

Regular Meeting of the
Hillsborough County Board of Commissioners

September 27, 2007
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. T. Pappas, Comm. C. Holden, Comm. M. Clemons, G. Wenger, J. O'Mara, C. Kirby, M. Rusch, B. Moorehead, M. Wageling, J. MacDonald, B. Mercer, and L. Stonner

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 3:42 p.m. C. Kirby led those present in the Pledge to the Flag.

2. Minutes

August 9, 2007

Motion: Move to approve the minutes of the meeting of August 9, 2007. By Comm. Holden, second by Comm. Clemons: Motion carried.

September 13, 2007

Motion: Move to approve the minutes of the meeting of September 13, 2007. By Comm. Clemons, second by Holden: Motion carried.

3. Business Office

Approval of Payroll Register

Motion: To approve the Payroll Register dated 9/20/2007, in the amount of \$1,069,985.09 subject to review and audit. By Comm. Clemons, second by Comm. Holden: Motion carried

Approval of Accounts Payable Register

Motion: To approve the Accounts Payable Register dated 9/26/2007 in the amount of \$876,901.47, subject to review and audit. By Comm. Holden, second by Comm. Clemons: Motion carried.

Telephone Poll

Motion: To approve the Telephone Poll that was made on Wednesday afternoon, September 19, to authorize the Superintendent to accept the transfer of a female inmate from New Hampshire State Prison for Women. All three Commissioners were contacted and replied in the affirmative, and the motion passed: By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # CIS-4-2008- CIS County Network Storage Solution

Motion: To accept Bid # CIS-4-2008 for Network Storage Solution in the amount of \$28,139.78 to Green Pages, Inc., PO Box 9001, Kittery, ME: By Comm. Clemons, second by Comm. Holden.

G. Wenger requested that one correction be made, indicating that the Budget line item that is referenced, should actually be Equipment, line 7296, not Software. He noted that the correction applies to both CIS bids, and that all other aspects of the forms are correct: Motion Carried

Bid # CIS-5-2008 – CIS – Network Tape Backup Library

Motion: To accept Bid # CIS-5-2008 for new equipment for the CIS Department for a County Tape Network Backup Library to CDW-G, Inc., of Vernon Hills, IL, for the unit price of \$7,647.99, including the shipping and handling, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

5. Department of Corrections

Census

J. O'Mara was recognized. He informed the Board that the census at the facility as of September 20, 2007 was 538. He noted that 486 were men, of whom 156 were sentenced, and 330 were being held pre-trial. On the women's side of the house, there were 52 female inmates; 13 were sentenced, and 38 were being held pre-trial, and 1 being held for the NH State Prison.

J. O'Mara presented several bids.

Bid # FY08-48 – Feminine Hygiene Products

Mr. O'Mara recommended that the bid for Feminine Hygiene products be awarded to the lowest bidder meeting the specifications, Central Paper Products Co., Manchester, NH. He noted that the unit price per case, as described in the bid documents, was \$45.48/\$21.58

Motion: To approve Bid # FY08-48, Feminine Hygiene Products, to Central Paper Products Co., Manchester, NH, at a unit price \$45.48/\$21.58 per case, as the lowest responsible bidder, and the price includes a 7% discount for bulk purchase. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-49 - Mop heads

Mr. O'Mara recommended Hillyard, Inc., Manchester, NH as the lowest responsible bidder meeting the specifications at \$5.68 each.

Motion: To approve Bid # FY08-49, Line Item 7690-Chemicals and Cleaning Supplies, Mop heads, to Hillyard, Inc., 8001 South Willow Street, Manchester, NH at the price of \$5.68, the lowest responsible bidder: By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-50 – Brown Rolled Paper Towels

Mr. O'Mara explained that the bid was for Brown Rolled Paper Towels; he recommended the bid be awarded to Central Paper Products Co., at \$14.83 per case.

Motion: To approve Bid # FY08-50, as stated, noting that the price includes a 7% discount. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-51 - Black Trash Can Liners

Mr. O'Mara explained the bid before the board was for black trash can liners. He stated that the lowest qualified bidder meeting the specifications is Central Paper Products Co., at \$17.57 per case. He recommended that the bid be awarded to Central Paper Products, Co. of Manchester, NH.

Motion: To approve Bid # FY08-51, as stated. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-52 - Vinyl Disposable Gloves-Powder free

Mr. O'Mara explained that the bid was for powder-free disposable examination gloves. He advised the board that the lowest bidder meeting the specifications is Central Paper Products Co., Manchester, NH, at \$22.09 per case.

Motion: To approve Bid # FY08-52, as stated, noting that it is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-53 - 2 Ply Toilet Paper

Mr. O'Mara advised the board that the bid before it is for 2-Ply Toilet Paper. He suggested that the lowest qualified bidder meeting the specifications is Central Paper Products Co., Manchester, NH, at \$27.88 per case.

Motion: To approve Bid # FY08-53, as stated, noting that the price includes a 7% discount. By Comm. Holden, second by Comm. Clemons: Motion carried

Bid # FY08-54 - 8 ½ X 11 High Speed Copy Paper

Mr. O'Mara explained that the bid before the board is for high speed Copy Paper. He suggested that the lowest responsible bidder meeting the specifications is Central Paper Products Co., of Manchester, NH, at \$27.11 per case.

Motion: To approve Bid # FY08-54, as stated, noting that it is the lowest responsible bidder and the price includes a 7% discount for bulk purchase. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-55 - Clear Trash Liners, Low Density

Mr. O'Mara explained that the bid before the Board is for Low Density Trash Liners. He stated that Central Paper Products Co. of Manchester, NH is the lowest qualified bidder meeting the specifications, for \$11.02 per case.

Motion: To approve Bid # FY08-55, as stated, noting that they are the lowest responsible bidder and the price includes a 7% discount for bulk purchase. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-56 - Vinyl-Covered Pillows

Mr. O'Mara explained that the lowest qualified bidder for the Vinyl-Covered Pillows referenced in the bid, is Deena Supply Company of Clark, NJ, at \$3.98 per each.

Motion: To approve Bid # FY08-56, as stated, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-57 - Mattresses, Ultra Cotton Core

Mr. O'Mara noted that the bid at hand is for Ultra Cotton Care mattresses at \$42.50 each. He explained that the lowest qualified bidder meeting the specifications is Bob Barker of Fuquay-Varina, NC.

Motion: To approve Bid # FY08-57, as stated, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-58- Black Canvas Low Cut Basketball Shoes

Mr. O'Mara explained that the lowest qualified bidder meeting the specifications for the Black Canvas Low Cut Basketball Shoes is Bob Barker of Fuquay-Varina, NC, for \$3.98 per pair.

Motion: To approve Bid # FY08-58, as stated, noting that they are the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-59 - Wool Blankets

Mr. O'Mara recommended purchasing the Wool Blankets at a cost of \$6.50 each from Bob Barker of Fuquay-Varina, NC, the lowest bidder meeting the specifications

Motion: To approve Bid # FY08-59, as stated, noting that Bob Barker is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-60 - Orange Canvas Step-in Shoes;

Mr. O'Mara presented the bid for Orange Canvas Step-in Shoes; he recommended Robinson Textiles, of Walnut Street, Gardena, California, the lowest qualified bidder meeting the specifications in the amount of \$2.51 per pair.

Motion: To approve Bid # FY08-60, as stated, noting that they are the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-61, Crew Socks

The bid being presented is for Crew Socks. Mr. O'Mara recommended purchasing from the lowest qualified bidder meeting the specifications - Bob Barker of Fuquay-Varina, NC, in the amount of \$5.95 per dozen..

Motion: To approve Bid # FY08-61, crew socks, as stated, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-62, Men's Briefs

Mr. O'Mara explained that the bid was for Men's Briefs. He advised the board that the lowest responsible vendor meeting the specifications is Kivini Sportswear, of New York City, NY, in the amount of \$7.42 per dozen.

Motion: To approve Bid # FY08-62, as stated, noting that they are the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-63, Inmate Pants (Uniforms), Orange, Khaki, and Blue

Mr. O'Mara noted that the bid for consideration is for Inmate Pants in different colors. He suggested that the lowest responsible bidder who meets the specifications is Bob Barker of Fuquay-Varina, NC, at of price range of \$4.62 up to \$7.11 each, as based on size and dye color.

Motion: To approve Bid # FY08-63, Inmate Pants in various colors, as stated, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-64, Inmate Shirts (Uniforms), Orange, Khaki, and Blue

Mr. O'Mara again recommended Bob Barker of Fuquay-Varina, NC, as the lowest responsible bidder meeting the qualifications for Inmate Shirts in varying colors, at a price of \$3.65 up to \$5.93 each - based on size and dye color.

Motion: To approve Bid # FY08-64, as stated, noting that they are the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-66, for Flat Bed Sheets

The bid before the Board is for Flat Bed Sheets; the lowest bidder is Textile Sales of Baltimore, MD, in the amount of \$31.50 per dozen.

Motion: To approve Bid # FY08-66, Flat Bed Sheets, as stated, noting that they are the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-67 - Bath Towels

Mr. O'Mara explained the bid for consideration was for Bath Towels; the lowest bidder meeting the specifications is E. Butterworth & Co., of Dracut, MA, in the amount of \$8.00 per dozen.

Motion: To approve Bid # FY08-67, as stated, noting that it is five pounds weight per dozen. By Comm. Clemons, second by Comm. Holden: Motion carried.

Bid # FY08-68 - Thermal Shirts

Mr. O'Mara noted that the bid before the Board, for Thermal Shirts, noting that the lowest bidder meeting the specifications is Deena Supply Company of Clark, NJ, in a price range of \$4.12 up to \$5.07 per dozen.

Motion: To approve Bid # FY08-68, as stated, noting that Deena Supply is the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion carried.

Bid # FY08-69, Mesh Laundry Bags

The bid presented by Mr. O'Mara is for Mesh Laundry Bags; the lowest bidder meeting the specifications is Bob Barker of Fuquay-Varina, NC, in the amount of \$2.99 per dozen.

Motion: To approve Bid # FY08-69, as stated, noting that Bob Barker is the lowest responsible bidder. By Comm. Clemons, second by Comm. Holden: Motion carried.

Superintendent O'Mara requested to meet with the Board in non-public session under RSA 91-A: 3 II (b).

7. County Attorney

There being no objection, Commission Pappas moved to item 7 on the agenda at the request of the County Attorney.

G. Wenger noted that The County Attorney brought a bid for a Fax Machine with her for the Board's consideration, should it wish to address it at this time. The Board agreed to consider the bid. The bid materials were distributed to the Commissioners.

Bid # CA2007-01

Attorney Wageling noted that all pertinent information regarding the fax was included in the bid information form. After considering the materials, the Board took the following action:

Motion: To approve Bid # CA2007-01, for a fax machine, to Dictronics, Needham, MA, the lowest responsible bidder, at the unit Price of \$1,500, for a Xerox Fax Center 2218, for a total amount of \$1,500. By Comm. Holden, second by Comm. Clemons: Motion Carried.

The County Attorney requested the opportunity to meet with the Board in non-public session to deal with a personnel matter.

Motion: To go into a nonpublic Session under RSA 91-A: 3 II (b). By Comm. Holden, second by Comm. Clemons – Holden, yes, Clemons, yes; Pappas, yes: Motion carried.

The Board entered non-public session at 4:00 P.M.¹

The Board met with the County Attorney who presented the appointment of Catherine J. Mauldin, Esq. as an Assistant County Attorney.

The Board came out of non-public session at 4:06 P.M.

Motion: To come out of non-public session. By Comm. Holden, second by Comm. Clemons – Comm. Pappas, yes; Comm. Holden, yes; Comm. Clemons, yes: Motion carried.

The Board moved the appointment of Catherine J. Mauldin, Esq, as an Assistant County Attorney.

Motion: To approve the appointment of Catherine J. Mauldin as Assistant County Attorney, subject to approval by the Attorney General. By Comm. Holden, second by Comm. Clemons: Motion carried.

6. Nursing Home

Nursing Home Administrator, B. Moorehead referred the Commissioners to the Census Report, stating that the Census as of September 20 was 280; this included 38 Private-Pay and 33 Medicare Residents. He said that today's census was 281.

¹ The audio recording of the meeting failed at this point.

Bid # 7-2008, Stand Aid Standing Frame

B. Morehead explained that the Stand Aid Frame is a device which allows residents to stand (who would otherwise be unable to stand) for Physical Therapy and to receive other services.

Motion: To approve the Bid #7-2008 for the purchase of a Stand Aid Standing Frame from Trans Med USA, Inc. at a cost of \$2,270 as the only bidder, and the lowest responsible bidder. By Comm. Holden, second by Comm. Clemons: Motion Carried.

Bid # 9-2008, Data Integrity Audit System

B. Moorehead presented Bid # 9-2008, for Data Integrity Audit System, from LTCQ, Lexington, MA at a cost of \$6,600 annually. He explained that the system allows the MDS coordinator to input data into an assessment tool that will improve accuracy of the data and lead to a better outcome for residents.

Motion: To approve the purchase of Bid #9-2008 for Data Integrity Audit System from LTCQ, Lexington, MA, at a cost of \$6,600 annually, as the sole supplier. By Comm. Clemons, second by Comm. Holden: Motion Carried.

Commissioner Holden asked if this is PC Software. B. Moore responded that it is a service.

Bid # 10-2008 – Fire Doors

B. Moorehead requested approval of Bid # 10-2008, which covers the replacement of 19 Fire Doors. He noted that the lowest responsible bidder was Merrimack Building Supply, Merrimack, NH, at a cost of \$8,579.64. His recommendation is for the replacement of nineteen (19) doors because they are warped, and among other things, smoke could seep around the warped doors. He noted that the existing doors could not be adequately repaired.

Motion: To approve the purchase of Bid #10-2008 for 19 fire doors at a cost of \$8,579.64, noting that Merrimack Building Supplier is the lowest responsible supplier. By Comm. Holden, second by Comm. Clemons: Motion Carried.

August Revenue

B. Moorehead presented the August Revenue, noting that bed days were down, yet revenue was up due to higher Medicaid per diem rates, resulting in the actual revenue for the month being \$1,652,748, resulting in a variance of \$114,688 over budget.

Survey Summary

B. Moorehead reported that a State Survey was conducted from September 11 through September 14. Possible issues he identified were Infection Control, Doctor's orders regarding medications administered, and the rotation of juices. Comm. Clemons asked what the issue is with rotation of juices. B. Moorehead replied that it pertained to dating.

Extend contract with Quick Care

B. Moorehead requested approval to extend the software maintenance contract with Quick Care through December 2008, under the current terms and conditions. He noted that he is considering another vendor at the end of this proposed contract.

Motion: To move on the recommendation of the Administrator to extend the present contract with Quick Care, under the same terms. By Comm. Clemons, second by Comm. Holden: Motion carried.

Comm. Holden noted that she was present during the Nursing Home survey, and that it was a good survey.

8. Sheriff's Office

Bid # 08-007 Solar Powered Surveillance System for Water Tower

G. Wenger informed the Board that he had been contacted by Chief Deputy Durette, who apologized for being unable to attend, and who requested that he present the bid. Mr. Wenger explained that the bid is for a solar powered surveillance system for the water tower. He explained that this was a grant-funded purchase through Homeland Security. He provided an overview of the system, noting that it would be monitored in Dispatch.

Motion: To approve Bid # 08-007, for a surveillance system for the water tower from Tessco, Hunt Valley, MD, at a cost of \$11,324.45, as the only responsible bidder. By Comm. Holden, second by Comm. Clemons.

Comm. Clemons asked if this related to the water. G. Wenger replied that it would only provide surveillance of the water tower.

Motion Carried.

Registry of Deeds

J. MacDonald was recognized. She reported that foreclosures were up. She noted there were 296 for the calendar year 2006, and 409 already for 2007. She further reported that while the housing market has dropped throughout the country, New England has only experienced a 2% drop, the lowest drop in the country. She anticipates the market will not see an up-turn until mid 2008. She provided the Board with a Revenue Summary for the Registry of Deeds.

Delegation

M. Rusch reported that the Delegation would meet the following day, September 28, at 9:00 a.m., and again on Friday, October 26, at 9:00 a.m.

9. Public Comments on Agenda items

No members of the public were present.

10. Old/New Business

Board Meeting Schedule

The Commissioners discussed their meeting schedule. They decided to move all Wednesday meetings through the end of November to the following day, Thursday, with the exception of November 20, which will remain as scheduled. The Board agreed to re-visit the schedule again later to review the December meeting dates and consider the advisability of changing those dates.

G. Wenger was recognized. He advised the Board that he had received a voice mail on behalf of Mr.

Montgomery following its prior meeting advising that Mr. Montgomery had taken ill and would be unable to attend their meeting noting his apologies.

Mr. Wenger inquired of the Board regarding its intent concerning a scheduled supplemental ProShare payment. Comm. Pappas informed the Board that she had attended a County State Finance Commission meeting where the question was discussed. She suggested that the DHHS continues its review of the matter and that there is a question as to whether the Counties will ultimately have to return some or all of the funds to the State. She noted that this has caused a budget concern for some counties. Following a discussion, the Board agreed that it was in the County's interest to participate in the transfer, receive the money, collect interest on it, and address the repayment if, and when it became necessary.

G. Wenger advised those present that the Early Bird Registration for the NHAC annual conference was due the following day, September 28. The Board agreed that the registrations received should be forwarded to the Association. The Board also acknowledged that the annual Association dues payment would be forwarded at this time.

Comm. Holden updated the Board regarding discussions concerning rate setting at YDC.

C. Kirby was recognized. She requested the opportunity to consult with the Board regarding pending legal matters following the meeting.

G. Wenger updated the Board regarding the recently completed insurance open enrollment period. He informed the Board that participation in the HOM plan has changed from 64% to 72% while participation in the POS program has changed from 36% to 27%. He noted that a couple of employees have chosen the new low-end HMO program.

11. Non-public Session

Motion: To go into non-public session under RSA 91-A: 3(b) and (g) with the Department of Corrections and to discuss negotiation under section (e). By Comm. Holden, second by Comm. Clemons: Pappas, yes; Holden yes; Clemons, yes. Motion Carried.

The Board entered non-public session at 4:38 p.m.

The Board met with Superintendent O'Mara to discuss the extension of the employment agreement with the Assistant Superintendent. The Board did not take action at that time.

The Board discussed a security issue at the Department and the steps taken to protect the Department and County.

The Board met with Mr. Wenger who brought the Board up to date regarding ongoing collective bargaining negotiations. He informed the Board that a tentative agreement had been reached with the AFSCME group at the Nursing Home and that upon ratification by the union the agreement would be presented for the Board's consideration and ratification. He also informed the Board that at this time he was waiting to learning of the date for Fact Finding with the Sheriff's AFSCME group.

The Board came out of non-public session at 5:18 p.m.

Motion: To return to public session. By Comm Holden, second by Comm. Clemons: Pappas, yes; Holden yes; Clemons, yes: Motion carried.

Motion: To seal the minutes of the non-public session. By Comm. Clemons, second by Comm. Holden: Comm. Holden, yes; Comm. Clemons, yes; Comm. Pappas, yes: Motion carried.

Extension of Contract

Superintendent requested that Board consider extending the provisional appointment of Dean Colletti as the Assistant Superintendent at the Department of Corrections.

Motion: To authorize extension of the appointment of Dean Colletti as the Assistant Superintendent at the Department of Corrections on a provisional basis, for an additional thirty (30) days, noting that this is consistent with County policy. By Comm. Clemons, second by Comm. Holden: Motion Carried.

There being nothing further to discuss, the Board entertained a motion to adjourn.

12. Adjourn

Motion: To adjourn. By Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting adjourned at 5:19 p.m.

(SIGNED 10/25/07)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date