

Revised Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**September 18, 2013**

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. Ziehm, P. Coughlin, P. LaFrance, C. Connelly, D. Dionne, 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 9:02 a.m. Mr. Wenger led the Pledge of Allegiance.

**Administrative Business**

Minutes

**Motion:** To approve the minutes of the Board of Commissioner's meeting held on August 21, 2013. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

**Motion:** To approve the minutes of the Board of Commissioner's meeting held on September 4, 2013. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Payroll Registers

**Motion:** To approve the following Miscellaneous Payrolls in the following amounts, noting that each is subject to review and audit:

9/12/13	\$569.47
9/12/13	590.77
9/13/13	1,200.00

The total Miscellaneous Payroll is \$2,360.24 Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

**Motion:** To approve a Regular Payroll dated September 12, 2013, 2013 in the amount of \$1,167,677.56, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register:

There was a question relative to the amount listed for the Accounts Payable register; it will be verified and addressed later in the meeting

Transfer # 2014-01 – Contingency to Department of Corrections

**Motion:** To approve Transfer # 2014-01 for the Department of Corrections to transfer the amount of \$48,382 from Contingency Salaries & Wages, Line 4199-7010, and to transfer the following amounts to the following accounts:

- \$36,429 to Salaries & Wages, line 4230-7010
- \$2,629 to Social Security, line 4230-7100
- \$9,324 to Retirement, line 4230-7130

The total transfer is \$48,382. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

#### Transfer # 2014-02 – Department of Corrections

**Motion:** To approve Transfer # 2014-01 for the Department of Corrections to transfer the amount of \$100,000 from Salaries & Wages, Line 4230-7010, and to transfer the amount of \$100,000 to Overtime, line 4230-7011. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

#### Transfer # 2014-03 – Administration & Finance

The Board agreed to address Transfer # 2014-03 later in the meeting

#### **Public Comment on Agenda items**

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

#### **Department of Corrections**

Supt. Dionne presented the Department of Correction's census. He noted that as of September 10<sup>th</sup>, the total in custody was 543; it included 437 men; 168 had been sentenced and 269 were awaiting trial; there were 106 women in custody; 43 had been sentenced and 63 were awaiting trial. Supt Dionne informed the Board that there are 7 inmates in the Pre-Trial Supervision program and 22 in the community. He added that there are a total of 142 individuals in the diversionary Mental Health program; 87 are from Nashua and 55 are from Manchester. He added that the DOC is also holding 40 females from Rockingham County and 10 Belknap County sentenced inmates that were transferred.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record and explained that one of the transfers approved earlier addresses the Overtime Expense.

Supt. Dionne explained that the contract with Belknap County for housing Belknap County inmates is pending and asked for approval of the acceptance of 10 inmates.

**Motion:** To accept the transfer of 10 inmates from Belknap County. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

#### **Nursing Home**

##### Census

Mr. Moorehead presented the Nursing Home census; he indicated that the Nursing Home Census as of September 12, 2013 was 286 residents; it included 218 Medicaid residents, 36 Private Pay residents and 31 Medicare, Part A residents. He explained that the census has been strong and there has been a good payor mix.

##### August Revenue

Mr. Moorehead informed the Board that budgeted Room and Board and ancillaries for the month of August is \$1,843,742 while the actual is \$1,981,513 resulting in a positive variance of \$137,771 due to a strong census, again with a strong mix.

### Year to Date Revenue

Mr. Moorehead provided the unaudited revenue for year-to-date; which includes July and August; he informed the Board that budgeted Room and Board and ancillaries for year-to-date is \$3,687,484 while the actual is \$3,860,449 resulting in a positive variance of \$172,965. He added that the report does not include any ProShare income, which is not paid until June, and it does not include Bed Tax income, which is paid quarterly.

### Hospice Contract Extension

Mr. Moorehead explained that the bids came in for renewal of the Hospice contract, but he requested that the contract be extended for 60 days with the existing provider, Home Health & Hospice Care. He noted that when the bids went out they did not include all the information he would like to see so he wants to re-bid the Hospice contract so that the Nursing Home can better identify the best responsible bidder with accountable criteria.

**Motion:** To extend the contract with Home Health & Hospice Care for 60 days under the existing terms and conditions. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

### Physician Services Agreement

Mr. Moorehead requested Board approval of the Physician Services Agreement that was discussed previously. He explained that the company, Vohra, specializes in wound care management and is the only provider that provides this type of service. He added that Attorney Kirby has reviewed the document and her suggestions have been incorporated into the contract. He also requested that he be authorized to sign the contract on behalf of the Nursing Home.

**Motion:** To approve the Physician Services Agreement contract and authorize Mr. Moorehead to sign the document. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

Mr. Moorehead added that the wound care services as well as hospice care will be at no cost to the County; billing the applicable third party payor will be done by the provider. He explained that a wound care physician will round with the wound care nurse weekly to address wounds identified by the nurse as problematic.

### Register of Deeds

Register Coughlin provided a revenue update for the Registry of Deeds and explained that July and August have been very busy; tax stamps are up but recording and copy fees are down. She added that the Registry is on target with the budget.

Register Coughlin provided the Board with a copy of the Registry of Deeds' FY2013 Annual Report.

In response to a question from Comm. Ziehm relative to bids for the Indexing/Imaging system at the registry, Register Coughlin noted that she is about 1/3 way through development of the Draft RFP and is hoping to have it for the Board by mid-October.

## **Sheriff's Office**

### **Bid # 2014-11 – Motor Vehicle**

Deputy Chief Connelly requested that the Board approve Bid # 2014-11 for a Motor Vehicle for the Sheriff's Department that was approved during the budget process and requested that the Board waive competitive bidding consistent with RSA 28:8 e.

**Motion:** To approve Bid # 2014-11 for a Motor Vehicle for the Sheriff's Department at the price of \$24,299. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

### **UNH Cooperative Extension**

#### **Hillsborough County Green Team Proposal**

Mr. Reidy referred the Board to a request from Margaret Hagen and Mary Tebo Davis at the UNH Cooperative Extension to create a "Green Team" that would include a group of interested volunteers that would meet to plan, plant, and maintain green spaces around the County Complex. He added that there has been interest from staff in the Complex and it seems to be something that could involve them during their lunch period.

**Motion:** To approve the Hillsborough County Green Team Proposal. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

## **Old/New Business**

Mr. Wenger updated the Board relative to security at Temple Street. He explained that he and Ms. Robinson met with the Department Heads to update them, and added that the card reader installation will begin in 2 weeks. He noted that shrubbery is being removed to allow clear sight of the building and eliminate any hiding places. Additionally, some of the offices at the Registry will be relocated in an attempt to get most of its employees on one floor; a motion sensor will be added to the center stairway, and while that will help, other possibilities to address that stairway are being considered.

Mr. Wenger added that the Sheriff is working with the Nashua Police Department to coordinate a discussion with the employees to educate them regarding what to anticipate if an event were to occur at the Temple Street building. He summarized by saying that while the County is working to address the security issues, but noted that it will not be able to address all issues because of the nature of the building and the interests of the entities operating there.

The Board discussed Transfer # 2014-03. Mr. Wenger explained that the reason for the transfer is to provide funds for a consultant to assist the county in addressing its land and buildings, and to determine the highest and best use of same, adding that internal staff does not have the expertise or time to address this issue. He added that the funds are available due to a vacancy in the Office of Administration & Finance, but added that he proposes this with great trepidation because the position is a necessary position in the office. He noted that the objective is to address some of the issues raised during the Design Charrette process, and explained that there was a recent change in a statute that allows the Commissioners to seek requests for qualifications as a basis for negotiating and retaining real estate professional services to assist the County with the marketing of the property. He suggested a 2-pronged approach, one to address buildings and highest and best use, and one to address the land. He added that it would be appropriate to withdraw the transfer until a discussion is held relative to what the Board is looking for and how that will be approached. Discussion and consideration included speaking with Commercial Real Estate Agents, Commercial Appraisers, and significant developers.

An integral part of the consideration relates to the Women's Prison, which will be vacant in the next couple years once the new State Women's Prison is built. Mr. Wenger noted that the objective is to come forward with a plan prior to the next budget process so that it can explain it to the Delegation and gain its support.

Mr. Wenger asked the Board if it is interested in proceeding to secure a real estate professional pursuant to RSA 28:6-a to initiate the process of evaluating the real estate as well as possibly looking for a land planner to help identify the tools that the Board would need to identify the projects it would be looking for and so that the Board would know the cost needed to move forward. A lengthy discussion ensued with Comm. Ziehm offering information based on her real estate knowledge.

Following discussion, Mr. Wenger withdrew the transfer request, adding that he would like to give this further consideration; and noted that he will present it again at a future Board meeting. Comm. Ziehm stressed that she would like to be able to present a cohesive plan to the Executive Committee. She added that as the Board acquires knowledge, it will be better able to present a detailed plan to the Executive Committee that would stand a greater likelihood of being approved. Others presented options for use of the Women's Prison such as utilizing it as an assisted living facility or as a day care. Mr. Reidy suggested that it would be an advantage to have a professional who could tell the Board what the "highest and best use" of the property might be.

### **Public Comment**

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

Comm. Pappas recognized County Attorney LaFrance who informed the Board that the Attorney Generals did not get the grant that was be used to combat human trafficking, but the commission will forge ahead to prepare for next year.

Attorney LaFrance explained that the department's LexisNexis contract ends in January; she added that she has secured a free trial management program called Casemaker which is free to members of the Bar; they offer an advanced item called Casechecker. She added that LexisNexis is far better but has a cost of \$3,000. She added that 3 people in her office will try Casemaker for one month, and she will report back. She added that she would not give up the ability to do research, but if the product is comparable, it would save \$3,000.

Attorney LaFrance reported that 2 employees in her department are receiving the statewide annual Child Advocacy Center Hands of Hope award; one from each office; they are Kim Fillmore and Cassie Devine; it will be held on the Mount Washington cruise ship and will include dinner.

Ms. Rusch noted that Chairman Spratt asked if the transfers needed to be addressed immediately. It was agreed that approval could wait. The September meeting of the Executive Committee will be cancelled; it will meet again on Friday, October 18<sup>th</sup> at 9:00 a.m.

Mr. Wenger noted that Primex has made an offer for Hillsborough County to join its Cap Program which would establish a not-to-exceed amount of 8% that the County would be charged for its Worker's Compensation; it requires a 3-year commitment and is being offered to the groups that have been performing well and have had a positive experience. He added that they have agreed to include an out option for Hillsborough County. He further added that once he discusses it with Legal Counsel, he will bring it to the Board for its consideration.

Supt. Dionne invited the Board to attend the Correction Officer's graduation that will be held the following Friday at 1:30 p.m.

Supt. Dionne provided the Board and Mr. Wenger with a copy of the Department of Corrections' Annual Report for FY 2013.

Ms. Stonner provided updated information relative to the Accounts Payable register. The Board addressed a motion.

**Motion:** To approve the Accounts Payable register dated September 18, 2013, in the amount of \$4,647,629.53, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried.

### **Non-Public Session**

There were no requests for Non-Public Session.

Lacking further business, Comm. Pappas entertained a motion to adjourn.

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

The meeting adjourned at 10:10 a.m.

*Approved October 30, 2013*

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Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

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Date