

Regular Meeting of the
Hillsborough County Board of Commissioners
October 16, 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, P. Coughlin, P. LaFrance, D. Dionne, C. Kirby, B. Moorehead, D. Reidy, M. Castonguay, G. Wenger, and L. Stonner

Call to Order

Comm. Pappas called the meeting to order at 9:00 a.m. Attorney Kirby led the Pledge of Allegiance.

Administrative Business

Approval of Payroll Registers

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

10/03/13	\$11,296.65
10/07/13	804.36
10/10/13	943.84
10/11/13	1,074.41

The total Miscellaneous Payroll is \$4,119.26. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Motion: To approve a Regular Payroll register dated October 10, 2013 in the amount of \$1,120,286.78, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Approval of Accounts Payable Register:

Motion: To approve the following Accounts Payable registers in the following amounts, noting that each is subject to review and audit:

10/04/13	\$ 1,216.50
10/15/13	2,856,889.77

The total Accounts Payable is \$2,858,116.27. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

CIS Bid # 05-2014

Motion: To approve CIS Bid # 05-2014 for Microsoft Office Software Licensing and to award the bid to CDW-G, Milwaukee, WI, noting that it is the lowest responsible bidder at a price of \$7,180.00. 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 October 8th, the total in custody was 574; it included 469 men; 168 had been sentenced and 301 were awaiting trial; there were 105 women in custody; 47 had been sentenced and 58 were awaiting trial. Supt Dionne informed the Board that there are 6 inmates in the Pre-Trial Supervision program and 19 in the community. He added that there are a total of 153 individuals in the diversionary Mental Health program. He added that the DOC is also holding 38 females from Rockingham County and 3 inmates from Belknap County.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record.

Registry of Deeds

Register Coughlin provided the Board with a handout relative to a revenue update for the Registry of Deeds that covers from July 1st through September 30th. She noted Tax Stamps are up but Other Fees and Copy Fees are down.

Register Coughlin informed the Board that she has completed the RFP for Registry services currently provided by Fidlar Technologies; she has forwarded it to Attorney Kirby, Mr. Wenger and general counsel at Primex for their review.

Nursing Home

Census

Mr. Moorehead indicated that he will provide the Census later in the meeting.

Bid # 08-2014 – Tile Flooring

Motion: To approve Bid # 08-2014 for Tile Flooring for the Nursing Home and to award the bid to Four Star Flooring, Inc., Manchester, NH noting that it is the lowest responsible bidder at a price of \$5,494.20. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Bid # 01-2014 – Hospice Services

Motion: To approve Bid # 01-2014 for Hospice Services for the Nursing Home and to award the bid to Home Health & Hospice Care, Merrimack, NH, noting that there is no fee; there is an 85% GIP rate and the provider has 250 volunteers and is the provider recommended by the Nursing Home Administrator. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Moorehead explained that the GIP (General Inpatient) rate; it is the percentage of the Medicare rate that they reimburse back to the Nursing Home.

August Revenue

Comm. Pappas noted that the Nursing Home has a positive variance in the August revenue of \$10,833 over budget for the month. Mr. Moorehead added that the facility is approximately \$190,000 above budget year-to-date.

Old/New Business

The Board discussed buildings and land and how to best prioritize planning. The Commissioners agreed to review the Design Charrette document and to discuss priorities and options for the land and buildings at its next meeting.

Mr. Wenger informed the Board that the Auditors were in the office the previous week conducting the annual audit. The Auditors explained that a separate single audit will be required for the CDBG grant that was awarded to the City of Manchester; there will be an additional cost for the audit. In response to a question, Mr. Wenger noted that there is an additional cost to the County for grants that pass through the County, and it is above any amount that the County might receive as an administrative fee.

Mr. Wenger informed the Board that the Town of Goffstown has begun its culvert repair project that is being accessed by going through County land. He added that will be no cutting of valuable trees.

Mr. Wenger noted that he received an email from Betsy Miller at NHAC that included a draft of the ten-year Long Term Care plan; he will forward to the Board.

Mr. Wenger reported that relative to Video Conferencing at the DOC, the State has reviewed comments from the County; Mr. Goodnow is working to arrange a meeting to work out details.

Mr. Wenger addressed issues relative to security at Temple Street; he requested that anyone with issues contact his office. Register Coughlin requested that the Registry be informed relative to the status of work being done.

Mr. Wenger provided the Board with a handout from Ms. Robinson that provides detail relative to the 3.4 million dollar State bill; he added that while the bill will not exceed the Cap, it could create a cash flow issue.

Attorney LaFrance and Mr. Wenger requested Non-Public Sessions.

Superintendent Dionne requested the Board's approval to fill a position at the DOC that has been vacant for 2 ½ years. He added that it is a Captain's position that was budgeted at \$1 and explained that it is necessary because of the increased number inmates coming from Rockingham and Belknap Counties and is particularly important so that the facility is able to meet the requirements of PREA (Prisoner Rape Elimination Act). He noted that in his 29 years with the facility, the need for having a person in this position is the most critical he has experienced. The person will be upper management and will handle training, be responsible for delivering required information to inmates, families, staff, volunteers and contractors. He added that if there is not a person in this position, it will create a liability situation for the Department of Corrections, the County, and could create increased lawsuits and investigations; additionally, the facility could lose Federal funding and grants and there could be sanctions against the DOC. He added that he can fill the position and stay within the current budget through realigning staff and filling positions that occur with employees who start at a lower wage.

Motion: To approve filling the open captain's position that is currently budgeted at \$1. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Public Comment

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

Mrs. Castonguay reported that the Executive Committee will meet the following Friday and again on November 22nd; meetings will start at 9:00 a.m.

Non-Public Session

Motion: To move into Non-Public Session with Attorney LaFrance and Mr. Wenger consistent with RSA 91-A:3 II (d) relative to the sale or lease of land, and then to meet with Mr. Wenger consistent with RSA 91-A:3 II (d) relative to the sale or lease of land. Motion by Comm. Ziehm, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 9:56 a.m.

The Board met with Attorney LaFrance and Mr. Wenger.

The Board met with Mr. Wenger.

The Board moved out of Non-Public session at 10:40 a.m.

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

Comm. Pappas asked if there was any other business before the Board. Comm. Holden offered a motion.

Motion: To accept the final financial proposals for the leases for the two Courthouses, subject to approval of the final language in the contracts. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger presented the Nursing Home census; he reported that the Nursing Home Census as of October 10, 2013 was 285 residents; it included 220 Medicaid residents, 33 Private Pay residents and 32 Medicare, Part A residents.

Comm. Holden reported that Rail to Trail has developed a proposal for cleaning and maintenance of the trail. Mr. Wenger added that he will have the County sign up for electronic notices related to trail activities.

The Board discussed employee award presentations and the Commissioners involvement in the presentation ceremony as well as that of the Department Heads and those who nominated the individuals.

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

The meeting adjourned at approximately 10:50 a.m.

Approved October 30, 2013

Comm. Sandra Ziehm, Clerk
Hillsborough County Board of Commissioners

Date