

Regular Meeting of the
Hillsborough County Board of Commissioners
December 19, 2016
Bouchard Building, Goffstown, NH
(Not Official until Approved by the Board and signed by the Clerk.)

Present: Comm. Pappas, Comm. Rowe, D. Dionne, G. Fisher, C. Kirby, B. Moorehead, C. Monier, D. Reidy, G. Wenger, M. Castonguay, and L. Stonner

CALL TO ORDER

Mr. Wenger informed the Board that he had heard from Comm. Ziehm who sends her apologies as she will not be able to attend today's Board meeting.

Comm. Pappas called the meeting to order at 10:35 a.m.

PLEDGE OF ALLEGIANCE

Mr. Wenger led those present in the Pledge of Allegiance.

ADMINISTRATIVE BUSINESS

Approval of Minutes

Motion:

To approve the minutes of the Board of Commissioner's Regular Meeting held on December 5, 2016.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Supplemental Payroll

Motion:

To approve Supplemental Payroll registers for the following dates in the following amounts:

12/06/16	\$ 1,199.60
12/07/16	\$ 112.50
12/08/16	\$ 3,830.98

The total Supplemental Payroll is \$5,143.08, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Motion:

To approve a Regular Payroll Register dated December 15, 2016, in the amount of \$1,127,390.52. The total Regular Payroll is \$1,127,390.52, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Accounts Payable

Motion:

To approve an Accounts Payable register dated December 16, 2016 in the amount of \$3,686,755.76.
The total Accounts Payable is \$3,686,755.76, subject to review and audit.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried

COAF Bid # 17-03 – Postage Equipment and Service

Mr. Wenger presented the Commissioner's Office of Administration and Finance (COAF) Bid # 17-03 and noted that this bid is for postage equipment and service for the COAF that will be utilized by multiple

departments in the County Complex. He indicated that based on the financial analysis of the bids received the most cost effective and recommended approach for the County would be to purchase the equipment as it will save the County approximately \$1,000.00 as opposed to leasing. He noted that Formax out of Dover, NH was the lowest responsible bidder. Mr. Wenger added that the Request for Proposal (RFP) asked for a five-year maintenance cost which was a part of the consideration in arriving at the award recommendation.

Motion:

To approve Bid # COAF 17-03 for Postage Equipment and Service for the Commissioner's Office of Administration & Finance, the lowest responsible bidder meeting the specifications is Formax, Dover, NH at a purchase price of \$3,825.00. There is a five-year maintenance cost of \$6,120.00. Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Complex Bid 17-01 – Cleaning Services – County Complex

Mr. Wenger presented the County Complex Bid # 17-01 for Cleaning Services for the Bouchard Building; the lowest responsible bidder meeting the specifications is R & W Cleaning Service, Inc., Goffstown, NH, at a price of \$18,900.00 per year.

Motion:

To approve Bid # COMPLEX 17-01 for Cleaning Services for the Bouchard Building; the lowest responsible bidder meeting the specifications is R & W Cleaning Service, Inc., Goffstown, NH, at a price of \$1,575.00 per month and a total price of \$18,900.00 a year. Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Mr. Wenger noted that this is the current provider for nightly cleaning of the Bouchard Building. The budget for the year was based on the current price; this bid price is slightly higher and there may be a need for a transfer of \$180.00 to cover the increase of \$30.00/month for the last half of the fiscal year.

CIS Bid # 8-2017 – 25 Laptop Computer Systems

Motion:

To approve CIS Bid # 8-2017 for the purchase of 25 laptop computer systems; the lowest responsible bidder meeting the specifications is GovConnection, Merrimack, NH, at a total price of \$31,080.75. Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Mr. Wenger explained that this bid is included in the current budget and is an extremely competitive bid.

PUBLIC COMMENT ON AGENDA ITEMS

There was no one from the public who wished to comment on Agenda Items.

DEPARTMENT OF CORRECTIONS

Census

Supt. Dionne presented the Department of Correction's (DOC) Census; he noted that as of December 13, 2016, the total in custody was 409, which included 12 in the community. The Census included 326 men; 108 of the men had been sentenced and 218 were being held pre-trial. There were 83 women; 23 of the women had been sentenced and 60 were being held pre-trial.

Supt. Dionne noted that the DOC was holding 23 female inmates from Rockingham County, and he added that 159 individuals were diverted through the Mental Health Courts including 89 from Manchester and 70 from Nashua.

Overtime Impact Report

Supt. Dionne noted that the DOC's Overtime Impact Report is included in the Board's packet.

Administrative Transfers – Merrimack County and Sullivan County

Supt. Dionne noted that he is requesting approval of Administrative Transfers of an inmate from Merrimack County and another from Sullivan County.

Motion:

To approve the transfers of inmates from Merrimack and Sullivan Counties.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

NURSING HOME

Census

Mr. Moorehead provided Census information for the Nursing Home. He noted that the Census, as of December 15, 2016 was 286; it included 213 Medicaid residents, 41 private pay residents and 32 Medicare, Part A residents. He added that the Census and the quality mix remain relatively strong.

November Revenue

Mr. Moorehead presented the unaudited Nursing Home Revenue for November. He noted that budgeted Revenue for Room & Board and ancillaries for November was \$1,981,057.00 while the actual was \$1,946,149.00, a deficit of \$34,908.00. He added that the SNF Services for Medicare per day is \$494.93, which is exceptional. He explained that this figure is the Medicare average rate per patient day.

FY 2017 Revenue Year-to-Date

Mr. Moorehead presented Year-to-Date Revenue for FY 2017. He explained that the budgeted Revenue for Room & Board and ancillaries for FY 2017 through the end of November was \$9,905,285.00, while the actual was \$9,979,500.00, a positive variance of \$74,215.00. He noted that the Year-to-Date budget for MQIP (Bed Tax) for the first quarter was \$875,000.00 while the actual was \$819,543.00, a deficit of \$55,457.00. He added that the total of all revenues to date is \$18,758.00 above budget.

Comm. Rowe mentioned a Union Leader article regarding a nursing shortage. Discussion ensued regarding the nursing shortage and options that may be considered to attract nurses as well as consequences that the County Nursing Home may face if the shortage continues or worsens.

Bid # 15-2017 – Mental Health Services

Motion:

To approve Bid # 15-2017 for a three-year contract for Mental Health Services at the Nursing Home. The lowest responsible bidder meeting the specifications is Generation Geriatric Mental Health, Manchester, NH, at a price of \$800.00/month and a total of \$9,600.00 annually.
Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Bid # 16-2017 – Podiatry Services

Motion:

To approve Bid # 16-2017 for Podiatry services at the Nursing Home; the lowest responsible bidder meeting the specifications is Dr. Christopher Bush, North Hampton, NH. The expense is billed directly to Medicare, Part B.

Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Bid # 17-2017 – Pharmacy Services

Motion:

To approve Bid # 17-2017 for Pharmacy Services at the Nursing Home; the lowest responsible bidder meeting the specifications is Omnicare of NH, Londonderry, NH.

Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Mr. Moorehead noted that the Nursing Home is saving money with Omnicare and added that it is the current provider.

SHERIFF'S DEPARTMENT

Bid # SO-2017-06GF – Vehicle Repairs

Chief Deputy Fisher explained that Bid # SO-2017-06GF is for vehicle repairs and towing for a 2014 cruiser. He added that initially it was believed that the repair was covered by warranty, but once the vehicle was taken apart, Unique Ford determined that it would not be covered by warranty. The Sheriff's Department then submitted an insurance claim, which will ultimately cover the cost. Chief Deputy Fisher requested approval of the repairs and towing; the insurance company will cover the cost less a \$1,000.00 deductible.

Motion:

To approve Bid # SO-2017-06GF for vehicle repairs and towing, subject to insurance reimbursement; the recommended vendor for repairs is Unique Ford at a price of \$6,020.59 and Duval's Towing is the recommended vendor for towing at a price of \$225.00. There is a request to waive competitive bidding subject to RSA 28:8-e IX.

Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

REGISTRY OF DEEDS

Mr. Wenger was noted that the Registry of Deed's revenue for the year is included in the Board's packet. He added the revenue for year-to-date is very positive.

OLD/NEW BUSINESS

NHIT Rate NTE

Mr. Wenger noted that he has received the not-to-exceed rate from the New Hampshire Interlocal Trust (NHIT). The not-to-exceed rate for the County's insurance program has been set at 3.96%; he noted that this is a reflection of a good year with a very positive experience. He explained that the rate could still go down, but it will not exceed 3.96%.

NHAC Annual Assessment

Mr. Wenger noted that he has received the New Hampshire Association of Counties (NHAC) Annual Assessment; it represents a dues holiday and while it does not include dues, it does include assessments; there is an annual assessment for the Nursing Home of \$3,500.00, the Jail of \$3,000.00, and the annual conference of \$400.00 for a total \$6,900.00. Discussion ensued regarding who made the decision at NHAC involving the assessment and when it might have been voted on and approved. Comm. Pappas noted that the NHAC Finance Committee met and developed a proposed budget that will still have to go to the Executive Committee and then the Commissioner's Council.

Further discussion ensued regarding Corrections' Academies, a proposed increase, and the cost of same. The Board also discussed its concerns about how and when decisions were made at NHAC and whether any formal action was taken to approve those decisions.

Seacoast Business Machines – Copier Sales & Service Agreement

Mr. Wenger noted that the Board approved the bid for the Copier & Service Agreement at its last meeting and requested that the Board authorize the Chair to execute the maintenance contract.

Motion:

To authorize the Chair to execute the Sales & Service Agreement with Seacoast Business Machines for the Copier and Service Agreement.

Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

Comm. Rowe noted that he received a list of pending Legislative Service Requests (LSR's). He noted that one LSR relates to filling the vacancy of a Commissioner, proposing that it be voted on by the legislative district that voted that position in. Discussion ensued and it was noted that the NHAC holds a telephone conference every Friday at 1:00 regarding pending legislation; it is a teleconference that one can call in and listen to conducted by the Legislative Committee with support of the Dupont Group; it reviews legislation for priority, monitoring and awareness.

Mr. Wenger reported on the election held at the DOC two weeks ago for the supervisor's union. He noted that the National Corrections' Employee Union won the election and the County is addressing the change.

Comm. Pappas entertained a motion for Non-Public Session.

NON-PUBLIC SESSION

Motion:

To move into Non-Public Session consistent with RSA 91-A:3 II (a) relative to a personnel matter with the COAF and to move into Non-Public Session consistent with RSA 91-A:3 II (g) relative to a security-related issue at the DOC.

Motion by Comm. Rowe, second by Comm. Pappas. Pappas-yes, Rowe-yes. Motion carried.

The Board moved into Non-Public Session at 11:33 a.m.

The Board met with Supt. Dionne, Mr. Wenger, and C. Kirby, Esq., regarding a security issue at the DOC. No action was taken by the Board.

The Board met with Mr. Wenger, Supt. Dionne, and C. Kirby, Esq., regarding a personnel matter at the DOC. No action was taken by the Board.

The Board moved out of Non-Public Session at 12:05 p.m.

Motion:

To come out of Non-Public Session.

Motion by Comm. Rowe, second by Comm. Pappas. Pappas-yes, Rowe-yes. Motion carried.

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

ADJOURN

There being no further business to come before the Board, a motion to adjourn was entertained.

Motion:

To adjourn the meeting.

Motion by Comm. Rowe, second by Comm. Pappas. Motion carried.

The Board of Commissioners Meeting adjourned at 12:06 p.m.

Approved January 4, 2017

Paul G. Bergeron, Clerk
Hillsborough County Board of Commissioners

Date