

BOC  
11/29/06

Regular Meeting of the  
Hillsborough County Board of Commissioners

November 29, 2006  
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. R. Charbonneau, Comm. C. Holden, Comm. T. Pappas, J. O'Mara, B. Moorehead, A. Durette, G. Barry, C. Kirby, J. MacDonald, R. Mercer, M. Rusch, G. Wenger, and R. Pomroy.

Also present: Ellen Curlop of Life Coping, Inc.

**1. Pledge to the Flag**

Comm. R. Charbonneau called the meeting to order at 9:04 A.M. J. MacDonald led those present in the Pledge to the Flag.

**2. Grievances**

G. Wenger was recognized. He informed the Board that he received a letter from S. Lyons requesting a continuance of the matters scheduled for the Board's consecration. The Board reviewed Mr. Lyon's letter. Following a discussion the Board agreed to continue the grievances to the Board's next meeting, December 13, 2006.

**Motion:** To approve the continuance for the 6 grievances to be heard by the Board of Commissioners on December 13, 2006. By Comm. Holden, second by Comm. Pappas who offered an amendment to strike the "6" before grievances. Motion, including the amendment, carried unanimously.

Mr. Moorehead informed the Board that he was requested to provide information regarding the policies that were violated by the grievants. He noted that the information was included on the paperwork when the employees were written up, and investigations are not discussed outside of management until arbitration. He noted that he spoke with Mr. Lyons regarding this previously, and recently followed up with a letter. A discussion followed.

**3. Personnel Commission – Continued Hearing Regarding Policy 5-1:S**

Comm. Charbonneau recessed the meeting of the Board of Commissioners to reconvene a hearing of the Personnel Commission for the purpose of considering the petition to amend policy 5-1:S of the Personnel Policies and Procedures.

G. Wenger advised the Board that the Personnel Commission went into recess at the conclusion of its last meeting.

**Motion:** To come out of recess for the Personnel Commission. By Comm. Holden second by Comm. Pappas. Motion carried unanimously.

Comm. Holden noted that the Personnel Commission recessed following a discussion of policy 5-1:S. She noted that the meeting was properly posted.

**Motion:** To amend the following language in policy 5-1:S: Officials/Administrators are responsible for establishing the hours of work for their respected department. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

There being nothing further to come before the Commission a motion to adjourn was entertained.

**Motion:** To adjourn the Personnel Commission. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

5. **Minutes**

November 15, 2006

**Motion:** Move adoption of the minutes of the meeting of November 15, 2006. By Comm. Holden, second by Comm. Pappas. Motion carried.

6. **Business Office**

Approval of Payroll Register

**Motion:** To approve Payroll Register dated 11/16/2006 in the amount of \$1,045,859.06 subject to review and audit. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Approval Accounts Payable Vouchers

**Motion:** To approve Accounts Payable Register dated 11/29/2006 in the amount of \$834,734.24 subject to review and audit. By Comm. Holden, second by Comm. Pappas. Motion carried.

Approval of Sheriff's Extradition Vouchers:

The Board considered the Sheriff's extradition vouchers presented for approval.

**Motion:** To approve Sheriff's Extradition Vouchers dated:

10/17/06 in the amount of \$196.74,  
10/18/06 in the amount of \$132.22,  
10/19/06 in the amount of \$3,231.28,  
10/19/06 in the amount of \$129.43,  
10/22/06 in the amount of \$3,427.59,  
10/23/06 in the amount of \$969.70, and  
10/30/06 in the amount of \$159.81

for total extradition vouchers of \$8,246.77, noting that the County Attorney has reviewed and signed. By Comm. Pappas, seconded by Comm. Holden. Motion carried unanimously.

Transfer # 2007-3

**Motion:** To approve transfer # 2007-3 from Contingency Grant Expenses to Sheriff New Equipment to fund the Homeland Security Grant for a Radio Repeater for the Deering/Hillsborough area and Complex Water Tank Surveillance System in the amount of \$39,000.00. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Telephone Poll

Comm. Charbonneau noted that on Monday November 27, 2006 a telephone poll was conducted on behalf of Mr. O'Mara who sought approval for the Board to accept the transfer of a male inmate from the Rockingham County Department of Corrections. She noted that all of the Commissioners expressed their support of the action.

**Motion:** To approve the telephone poll conducted on Monday November 27, 2006, to authorize the Superintendent to accept the transfer of a male inmate from Rockingham County noting that the motion to approve was unanimous. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Bid # CIS-3-2007: Barracuda Spam Firewall Appliance

G. Wenger presented bid # CIS-3-2007 for a Barracuda Spam Firewall Appliance noting that the purchase would be possible due to savings on a recent purchase of computers for the County. He informed the Board that this purchase would allow better protection against increasingly pervasive viruses, spam, and junk emails that have become difficult to prevent from infecting the County's computers. He suggested that it is a toll that has become necessary in order to protect the integrity and security of the County's network.

**Motion:** To approve bid # CIS-3-2007 for a Barracuda Spam Firewall Appliance to Computer Hut of Nashua, NH in the amount of \$3,899.00 with the shipping included, noting that they are the lowest responsible bidder meeting specifications. By Comm. Holden, second by Comm. Pappas.

Comm. Holden spoke to the necessity of the bid noting that it only takes one employee to accidentally open an email with a virus to infect the entire network.

Motion carried unanimously.

Bid # BO-2007-02: Digital Copiers

G. Wenger presented bid # BO-2007-02 for a consolidated purchase of 4 digital copiers for several departments that include the Business Office, the Sheriff's Office in Goffstown and in Nashua, and the Cooperative Extension. He informed the Board that 6 bids were received. He noted that they were to include the digital copier make and model, the price, the cost of a 4-year lease, and a service agreement of 4 years to be renewed annually. He noted that the funding for the Cooperative Extension and the Sheriff's Office was appropriated in the New Equipment line, but the Business Office funds were appropriated in the Lease line. He stated that the Board had a request before it to transfer funds from the Lease line to the New Equipment line to make the purchase possible for the Business Office.

Mr. Wenger informed the Board that the lowest bidder meeting specifications was Conway Office Products of Nashua, NH, which is the current vendor for the Cooperative Extension, the Sheriff's Office in Goffstown, and the Delegation. He noted that those departments were very satisfied with the service provided by Conway Office Products. He also noted that Imagistics International failed to comply with the bid requirements by not providing the cost for the 3<sup>rd</sup> and 4<sup>th</sup> year of a 4-year service agreement. He noted that the company offered to level fund the 3<sup>rd</sup> and 4<sup>th</sup> year, but as the bids were already open, it would have been inappropriate to accept. He recommended the Board award the bid to Conway Office Products as the lowest responsible bidder meeting specifications, and noted the installation of the machines would be done in five days, which will result in additional cost savings for the County.

**Motion:** To approve bid # BO-2007-02 for four Digital Copiers to Conway Office Products, of Nashua, NH, the lowest responsible bidder meeting specifications, noting this is the current vendor for Coop, Sheriff's Office, and the Delegation, and would install in 5 days, also noting this complies with requirement to include 4 years of service in the bid; the price for the Business Office was \$4,945 subject to the approval of a transfer, the Sheriff's Office 1 in Goffstown for \$4,945, Sheriff's Office in Nashua for \$4,061, and the Cooperative Extension in Goffstown for \$8,097. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Transfer 2007-04

**Motion:** To approve the budget transfer request of \$4,500 from the Equipment Rental to the New Equipment line in the Business Office to cover the previous bid. By Comm. Pappas, second by Comm. Holden who offered an amendment that it was subject to approval by the Executive Committee. Motion, including the amendment, carried unanimously.

## 7. Nursing Home

Census

B. Moorehead was recognized. He informed the Board that the census for the facility as of November 26<sup>th</sup> was 272, of which 216 were Medicaid, 34 were private pay, and 22 were Medicare Part A. He noted that there were 4 Medicare Part A admissions the previous day, which should bring the census up to 276. He noted that censuses are down in the area and that this happens in cycles about 3 times a year. Comm. Charbonneau noted that there are 17 females and 4 males on the waiting list and inquired why if there were people on the waiting list would there be decreases in the census. Mr. Moorehead explained noting that it is difficult to go by the number on the waiting list because those who put their name on the waiting list normally have found another facility before an opening at the County Nursing Home becomes available. A discussion followed.

Bid # 11-2007: Health Care Services

B. Moorehead presented bid #11-2007 for Health Care Services for pre-employment physicals and work skills assessments. He noted that the lowest responsible bidder was Elliot Occupational Health of Manchester, NH in the amount of \$49.50 inclusive of both procedures. He noted that the second lowest bid was for \$85 for the procedures.

**Motion:** To approve bid # 11-2007 to Elliot Occupational Health of Manchester, NH for Health Care Services including physicals and work skills, for a total amount of \$49.50 for both services, noting that this is the lowest responsible bidder. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Mr. Moorehead informed the Board that this contract has a 30 day out clause.

Bid # 12-2007: Medical Staffing Agency

B. Moorehead presented bid # 12-2007 for a Medical Staffing Agency to fill vacancies in positions as needed. He noted that following the advice of Legal Counsel the bid would be awarded to the preferred vendor who is the lowest responsible bidder. He noted that the preferred vendor would be required to fill all of the vacant slots within one hour and if they were not successful, the next vendor on the list would be contacted. He recommended that the bid be awarded to the preferred vendor, MAS Medical Staffing of Manchester, NH for an average hourly cost of \$35.28 for all disciplines required on all shifts, on all days.

**Motion:** To approve bid # 12-2007 for a Medical Staffing Agency to the preferred bidder MAS Medical Staffing of Manchester, NH, the lowest responsible supplier, for an average hourly cost of \$35.28. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

Ellen Curlop joined the meeting at this time.

Bid # 13-2007: Chair Rails & Wall Guards

B. Moorehead presented bid #13-2007 for Chair Rails & Wall Guards, necessary to complete the renovation project. He recommended the bid be awarded to Inpro Corp. of Muskego, WI in the amount of \$15,651.00. He noted that the staff at the Nursing Home would install all of the chair rails and wall guards.

**Motion:** To approve bid # 13-2007 for Chair Rails & Wall Guards to Inpro Corp. of Muskego, WI, the lowest responsible bidder, in the amount of \$15,651.00. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Mr. Moorehead informed the Board that wall guards and chair rails save time on maintenance throughout the building.

Bid # 14-2007: Defibrillator

B. Moorehead presented bid #14-2007 for one Defibrillator. He recommended the bid be awarded to Medline Industries of Mundelein, IL for a total price of \$1,674.88. He noted that the Defibrillator would make it unnecessary in most cases to do CPR by hand. He noted the machine is very user friendly with very little training. He noted that the machine has a 1-year guarantee and it would be included in the crash cart in Unit B3.

**Motion:** To approve bid # 14-2007 for a Defibrillator to the lowest responsible bidder, Medline Industries of Mundelein, IL, for a unit price of \$1,674.88. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

Comm. Charbonneau inquired how long it would take to repair if needed, to which Mr. Moorehead noted he was not sure how long, but that the Staff would go back to using CPR until the unit was returned.

## 9. Sheriff's Office

Bid # SO-01-2007: Office Supplies

Mr. Durette was recognized. He presented bid # SO-01-2007 for the annual maintenance for the digital recording equipment in Dispatch. He noted that the equipment was purchased the previous year to record calls into Dispatch.

**Motion:** To approve bid # SO-01-2007 for the Sheriff's Department office supplies for annual maintenance, to Diconics of Needham, MA, the sole source provider of maintenance to Dispatch audio recording equipment, for the unit price of \$1,309.00. By Comm. Holden, second by Comm. Pappas. Motion carried unanimously.

## Hillsborough County Interagency Radio Agreement

A. Durette informed the Board that he proposed an Interagency Radio Agreement several months previous, to allow improved radio communication for the Goffstown Police Department. He noted that currently the Sheriff's Office has a wireless data link system, which allows communication to be routed back to Manchester and allows better reception in areas that would typically be difficult. He noted that the Sheriff's Office currently uses only one channel of six on this system and the proposal was to allow the Goffstown Police Department the use one of the unused channels in exchange for the use of the Goffstown Police Department's Town owned repeater site on Mt. Uncanoonuc. He stated that he gave the Goffstown Police Department the draft document for reviewing purposes only, but due to a miscommunication the Police Department forward it onto its Board of Selectmen who accepted the agreement and signed it.

Comm. Charbonneau noted that the agreement should have come back to the Board for review prior to the Selectmen's signature. Mr. Durette reiterated that it was a miscommunication and that he did not intend for the Board of Selectmen to sign. A discussion followed.

(J. O'Mara joined the meeting at this time.)

**Motion:** To approve the Hillsborough County Interagency Radio Agreement, noting the purpose of the agreement would be that the County would provide Goffstown Police Department an unused channel from the Hillsborough County Sheriff's Office radio system in exchange for the use of the Department's Town owned repeater site. By Comm. Holden, second by Comm. Pappas for discussion.

G. Wenger was recognized. He informed the Board that he noticed a possible error in paragraph 10.1, which states that the "agreement may be terminated prior to November 30, 2006 without cause upon notice of not less than thirty days..." Following a brief discussion the Board agreed to table the motion in order to address the outstanding question.

**Motion:** To table previous motion regarding the Interagency Radio Agreement. By Comm. Pappas, second by Comm. Holden. Motion carried unanimously.

#### 4. **Ellen Curlop – Long Term Care**

Mrs. Curlop was recognized. She distributed information to the Board regarding Life Coping Inc., an independent case management company. She gave an overview to the Board of her qualifications, which included being the President of Life Coping Inc, a registered nurse, as well as serving on the Medical Care Advisory Committee and several other committees. She noted that Life Coping Inc. is a case management company, which is contracted with the State of New Hampshire through the HCPC waiver, and has in the past participated in the New Hampshire Nursing Home Transition Project. She noted that the company provides a variety of services to assist the elderly and disabled which include administering respite care for Alzheimer's and Dementia, and other case management services. She noted that the services provided by Life Coping Inc. are independent and free of financial conflict of interest by serving both private and Medicaid clients.

E. Curlop presented an overview to the Board of the County's current and future roll in elderly care, which includes cost shifts from State to County with HCPC, Medicare services, and costs relating to the Nursing Home facility operational expenses increasing to higher rates when risk management fails. She noted that the Country is now facing a wave of aging Baby Boomers in that by the year 2010, 50% of New Hampshire's population will be over the age of 50. She noted that because of this the demand of home care will increase, driving up costs. She noted that by that time there would also be an estimated 1 million vacancies in nursing staff Countrywide. She stated that one way the issues could be dealt with would be to create more private and public partnerships. She noted that currently only 15% of the New Hampshire population is receiving State aid and the remaining 85% of the population is left to cope with the rising costs. She noted that those not receiving assistance could purchase Long Term Care Insurance, however some companies require individuals to pay up to the first 3 months of care and they could also put other restrictions on the quality of services. She noted for those who have to afford the services for continued care, they are often left paying for people who have limited qualifications. A discussion followed regarding the costs, quality of care and the lack of effective oversight and training.

Mrs. Curlop informed the Board that the Counties pay disproportionately for a system that has been developed without sufficient local input. She suggested that the Counties should look into having a broader view of a long-term care system. She noted that the Counties would be looking into an increased responsibility for costs because the State will not be able to sustain the kind of demand that is expected. She noted that the Counties could have more control over costs and would be able to have evaluation on the local level to determine what resources are available and what could be done to meet demands. She listed several possibilities the Counties might want to consider, including having more authority in training LNA's and initiating pilot programs to better determine what the demands would be.

Comm. Charbonneau noted that the Human Services Department provides information regarding the costs of services throughout the County. Mrs. Curlop noted that to those who do not know that it looks as if the County is simply paying the bills without question. She noted that with the County expanding to supply the services necessary, a strong infrastructure should be considered. A discussion followed regarding the Nursing Home Transition Project.

The Board thanked Mrs. Curlop for her presentation.

#### 8. **Department of Corrections**

J. O'Mara was recognized. Comm. Charbonneau inquired about the reorganization of the DOC, to which Mr. O'Mara replied that he would provide the information to the Board prior to its next meeting. A discussion followed.

## Census

Mr. O'Mara informed the Board that the census at the facility on November 27, 2006 was 560. He noted that there were 496 men, of which 157 were sentenced and 338 were pretrial. He noted that there were 64 women of whom 13 were sentenced, and 51 were pretrial.

Mr. O'Mara informed the Board that he had 2 items to discuss with the Board during non-public session under RSA 91-A: 3 II(g) to discuss security issues.

## Registry of Deeds

J. Macdonald was recognized. She informed the Board that revenues were down this month and banks are reporting more foreclosures. She noted that she anticipates that the next few months are going to be low.

## 12. Non-Public Session

**Motion:** To go into non-public session with the Department of Corrections under RSA 91-A: 3 II (g) to discuss 2 security issues. Comm. Holden, yes; Comm. Charbonneau, yes; Pappas, yes. Motion carried.

The Board went into non-public session at 10:44 A.M.

Mr. O'Mara informed the Board of two inmate security issues.

The Board came out of non-public session at 10:59 A.M.

**Motion:** To come out of non-public session. Comm. Pappas, yes; Comm. Holden, yes; Comm. Charbonneau, yes. Motion carried.

## 7. Old/New Business

Comm. Charbonneau inquired on the progress of the second floor project, to which Mr. Wenger stated that the Executive Committee did not approve the transfer necessary to go forward with the bid. Comm. Holden noted that the deadline for the project would be March and the District Court is also looking at other locations. She noted that it could be possible to go out to bid again for the project, though she was not optimistic of receiving a lower bid price because the bids were very competitive. A discussion followed regarding what options if any would be available to go forward with the renovation project.

## Master Plan

Comm. Holden noted that the Board should discuss possible nominees for the Master Plan Committee. She noted that one Commissioner from the Board of Commissioners, one State Representative, two private citizens from each of the 3 districts, and one representative from the town of Goffstown would need to be nominated. Comm. Pappas recommended M. Castagna from District 1, whom has done a lot of projects with the City of Manchester, and worked on Plan New Hampshire. She noted that her second nomination resides in Bedford, but that she is waiting on confirmation from the nominee. Comm. Charbonneau noted that from District 2 she nominated P. LaFlamme from Nashua, and A. Renzullo, a former attorney from Hudson. Comm. Holden noted that she nominated L. Kaizer of Amherst who is a financial and real estate planner. She also nominated L. Calawa from Litchfield because he is familiar with the building. She noted that she spoke with both individuals and they understand the commitment to report to the Board of Commissioners. Comm. Holden noted that the Commissioners could bring forth recommendations for the remaining nominations for the Board's next meeting.

Comm. Holden suggested a charge for Master Plan Committee be written, and read a draft as follows: "The Committee shall be charged with meeting for the purpose of developing a master plan recommendation to the Board comprised of a set of statements and land use and development principles for the County with accompanying maps, diagrams, charts and descriptions as necessary to support the implementation of the plan. The sections of the master plan shall include, but not necessarily be limited to a vision section, land use section, transportation section, community facilities section, economic development section, natural resources section, natural hazards section, recreation section a cultural and historic section, and an implementation section." She noted that this was drafted after the RSA pertaining to Master Plans. A discussion followed.

Comm. Holden noted that since the County Offices moved into the Bouchard Building, questions regarding a dedication have been asked. She noted that perhaps the first thing that could be done would be to dedicate the Commissioners' Conference Room. A discussion followed.

**Motion:** To dedicate the Large Conference Room as the "Commissioners' Conference Room" to the women and men who have committed themselves to the service of the citizens of Hillsborough County as County Commissioner. By Comm. Holden, second by Comm. Pappas who offered a friendly amendment to replace "women and men" to "individuals." Motion, including amendment, carried unanimously.

Comm. Holden suggested that the building should also be dedicated and a plaque should be hung in the foyer. She noted that the plaque should be similar in material and color as the plaque currently in the foyer set into the false fireplace. A discussion followed. Comm. Holden proposed the plaque should read "Hillsborough County Building Renovation 2004, Rhona M. Charbonneau, Carol M. Holden, Toni H. Pappas County Commissioners, Gregory Wenger County Administrator, Leon Calawa Consultant to the Board." A discussion followed regarding possible location of the plaque. Following a discussion the Board agreed to hold a dedication ceremony on December 27, 2006.

G. Wenger advised the Board that the Auditors were wrapping up the auditing process and could have the reports by the end of the week. He requested direction regarding the dedications for the Annual Report noting that the dedications would include Rep. Slocum and Rep. Arnold.

## 12. Public Comment on Agenda Items

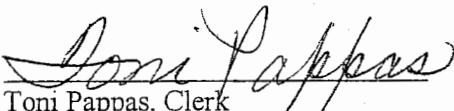
No members of the public were available for comment.

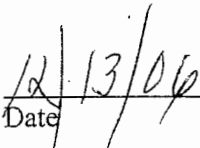
There being nothing further to discuss, the Board entertained a motion to adjourn.

## 11. Adjourn

**Motion:** To adjourn. Comm. Holden, yes; Comm. Charbonneau, yes; Comm. Pappas, yes. Motion carried.

The meeting adjourned at 11:39 A.M.

  
Toni Pappas, Clerk  
Hillsborough County Board of Commissioners

  
Date