

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**October 2, 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. Holden, Comm. Ziehm, D. Fredette, J. Hardy, P. Boardman, D. Dionne, C. Kirby, B. Moorehead, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

**1. Call to Order**

Comm. Pappas called the meeting to order at 9:01 a.m. Sheriff Hardy led the Pledge of Allegiance.

**2. Treasurer – D. Fredette**

Appointment of Deputy Treasurer

Comm. Pappas welcomed County Treasurer, David Fredette. He requested that the Board approve the appointment of Robert Burns as Deputy Treasurer, noting that Mr. Burns served as the past County Treasurer.

**Motion:** To approve the appointment of Robert E. Burns as Deputy Treasurer for Hillsborough County, noting that he was appointed by County Treasurer, David Fredette. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger noted that the municipalities will be receiving their tax bills during the next few days.

**Administrative Business**

Minutes

**Motion:** To approve the minutes of September 18, 2013 Board of Commissioner's meeting. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Approval of Payroll Registers

**Motion:** To approve Miscellaneous Payrolls on the following dates in the following amounts:

- 09/19/13        \$1,070.34
- 09/26/13        916.00
- 09/27/13        298.55

The total for Miscellaneous Payroll is \$2,284.89, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

**Motion:** To approve a Regular Payroll dated September 26, 2013 in the amount of \$1,134,712.57, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried

Approval of Accounts Payable Register:

**Motion:** To approve an Accounts Payable register for September 19, 2013 in the amount of \$1,931.70 and an Accounts Payable Register dated October 2, 2013 in the amount of \$3,430,260.81 for a total of \$3,432,192.51 subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried

### Sheriff's Extradition

**Motion:** To approve the following Sheriff's Extraditions in the following amounts for the following dates, noting that they have been previously approved by the County Attorney:

- 07/03/13     \$ 102.22
- 07/08/13     129.40
- 08/13/13     335.22
- 08/15/13     63.89
- 08/15/13     44.73
- 08/16/13     71.78
- 08/30/13     86.13
- 09/03/13     143.02
- 09/03/13     183.25

The total Extradition Expense is \$1,159.64. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

### Transfer # 2014-04 – Sheriff's Full Time to Sheriff's Detail

**Motion:** To approve Transfer # 2014-04 for the Sheriff's Office to transfer the following amounts from the following accounts:

- \$20,000 from Sheriff's Salaries & Wages, line 4211-7010
- \$5,060 from Sheriff's Retirement, line 4211-7130
- \$290 from Sheriff's Social Security, line 4211-7100,

And then to transfer the following amounts to the following accounts:

- \$20,000 to Sheriff's Details-Salaries & Wages, line 4217-7010
- \$5,060 to Sheriff's Details-Retirement, line 4217-7130
- \$290 to Sheriff's Details-Social Security, line 4217-7100

The total transfer is \$25,350. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### Transfer # 2014-05 – County Attorney

**Motion:** To approve Transfer # 2014-05 for the County Attorney's Office to transfer the amount of \$1,000 from Travel-In State, line 4123-7700, and to transfer a like amount to Travel-Out of State, line 4123-7710.

Comm. Holden explained that the Transfer is to cover airfare and hotel accommodations for First Assistant County Attorney, Kent Smith to attend the NDAA Executive Program in Savannah, Georgia in November.

Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### 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 24<sup>th</sup>, the total in custody was 536 it included 432 men; 169 had been sentenced and 263 were awaiting trial; there were 104 women in custody; 44 had been sentenced and 60 were awaiting trial.

Supt. Dionne explained that there were 6 in the Pre-Trial Supervision program, and 19 in the community; there are 153 in the diversionary Mental Health program; 89 are from Nashua and 64 are from Manchester. He added that the DOC is also holding 37 females from Rockingham County and 14 male inmates from Belknap County.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record; he noted that overtime continues to be high but added that with the recent graduation of twelve Correctional Officers, the overtime should come down

Supt. Dionne informed the Board that has not received the contract back from Belknap County related to housing Belknap County inmates that was signed by the Board; pending receipt of the contract, he requested that the Board approve the Administrative Transfer of 4 inmates from Belknap County.

**Motion:** To approve the Administrative Transfer of 4 inmates from Belknap County. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Supt. Dionne explained that the Hillsborough County Department of Corrections transferred an inmate to Merrimack County because of a staff conflict; Merrimack County, in turn, sent one of their inmates to the Hillsborough County Department of Corrections.

In response to a question from Comm. Ziehm relative to the DOC's capacity, Supt. Dionne responded that the DOC's capacity is 724 inmates.

Comm. Holden inquired about the DOC Community Service Program; Supt. Dionne responded that the program has weekly commitments through November 17<sup>th</sup> and added that there was one open week that Amherst utilized, sharing services among entities in the community.

Supt. Dionne presented the Correctional Officer's certificate for Board approval.

Comm. Holden read the certificate and offered a motion for the approval of the certification.

**Motion:** To approve the certification of Correctional Officers as follows:

**Hillsborough County, New Hampshire, Commissioner's Certification Board**

*Having successfully completed the requirements pursuant to the Hillsborough County Department of Corrections Correctional Officer Certifications Policy (A-129), and set forth by the Hillsborough County New Hampshire Commissioners' Certification Board, this Certificate affirms the following graduates of the 49<sup>th</sup> Hillsborough County Department of Corrections' Training Academy as Certified Correctional Officers:*

Eric W. Burpee	Thomas M. Gagnon
Timothy R. Buss	Tyler S. Gagnon
Matthew S. Cipriano	James D. LaPierre
Brian T. Finnegan	Brian A. Lopez
Ryan T. Fitzgerald	Caitlin E. Rutzke
Jason D. Gabriel	Faizully Vidal

*In witness whereof the signatures are hereunto affixed on the twentieth day of September in the year 2013.*

(signed by) Toni Pappas, Carol H. Holden, Sandra Ziehm

Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## **Nursing Home**

### Census

Mr. Moorehead presented the Nursing Home census; he informed the Board that the Nursing Home Census as of Sept. 26, 2013 was 286 residents; it included 215 Medicaid residents, 36 Private Pay residents, and 35 Medicare, Part A residents.

Mr. Moorehead informed the Board that he had a request to fill a position that is budgeted at \$1. He provided a written explanation from the Director of Nursing, noting that, if approved, an RN will move to a per diem position, working from 24-32 hours a week. Following discussion, he agreed to watch the hours and hold the person to less than 30 hours and explained that this position will not cause the facility to exceed budget.

**Motion:** To approve Mr. Moorehead's request to fill the per diem position budgeted at \$1. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

A discussion ensued relative to the Affordable Care Act; Mr. Wenger explained that the notice that the County is required to send to all employees by October 1<sup>st</sup> was mailed this past week. It provides information about the new marketplaces that are opening up as well as coverage the County provides.

Comm. Ziehm asked about the capacity at the Nursing Home; Mr. Moorehead explained that the licensed capacity is 300; however, 14 beds have been taken out of service over the course of 20 years. He added that the Behavioral Unit and the Dementia Unit were just too big to manage and explained that the size of the Dementia unit was reduced from 50 to 44, and C-3 was restructured to provide a 24-bed Skilled Unit and a 21 or 22-bed Enhanced Living Unit. Mr. Moorehead explained that the Nursing Home is at capacity, and noted that by regulation, the beds that were taken out of service have to be able to be put back in service within 24 hours as long as the facility is licensed for those beds. He noted that in an emergency, it is likely that the facility could accommodate the additional 14 beds within 12 hours.

Comm. Ziehm asked about the square footage that would be necessary for an Assisted Living Facility. Mr. Moorehead noted that a needs analysis relative to that was done about 8 years ago; at that point in time there was a need, and there has been growth in the area and his guess is there would still be a need.

## **Old/New Business**

Sheriff Hardy requested that the Board consider a Bid # 2014-12 for a 2014 Ford E-350 Cargo Van; he added that a van has been taken off the road because of repair costs; it was anticipated that it would be replaced and the replacement van was approved in the FY2014 budget. His request was that the Board waive competitive bidding consistent with RSA28:8e, noting that it is a State bid.

Mr. Wenger noted that the Treasurer requested that the County hold off on any major expenses until taxes are received so that the County can make it through the year without having to borrow any money. The Board consulted with Mr. Fredette, who indicated that he does not see a problem with the van purchase.

**Motion:** To approve the waiver of the bidding process for a transport van for the Sheriff's Department as noted in Bid # 2014-12; the amount is \$23,771. Motion by Comm. Ziehm, second by Comm. Holden.

Comm. Holden noted that this is a non-precedent setting motion because the Board did not discuss waiving competitive bidding. Comm. Ziehm withdrew the motion; Comm. Holden withdrew the second.

The motion was not moved. Comm. Holden restated the motion.

**Motion:** To approve Bid # 2014-12 for new equipment for the Sheriff's Department to Grappone Ford, Bow, NH for a 2014 Ford E-350 Cargo Van in the amount of \$23,771, noting that it is a State bid with a request to waive competitive bidding consistent with RSA 28:8-e; this is because a van has been taken off the road. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Ms. Robinson informed the Board that she received the September State bill for Long Term Care Medicaid services at the Nursing Home; she noted that the amount of the bill is approximately 3.3 million dollars and explained that it is the largest bill the County has ever received. She went on to explain that in reviewing what the computer accepted, there are perhaps 2 or 3 billing months for recipients. She noted has notified Mrs. French relative to the amount of the bill, adding that she will be looking at the bill in detail to understand why the bill is so high because of her concern with duplicates or errors. Mr. Moorehead noted that some services take 8-9 months to be approved.

Mr. Wenger presented the annual engagement letter for auditing services for the Chair's signature.

Mr. Wenger offered information relative to the agreement with the Town of Goffstown relative to repair of the culvert that requires access through County land; he noted that they have completed the bidding process and are prepared to complete the work in mid-October. He noted that the related documents are ready to be executed by the chair. He noted that he would like to change one of the dates and asked if the Board would be willing to authorize him to execute the agreement. He went on to explain that while the Town anticipates finishing the work this fall, it may have to return in the spring to re-seed and clean up, depending on the weather.

Mr. Wenger referred to a discussion held at the last Board meeting regarding hiring a consultant to address use of County land; he added that he would not be comfortable proceeding at this time because of a new change in Office of Administration staff; the payroll person will be leaving, and he feels that he has to address that position before he would have the flexibility to be comfortable proceeding.

Comm. Ziehm noted that she look at the Goffstown website for the Assessor's card for the Women's Prison. Mr. Wenger responded that information may not be available at the Town level. Attorney Kirby agreed, noting that generally that information is not available at the local level because of security issues related to jails and prisons; she added that that information is typically kept internally.

Mr. Moorehead informed the Board that the NH Association of Counties, the Nursing Home affiliate and the NH Healthcare Association have been trying to find out through Commissioner Toumpas' office who will be replacing Jonathan McCosh, who has run the Technical Advisory Committee (TAC) that met 4 times a year. He noted that 2 of those meetings have been to set the July and January daily Medicaid Nursing Home rates. He added that he is concerned that this committee may go away because they have heard nothing about who might replace Mr. McCosh. He noted that the group felt the committee was important because the members had a lot of input relative to the Medicare rates. He added that the group has discussed sending a letter to Commissioner Toumpas relative to a replacement. Ms. Robinson noted that the higher State bill is going to make it appear that the State's spending is higher, so their budget neutrality factor for January may go up. Mr. Moorehead responded that he will, in turn, show higher utilization.

Comm. Ziehm inquired about security at the Temple Street building. Ms. Robinson indicated that the work will be starting the following Monday. She explained that all the shrubs have been removed from the West side of the building, mulch has been laid down, and the ivy that has grown up the brick is being removed

**Motion:** To authorize Mr. Wenger to execute the Town of Goffstown Historic Culvert Repair Agreement. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Moorehead informed the Board that the Medicaid Managed Care enrollment process for Phase 1 is beginning; enrollment forms went out to those eligible for Medicaid a week ago. Medicaid residents are being asked to select a provider among the 3 that are available. He added that at this point, it is impossible to advise those residents relative to which plans to pick because information regarding the network is not yet available. He added that it is likely that the best option at this point is for the resident to opt out because they have no way of knowing which Doctors or hospitals will be in the network. He added that Medicare residents will be a part of Phase 2 which begins December, 2014.

Comm. Holden encouraged Department Heads to make sure that any of their employees who won employee awards are encouraged to attend the Annual Conference.

Ms. Robinson provided a production report for the Inmate Horticultural Project. She added that fencing will be added next year to address the problem of deer raiding the garden; the deer ate many things in this year's garden, particularly the peppers and blue hubbard squash.

#### **Non-Public Session**

There were no requests for Non-Public session.

#### **Adjourn**

Lacking further business, Comm. Pappas adjourned the meeting at 9:59 a.m.

*Approved October 30, 2013*

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Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

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Date