

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**November 27, 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, M. Cusson, C. Kirby, B. Moorehead, D. Reidy, G. Wenger, and L. Stonner

**Also Present:** Goffstown Town Administrator, S. Desruisseaux; Assistant Town Administrator and Economic Development Coordinator D. Horne; and C. Adams, M. Lemay, N. Campasano and P. D'Avanza from the Board of Selectmen

### **Call to Order**

Comm. Holden called the meeting to order at 9:01 a.m.

Ms. Desruisseaux led the Pledge of Allegiance.

### **Town of Goffstown**

Comm. Holden welcomed the representatives from the Town of Goffstown. Mr. Adams spoke relative to priorities for the Town. He noted that the Board of Selectmen's priority is economic development for the Town of Goffstown. He expressed an interest in discovering what the Town might be able to do in conjunction with the County to work toward common goals and reiterated that the Board of Selectmen's primary focus is economic development. Mr. Adams noted that since the County's Charrette in 2010, he cited developments and upcoming issues; they include:

- the Rail Trail has been completed
- the Women's Prison will be vacated, creating an opportunity
- the Gas line has been extended on Mast Road to the County Complex from the Rte. 114 intersection.

Mr. Wenger explained that the Board of Commissioners recently held discussion to re-energize the recommendations of the Charrette. He added that the County consolidated its operations by moving into the Bouchard Building in 2004, and in 2008, the Goffstown District Court and Juvenile Services moved into the second story of the building. He explained that a Wetlands survey was done prior to the Charrette and communicated that the Women's Prison has a 3-year lease that expires in June, 2015, noting that the State may request an extension if a new facility is not ready. He mentioned that the Board of Commissioners is not interested in selling, but would entertain opportunities for leasing land or buildings. Mr. Wenger added that a timber harvest was done the previous year, and another is scheduled for 2015.

Mr. Wenger further noted that there was a zoning change in 2012 that changed the land to an Industrial/Commercial Flex Zone. He noted that the County assumed the cost of bringing a gas line to the Nursing Home the previous fiscal year and the gas company recently extended the line to the County Complex.

Mr. Wenger explained the County budget process, noting that each of the last 3 budget years, the Commissioners have requested that a Capital Reserve Fund be established to provide funds for development of land and/or buildings, but noted that the request was taken out of the budget by the Delegation. He added that attempts have been made to rent buildings and land; an RFP was sent out and a "For Rent" sign was placed in front of the Complex.

Mr. Wenger provided information about buildings that could be leased; they include:

- the unused part of the second floor of the Bouchard Building
- the building located in front of the Bouchard Building
- the former Cow Barn, a large open space
- the former Piggery, also open space
- the former Kennel

Mr. Wenger also provided information relative to forest, fields, agriculture, and buildings.

Comm. Pappas joined the meeting and informed the Goffstown group that recreation is a top priority for the Commissioners.

Ms. Desruisseaux explained that the Town will be doing a Master Plan in 2 years and noted that they will be forming a group next year to discuss the future Master Plan; she asked who might be appropriate to represent the County. Mr. Reidy volunteered to work with the Town.

Mr. Lemay asked about which land might best support recreation and explained that he has observed a Rail Trail in Stowe, VT that attracted many businesses that support recreation, such as restaurants, kayak and bike rentals, etc.

In response to a question from Mr. Wenger relative to recreation, Mr. Adams noted that there is a need for additional sports fields.

Mr. Horne explained that the Town would be able to submit applications to the State on behalf of the County for an "Economic Development Zone" grant.

Further discussion ensued and Mr. Adams added that in the current climate, businesses are looking for space that is ready to occupy and space that has services such as water, sewer and gas; he noted that the County is positioned to be ready to offer those services. He added that the Town is interested in working with the County to identify opportunities that could benefit both and attract economic development. Mr. Adams noted that the Town is interested in becoming more effective in marketing itself.

Mr. D'Avanza noted that grants do become available through Southern NH Planning, asking if this would interest the County. Mr. Wenger explained that any anticipated grants would need to be added to both the expense and income sides of the budget; he further explained that grants could also be accepted if there were adequate funds in a budget that could be transferred for unanticipated grants.

Mr. Wenger asked if there was any interest in a continuum of care, such as an Assisted Living facility. Ms. Desruisseaux explained that a developer did approach the Town with information indicating that the Town could use 26 additional units.

The Board agreed that Mr. Wenger would be the contact person with respect to working with the Town for future development. Mr. Wenger added that if the County were to include funding in the next budget for development of lands or buildings, the planning would have to be done soon because the budget process will begin in February.

The Board of Commissioners and the Town representatives thanked each other for the opportunity to share ideas and work toward a mutually beneficial plan for the use of the County's land and buildings.

The Goffstown representatives excused themselves and left the meeting at 10:05 a.m.

## 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:

11/21/13	\$	12.76
11/22/13		160.00

The total Miscellaneous Payroll is \$172.76. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

**Motion:** To approve a Regular Payroll register dated November 21, 2013 in the amount of \$1,138,506.16, subject to review and audit. Motion by Comm. Ziehm, second by Comm. Holden. Motion carried.

### Approval of Accounts Payable Register:

**Motion:** To approve an Accounts Payable register dated November 11, 2013 in the amount of \$3,438,795.96, subject to review and audit. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### Extradition Vouchers

**Motion:** To approve the following Extradition Vouchers in the following amounts, noting that they have been previously approved by the County Attorney:

➤ 9/4/13	\$	178.79
➤ 9/6/13		312.87
➤ 9/11/13		140.56
➤ 9/17/13		83.06
➤ 10/2/13		290.53
➤ 10/7/13		178.79
➤ 10/10 to 10/11/13		1,532.01
➤ 10/11/13		464.23
➤ 10/17/13		335.22
➤ 10/21/13		.60
➤ 10/21/13		153.34
➤ 10/23/13		140.56
➤ 10/23/13		140.56
➤ 10/23 to 10/25/13		2,141.67
➤ 10/28/13		111.74

The total Extradition Expense for approval is \$6,204.53. 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

Capt. Cusson presented the Department of Correction's census. He noted that as of November 5<sup>th</sup>, the total in custody was 533; it included 415 men; 159 had been sentenced and 256 were awaiting trial; there were 118 women in custody; 50 had been sentenced and 68 were awaiting trial.

Capt. Cusson informed the Board that he provided the Overtime Impact Report for the record.

### Employee Indemnification

Capt. Cusson requested that the Board postpone the employee indemnification request to the next Board meeting; the request was granted.

## Nursing Home

### Census

Mr. Moorehead reported that the Census at the Nursing Home as of November 21, 2013 was 283 residents; there were 219 Medicaid residents, 35 Private Pay residents and 28 Medicare residents.

### Bid # 06-2014 – Health Services Contract

Mr. Moorehead presented Bid # 06-2014 and explained that this bid is for a Health Services Contract for the Nursing Home; it will provide pre-placement physicals. He recommended Bedford Occupational & Acute Care, Manchester, NH as the lowest responsible bidder at a price of \$49 for each Pre-Placement physical.

**Motion:** To approve Bid # 06-2014 for a Health Services Contract for the Nursing Home for pre-placement physicals; the recommended vendor is Bedford Occupational & Acute Care, Manchester, NH; it is the lowest responsible bidder at a price of \$49 for Pre-Placement physicals. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### Bid # 07-2014 – Speech/Language Services

Mr. Moorehead presented Bid # 07-2014 and explained that this bid is for backup Speech Therapy services; he recommended Virjean Kandle, Bedford, NH, as the lowest responsible bidder at a price of \$74 per hour, noting that she is the lowest responsible bidder and the current provider.

**Motion:** To approve Bid # 07-2014 for backup Speech Therapy services; and to award the bid to Virjean Kandle, Bedford, NH; at a price of \$74 per hour for the 1<sup>st</sup> and 2<sup>nd</sup> years, and \$76 per hour for the 3<sup>rd</sup> year; she is the only bidder and is the current provider. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

### Bid # 10-2014 – Resident Spiritual Counseling

Mr. Moorehead presented Bid # 10-2014 and explained that this bid is for Catholic spiritual counseling; he recommended Fr. Adrien Longchamps, Manchester, NH and added that this is a three-year contract at a price of \$4,752 annually.

**Motion:** To approve Bid # 10-2014 for Catholic spiritual counseling and to award the bid to Fr. Adrien Longchamps, Manchester, NH and added that this is a three-year contract at a price of \$4,752 annually, and noting that he is the current provider. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

## Managed Care Update

Mr. Moorehead presented an update relative to Managed Care. He explained that there are currently 3 Managed Care organizations (MCO's) and noted that they are nearing the end of Phase I during which time the residents must select 1 of the providers or opt out, adding that those with Medicare and Medicaid are advised to opt out. He further explained that during Phase 2 (by 12/1/14) all patients will have to be enrolled. Mr. Moorehead explained that when negotiating rates becomes more challenging, facilities will be bearing more of the burden under the managed care process.

## Registry of Deeds

### Revenue Update

Register Coughlin informed the Board that Tax Stamps continue to be up, but all other lines are down; she added the Registry is running below budget at this time and noted that much of the decrease is related to commercial properties not selling.

Mr. Wenger informed the Board that he recently met with Register Coughlin, County Attorney C. Kirby, and the CIS Department relative to the bid for services that Fidlar Technologies is currently providing; he explained that following research relative to options, the expectation is that Fidlar Technologies is the best overall vendor for the Registry. He added that the findings consider that Fidlar provides support and management that is not found with other vendors and they respond quickly to issues.

## Old/New Business

Comm. Holden discussed the NACo Health Discount Program and asked if the other Commissioners would review the information for further consideration at the next Board meeting.

Comm. Holden presented information regarding the U. S. Communities' purchasing program.

Mr. Moorehead informed the Board that he is happy to report that the CMS website that rates Nursing Homes shows:

- a 5-Star overall rating for the Nursing Home
- a 4-Star rating for Health Inspections
- as 5-Star rating for Staffing
- a 5-Star rating for Quality Measures

Mr. Moorehead reported that year-to-date revenue is running \$455,029 over budget and added that there is an MQUIP correction of \$139,205 but noted that he is not sure if it will be taken from the FY13 or FY 14 fiscal year; the accountant will make that determination.

Mr. Wenger reported that Video Conferencing requirements are in place; all protocols have been determined and the County's needs have been satisfied. He added that the State has to install the equipment and noted that he anticipates it will be up and running in late January or February. Mr. Wenger requested that the Board authorize the Chair to execute the related documents.

**Motion:** To authorize the Chair to sign the Video Conferencing MOU on behalf of the Board. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Mr. Wenger indicated that as a result of the County's relationship with Citizens Bank, the bank has offered to come to the County to address several topics that would benefit employees. Mr. Wenger will make the arrangements.

Mr. Wenger informed the Board that motors in Chestnut Street's 2 boilers blew over the past weekend and are being repaired. He noted that there was also a problem at Temple Street with water dripping, and that is being addressed today. He added that the Elevator service provider is working with the security company relative to security at Temple Street; once they have completed their work, the card reader will be installed and then limiting access to the 3<sup>rd</sup> floor can be finalized.

Mr. Wenger offered that the Board may wish to consider how to approach the County's next annual conference that will be hosted by Hillsborough County and how it wishes to interact with Betsey Miller at the NH Association of Counties. Comm. Ziehm offered to visit hotels.

Comm. Holden noted that she received a notice relative to the towns/cities that have PILT payments (payments in lieu of taxes); she added that she will notify the Towns in her District that are involved.

Mr. Wenger reported that tax receipts are beginning to come in.

Comm. Pappas spoke very positively about attending the Open House for the Manchester Community Resource Center. She presented Mr. Wenger a plaque on behalf of the County, thanking him for his work with the City of Manchester related to the grant for the community center.

### **Non-Public Session**

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

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

The Board moved into Non-Public session at 10:52 a.m.

The Board met with Attorney Kirby and Capt. Cusson.

The Board moved out of Non-Public Session at 11:03 a.m.

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

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 11:03 a.m.

*Approved 12/23/13*

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Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

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Date