

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**September 7, 2011**  
Bouchard Building, Goffstown, NH  
Minutes of the Public and Non-Public Session  
(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. S. Ziehm, Comm. C. Holden, Comm. Pappas, P. Coughlin, D. Dionne, C. Kirby, J. O'Mara, D. Mailhot, D. Reidy, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

**1. Call to Order**

Comm. Ziehm called the meeting to order 9:02 a.m.

**2. Pledge to the Flag**

Mr. Wenger led the Pledge of Allegiance.

**3. Administrative Business**

Minutes

**Motion:** To approve the minutes of the Board of Commissioner's Budget Meeting held on April 5, 2011. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

**Motion:** To approve the minutes of the Board of Commissioner's Regular Meeting held on June 29, 2011. Motion by Comm. Pappas, second by Comm. Holden.

Comm. Holden indicated that "PLRB" as shown on page 7 should read "PERLB;" she added that she would vote to approve with that correction. Comm. Pappas agreed.

Motion carried

Approval of Payroll Registers

The Board reviewed and approved the Payroll Registers.

**Motion:** Comm. Holden moved to approve Payroll Registers for the following dates and amounts:

- August 31, 2011 in the amount of \$3,000
- September 1, 2011 in the amount of \$2,725.85

for a total miscellaneous payroll of \$5,725.85, subject to review and audit. Comm. Pappas seconded the motion. Motion adopted.

**Motion:** Comm. Holden moved to approve a regular payroll dated September 1, 2011, in the amount of \$1,142,479.88 subject to review and audit. Comm. Holden seconded the motion. Motion carried.

Approval of Accounts Payable Registers

The Board reviewed and approved the Accounts Payable Register:

**Motion:** Comm. Pappas moved to approve an Accounts Payable Register for September 6, 2011 in the amount of \$3,208,210.81. Comm. Holden seconded the motion. Motion adopted.

Bid CIS-08-2012 – Cisco SmartNet Support Renewal for FY 2012

**Motion:** To approve Bid CIS-08-2012; this is for Cisco SmartNet Support Renewal for FY 2012. The recommended vendor is Insight Public Sec., Tempe, AZ, at a cost of \$39,300.81; it is the lowest responsible bidder meeting the specifications. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger explained that GovConnection submitted a lower bid but failed to include costing for a number of required items and therefore did not meet the specifications.

Transfer No. 2012-03 – County Attorney

**Motion:** To approve Transfer No. 2012-03 to transfer from line 4199-7010, Contingency-Salaries & Wages, the amount of \$37,193, and to transfer the following amounts to the following budget lines:

- \$31,674 to line 4123-7010, Salaries
  - \$2,423 to line 4123-7100, Social Security
  - \$309 to line 4123-7120, Health & Accident
  - \$2,787 to line 4123-7130, Retirement
- for a total transfer of \$37,193.00.

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

Comm. Holden inquired if there would be adequate funds in the budget to finish the fiscal year. Mr. Wenger explained that the funding for the anticipated grants was in the contingency budget. He noted now that the grant was awarded, the transfer was requested to move the funds to the lines it will be expended from. Funds remain in the contingency budget for another grant that is anticipated.

Motion carried.

Transfer No. 2012-04 – County Attorney

**Motion:** To approve Transfer # 2012-04 to transfer the amount of \$7,002 from line 4199-7010, Contingency-Salary; & Wages, and to transfer the following amounts to the following lines:

- \$5,851 to line 4123-7010, Salaries & Wages
- \$535 to line 4123-7100, Social Security
- \$616 to line 4123-7130, Retirement

for a total transfer of \$7,002. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

#### 4. Public Comment on Agenda Items

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

## 5. Department of Corrections

### Census

Supt. O'Mara presented the DOC Census. He noted that as of August 30, 2011, the Census was 555, which included 484 men of whom 370 were being held pre-trial and 114 that had been sentenced. There were 71 women of whom 47 were being held pre-trial and 24 that had been sentenced.

### Bid # FY12-97 – Inmate Commissary Service

Mr. O'Mara presented Bid # FY12-97 for Inmate Commissary Service; he explained that this bid is for the amount of commission received from the vendor, so in this instance, the higher bid is the more desirable. He added that the previous vendor provided a 30% commission while the recommended vendor will provide a 40% commission. In response to a question from Comm. Ziehm, he explained that this represents up to approximately \$100,000 in annual revenue.

**Motion:** To approve Bid # FY12-97 for Inmate Commissary Service; noting that the recommended vendor will provide a 40% commission. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Pappas asked Supt. O'Mara if he had information relative to inmates being used in the community to clean up trash in the alleys in Manchester. He responded that the plan has not been finalized; they are planning to work with the Fire Department; a concern is for the inmates to wear protective clothing such as Tyvek suits to prevent them from bringing back bedbugs and other undesirable things.

## 6. Nursing Home

D. Mailhot presented the Nursing Home Census; she reported that the Census as of September 2<sup>nd</sup> was 279, which included 190 Medicaid residents, 57 Private Pay residents, and 32 Medicare residents. She added that there were also 12 residents receiving hospice and 18 residents in the Enhanced Living Unit.

## 7. Registry of Deeds

Register Coughlin reported that Tax Stamp revenue is up; she added that September was another good month for Tax Stamps but the document count was down. Comm. Holden noted that the Revenue update also indicates that Revenue, Recording Fees, LCHIP Fees, and Copy Fees are down for September. Mr. Wenger observed that the Revenue appears to be significantly off budget.

Comm. Holden gave Mr. Wenger a flyer she received at the NACo conference relative to online sales of Government Surplus Equipment; it is from GOVDeals; further information will be available through Mr. Wenger or at the GOVDeals website at [www.govdeals.com](http://www.govdeals.com).

## 7. Old/New Business

Comm. Holden noted that the 2011 County Employee Award nominations are due at NHAC by September 19<sup>th</sup>.

Comm. Holden informed those present that she recently attended a meeting of the New Hampshire Public Health Regionalization Initiative; its purpose is to develop a coordinated public health infrastructure; she

mentioned that they have developed a map and Hillsborough County will be grouped with Cheshire, Merrimack, and Rockingham Counties.

In response to a question from Comm. Pappas, Mr. Reidy explained that he and Jim Grady met with Betsey Miller of the NHAC to discuss the reorganization being worked on by the Cooperative Extensions. He explained that a 14 member committee has been meeting since August relative to the consolidation of the Cooperative Extensions; he added that he anticipates that it will be another month or two before anything is presented relative to consolidation.

### Superintendent Search

The Board discussed the direction that it would take in its search for a Superintendent to replace the Supt. O'Mara, who will be leaving. Discussion was held relative to the composition of a discussion group, and who might be included. Following further discussion during which time the Commissioners, Supt. O'Mara, Mr. Wenger and others offered names and organizations that the Board may wish to include in the discussion group; there was a consensus that the group should include representation from the Board of Commissioners, Business Office, Executive Committee, Legal Counsel, Police, Sheriff's Department, Department of Correction's Superintendent, and the judiciary.

Mr. Wenger will contact members of the groups discussed for a meeting the following Wednesday, the purpose of which is to chart a course that the group will follow in its selection. Those present suggested specific names for consideration to be added as the group moves forward in the selection process. It was noted that RSA Chapter 30-B will be reviewed as well as a job description for the position.

The Board addressed Study Groups relative to addressing budget issues for the coming budget year. The following groups will be organized:

- Revenue
- Expenses
- Operations

Mr. Wenger explained that consideration should be given to:

- FY 2013 short-term goals
  - Statutory and Constitutional obligations
  - Identifying required core functions
  - Discussion of functions that are not required
  - Developing recommendations for addressing the FY 2013 deficit
- FY 2013 long-term goals
  - Building a foundation for future budgeting
  - Developing a sustainable Budget
  - Reviewing ways to avoid a tax increase while maintaining services going forward
  - Addressing the use of Surplus

The Revenue group could:

- Review viable long-term recommendations for enhancing revenues outside of taxes
- Identify recommendations for appropriate Statutory change, if applicable
- Review the primary revenue sources and include representatives from those Departments

The Expenses group could:

- Review Statutory and essential functions
- Include representatives from those Departments that add significant expenses

- Look at ways of reducing expenses by increasing efficiencies, shared buying and other options

The Operations group could:

- Include representatives from each Department
- Perform a comprehensive review with each Department to learn how each operates, i.e. hiring, firing, purchasing, go out to bid, etc.
- Identify areas where there is an opportunity for more consistency, common ground, efficiencies and savings

Mr. Wenger offered that there are only 11 weeks between September 26<sup>th</sup> and January 1<sup>st</sup>, not including the holiday weeks; he suggested that that each group set dates for 3 meetings, conduct its meetings, and provide its recommendations to the Board by February 1<sup>st</sup>. He noted that the Board's budget instruction book typically goes out the first or second week in February.

Further discussion ensued relative to bringing in outside people who have knowledge and skills that would aid the groups in their deliberation and provide new information that could allow the groups to "think outside of the box" during their deliberations. Several names were considered for inclusion in the groups.

In response to a question from Comm. Ziehm relative to options the Board may have if it is prevented from doing its job or if there are safety issues at stake, Legal Counsel explained that the Board always has the option of legal action to allow the elected officials to do the job they were elected to do, but offered that there are many steps that could be taken prior to taking any action. Attorney Kirby added that the County has striven to avoid litigation for many years, and has looked for other solutions.

Discussion ensued relative to the Commissioner's attending the group meetings with a consensus that one Commissioner would meet with each group and that Legal Counsel and Mr. Wenger will be involved in the entire process. Commissioner Pappas will sit on the Revenue Study Group, Comm. Ziehm will sit on the Operations Study Group, and Comm. Holden will sit with the Expenses Study Group. There was discussion that Rep. Seidel would be welcome to attend any meeting, and perhaps another Representative.

Mr. Wenger requested that the Board provide direction relative to its wishes regarding Study Groups.

**Motion:** To direct the Administrator to move forward with the Study Groups as discussed. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger offered that with a facilitator, there is an opportunity for the Board to step back and listen, which may encourage frank discussion "outside the box."

Chairman Ziehm entertained a motion to move into a short Recess, prior to meeting with Mr. Flygare relative to collective bargaining.

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

The Board moved into Recess at 10:45 a.m.

The Board reconvened at 11:55 a.m.

**Motion:** To move out of Recess. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To move into Non-Public Session consistent with RSA 91-A:2 III (a), relative to personnel. Motion by Comm. Holden, second by Comm. Pappas. Holden-yes, Pappas-yes, Ziehm-yes. Motion carried.

The Board moved into Non-Public Session at 11:56 a.m.

The Board met with Mr. Wenger, C. Kirby, Esq., and D. Dionne relative to a personnel issue.

The Board moved out of Non-Public Session at 12:03 p.m.

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

Comm. Ziehm asked if there was any other business before the Board.

**Motion:** To appoint David Dionne as Interim Superintendent upon the effective date of Supt. O'Mara's resignation and to authorize an additional compensation of \$250/week during the term of the Interim appointment. Motion by Comm. Pappas, second by Comm. Holden.

Comm. Holden added that the action taken does not guarantee appointment as Superintendent; she noted that the increase does not reflect what the salary of the new Superintendent will be either. Comm. Holden added that should Capt. Dionne wish to terminate his Interim Superintendent position, he would come back to the Board.

Motion carried

The Board congratulated Assistant Superintendent Dionne on his appointment and thanked him for stepping forward.

## 10. Adjourn

There being no further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 12:27 p.m.

*Signed 9/21/2011*

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Comm. Carol H. Holden  
Vice Chairman/Clerk

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Date

Hillsborough County Board of Commissioners