

Regular Meeting of the
Hillsborough County Board of Commissioners
November 2, 2011
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. S. Ziehm, Comm. C. Holden, Comm. Pappas, P. Coughlin, D. Hogan, C. Cusson, B. Moorehead, D. Reidy, E. Robinson, G. Wenger, and L. Stonner

1. Call to Order

Comm. Ziehm called the meeting to order 9:03 a.m.

2. Pledge to the Flag

Capt. Cusson led the Pledge of Allegiance.

3. Administrative Business

Minutes

Comm. Ziehm requested that the Board defer approval of the minutes until the next Board Meeting.

Approval of Payroll Registers

Motion: Comm. Pappas moved to approve miscellaneous Payroll Registers for the following dates and amounts:

- October 27, 2011 in the amount of \$3,373.98
- October 28, 2011 in the amount of \$1,622.08

for a total miscellaneous payroll of \$4996.06, subject to review and audit. Comm. Holden seconded the motion. Motion adopted.

Motion: Comm. Pappas moved to approve a regular Payroll Register dated October 27, 2011, in the amount of \$1,158,813.62 subject to review and audit. Comm. Holden seconded the motion. Motion carried.

Approval of Accounts Payable Registers

The Board reviewed and approved Accounts Payable Registers.

Motion: Comm. Pappas moved to approve Accounts Payable Registers for the following dates and amounts:

- October 28, 2011 in the amount of \$988,570.43
- November 1, 2011 in the amount of \$2,970,804.57

for a total Accounts Payable of \$3,959,375.00, subject to review and audit. Second by Comm. Holden. Motion carried.

4. Public Comment on Agenda Items

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

5. Department of Corrections

Mr. Wenger presented information relative to the Department of Corrections on behalf of Mr. Dionne who was in Federal District Court on behalf of the County.

Census

Mr. Wenger informed the Board that as of October 25, 2011, the DOC Census included 517 in custody, 505 of whom were in-house and 12 in the community. The Census included 458 men of whom 334 were being held pre-trial and 124 that had been sentenced. There were 59 women of whom 44 were being held pre-trial and 15 that had been sentenced.

Administrative Transfer

Mr. Wenger communicated that Mr. Dionne wished to advise the Board that there have been two Administrative Transfers; he noted that on October 24, 2011 a female inmate was accepted from Rockingham County DOC, and the previous day a male inmate was accepted from Belknap County; both transfers relate to witness issues.

Motion: To acknowledge the transfer on a female inmate from Rockingham County and a male inmate from Belknap County to Hillsborough County. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

7. Old/New Business

Comm. Ziehm requested that the Board address Old/New business at this time and return to the Nursing Home later in the meeting when Mr. Moorehead is present.

Specialty Court Grant Resource Committee

Mr. Wenger informed the Board that in follow up to a presentation to the NHAC, Chief Judge Nadeau has established the Specialty Court Grant Resource Committee and was requesting participation by the ten Counties. Mr. Wenger noted that he shared the request for an appointment from the County with Interim Supt. Dionne, the Sheriff, and the County Attorney, who have all expressed support for the program. Attorney Hogan had indicated that he would welcome the opportunity to sit on the committee.

Motion: To appoint Attorney Hogan or his designee to serve on the Specialty Court Committee. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Wenger added that he will advise B. Miller at NHAC, and will provide Attorney Hogan's email contact information.

Rail Trail

Mr. Wenger noted that the Board took the Rail Trail request under advisement at the last Board Meeting; he asked how the Board would like to address the request; there was agreement by the Board that the

County would meet with the Women's Prison relative to negotiating a lease as well as the Rail Trail request. There was also agreement that the two issues should be addressed separately. Following discussion, the Board requested that Mr. Wenger contact the Prison relative to the Rail Trail request once there is a proposed contract from the Town. The Board favored acceptance of the Rail Trail recommendations and it agreed to hold discussion with the Women's Prison and the Town. Mr. Wenger offered that the Board may wish to have discussion relative to the message that the County representative will carry forward and noted that a discussion relative to the sale or lease of land should take place in Non-Public Session.

NH Interlocal Trust

Mr. Wenger informed the Board that NH Interlocal Trust, a trust to support health care needs, is a newly formed exclusive partnership between Harvard Pilgrim Health Care and Albert C. Jones Employees Benefits, Inc. that will offer Harvard Pilgrim Health Insurance benefits in NH. They have developed an agreement to continue plans that have previously been offered by Primex that will no longer be available. This is a benefit for the County; NH Interlocal Trust is expected to provide the County with a "not-to-exceed" rate by mid to late November. He noted that Mr. Jones is experienced with Primex and was involved with the original trust that was set up in NH, which has evolved into the Local Government Center. Mr. Wenger added that Mr. Jones has invited the Commissioners and Hillsborough County to become one of the founding sponsors of the new trust; he explained that in order to create a trust, there needs to be a Board of Trustees of two to twelve members. He noted this would not commit the Board to purchase anything from the trust, but it could remain as a founding member. He added that the Town of Gorham has agreed to be a sponsor. He summarized by saying that the trust is a good thing for the County because it can provide the entire insurance and benefits package that the County has received from Primex. He explained that the trust should be able to offer a lower cost going through a pool than if they were providing insurance as an independent company; additionally, the trust will create competition. Comm. Holden favored being involved as a sponsor during the start up phase.

Motion: To accept membership in the NH Interlocal Trust and to designate Mr. Wenger as the Board's representative to the Trust. Motion by Comm. Holden, second by Comm. Pappas.
Motion carried.

6. Nursing Home

Mr. Moorehead presented the Nursing Home Census; he reported that the Census as of October 27th was 277, which included 194 Medicaid residents, 54 Private Pay residents, and 28 Medicare-Part A residents, and one paid bed hold.

Position Change Request

Mr. Moorehead requested the Board's approval relative to a proposed position change; the request is to change a Per Diem Occupational Therapist to a Per Diem Physical Therapist. He explained that the change would not negatively impact the budget.

Motion: To approve the Nursing Home's request for a position change to change a Per Diem Occupational Therapist to a Per Diem Physical Therapist. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Mr. Moorehead explained that there is a candidate to fill the position; he requested that the Board fund the position at \$1, noting that they are ready to fill the position.

Motion: To fund the new Per Diem Physical Therapist position at \$1. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid # 08-2012 Oxygen & Respiratory Services

Mr. Moorehead explained that Bid # 08-2012 is for Oxygen & Respiratory Services; they received one bid from O2 Safe Solutions; it is the current provider; the price is \$.40 per pound. He noted that this vendor will provide a larger tank that does not freeze and will prevent the vapor waste that occurs with the smaller tanks that are currently being used; the tank is automatically monitored at the O2 Safe Solutions corporate office so oxygen will automatically be delivered when the tank gets low. He added that this is a 3-year bid; Mr. Lencki sent out bid proposals to 7 different vendors and this is the only proposal they received. He added that this contract will also provide an excellent Respiratory Therapist Consultant that will come to the facility as needed; he added that proceeding with this bid is estimated to save the County approximately \$2,100.

Motion: To approve Bid # 08-2012 for Oxygen & Respiratory Services at the Nursing Home; the lowest responsible bidder and current provider is O2 Safe Solutions, North Haven, CT, at a price of \$.40/pound. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Following discussion relative to why more vendors didn't bid, the Board recommended that in the future, the bid approval packet should include a list of all vendors who were sent the RFP or Notice.

Mr. Moorehead informed the Board that the facility submitted a Plan of Correction 10 days following receipt of the Form 2567, which is the State form for deficiencies. He noted that notification was received from the State that the Plan of Correction was accepted. The staff is working on correcting the deficiencies, most of which are simple things.

Attorney D. Hogan, County Attorney was recognized; he shared his thanks to the departments that helped his office with its move from Nashua to Manchester, particularly the CIS Department, Department of Corrections, and the Registry. He added that the Court was fully functional within a short time; a trial started the second week they were there. He also thanked Mr. Wenger and commended the inmates who helped with cleanup. Comm. Ziehm recognized M. Rioux and P. Boardman for their work and the cookies.

Ms. Robinson explained that there was an issue at the Temple Street building; there was a gas smell in the building due to a faulty regulator and an odor being sucked into the building through a duct when the louvers opened to bring in outside air. She explained that the problem was identified and would be repaired today.

Mr. Wenger explained that old surplus furniture has been gathered in Building # 25, commonly known as the Cow Barn. He suggested that if anyone is looking for furniture, they should check in the Cow Barn; he noted that furniture that cannot be used will be disposed of in the short-term.

Comm. Ziehm asked for an update relative to Policies and Procedures. Mr. Wenger added that he will have the request for amendments developed by the Department Heads available for the Board at its next meeting; the Board may opt to take the request under advisement at that time and decide whether or not it wishes to schedule a hearing. Discussion ensued.

Comm. Ziehm inquired as to whether the County has received further information relative to the letter received from Chief Justice Dalianis; Mr. Wenger responded that he has followed up several times, but has heard nothing further; he offered to touch base with them again should the Board wish him to do so.

Comm. Ziehm asked if there was an emergency plan in place in the event of a storm or other event that prevented the County Offices from opening. Mr. Wenger noted that his offices have a Telephone Tree set up. He added that Maintenance staff is usually in contact with him early in the morning to update him relative to the situation whenever there is an issue. He added that it is his understanding that communication is also done department by department. He added that he would welcome direction from the Board relative to a procedure that will address closings.

Mr. Wenger informed the Board that the recent storm disrupted phone and internet service, including the backup systems, and the Sheriff's Office lost its Dispatch capabilities and had to have Bedford cover for them; it was truly a catastrophic event. Mr. Moorehead noted that computer service is out at the Nursing Home, which means that the staff has had to return to paper charting at a time when the facility has just converted to paperless charting.

Mr. Moorehead expressed his thanks to Interim Supt. Dionne and Capt. Cusson who organized a project that addressed an eyesore in front of the Nursing Home where there were many scrub trees and high weeds along the stonewall that runs the length of the field and the front yard of the facility. He added that the inmates from the Community Service Project removed all the weeds and scrub trees within a week and the appearance from the roadside is much more attractive.

Mr. Wenger noted that at the recent NHAC Conference, there were a number of County employees who received awards. They were:

Maureen Lemon	Nursing Home Employee of the Year
Pat Grady	Hillsborough County Employee of the Year
Priscilla Barry	County Attorney's Office Employee of the Year

He added that the Hillsborough County Business Office/HR Support Team Award was given to Claire French, Mary Jeffreys, Linda Stonner and Denise Boyd. The Board expressed congratulations to all and thanked them for their exceptional service to the County.

Comm. Ziehm noted that Mr. Moorehead's suggestion of reducing the time spent at the NHAC Convention is a valid suggestion, particularly in light of the economic times. Further discussion ensued relative to the length of the convention.

Comm. Holden inquired about dates for a meeting relative to the Superintendent search. Mr. Wenger noted that he has received new dates from Primex that he will distribute for the Board's consideration.

Comm. Holden informed those present that she attended a DOC seminar at the Conference and has information regarding evacuation that she will forward to Interim Supt. Dionne.

11. Public Comment

There was no one present who wished to comment.

10. Non-Public Session

Mr. Moorehead requested an opportunity to meet with the Board in Non-Public Session consistent with RSA 91-A:3 II (e) relative to the sale or lease of land and requested that Mr. Wenger also attend. Following discussion, it was determined that M. Cusson, B. Moorehead, D. Reidy, E. Robinson, and Mr. Wenger would participate since it relates to an issue discussed at a study group, of which they were a part.

Comm. Ziehm also requested a Non-Public Session consistent with RSA 91-A:3 II (a) relative to personnel.

The Board agreed to address the aforementioned issues in Non-Public Session.

Motion: To move into Non-Public Session consistent with RSA 91-A:3 II (e) relative to the sale or lease of land, and then to meet as a Board consistent with RSA 91-A:3 II (a) to discuss a personnel issue. Motion by Comm. Pappas, second by Comm. Holden. Ziehm-yes, Pappas-yes, Holden-yes. Motion carried.

The Board moved into Non-Public session at 10:05.

The Board met with M. Cusson, B. Moorehead, D. Reidy, E. Robinson, and Mr. Wenger, relative to the opportunity to pursue the sale or lease of real property.

The Board met with relative to a personnel issue.

The Board moved out of Non-Public Session at 10:43 a.m.

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

Motion: To seal the minutes and documents from the Non-Public Session. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

11. Adjourn

There being no further business, Comm. Ziehm entertained a motion to adjourn.

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

The meeting adjourned at 11:44 a.m.

Signed 11/16/11

Comm. Carol H. Holden
Vice Chairman/Clerk
Hillsborough County Board of Commissioners

Date