

Special Meeting of the  
**Hillsborough County Board of Commissioners**  
**September 14, 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, C. Kirby, J. O'Mara, M. Castonguay, G. Wenger, and L. Stonner

### **1. Call to Order**

Comm. Ziehm called the meeting to order 10:12 a.m.

Pledge to the Flag

Comm. Ziehm led the Pledge of Allegiance.

### **3. Old/New Business**

Attorney Kirby provided an update relative to her meeting with the Goffstown Tax Assessor regarding the taxing of County property and the Board's goal of receiving a lower tax assessment for County property. She explained that the Assessor reviewed the property that is being taxed; the County property is broken into 2 classifications:

- Land that is in current use
- Buildings/land that is used for County Government purposes

Attorney Kirby reported that, going forward, the land used for Government purposes will be considered exempt from taxation, and the land that is in current use will be taxed at \$1,200. This represents a reduction in the County Tax paid to the Town of Goffstown from approximately \$14,000 to \$17,000 to \$1,200.

Mr. O'Mara reported that the County was notified the previous Friday that the Hillsborough County Department of Corrections has been awarded a Planning & Implementation Grant in the amount of \$250,000; it is through the Bureau of Justice Assistance, Justice and Mental Health Collaboration Program for the facility's pre-trial supervision program. He explained that the facility is planning to put in place a risk assessment program that will look at inmates who might more appropriately serve their sentence in the community. The assessment program will review background, current history and the likelihood of future crimes that might be committed while in the community. The typical inmate who would qualify for being placed in the community is one with low bail who has committed a minor offense such as writing a bad check, shoplifting and other simple crimes. Mr. O'Mara explained that the inmates would wear ankle bracelets that would monitor and track the inmates; the bracelets would have the capability of restricting certain areas; there can be inclusion zones as well as exclusion zones. He noted that at this point, he is asking that consideration be given to inmates whose bail is \$5,000 or less. Supervision would be done by the facility's Security Staff. Mr. O'Mara added that this option would save money and postpone the time for building a new facility.

There was discussion relative to grant administration and the time involved as well as the possibility of redistributing the responsibility for grant writing or of hiring a part-time person with the caveat that the expenses of a grant administrator should be covered by administration fees that are built into most grants.

Mr. Wenger added that the funds for this grant are in the Contingency budget; a transfer will be needed to move the funds into the appropriate line.

Comm. Pappas joined the meeting.

## **2. Superintendent Search**

Mr. Wenger observed that he has provided for the Board's edification and review, documents that were requested; they include 5 job descriptions for Superintendents from various Counties as well as the Administrator job descriptions and policies relative to Administrators and minutes related to the most recent changes to the County Administrator's description. He added that the Board also has the most recent Salary Survey from the Association of Counties for 2010. Mr. Wenger added that updated figures were provided for 6 of the Superintendents in other Counties; noting that of those provided, all received an increase.

The Board addressed the Job description for the Hillsborough County Superintendent for the Department of Corrections. Comm. Holden provided a list of what she considers as traits that are necessary for a Superintendent to possess.

Attorney Kirby advised the Board to give consideration to changing the format of the Job description so that it is consistent with the job descriptions of other Hillsborough County Administrators. Mr. Wenger obtained an older job description that was done by a consultant, which was more consistent with that of the other Administrators; the Board reviewed and discussed that job description and made changes, as appropriate.

Comm. Holden noted that recommendations for Employee recognition awards are due at the Business Office today; they will be mailed to NHAC the following day.

The Board discussed potential members for the Superintendent search group as well as who would make the contacts.

Mr. Wenger offered that the Board may wish to look at the administrative structure at the DOC; he noted that the Board has already approved a reorganization in that Department and administrative staff have been cut. He added that there may be a push to eliminate another management position. Mr. O' Mara explained that in June, there was a Superintendent, an Assistant Superintendent, and 3 Captain's positions; currently there are a Superintendent, an Assistant Superintendent, and 2 Captains. He noted that there is a proposal to change that as of October 1<sup>st</sup> to an Interim Superintendent and 2 Captains and added that is a recipe for failure and may be a disservice to the person who accepts the position of Interim Superintendent. Attorney Kirby advised that further discussion relative to this situation should take place in Non-Public Session. Mr. Wenger added that it is important for the Board to explore the ramifications of such action.

The Board agreed to continue its discussion relative to Superintendent Search until a new Superintendent is hired.

#### 4. Adjourn

There being no further business, the Chair entertained a motion to adjourn.

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

The meeting adjourned at 12:07 p.m.

*Signed 10/5/2011*

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Comm. Carol H. Holden  
Vice Chairman/Clerk  
Hillsborough County Board of Commissioners

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Date