

**Hillsborough County Executive Committee
Hillsborough County Complex, Bouchard Building
Goffstown NH
January 25, 2008 9:00 AM**

Present: Representatives D. Essex, L. Movsesian, M. Farley, S. Harvey, S. Jasper, N. Kurk, P. Manney, B. Shaw, A. Simon, S. Spratt, J. Ulery, S. Vaillancourt, M. Villeneuve. Also present: Comm. Holden, Pappas, J. MacDonald, Registry of Deeds, C. Kirby, J. O'Mara, B. Moorehead, E.A. Robinson, M. Rusch, G. Wenger.

Excused absences: Rep. Cote, Rep. Stepanek, Rep. Hinkle, Rep. Pilotte, Rep. Rosenwald, Rep. Reuschel,

Unexcused absences: B. Francoeur, Rep. Shattuck,

Chairman Essex called the meeting to order at 9:10 AM and requested Rep. Jasper to lead the pledge to the flag.

Chairman Essex stated that the Town Republicans caucused last week and announced there was a nomination to replace Rep. Rowe who resigned at the November meeting in a public session.

Motion by Rep. Kurk, second by Rep. Harvey to nominate Rep. Moe Villeneuve from Bedford to the Executive Committee. On a voice vote motion adopted unanimously.

Minutes

Motion by Rep. Manney, second by Rep. Spratt to approve the minutes from the December 21, 2007 Executive Committee. On a voice vote motion adopted unanimously.

Appropriation Control Report

Chairman Essex stated that there is a copy of the Appropriation Control report if any member of the Executive Committee would like a copy.

Transfers

Motion by Rep. Vaillancourt, second by Rep. Simon to approve Budget Transfer #2008-06 in the amount of \$3,000 from Nursing Home Nursing Salaries/Wages to Laundry Salaries/Wages. Mr. Moorehead stated that overtime was required due to staff shortages caused by medical leaves. He also stated that problems with the sewer line required temporary shut-down of the laundry room a number of times. Staff was then called in after hours to take care of the backload of laundry. On a voice vote motion adopted unanimously.

Motion by Rep. Kurk, second by Rep. Shaw to approve Budget Transfer #2008-07 in the amount of \$15,000 from Nursing Home Nursing Education/Conference to Maintenance Water. Mr. Moorehead explained that the 4" meter serving the County facilities was not working properly and was under registering the County's consumption from July 2005 through September 2006. The County was assessed an overage of \$23,248.74. Attorney Kirby was instrumental in negotiating the balance down to \$11,624.37. Brief discussion ensued. On a voice vote motion adopted unanimously.

Motion by Rep. Manney, second by Rep. Jasper to approve Budget Transfer #2008-05 in the amount of \$2,000 from Department of Corrections Salaries/Wages to Plowing. Superintendent O'Mara stated that because of the significant amount of snow during the month of December the Corrections had to hire an outside contractor to remove some of the snow piles in the parking lot, depleting the current appropriation. On a voice vote motion adopted unanimously.

Rep. Kurk suggested that a policy should be made that allows the Chairman approve small transfers that are non controversial. He stated that this is how things are done in some cases in Concord, the joint Fiscal Committee approves transfers within departments at the State level and the Chairman is authorized to approve small transfers. This is something that might work on the County level and suggests looking into this for the future.

Human Services Update

- a. Ms. Robinson stated that she has a request in to convert a full time position to two new part-time positions. She noted that due to the change involved in HB2 the Human Services Department has had a difficult time filling an open full time Human Services Assistant. She is requesting to convert one open full time position to two part time positions. The current rate of pay is \$18.70 per hour with benefits, she did state that the part time positions would not include benefits and they would be for 20 hours a week. Ms. Robinson stated that one position would be working with the courts on parental reimbursement issues at the range of pay between \$16.00 to \$20.00 per hour depending on the experience of the applicant. The second position would be to handle more clerical duties such as filing, mail and answering the telephone. That position would range from \$14.00 to \$16.00 per hour depending on experience. She noted that there are ample funds available since the position has been vacant.

Motion by Rep. Manney, second by Rep. Simon to approve the two new part-time positions. There was a brief discussion regarding the effects of HB2 and how the costs will affect the County. On a voice vote motion adopted unanimously.

- b. Ms. Robinson proceeded with the monthly Human Services update.

Old/New Business

- a. Performance Auditing Subcommittee – Chairman Essex stated that correspondence was received today and the Board of Commissioners has assigned Mr. Wenger to represent them at the Performance Audit Subcommittee. Chairman Essex stated that Rep. Spratt will be the subcommittee chairman and requested that Rep. Spratt give an update. Rep. Spratt stated that the first meeting will be on Friday, February 1, 2008 at 10:30 AM in Goffstown. He stated that at this meeting we will establish some ground rules and objectives for the subcommittee. Rep. Spratt reviewed the members of the Subcommittee: Rep. Hinkle, Rep. Harvey, Rep. Reuschel, Rep. Vaillancourt, Rep. Shattuck, and Rep. Moran.
- b. Chairman Essex stated that last month a discussion regarding the format of the salary sheets for the F/Y 09 budget were briefly discussed. The Business Office provided some samples of how the salary sheets can be done for the upcoming budget season. Mr. Wenger briefly reviewed the different sheets. After a lengthy discussion members of the Executive Committee decided on sample B which consists of employee name and number.
- c. Chairman Essex stated that recently there have been discussions regarding the asbestos in the Hillsborough County Superior Courthouse North noting that this has been an ongoing issue for a number of years. He stated that Mr. Wenger and Attorney Wageling have been involved in the weekly meetings that have been transpiring for a number of weeks. Chairman Essex stated that the Delegation Office has been asked to be informed of upcoming meetings, noting that there could be urgency to this matter in the near future. He stated that there was a meeting yesterday and I was planning on attending however there were meetings in Concord that I had to attend, I did ask Ms.

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Rusch to attend in my place. Chairman Essex requested that Marcia give an update, she stated that one of the items that was brought up was that this will be coming before the legislators in the near future, she added that Commissioner Hill will be meeting with the Supreme Court Justice and some of the other judges throughout the system to strategize as to how to approach this matter and discuss the options. Ms. Rusch stated that Mr. Wenger has been involved in the meetings and can give more of the history and updates. Mr. Wenger stated that he will approach this as a budget update noting that this past year \$700,000 was appropriated to address the renovation needs at Hillsborough County Superior Courthouse North which houses the County Attorneys Office, the Sheriffs Office and Legal Counsel Office. He went on to explain that this was done in part to address issues in conjunction with the abatement of the asbestos. He proceeded to give some history of what has happened with regards to the studies that the State has conducted, noting that the asbestos is throughout the entire building, in the floors, ceilings, walls, etc. He stated that because of this the building cannot be abated piecemeal, the reason for this is because the nature of the HVAC system it is all integrated and they cannot guarantee that it will not effect the other side of the building. It has been decided that in order to abate the building, the building will have to be closed down. There was a lengthy discussion and Mr. Wenger stated that a management operation plan is being put together and all individuals will have to abide by this plan, no exceptions. Mr. Wenger stated that all the testing that has been done has come back normal, meaning there is no airborne asbestos. Discussion ensued regarding the significant impact on County operations.

- d. Registrar of Deeds, Ms. MacDonald distributed a report showing the current revenue figures. She noted that the County is down \$847,701 from last year at this time. Brief discussion ensued.
- e. Chairman Essex stated that the next order of business is to approve a temporary part-time employee for the Hillsborough County Delegation Office. Chairman Essex stated that normally every year at this time Ms. Rusch usually has the assistance of a part-time clerk and a volunteer who has done a lot of clerical assistance such as mailings, filing, and coping. This year the Clerk has gone to Florida for three months for an extended vacation and the volunteer has been ill. He stated that he would strongly recommend that a member of the Executive Committee make a motion to approve a temporary part-time employee. Motion by Rep. Manney, second by Rep. Harvey to approve a temporary part-time employee for the Delegation Office. In response to a question it was noted that it would be through March and the money is currently available in the Salary line, as the Clerk will not be collecting salary. There was a brief discussion. The motion was amended to state the temporary will be used up to three days per week till the end of March. On a voice vote motion adopted unanimously.
- f. Rep. Farley had questions regarding the RFP for the Goffstown District Court, he thanked Ms. Rusch for going out of her way to get the plans to him so he could review the specs and the RFP. He stated that he took the necessary time to look at the plans very carefully. After some brief comments he stated that people are aware of his concerns regarding the design as to how the security will be set up in the Bouchard Building. He also noted that he requested information regarding the specs for security and they were listed in the table of contents but not in the actual RFP. He does have concerns regarding this matter. Rep. Farley stated that he spent a lot of time reviewing the drawings and the RFP and he has concerns regarding the alternate pricing requests for security, he stated there were none present in the RFP, however there were other alternates. He also noted that this is something that could have been done and it could have been done at very little cost. He stated that the issue of security is very important. Rep. Farley also requested copies of the bids that came in and asked if they had been forwarded to the Delegation Office. Mr. Wenger stated that he declines to answer the first part of the question noting that it would be a lengthy discussion and some of it has already occurred. He did state that he is more than willing to sit down with Representative Farley and he also noted that the message to the Delegation Office was that he would sit down with anyone and review the information about the specifications or the plans with the architect to discuss what

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Chairman Essex reviewed correspondence received by Mr. Wenger dated January 24, 2008 regarding request for information – subcommittee F minutes and correspondence from F/Y 2000 to F/Y 2008 relating to those budget years. Chairman Essex asked Mr. Wenger what the purpose of this is for. Mr. Wenger stated that he is carrying out the Board of Commissioners statutory responsibilities and requested that this information be available so that the Commissioners can carry out their responsibilities. He added that he is just requesting that the information be made available not necessarily copies of everything. Ms. Rusch stated that she wanted Mr. Wenger to know that there are no formal written minutes of Budget Subcommittee. Everything that is done at the Subcommittee level is incorporated into the Executive Committee Budget Review minutes. She noted that the tapes of all meetings are kept in the archives. Rep. Kurk inquired as to whether something is going on that the Executive Committee should know about, noting that this is an unusual request. Mr. Wenger stated that Rep. Essex has requested that everything be done in writing between the offices. Chairman Essex reiterated what he heard from Mr. Wenger which is, “that this information be made available to the Board of Commissioners and or the Business Office and that the Delegation Office will not expend time and labor in copying these documents”. Chairman Essex asked if there was a timeline for this information, Mr. Wenger stated that he would keep the Delegation Office advised.

Rep. Manney stated that she attended the Master Plan Committee meeting that was held yesterday by Commissioner Holden and gave a brief update.

Ms. Rusch announced that an updated list of the Executive Committee and an updated list of the upcoming Board of Commissioners meetings have been distributed.

Motion by Rep. Manney, second by Rep. Simon to adjourn at 11:25 AM.

Rep. Lori Movsesian, Clerk
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Date _____