**

To approve the requested Nursing Home Write-off of \$259,199.87. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### **Authorization to Lock in Electric and Natural Gas Rates**

Mr. Moorehead requested that the Board authorize Mr. Lencki to once again lock in Electric and Natural Gas Rates. He noted that Natural Gas rates are currently down 18%.

#### **Motion:**

To authorize Mr. Lencki to lock in Electric and Natural Gas rates. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm inquired of Supt. Dionne regarding the menu for the Department of Corrections. She asked if the menu was published in advance. Supt. Dionne responded that it was; he added that the menu is reviewed by a Nutritionist monthly.

### **Bid # Auto Sale # 15-01**

Mr. Wenger presented Bid Auto Sale # 15-01 and explained that this is for the sale of a vehicle, thus the accepted bid should be the highest bid.

#### **Motion:**

To approve Bid Auto Sale # 15-01 for the sale of a 1988 Chevrolet Dump Truck; the highest bidder is Marc Phillips Automotive, Weare, NH, at a price of \$1,525. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## **6. COUNTY COMPLEX**

### **Request to Rescind Bid # CC2015-01-A – Closure of Fuel Tank**

Ms. Robinson explained that there was an error on the part of the vendor in Bid # CC2015-01-A for the closure of the underground fuel tank that was previously considered and approved by the Board on August 5,

2015. Ms. Robinson noted that a portion of the original bid had been omitted. She requested that the Board rescind the prior bid award.

**Motion:**

To rescind Bid # CC15-01-A for the closure of the fuel tank and to consider the new bid # CC15-01-A. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Ms. Robinson requested that the Board consider a revised bid.

**Motion:**

To approve Bid # CC-15-01-A, as submitted today, and to award the bid to Lakes Region Environmental, Belmont, NH at a price of \$5,150, noting that it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Bid # CC15 -04 Carpeting for Complex**

Ms. Robinson presented bid # CC15-04 and explained that it is for installing carpet in the Complex hallway on the lower level at both ends of the building.

**Motion:**

To approve Bid # CC15-04 for carpeting for the Complex lower level. The lowest responsible bidder is Dean's Carpet, Manchester, NH at a price of \$5,950. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas inquired about the possibility of hanging County photos from the past in the hallway of the Complex building. Mr. Wenger noted that he will look into it.

**7. OLD/NEW BUSINESS**

**Security at 19 Temple Street**

Mr. Wenger provided the Board with copies of the Temple Street proposal that was previously provided and under the Board's consideration. He noted that the remaining item to be addressed is the addition of a glass wall at the top of the stairs on the 3<sup>rd</sup> floor and asked for Board approval to move forward with that wall and office/space reassignment; he noted that it is intended to create a secure area for staff on the 3<sup>rd</sup> floor. He added that if the Board approves the action, he will move forward with re-bidding the wall.

**Motion:**

To move forward with the security proposal and glass wall at 19 Temple Street. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**BOC Meeting Schedule**

Comm. Holden explained that she cannot make the Board meeting scheduled for October 28<sup>th</sup>; the Board reviewed its schedule and unanimously agreed to change the October 28<sup>th</sup> meeting to Monday, October 26<sup>th</sup> at 9:00 a.m.

Mr. Wenger noted that there is a tentative Grievance scheduled for the next Board Meeting, September 16<sup>th</sup>; the Grievance will be scheduled for 9:00 a.m.

Mr. Wenger informed the Board that the County Award nominations are due in the Commissioner's Office of Administration & Finance by September 11<sup>th</sup>. He requested that the Board appoint a representative to the Awards Committee

**Motion:**

To appoint Comm. Holden to the NHAC Awards Committee. Motion by Comm. Pappas, second by Comm. Ziehm. Motion carried.

Comm. Holden explained that she provided a report from the NACO Annual Conference and noted that it is included in the meeting packets.

Mr. Wenger informed those present that the Annual NHAC Conference will be held at the Mount Washington Hotel in Bretton Woods from November 1<sup>st</sup> through November 4<sup>th</sup>.

Mr. Wenger noted that there will be an opening on the NHAC Executive Committee upon Ms. Robinson's retirement. He asked the Board to consider nominating a replacement.

**Motion:**

To nominate Attorney Carolyn Kirby for appointment to the NHAC Executive Committee to fill the unexpired term of Ms. Robinson. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Mr. Wenger noted that he has three items for the Board's signature and execution. They are:

- The MS-46 (which requires the signatures of the 3 Commissioners)
- The MS-45 (which requires the Clerk's signature)
- The final bargaining Agreement for the County Attorney's Teamster's Local 633 of New Hampshire

**Motion:**

To execute the Collective Bargaining Agreement for Teamster's Local # 633 of New Hampshire for the County Attorney's staff. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:**

To sign the engagement letter with Vachon, Cluckay, & Co., PC for the annual audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger reported that in reference to the RFQ for Real Estate services; 2 companies attended the walk-through. He added that he anticipates that there may be 1 or more responses to the request and he will return to the Board with the name of the lowest responsible bidder. The Board discussed the possibility of options relative to the County property.

Mr. Wenger informed the Board that he has received a request from the staff of a presidential candidate that would like to address the Board. Following discussion and reservations expressed by the Board, it was noted that anyone can address the Board during the Public Comment portion of the Board meeting. The Board agreed that there should be a time limit and that a 7 day prior written notice is requested for anyone wishing to address the Board. It was noted that anyone addressing the Board should only address topics related to County Government.

Sheriff Hardy reported that his office has coordinated a 2-week training that is being held here at the Complex. The training is presented by the Federal Drug Enforcement Administration for police officers;

there are 80 attending and most are from New England area. He added that the training has been coordinated by Deputy Chief Fisher and Sgt. Newcomb from his office.

Sheriff Hardy asked for prayers on the passing of long-term County employee, Michael Mahoney.

Sheriff Hardy informed the Board that his Department is developing a proposal for new dispatch fees that applies to the Towns using the County's dispatch capability; he will be bringing it to the Board for its approval.

Mr. Moorehead noted that the Nursing Home will be holding its annual End of Summer Festival on Wednesday, September 2<sup>nd</sup> from 10:00 a.m. to evening. It is open to residents, staff, family and friends.

Sheriff Hardy provided the Board with a copy of the signed Government Entity Tower License Agreement; it is the agreement that was previously approved by the Board for the County's tower on Mt. Uncanoonic.

#### **8. PUBLIC COMMENT**

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

#### **9. NON-PUBLIC SESSION**

The Board agreed to address a request from the Mr. Moorehead for Non-Public Session and a matter with Mr. Wenger.

##### **Motion:**

To enter Non-Public Session with Mr. Moorehead consistent with RSA 91-A-3: II (a) relative to an employee and with Mr. Wenger consistent with RSA 91-A-3: II (a) relative to an employee. Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:31 a.m.

The Board met with Mr. Moorehead and Mr. Wenger, and then met with Mr. Wenger. No action was taken.

The Board moved out of Non-Public Session at 12:11 p.m.

##### **Motion:**

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

#### **10. ADJOURN**

##### **Motion:**

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

The meeting adjourned at 12:12 p.m.

*Approved on September 16, 2015*

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Comm. Toni Pappas, Clerk  
Hillsborough County Board of Commissioners

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Date