

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**November 26, 2014**  
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, J. Hardy, D. Dionne, C. Kirby, B. Moorehead, G. Wenger, M. Castonguay, and L. Stonner.

Also Present: H. Jordan and L. Stewart from Granite YMCA

**1. Call to Order**

Comm. Pappas called the meeting to order at 9:05 a.m. Sheriff Hardy led the Pledge of Allegiance.

Comm. Pappas recognized Mr. Jordan and Ms. Stewart who represented the Granite YMCA. Ms. Stewart thanked the Board for allowing them to attend today's meeting. She noted that on behalf of the Granite YMCA and the YMCA Allard Center in Goffstown she would be presenting their Case Statement to support the YMCA's request that the Board of Commissioners Board consider awarding a CDBG Grant Application for up to \$500,000 to support the YMCA's program expansion to serve youth and teens during out of school hours at the YMCA Allard Center in Goffstown; she indicated that they plan to do this through the construction of a Youth & Teen Leadership Development Center in Goffstown. She added that there is no vote necessary today, but rather a consideration on the Board's part to move forward after today's presentation to Public Hearings, and they are requesting the Board's vote subsequent to those hearings.

Mr. Jordan explained that approximately 2 years ago the Board of Trustees of the Granite YMCA engaged in a strategic planning process to determine the future direction in terms of serving its communities. He added that there are 6 branches and the Allard Center in Goffstown is the second oldest branch. Mr. Jordan noted that during the strategic planning process, over 100 people were interviewed with 6 community forums throughout the area and they held 2 very successful community forums in Goffstown to discuss critical issues in Goffstown and the surrounding communities in Hillsborough County. He added that there were some very compelling issues that arose out of the community forums that they felt they could address as a YMCA. He added that all of their developmental programs would focus on 4 major focuses:

- Youth Development
- Healthy Living
- Social Responsibility
- Family Strengthening

Mr. Jordan indicated that they created a mission statement for the Youth & Teen Center; it reads: "The Y Center for Youth & Team Leadership supports youth development and provides services and opportunities to support all young people in developing self-confidence, usefulness, belonging, and empowerment to help them grow into happy and healthy adults."

Mr. Jordan explained that they heard from the rural communities that there is a real void of services for youth and teens, particularly in the rural areas, and that the YMCA is ideally positioned to reach out and serve these people. He added that they are particularly concerned about low income youth because there is so much compelling evidence that relates to an achievement gap with children of poverty. There is a higher dropout rate; they score lower in their performance at school, they tend to get lower paying jobs and often times they do not have an opportunity to go to college.

He added that the consensus was that this was a unique opportunity to reach out to these youth to provide them with mentoring, tutoring and support to help them be successful in their lives. He added that they are looking to include the Towns of Goffstown, Weare, New Boston, Mont Vernon, Bedford, Deering, Frankestown and Hillsborough and feel that with their 12 buses they can reach out to provide transportation which is necessary to get youth to the Leadership Center. The Center will not be a drop-in center, it will have a purpose and there will be programs run out of the Allard Center that will provide education and tutoring for these youths which will help them bring their homework up to the level of their peers and their grade level. They will provide adult mentors through staff and volunteers. He noted that they are very strong in leadership development and have national programs that include leader's courses and the youths could go to retreats in different cities and participate in youth exchanges with other cities. Mr. Jordan indicated that there will be a focus on healthy living practices including obesity and social development. He added that the community forums identified that there is a breakdown in core values; to address that issue, they will be teaching honesty, caring, respect and responsibility in all of their programs.

Mr. Jordan explained that there is much data that indicates that young girls and boys are experimenting with drugs, alcohol and sexual activity earlier in life; these issues are a core part of their educational component will include encouraging youths to remain "chemical-free" and safe. He added that their belief is that it is critical to include the family, and a part of all their programs has included providing education for parents of the youths involved. He added that the "Y" is one of the biggest employers of youths of any organization; that includes lifeguards, camp counselors, and babysitters. He added that the "Y" will also hold Job Fairs and provide guidance to help youths pursue their goals to enter college. He suggested that the impact of the Youth & Teen Center is going to be very significant in a healthy way with its involvement of youth.

Mr. Jordan informed the Board that the "Y" is planning to add a 4,200 square foot addition onto the Allard Center building behind the existing swimming pool and next to the gymnasium where they would add a computer and technology lab in collaboration with Dyne Corporation, a full kitchen, meeting rooms, a recreation and game room, and study spaces. The Youth & Teen Center will be fully integrated with the Allard Center so they will also have access to the climbing gym, gymnastics, the gymnasium, swimming pools, wellness center, tennis courts and everything at the Allard Center. He added that they have preliminary designs and are launching a Capital Campaign; the project will be a little over \$1,000,000 and will be a good resource for the community and Hillsborough County.

Discussion ensued relative to managing the grant. Mr. Jordan explained that the "Y" has handled CDBG grants in the past and noted that they have a sophisticated finance office that can provide support relative to the grant proposal, tracking, and financial auditing. Comm. Pappas noted that the County has had one experience with a CDBG grant that required a great deal of the Administrator's time. Mr. Jordan responded that they generally manage grants between one-half million and one million dollars each year to Federal, State or Local grant providers. He added that they are familiar with the additional auditing standards that are required; there are four people in the Finance Office who track and monitor the grants and maintain all the statistics. He informed the Board that they participated in a CDBG grant through Strafford County three years ago and noted that it was very successful; he added that if there are additional expenses to the County, the "Y" will cover those expenses so there is not a financial burden for the County.

Comm. Ziehm asked about the stipend received in the past; Mr. Wenger responded that with the Manchester grant of \$250,000, there was a stipend of \$12,500 for administrative expenses. He added that managing the grant included his time and that of Attorney Kirby, which was reimbursed in part. Mr. Jordan noted that they are committing to covering any additional costs, such as auditing requirements.

In response to a question, Mr. Jordan explained that the funds will be used to build the building addition.

Discussion ensued relative to the County's responsibility. Mr. Wenger explained that the County would be applying for the grant; it would be issued to the County for the purpose of supporting the YMCA project; it is the County that

takes on all the responsibilities, obligations, and potential liabilities. He added that, as in a prior situation, he would suggest a Memorandum of Understanding between the “Y” and the County.

In response to a question regarding the number of people that will be allowed in a building of the proposed size, Mr. Jordan explained that they are going through meetings with the Goffstown Planning and Zoning Boards for approval of the project and its components, and noted that the Fire Department determines maximum capacity.

Ms. Stewart indicated that there are 3 required Public Hearings, and noted that they can be back-to-back. The first would relate to the proposed project, the second would be a re-adoption of the County’s Housing and Development Plan; the third would be the Residential Anti-Displacement & Relocation Assistance Plan. She provided Mr. Wenger with the forms for the Public Hearings and then asked the Board if it were willing to move the project ahead to the Public Hearing phase. She added that a simple yes or no would be acceptable, and the vote would come later.

In response to a question from Mr. Wenger relative to an application, Mr. Jordan responded that the application must be submitted by January 26, 2015. Mr. Wenger recommended that the Board have an opportunity to review the application and to see what the County’s responsibilities would be before moving forward. He added that it would be appropriate for the Board to move to support the development of an application on behalf of the YMCA for a \$500,000 CDBG grant. He added that once the Board sees the specifics of the application, it can then move forward to Public Hearings.. Ms. Stewart explained that it was her understanding that the Public Hearing would be the first step in the application process (based on discussions with Donna Lane who is the grant writer CDBG asked the “Y” to consider working with); the next step would be the vote to move to the application phase. Discussion ensued. The Board agreed to support the process but was not ready to approve the project until it reviews the application.

**Motion:** To support the process of moving forward on behalf of the YMCA for a \$500,000 CDBG grant. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Ms. Stewart and Mr. Jordan thanked the Commissioners, excused themselves, and left the meeting.

## 2. Administrative Business

Minutes:

**Motion:** To approve the minutes of the Board of Commissioner’s meeting held on November 12, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Payroll Registers

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

- November 10, 2014 in the amount of \$ 521.40
- November 13, 2014 in the amount of \$ 720.00
- November 14, 2014 in the amount of \$ 124.80
- November 19, 2014 in the amount of \$4,070.67
- November 21, 2014 in the amount of \$5,735.58
- November 24, 2014 in the amount of \$ 384.00

The total Miscellaneous Payroll is \$11,557.35, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

**Motion:** To approve a Regular Payroll dated November 20, 2014 in the amount of \$1,139,045.17, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## Accounts Payable Register

**Motion:** To approve Accounts Payable Registers in the following amounts on the following dates:

- November 14, 2014 in the amount of \$ 860.00
- November 25, 2014 in the amount of \$1,248,195.27

The total Accounts Payable is \$1,249,055.27, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### 3. Public Comment on Agenda Items

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

### 4. Department of Corrections

#### Census

Supt. Dionne presented the Department of Correction's Census. He noted as of November 18, 2014, the total in-house was 470 and there were 18 in the community for a total custody of 488; he explained that there were 378 men, including 143 that had been sentenced and 236 that were being held pre-trial; there were 110 women; 58 of the women had been sentenced and 52 that were being held pre-trial. He informed the Board that there were 134 individuals who were diverted through the Mental Health Courts; 66 were from Manchester and 68 from Nashua. He added that the DOC was holding 43 female inmates from Rockingham County and there were 18 inmates in the community. He added that 8 inmates will be given a 12-hour furlough for Thanksgiving Day.

#### Overtime Impact Report

The Overtime Impact Report was included in the Board's packet.

### 5. Nursing Home

#### Census

Mr. Moorhead presented the Nursing Home Census. He indicated that the Census as of November 20, 2014 was 283; it included 210 Medicaid residents, 35 Private Pay residents and 38 Medicare residents. He added that the census is down this week due to some residents going home for the Holiday, some residents passing and others being discharged.

#### October Revenue

Mr. Moorehead presented the unaudited October Revenue. He explained that the budgeted Revenue for Room & Board and ancillaries for August was \$1,930,454 while the actual was \$1,985,673, which resulted in positive Revenue of \$55,219.

Mr. Moorehead informed the Board that the Medicaid Managed Care rate will become effective in September as a part of Phase II, and Nursing Homes are still uncertain what will happen with Bed Tax and ProShare.

## Year-to-Date Revenue

Mr. Moorehead presented the unaudited Year-to-Date Revenue; he informed the Board that the budgeted Revenue for Year-to-Date is \$7,721,816 while the actual is \$7,858,816, which resulted in a positive Revenue variance of \$137,000. He noted that the report does not include revenue from ProShare or Bed Tax, had not been received as of the date of the report.

## Tentative Medicaid Rate for January 1, 2015

Mr. Moorehead informed the Board that the State has distributed Medicaid rate for January 1<sup>st</sup> to the Nursing Homes; the new daily rate will drop from \$162.96 to \$159.67; this represents a negative variance of \$3.29 a day; that could equate to approximately \$230,000 annually if the rate remained constant throughout the year. He noted, however, that the Nursing Home based its budget on a rate at \$160/day so the budget would only be affected by \$23,000/year if the rate remains constant all year; however, it is subject to change in July. He added that this is also based on acuity and offered that Hillsborough County's Nursing Home has the highest acuity of any County Nursing Home in New Hampshire.

## Resident Christmas Gift Money Request

Mr. Moorehead presented his annual request for a Resident Gift. He requested an amount of \$2,280, noting that it is budgeted. He explained that the \$10 resident gifts will be funded by \$2 from the Resident Council and \$8 from the County.

**Motion:** To approve the amount of \$2,280 for the Resident Christmas gifts at the Nursing Home; it is based on the amount of \$8 per resident. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Comm. Holden indicated that she has issues with the bid passed at the last meeting for a vehicle for the Nursing Home that includes an upgrade of Sirius radio and leather seats. Mr. Moorehead responded that Sirius radio is free for 1 year, and then it will be discontinued. He added that leather seats are important because of the need to transport patients that are often incontinent. Comm. Holden noted that the bid was awarded to a vendor in Bow, NH and that bid was only \$41 more than a local vendor. Discussion ensued relative to the advantages of leather seats vs. fabric seats and other features.

## Bid # 08-2015 – Natural Gas Rates

Mr. Moorehead presented Bid # 08-2015, which is for Natural Gas Rates for the Nursing Home, Department of Corrections, Temple Street and the Bouchard Building. He explained that this is a one-year contract and noted that the lowest responsible bidder meeting the specifications is Santa Buckley Energy, Bridgeport, CT, at a price of .66850/Dth (Decatherm). He added that the rate is locked in.

**Motion:** To approve Bid # 08-2015 dated 11/21/14 in the amount of \$130,000, noting that it is the lowest responsible supplier. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Mr. Wenger noted that the amount of the bid was not \$130,000, but was .668.50 per Dth. Comm. Ziehm offered a motion to reconsider and then presented a new motion.

**Motion:** To reconsider the previous motion. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

**Motion:** To approve Bid # 08-2015 for Natural Gas Rates for the Nursing Home and County Complex; the lowest responsible bidder meeting the specifications is Santa Buckley Energy, Bridgeport, CT, at a price of .66850/Dth (Decatherm). Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

Motion to Rescind Bid # 04-2015

Mr. Moorehead requested that the Board rescind Bid # 04-2015; he added that the bid will be rejected and re-bid because the evaluations of the product came back as unfavorable.

**Motion:** To rescind Bid # 04-2015 to Central Paper, Manchester, NH, in the amount of \$257,240.88. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

## 6. Old/New Business

Comm. Holden requested that the Board consider its meeting scheduled for December 12<sup>th</sup>. She explained that she will not be able to attend that meeting. Following discussing the Board agreed to re-schedule its December 10<sup>th</sup> meeting to December 12<sup>th</sup> at 9:00 a.m.

Mr. Moorehead informed the Board that the Nursing Home is making a strong push to encourage all Nursing Home employees receive the flu vaccine. He added that at one time last year there were up to 20 employees sick. They are instituting a policy that will require employees to wear a mask if they object to receiving the flu vaccine for personal or religious reasons.

Mr. Wenger informed the Board that the Fairpoint strike has delayed the process of bringing in a Comcast line to the Court on Chestnut Street through Fairpoint's network.

Mr. Wenger noted that the next Association of Counties meeting is scheduled for January 9<sup>th</sup> and suggested holding the meeting in the Commissioner's Conference Room.

Mr. Wenger explained that the Board's reorganizational meeting and the swearing in of elected officials will occur on Wednesday, January 7<sup>th</sup>, and will be followed by a Board of Commissioner's regular meeting.

## 7. Public Comment

There was no one present from the public who wished to comment.

## 8. Non-Public Session

Attorney Kirby requested an opportunity to meet with the Board consistent with RSA 91-A:2 I (b) to consult with Counsel.

Mr. Moorehead requested an opportunity to meet with the Board of Commissioners in Non-Public session consistent with RSA 91-A:3 II (a) relative to personnel.

**Motion:** To move into Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting recessed at 10:26 a.m.

The Board moved out of Recess at 10:40 a.m.

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

**Motion:** To move into Non-Public Session with Mr. Moorehead and Attorney Kirby consistent with RSA 91-A:3 II (a) relative to personnel. Motion by Comm. Ziehm, second by Comm. Holden. Ziehm-yes, Holden-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public Session at 10:41 a.m.

The Board met with Attorney Kirby and Mr. Mr. Moorehead.

The Board moved out of Non-Public Session at 10:50 a.m.

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

Comm. Pappas asked if there was any further business before the Board.

**Motion:** To confirm settlement authority regarding a Nursing Home case. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

**Motion:** To approve a proposal from the Nursing Home dated November 17, 2014. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

**Motion:** To seal the minutes of the Non-Public Session held with Mr. Moorehead. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## 9. Adjourn

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 approximately 10:55 a.m.

*Approved 12/12/2014*

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Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

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Date