

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**October 30, 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. LaFrance, C. Beauleac, D. Dionne, C. Kirby, M. Lencki, D. Reidy, E. Robinson, G. Wenger, and L. Stonner

**Call to Order**

Comm. Pappas called the meeting to order at 9:02 a.m. M. Lencki led the Pledge of Allegiance.

Comm. Pappas congratulated the following people who were recognized at the recent NH Association of County's Conference:

Mark Hunt, County Employee of the Year  
Mike Lencki, Nursing Home Employee of the Year  
David Dionne, Corrections Superintendent of the Year  
Bruce Moorehead, Nursing Home Administrator of the Year  
Comm. Holden, County Commissioner of the Year  
Gregory Wenger, elected to the NHAC Board of Directors  
Pamela Coughlin, elected as NHAC Board Clerk

**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:

10/17/13	\$	726.49
10/24/13		1,161.86
10/28/13		80.00
10/28/13		424.24

The total Miscellaneous Payroll is \$2,292.59. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

**Motion:** To approve a Regular Payroll register dated October 24, 2013 in the amount of \$1,153,996.63, 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 dated October 29, 2013 in the amount of \$1,003,008.61, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

CIS Bid # 06-2014

**Motion:** To approve CIS Bid # 06-2014 for FY 2014 Laptop Computer Purchases and to award the bid to CDW-G, Milwaukee, WI, noting that it is the lowest responsible bidder at a price of \$19,020.00. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## CIS Bid # 07-2014

**Motion:** To approve CIS Bid # 07-2014 for FY 2014 annual Cisco Smartnet Support renewal and to award the bid to Insight Public Sector, Tempe, AZ, noting that it is the lowest responsible bidder at a price of \$36,800.45. 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 22<sup>nd</sup>, the total in custody was 553; it included 444 men; 162 had been sentenced and 282 were awaiting trial; there were 109 women in custody; 45 had been sentenced and 64 were awaiting trial. He added that there are a total of 152 individuals in the diversionary Mental Health program; the DOC is also holding 36 female inmates from Rockingham County and 2 male inmates from Belknap County. Supt Dionne informed the Board that there are 21 in the community and 6 inmates in the Pre-Trial Supervision program that is a part of a Federally-funded grant.

Supt. Dionne informed the Board that he provided the Overtime Impact Report for the record. He added that overtime is going down; 4 Officers came were hired from the recent Academy, but there are still 5 or 6 openings. He added that the facility recently lost a Correctional Officer who is going to Essex County, MA, for more money and there are 4 Officers serving in the military.

Supt. Dionne requested Board approval of 2 Administrative Transfer; the first from Merrimack County where there is a conflict with a related individual working at the facility.

**Motion:** To accept the Administrative Transfer of an inmate from Merrimack County to Hillsborough County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Supt. Dionne requested that the Board approve the Administrative Transfer of an inmate from Sullivan County to Hillsborough County because the individual needs to be separated from the population in Sullivan County.

**Motion:** To accept the Administrative Transfer of an inmate from Sullivan County to Hillsborough County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Supt. Dionne requested that the Board approve the Administrative Transfer of an inmate from Carroll County to Hillsborough County; this inmate is on the bracelet program in a low-custody level; he has a job in the Manchester/Nashua area so he requested the transfer. Supt. Dionne noted that the facility will take him with the understanding that the inmate will pay for the monitoring bracelet.

**Motion:** To accept the Administrative Transfer of an inmate from Carroll County to Hillsborough County. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Supt. Dionne noted that he had a discussion with Supt. Church at the NHAC Conference at which time; Supt. Church asked if Supt. Dionne and Hillsborough County would be willing to take male inmates from Rockingham County because of overcrowding at its facility. In response to a request from the Superintendent, the Board agreed that Supt. Dionne would pursue an agreement and contract to facilitate

taking male inmates from Rockingham County at a rate of \$57.50 per day. Supt. Dionne added that they are considering sending 40 to 48 inmates and closing a unit; they have 13 staff openings.

**Motion:** To authorize Superintendent to Dionne move forward to pursue a contract with Rockingham County to accept the transfer of inmates. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Supt. Dionne reported that the investigation related to an inmate that was returned to the hospital will be starting today at his request. He added that he has spoken with the County Attorney and will report findings to the Board.

## **Nursing Home**

### Census

Mr. Lencki reported that the Census at the Nursing Home as of October 24, 2013 was 283 residents; there were 218 Medicaid residents, 34 Private Pay residents and 31 Medicare residents. Additionally, the census included 8 Hospice residents and 8 residents in the Enhanced Living Unit.

Mr. Lencki reported that Mr. Moorehead will provide the Year-to-Date Revenue and the Medicare Managed Care Update at the next meeting.

### Bid # 03-2014 – Multi-Function Copier System

**Motion:** To approve Bid # 03-2014 for a Multi-Function Copier System for the Nursing Home and to award the bid to Continental Business Systems, Manchester, NH noting that it is the lowest responsible bidder at a price of \$7,110. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### Bid # 04-2014 – Fire Resistant Wastebaskets

**Motion:** To approve Bid # 04-2014 for 150 Fire Resistant Wastebaskets for the Nursing Home and to award the bid to Central Paper Products, Manchester, NH, noting that it is the lowest responsible bidder at a price of \$19.24 each and a total of \$2,886. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

### Bid # 05-2014 – Beverage Service Carts

**Motion:** To approve # 05-2014 for 6 Beverage Service Carts for the Nursing Home and to award the bid to Central Restaurant Products, Indianapolis, IN, noting that it is the lowest responsible bidder at a price of \$1,131 each and a total of \$6,786. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## **Sheriff's Office**

### Bid # 2014-14 – New Equipment

Discussion ensued relative to the bid; it was explained that the bid is for a cage that is compartmentalized for keeping individuals and groups separate from other inmates. Comm. Holden noted that this adds another \$12,575 to the cost of the van recently approved and noted that this brings the total cost up to \$35,000 at a time when the County is trying to minimize expenses.

**Motion:** To approve Bid # 2014-14 for the Sheriff's Office to purchase a prisoner cage for the transport van and to award the bid to Adamson Industries Corp. at a price of \$12,575, noting that it is the lowest responsible bidder. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### **Old/New Business**

The Board discussed its meeting schedule through the end of the calendar year and agreed upon the following meeting dates:

- Friday, November 15
- Wednesday November 27
- Monday, December 9
- Monday, December 23

All meetings will begin at 9:00 a.m.

The Board briefly discussed the following year's NHAC Conference, which Hillsborough County will host.

Mr. Wenger informed the Board there will be a mediation meeting on Tuesday, November 5<sup>th</sup> at 10:00 a.m. with the Sheriff's Department; Comm. Holden will attend to represent the Board.

Mr. Wenger explained that the Court lease for the second floor of the Bouchard Building has been revised and is awaiting resolution. He added that it is his hope that it can be resolved prior to the next Delegation meeting.

County Attorney LaFrance explained that she was detained earlier due to a hearing in Merrimack Circuit Court, during which, she was ordered to release all the search warrants relative to the Bedford home invasion.

### **Public Comment**

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

### **Non-Public Session**

Comm. Pappas entertained a motion relative to Non-Public Sessions.

**Motion:** To move into Non-Public Session with the following individuals relative to the following issues:

- Mr. Wenger consistent with RSA 91-A:3 II (a) relative to a personnel matter.
- Supt. Dionne and Attorney Kirby consistent with RSA 91-A:3 II (e) consideration of a pending claim. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public session at 9:50 a.m.

The Board met with Mr. Wenger.

The Board met with Supt. Dionne and Attorney Kirby.

The Board moved out of Non-Public Session at 10:26 a.m.

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

The Board took a brief break.

### **Planning Discussion – Charrette Next Steps**

The Board discussed buildings and land and how to best prioritize planning. D. Reidy facilitated a discussion relative to the Board's next steps for addressing the uses of County lands and buildings.

Consideration was given to:

- Developing a plan to present during the next budget cycle
- Determining priorities
- A five-year goal to be reached by 2020
- Best and highest uses of the lands and buildings
- Generating income
- Recreational uses
- Partnering with the community and/or local organizations
- Maintaining & using buildings, particularly historic buildings
- Developing commercial use of land/buildings
- Enlisting the support of the Delegation
- Marketing underutilized property
- Determining desirable vs. undesirable uses of property
- Road access
- Consolidating County operations

The highest priorities identified by the Board include:

- Recreational use of land
- Addressing underutilized buildings
- Future uses of land parcels
  - Desirable vs. undesirable uses

The Board will further address the priorities at its next meeting.

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

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

The meeting adjourned at 12:08 p.m.

*Approved November 15, 2013*

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Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

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Date