

Regular Meeting of the  
**Hillsborough County Board of Commissioners**  
**December 9, 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, L. Gero, C. Kirby, M. Lencki, D. Reidy, E. Robinson, M. Castonguay, J. Vacca, G. Wenger, and L. Stonner

**Call to Order**

Comm. Pappas called the meeting to order at 9:02 a.m. She noted that while Comm. Ziehm is not able to attend, she is available to join the meeting by telephone.

M. Lencki 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:

12/5/2013	\$	1,191.62
12/5/2013		633.24

The total Miscellaneous Payroll is 1,824.86. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To approve a Regular Payroll register dated 12/5/2013 in the amount of \$ 1,186,471.24, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Accounts Payable Register

**Motion:** To approve an Accounts Payable register dated 12/6/2013 in the amount of \$977,875.43, subject to review and audit. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

CIS Bid # 08-2014 – Sheriff’s Office – IMC Annual Software Support

Mr. Wenger explained that CIS Bid #08-2014 is for IMC annual software support for the Sheriff’s Office.

**Motion:** To approve CIS Bid # 08-2014 for IMC annual software support for the Sheriff’s Office; the recommended vendor is Tritech Software, Dallas, Texas and the cost is \$14,785; it is a single source bid consistent with RSA 28:8-e V. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

CIS Bid # 09-2014 – Microsoft Office Software Licensing Agreements

**Motion:** To approve CIS Bid # 09-2014 for Microsoft Office software licensing agreements and to award the bid to Insight Public Technology, Tempe, Arizona at a cost of \$10,857.90, noting that it is the lowest responsible bidder meeting the specifications. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid: Sale of 2006 Ford E-350 Van

**Motion:** To approve a bid for the Sheriff's Department for the sale of a of 2006 Ford E-350 Van, and to award the bid to Marc Phillips Automotive, Weare NH, noting that it is the highest bidder at a price of \$4,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Bid: Sale of Chevrolet Impala LT

**Motion:** To approve a bid for the Sheriff's Department for the sale of a of 2006 Chevrolet Impala, and to award the bid to Marc Phillips Automotive, Weare, NH, noting that it is the highest bidder at a price of \$2,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Transfer # 2014-07 – Department of Corrections

**Motion:** To approve a Transfer for the Department of Corrections, to transfer the amount of \$200,000 from Salaries & Wages, line 4230-7010 and to transfer a like amount to Overtime, Line 4230-7011. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Supt. Dionne explained that there are 14 openings at the facility and the money for the transfer will come from the Salaries & Wages line. He added that they have held 54 exams for potential officer candidates, but only 10 candidates from those exams have met all the requirements. He added that they will be holding more exams and interviews to secure additional candidates.

#### **Public Comment on Agenda items**

There was no one present who wished to comment on Agenda items.

#### **Department of Corrections**

Supt. Dionne informed the Board that the Deacon David Shrader, who volunteered for the Department of Corrections for 10 years, passed away the previous week. Those present participated in a moment of silence for Deacon Shrader.

Supt. Dionne presented the Department of Correction's census. He noted that as of December 3<sup>rd</sup>, the total in custody was 534; it included 427 men; 167 had been sentenced and 260 were awaiting trial; there were 107 women in custody; 39 had been sentenced and 68 were awaiting trial.

Supt. Dionne explained that there are 6 inmates participating in the Pre-Trial Supervision and 20 in the community; there are 151 individuals in the diversionary Mental Health program and the DOC is also holding 42 female inmates from Rockingham County.

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

Supt. Dionne requested Board approval of the transfer of an inmate from Carroll County.

**Motion:** To approve the transfer of an inmate from Carroll County to Hillsborough County as recommended by the Superintendent. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## **Nursing Home**

### Census

Mr. Lencki reported that the Census at the Nursing Home as of November 24, 2013 was 283 residents; there were 221 Medicaid residents, 33 Private Pay residents and 29 Medicare residents. Additionally, the census included 10 Hospice residents and 20 residents in the Enhanced Living Unit.

### Bid # 09-2014 – Mental Health Services

**Motion:** To approve Bid # 09-2014 for the Nursing Home for Mental Health Services to Generations Geriatrics, Manchester, NH; it is the lowest responsible bidder and only bidder at a price of \$800 monthly and \$9,600 annually; it is a 3-year contract. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## **Registry of Deeds**

### Revenue Update

Register Coughlin informed the Board that Tax Stamps are up and all other Revenue lines are down. She provided a report that illustrated a comparison with the previous year.

## **Old/New Business**

Comm. Holden noted that included in the Commissioner's packets is a Resolution on County Government that was passed on October 24<sup>th</sup> at the NH Association of County's Commissioner's Council urging NACo support for an exemption to the Marketplace Fairness Act. The Marketplace Fairness Act would mandate the collection of sales taxes by NH based businesses on retail internet purchases by out-of-state customers based on their home state sales tax; the Resolution is to be presented at the national level and will urge the support of an exemption for the non-sales-tax states of Alaska, Montana, Oregon, Delaware and New Hampshire. Comm. Holden that if the Act passes, there will not be a cost impact to the Counties, but it will impact small businesses in the 5 states. She added that both Senators Shaheen and Ayotte have spoken on this. Comm. Pappas distributed an article that was published in the Union Leader the previous day relative to the Marketplace Fairness Act and added that it is her belief that there is no reason that NH should not be exempted.

Mr. Wenger informed the Board that the NH Interlocal Trust has set the initial "not to exceed" rate for the County's Health Insurance at 8.62%; he added that if the County continues on the same trend with its experience over the next several months, it is possible that the rate could be slightly lower.

Comm. Holden referred to the multi-State ISAC (Information Sharing and Analysis Centers) and explained that ISAC could help the County should there be an interruption of computer service or a related significant issue. She explained that this organization would provide help at no cost; they are able to come in to help our CIS department in the event of a major computer service issue or interruption of service. Mr. Wenger noted that he will follow up with this.

Comm. Holden referred the Board to the NACO Health Discount program; she reiterated that the program offers exclusive new programs and discounts for member Counties for its employees and constituents for their health care services. She added that more information is available at: [www.naco.org/health](http://www.naco.org/health). Discussion followed relative to the fee for the County; it has not been made available at this time.

Comm. Holden asked if the Board wished to promote the U.S. Communities' program to the County's constituents; the Board agreed to discuss it further.

The Board discussed Jack Wozmak's email and his concern relative to the administrative costs and impacts on record keeping that NHAC is required to maintain for every correctional officer that becomes certified. Supt. Dionne indicated that the Superintendents are concerned because there is no one in the position to do the work, even though it is required by NH RSA's. He added that recently it was difficult to find records relative to who was/was not certified or de-certified.

Supt. Dionne shared a letter of thanks and photos with the Board that he received from the Weare Public Library for the community service work done by the inmates. He explained that there were 11 weeks filled by the communities this year and he expects it to increase beginning next spring.

### **Public Comment**

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

### **Non-Public Session**

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

The Board agreed to Recess briefly while Comm. Ziehm was contacted.

The Board moved into Recess at 9:30 a.m.

Comm. Ziehm joined the meeting at 9:39 a.m.

The meeting reconvened at 9:40 a.m.

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

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:

- Supt. Dionne, J. Vacca, and Att'y Kirby consistent with RSA 91-A:3 II (e) relative to litigation, and with
- the Board of Commissioners consistent with RSA 91-A:3 II (a) relative to personnel. Motion by Comm. Holden, second by Comm. Ziehm. Ziehm-yes, Pappas-yes. Motion carried.

The Board moved into Non-Public session at 9:41 a.m.

The Board met with Supt. Dionne, J. Vacca, and Att'y Kirby.

The Board met as a group.

The Board moved out of Non-Public Session at 9:45 a.m.

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

The Board recognized County Attorney P. LaFrance who spoke relative to a letter she sent the Board the previous week and security concerns at Temple Street. She communicated that there had been an incident the previous week when an intoxicated man entered the County Attorney's office and attempted to steal a flag pole; she added that one of the Secretaries heard the commotion and stopped him. She stated that the individual was extremely intoxicated and they discovered later the individual has a history of mental health issues. She added that he followed the secretary back to her office and as he left, it was noticed that that he had a 4-inch knife in his back pocket. She explained that while the individual did not take out the knife, the staff was very concerned and is nervous every day because of the types of people that they deal with. Attorney LaFrance added that the reason for the letter was an incident that happened when one of her prosecutors was threatened by someone she was trying to have committed; the threats were so severe that the individual's attorney felt the need to warn the prosecutor. She remarked that a motion detector has been installed at the top of the stairs for 2 months but it did not go off when the armed individual came into their office; it did, however, go off when the police went up the stairs. She added that it does nothing to make the staff safer short of perhaps giving a 2 second warning if someone reaches the motion detector; the back staircase and elevator are still unsecured. She reported that staff overheard the elevator people say that the elevator cannot be secured. She explained that she is very frustrated and concerned for her staff. She added that it seems to her that the only way to secure the building is to lock the front door, have somebody armed, and have a metal detector at the back door or at least move the staff out of there and close the building down.

Ms. Robinson responded that the information the County Attorney's staff received relative to not being able to lock the elevator is untrue; the elevator company has been scheduled for several weeks to be at the facility Wednesday and Thursday to install the locking equipment along with Pelmac who will install the card reader. At that point, CIS will provide key card access support; the front door will be locked and all public access will be to the rear of the building. She added that the 3<sup>rd</sup> floor and the elevator will be locked to limit access to the 3<sup>rd</sup> floor.

Ms. Robinson added that RFP's are pending relative to how to block access beyond the motion alarm from the main stairway to the 3<sup>rd</sup> floor and close off the 3<sup>rd</sup> floor while still permitting emergency egress. In response to a question from Comm. Pappas, Ms. Robinson explained that this is the best the County can do with this building because it is a public building. She added that the Board has proposed that a security officer be added to the building for the past 3 or more years, but it has been taken out of the budget at the Executive Committee level. She further added that she is working with the Register of Deeds to move as many of the Registry staff as possible into areas that have glass dividers on the middle floor to limit public access to those employees. Ms. Robinson indicated that whenever there is an incident with a person, rather than confronting that person, it would be advisable to push the duress alarm, which in turn will send an automatic signal to our Sheriff's Department and the Nashua Police Department, and they will respond.

There was discussion relative to locking the offices and the feasibility of doing so, but the County indicated that wasn't practical. Following discussion, there was a consensus that the front door will be locked now, and signage will be placed at the front door. Comm. Ziehm asked if there was anything else Attorney LaFrance needed at this time. Attorney LaFrance added that ideally staff should all be down at the Courthouse, but short of that, securing the building is the best she can hope for at this point. She added that the Nashua Police is stepping up their patrols and is frequently stopping in twice a day.

**Motion:** To lock the front door at Temple Street immediately and provide signage as necessary to inform the public and employees. Motion by Comm. Holden, second by Comm Ziehm. Motion carried.

Comm. Holden offered a motion.

**Motion:** I move to indemnify Correctional Officer David Archambault, Correctional Officer Joshua Caisse, Correctional Officer Jonathan Plumpton, Correctional Officer Woodrow Weatherby, Sergeant Todd Gordon, and Sergeant Carl Brown pursuant to NH RSA 29-A:2 in the matter of Kargbo vs. Hillsborough County Department of Corrections. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Lacking further business, Comm. Pappas adjourned the meeting.

The meeting adjourned at 10:11 a.m

*Approved 12/23/13*

---

Comm. Sandra Ziehm, Clerk  
Hillsborough County Board of Commissioners

---

Date