

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 6, 1993

A scheduled meeting of the Board of Rockingham County Commissioners was held this date, January 6, 1993 at 10:00 A.M. in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following: Commissioners Jane Walker, Vice Chairman; Ernest P. Barka, Clerk; Warren Henderson; Roy E. Morrisette, Director of Personnel; William Sturtevant, Administrator, Rockingham County Nursing Home; Betty Luce, Register of Deeds; Ernest Woodside, Director of Rockingham County Maintenance and Engineering; John Hart of The Manchester Union Leader and Bob Linder of WERZ.

The meeting began at 10:00 A.M. with the Vice Chairman calling the meeting to order.

ELECTION OF THE BOARD

Commissioner Henderson moved that Commissioner Barka be nominated as Chairman of the Board. The motion was seconded by Commissioner Walker. Commissioner Barka was elected Chairman by unanimous vote. Commissioner Walker then turned the floor to the newly elected Chairman.

Commissioner Henderson moved that Commissioner Walker be nominated as Vice Chairman of the Board. The motion was seconded by Commissioner Barka. Commissioner Walker was elected Vice Chairman of the Board by unanimous vote.

Commissioner Walker moved that Commissioner Henderson be nominated as Clerk of the Board. The motion was seconded by Commissioner Barka and Commissioner Henderson was elected as Clerk of the Board by unanimous vote.

COMMISSIONERS' MEETINGS

The Board discussed establishing a new designated time for the weekly meeting of the Board. Commissioner Walker moved that the meetings be held on Monday afternoons at 2:30 P.M. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

Commissioner Walker noted that flexible hours should be considered for the secretary on the days of the meetings due to the fact that the meetings may extend beyond the normal working hours of the secretary.

REVIEW OF FARM BUDGET

Commissioner Walker stated that there had been a request by the Chairman of the Farm Subcommittee to have the Board of Commissioners take a formal vote on what they want to do with the Farm this year. This will allow the Subcommittee while reviewing the Farm budget, to have an idea of what direction the Board will be taking with the Farm.

Commissioner Henderson opened discussion by stating that there are at least two alternatives for the future of the Farm. One would be to close out the beef and pork production by attrition which would essentially be a phasing out process of the Farm. A reasonable alternative would be to eliminate only the beef and continue producing pork. If the price of beef were to remain the same and revenues from produce reach expected levels along with haylage being increased the farm deficit would be approximately \$30,000 which is lower than the cost of maintaining a closed farm. Commissioner Henderson felt that both alternatives should be presented to the Subcommittee.

Commissioner Barka introduced the topic of composting to the discussion. Commissioner Henderson stated that upon conversation with Mary Currier it was discovered that there are many communities with a need for a disposal area for yard waste. He continued by stating that perhaps this could be a service provided by the County. Commissioner Walker commented that Mary Currier has invited members of the Board to take a tour of the composting service at the University. Commissioner Barka asked Commissioner Walker to make arrangements for the tour, feeling it would be beneficial.

Commissioner Walker noted that while discussing the Farm with Rep. Syracuse, he had stated that while the Subcommittee reviews the budget of the Farm, the Board makes the final decision on what will become of the farm. She added that the budget now consists of phasing out beef and pork. After doing a comparison based upon figures presented by Mr. Kidder, Commissioner Walker calculated the following:

	DEFICIT
1) selling beef and pork at \$1.85/lb.....	\$57,000.00
2) " " " 2.00/lb.....	43,153.00
3) " " " 2.10/lb.....	33,921.00

She continued by explaining that feed and supplies for pork cost \$10,000.00 and that if pork were eliminated, at \$2.10/lb, they would be eliminating \$80,000.00 worth of revenues. The farm produces its' own piglets, whereas calves are purchased. Mr. Kidder has recommended \$55,000.00 to purchase calves this year. Commissioner Walker continued by stating that if the price of beef and pork were increased to \$2.10/lb it would increase the budget of the Nursing Home by approximately \$6000.00. She noted, however, that the increase would be reducing the farm budget to \$33,921.00. She stated that the County should try to find additional sources of revenue, including composting, that would bring the deficit even lower.

Commissioner Barka stated that in the event the farm should be closed, it has never been the intention of the Board to sell the land.

Discussion continued with Commissioner Henderson offering an alternative plan for the farm which would implement labor reductions. If pork is eliminated the labor would be reduced because it is the most labor intensive activity of the farm. The deficit would be reduced as well as downsizing the operation which is desirable because it reduces the possibility that expenditures will get out of control. Commissioner Henderson continued by stating that the most effective way to reduce the farm deficit is by reducing labor rather than cost shifting. Commissioner Barka noted that it isn't fair to the taxpayers to increase the price of beef and pork at the Nursing Home while taxes are already rising. He added that both views, downsizing the farm and raising beef/pork prices, should be presented to the Delegation.

Commissioner Walker brought to attention that to downsize the farm and try to reenter the farming business would be very costly.

Commissioner Henderson moved to use both sets of projected revenues and recommendations from Mr. Kidder and use the downsize numbers for all farm operations with the exception of beef. Also, to replace the downsize numbers with the ongoing operation for cost and revenue of beef to produce a deficit that will be under the cost of maintaining a closed farm. This will accomplish three things: downsize the farm operation; have an edge on market increases in beef; produce a labor cost reduction. The motion continued with the recommendation of raising the price of beef and pork to \$2.10/lb as part of the downsizing operation. The motion was seconded by Commissioner Walker and approved by unanimous vote.

Mr. Sturtevant queried as to when the new rates for beef and pork would be effective. Commissioner Walker responded that they would not increase until after the budget has been approved on Feb. 6, 1993.

Commissioner Henderson moved that the price of beef and pork be raised to \$2.10/lb, effective March 1, 1993. Commissioner Barka seconded the motion and it was approved by unanimous vote.

REPORT FROM THE REGISTRAR OF DEEDS

Mrs. Luce approached the Board regarding authorization for the reappointment of Becky Burns as the Deputy for Registrar of Deeds. Commissioner Walker moved to accept the Registrar of Deeds recommendation to reappoint Becky Burns as the Deputy for the Registry of Deeds. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

Next, Mrs. Luce requested signature from the Board on bid waivers for vendors dealing with the copying equipment. Mrs. Luce informed the Board that she had received a bid from a new vendor who was more expensive than the one she generally does business with. She also explained that it is of utmost importance to have

quality products and service due to the fact that the Registry uses the copying equipment constantly. The Board stated that they would examine the waivers and discuss it at the next Commissioners' meeting, January 11th.

Mrs. Luce stated that revenues for 1992 were over what was anticipated; estimated revenues for 1993 are \$1,650,000.00.

Commissioner Walker brought to attention that the figures on the County Attorney's budget have changed from what the Board originally agreed to. She added that she is uncomfortable stating that the budget has approval from the Board.

Discussion continued with other items relating to the budgets. Commissioner Walker mentioned that \$57,000.00 under the Sheriff's budget for vehicles was to be placed under Capital Line Improvements. Also discussed was the transfer of \$400,000 from the close out of the Jail and where the funds were applied.

Mr. Morrisette stated several encumbrances: \$175,000.00 for the Nursing Home; \$179,000.00 for the dam; \$26,000.00 for Non-County Specials; and \$7,000.00 for the Sheriff's Department.

There will be reserve revenues under F.E.M.A. and Dispatch Grants.

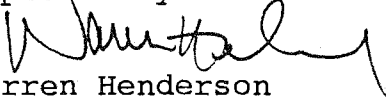
Mr. Woodside explained that there were three different accounts for the wastewater treatment plant and the Jail. One account, opened in 1989, was for a \$1,000,000.00 bond for the projects at the wastewater treatment plant and the Jail. \$500,000.00 of this account was set aside for Capital Projects. The remainder was for architect's fees. In 1990, another \$1,000,000.00 bond was established. Another \$500,000.00 was set aside for Maintenance Capital Projects. The remainder was also set aside for architect's fees. Together there was \$1,000,000.00 set aside for Capital Projects. A third bond for \$12,000,000.00 was also established for the construction projects at the wastewater treatment plant and the Jail. The anticipated amount to be left over from all three accounts was \$179,735.00 which was approved by the Board to be rolled over into a Capital Projects Account. The expended amount from this account is \$5,538.87 for a balance of \$174,196.13. Contingency and allowance money from the three accounts totalled \$23,749.00 which was added to the \$174,196.13 along with \$166,018.73 which was the original balance of the three bonds. The total amount, \$363,963.86, needs to be rolled over into the Capital Projects Account.

Commissioner Walker moved to go into a Non-Public Session under RSA Ch 91A:3 II (c). The motion was seconded by Commissioner Barka. Roll call vote taken to move into Non-Public Session with all voting in favor.

Respectfully submitted,

Rhonda Rancourt
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:


Warren Henderson
Clerk, Rockingham County
Board of Commissioners

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION**

**Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 6, 1993**

A Non-Public Session under RSA Ch 91-A:3 II (c) of the Board of Rockingham County Commissioners was held this date, January 6, 1993 at 11:30 A.M. in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; William Sturtevant, Administrator, Rockingham County Nursing Home; and Roy E. Morrisette, Director of Personnel.

At 11:30 A.M. during the regular meeting Commissioner Walker moved to go into a Non-Public Session under RSA Ch 91-A:3 II (c) to discuss personnel issues. The motion was seconded by Commissioner Barka. Roll call vote taken to move into Non-Public Session with all voting in favor.

Mr. Morrisette met with the Board first to discuss two personnel issues. The first issues was regarding a request from an employee for the Board to review a denial of coverage by HealthChoice/E.B.P.A. of a claim. The Board discussed the issue and Mr. Morrisette reported that a similar claim had been denied for another employee. It was agreed that the request be denied. Commissioner Walker moved to deny the request for reversal of the HealthChoice/E.B.P.A. denial. The motion was seconded by Commissioner Henderson. The motion was approved by roll call vote with all voting in favor.

Next, Mr. Morrisette reported on an extension request by an employee for continuation of an authorized leave of absence without pay beyond the original ninety days. The Board discussed past practices and proper procedures for such requests. The Board was in agreement to grant an additional thirty days and would consider each additional thirty days up to ninety based on treating physicians medical updates. Commissioner Walker moved to extend the leave of absence without pay of an employee by thirty days and will review it again in thirty days. Commissioner Henderson seconded the motion; motion approved by roll call vote with all voting in favor.

Mr. Sturtevant entered the meeting at this point in time to report an employee related matter. He informed the Board on what steps he would be taking to address this issue. The Board was in agreement with his decision. Commissioner Walker moved to adjourn the meeting and it was seconded by Commissioner Barka. Roll call vote taken to adjourn with all voting in favor.

Respectfully submitted,

Rhonda Rancourt
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:

Warren Henderson
Clerk, Rockingham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 11, 1993

A scheduled meeting of the Board of Rockingham County Commissioners was held this date, January 11, 1993 at 2:30 P.M. in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; David Gleason, Clerk of the Works; Wayne Vetter, High Sheriff; Diane Gill, Director of Human Services; Robert Kidder, Rockingham County Farm Manager; Ernest Woodside, Director of Rockingham County Maintenance and Engineering Department; William Sturtevant, Administrator, Rockingham County Nursing Home; Roy E. Morrisette, Director of Personnel; Gene Charron, Captain, Department of Corrections; Representative Donna Sytek; Representative Weyler; Representative Rosencrantz; Denise LaRoche, Director of the Rockingham County Daycare Facility; Angela Shipman, Representative from the WINGS Program; Sally Gilman of The Lawrence Eagle Tribune; and Jon Breen of Foster's Daily Democrat.

The meeting began at 2:30 P.M. with the Chairman calling the meeting to order.

APPROVAL OF THE MINUTES

Commissioner Walker moved that the minutes of December 21st, December 28th and January 4th be approved. The motion was seconded by Commissioner Henderson. The minutes were approved by unanimous vote.

REPORT FROM THE CLERK OF THE WORKS

Mr. Gleason reported that demolition has begun on the Mitchell building and that the project is going very well.

REPORT FROM THE HIGH SHERIFF

Mr. Vetter approached the Board regarding relocating the antenna which is currently on the Jail to the horse barn. He explained that to relocate the command post for the Emergency Management Plan to the radio shop would be beneficial in the event of an emergency. Mr. Vetter will discuss the relocation with the Maintenance Department.

Mr. Vetter proceeded by informing the Board that the radio shop has been experiencing a serious water problem due to a water overflow originating in an overhead bathroom. The reason for the overflow has yet to be determined. Commissioner Henderson suggested closing the bathroom for ninety days to determine the cause of the problem. The bathroom will be closed starting January 12, 1993.

Next, Mr. Vetter informed those present that the County budgets were delivered by his department on January 8th to the Town offices.

The next issue discussed by Mr. Vetter was a bill for \$3700.00 received by Cigna Insurance for legal fees relating to the Cedar Water Nudist Colony suit. He explained that the County should not be liable for the bill because legal counsel at that time was provided by Mr. Eldredge, County Attorney. The bill indicated lengthy telephone calls made to Mr. Eldredge which were undoubtedly false due to the fact that Mr. Eldredge was hospitalized on those specific dates. Commissioner Walker recommended that Mr. Vetter seek legal counsel on the matter.

Mr. Vetter also informed the Board that the access road to the garage has numerous pot holes, thus creating hazardous driving conditions.

FISCAL OFFICER

Rep. Weyler addressed the Board regarding the job description of the Fiscal Officer. Rep. Weyler stated that, per the minutes of the subcommittee meeting, it was the understanding that the Fiscal Officer would be supervising the central business office. Representative Wyler stated that number seven in the Fiscal Officer's description was to supervise the central office accounting personnel. On December 21, 1993, Commissioner Walker voiced disagreement over the promotion of Charlene Roche, which would include supervisory functions in the Central business office, stating that this was part of the intended duties of the Fiscal Officer. Commissioner Walker read from the minutes of December 21, 1992, the following: "Mr. Morrisette argued with Commissioner Walker by stating that that was only her interpretation and not that of the others who were on the Fiscal Officer Committee." Commissioner Walker explained that was why she asked Rep Wyler to come to the meeting to verify what was the position of the committee. Rep Wyler and Rep Sytek agreed with Commissioner Walker's interpretation that the Fiscal Officer would be in charge of all central office bookkeeping and work closely in coordinating the bookkeeping in each Dept.'s and elected officials offices. Representatives Weyler and Sytek added that with impending rising taxes the salary of Mrs. Roche should not be increased to compensate for supervisory duties which are those of the Fiscal Officer. Mr. Morrisette stressed that it was the recommendation of Mr. Grzelak to promote Mrs. Roche and Mrs. Hauschell. Comm. Walker stated this recommendation was before there was discussions of a Fiscal Officer. Mr. Morrisette continued by explaining that in his opinion, Mrs. Roche would be coordinating the central business office and that the employees in that office would be cross-trained.

Due to the fact that interviews will be held this week it was the opinion of Rep. Weyler, Rep. Sytek and Commissioner Walker that the question of supervision of the central business office should be defined. Also, Rep. Sytek stated that it is necessary for an adequate evaluation of the Fiscal Officer in the future.

Commissioner Henderson approached the matter by stating that the organizational issues could be deferred for six months; this would not disrupt the interviewing process. He continued by stating that the Fiscal Officer would clearly be the chief operating officer. Commissioner Barka agreed the Fiscal Officer would be over the bookkeeping staff.

Discussion continued with reference to a third position being created in the central business office. Mr. Morrisette explained that the position was recommended by Mr. Grzelak who noted that the office is understaffed. Commissioner Walker questioned who would be conducting the interviews and making recommendations for the position. The commissioners all agreed the position would be filled by the commissioners with recommendations from the Fiscal Officers.

REPORT FROM THE DIRECTOR OF THE DAYCARE FACILITY

Mrs. LaRoche introduced Angela Shipman, a representative from the WINGS Program, to the Board. They requested permission from the Board to solicit volunteers from the County Complex for the new program at the Daycare facility. Ms. Shipman explained that the volunteers would be engaged on a one-to-one basis with children at the facility for approximately 1/2 hour at a time.

Commissioner Walker stated that all volunteers should be screened in order to assure the safety of the children. The Board granted permission to Mrs. LaRoche and Ms. Shipman to distribute postings on the Complex for the volunteers.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES

Mrs. Gill updated the Board on the D.C.Y.S. budget. She explained that three children have become the liability of the County for placements at Brattleboro Retreat. The cost for all three children totals \$1,160.00 per day, placing a burden on the budget. Mrs. Gill stated that the current State bill is \$150,000.00; the projected amount was \$120,000.00.

Mrs. Gill also informed the Board that she had filled an open position with an in-house applicant, Sharon Powers from the Sheriff's Department.

REPORT FROM THE FARM MANAGER

Mr. Kidder reported that no hogs were sold to the kitchen last week; six beef were sold. The total pig herd is 178 and the total beef herd is 66. He also reported that maintenance work has been done on the farm and some of the farm equipment.

REPORT FROM THE DIRECTOR OF MAINTENANCE

Mr. Woodside informed the Board that the telephone service at the Nursing Home requires an Uninterrupted Power Supply to ensure that service will continue in the event of a power outage. Mr. Woodside requested that the Board waive the bid process to purchase the U.P.S. Mr. Woodside will provide documentation for the waiver at next week's meeting. Upon inquiry, Mr. Woodside discovered it would be more costly to repair an existing U.P.S. than to purchase a new one. The price from I.C.S. for a new power supply including installation would be \$2,370.00.

Commissioner Walker moved to waive the bid process to purchase the U.P.S. at \$2,370.00. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

The next issue discussed by Mr. Woodside was the access road to the garage previously discussed by Mr. Vetter. Mr. Woodside recommended that, as a temporary patch, the road be raised between twelve and eighteen inches to alleviate the wash out condition. He estimated it would cost between \$2000 - \$2500 for materials and labor. Commissioner Henderson queried if the expense could be avoided. Mr. Woodside explained that traffic upon the road was heavy and could result in towing expenses etc. Commissioner Walker moved to authorize expenditure of \$2000 - \$2500 to raise the road. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

Mr. Woodside informed the Board that the hot water storage tank which supplies the laundry has a leak in it. The tank, which was installed in 1946, has a covering made of absestos which must be removed to determine whether the tank must be replaced or if a patch will suffice. The cost to remove the absestos will be approximately \$6,000.00; a new tank will be \$12,000.00. Laundry that is soiled with betadine must be washed in hot water in order to avoid permanent damage. Commissioner Walker made a motion to authorize Mr. Woodside to hire Balsam (environmental consulting) and Aztec (asbestos removal) to remove the absestos from the tank. Commissioner Henderson seconded the motion and it was approved by unanimous vote.

The next item discussed by Mr. Woodside was for the replacement of four dry hydrants. He informed the Board that labor and materials would cost approximately \$9,900.00. Commissioner Walker suggested that this matter be discussed at next week's meeting in order to give it further consideration. Mr. Woodside also stated that the roof on the existing Jail needs repairs which would cost approximately \$2,500.00. Commissioner Walker requested that this matter also be discussed at next week's meeting.

Mr. Woodside inquired as to what the Board's recommendation was concerning a bill for \$3,500.00 issued by Anderson Nichols for the Wastewater Treatment Plant. Mr. Woodside briefly reminded the public that the Turner Group had been hired to close out the project because Anderson Nichols never completed the project as originally agreed to. The Turner Group charged the County \$3,500.00 for the work they completed. Commissioner Walker moved that because Anderson Nichols did not perform as originally agreed to, that they should not be paid. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

REPORT FROM THE ADMINISTRATOR OF THE NURSING HOME

Mr. Sturtevant reported that the census is 285 with one resident in the hospital. One admission is scheduled for today and there are two admissions scheduled for tomorrow. There are 68 clients in the adult center and 30 in the children's center. Four children left the center due to the increase of rates, however, there are other children scheduled to be coming.

Mr. Sturtevant presented the Board with warrants for signature and payment. They were as follows:

- | | |
|---------------------------------|--------------|
| 1) Payroll warrant for 12/26/92 | \$238,460.06 |
| 2) Construction warrant | 1,424.73 |

Next, Mr. Sturtevant informed the Board that the Brentwood, Epping and Exeter Fire Departments will be touring the Driscoll building tonight at 7:00 P.M.

Tomorrow, January 12, 1993 the Hobart Company will be replacing a part on the dishwashing machine in the nursing home.

Mr. Sturtevant suggested that the Board give consideration to the bidding process for the landscaping; whether it will be an open bid or selected vendors. Commissioner Walker stated that due to the economy the bidding process should be open. She suggested that they review this matter at next week's meeting.

The next subject to be addressed by Mr. Sturtevant was the impending bidding process for office equipment, particularly copy machines, required by the Nursing Home and the Commissioners' office. Commissioner Walker recommended that they combine the needs of all departments requiring office equipment in order to obtain the best price. The bidding process will be initiated by February 6, 1993.

Mr. Sturtevant requested a Non-Public Session following the regular meeting to discuss a personnel issue.

REPORT FROM THE DEPARTMENT OF CORRECTIONS

Mr. Charron, Captain, reported to the Board in Mrs. Donovan's absence. He reported that the count is 150, with 75 bound overs and 75 sentenced. A wayward prisoner of Friday, January 8th has not been found.

Mr. Charron requested authorization from the Board to send certain prisoners with behavioral problems to the state facility, per statute. The Board granted the authorization.

Next, Mr. Charron informed the public that the inmates have discovered a flaw in the telephone system where the charge for a long distance phone call can be billed to an unbeknownst third party. Mr. Charron has discussed the problem with New England Telephone who have suggested a device which prohibits this from happening. They will provide the device free of charge upon a three year contract agreement with the County.

Mr. Charron stated that the number of federal prisoners has not met expectations; one reason the numbers have been low is because of the federal facility opening at Fort Devans.

REPORT FROM THE DIRECTOR OF PERSONNEL

Mr. Morrisette presented the Board with a letter from Carleton Eldredge relative to the Assistant County Attornies becoming deputies for the County Attorney. Commissioner Walker stated that it was the jurisdiction of the Board of Commissioners to

appoint one deputy. Discussion followed where it was questioned whether Mr. Eldredge's intention was to appoint one deputy or appoint all of his assistants as deputies. Commissioner Henderson suggested that the matter be clarified with Mr. Eldredge and discussed further at next week's meeting.

Mr. Morrisette requested signature from the Board on a contract with Health Source which is in effect for one year. He stated that there has been a 10% cost increase with Health Source; 4% with Matthew Thornton; and a 13% increase with Health Choice. Commissioner Walker stated that the Board should take time to look over the contract before it is endorsed.

The next issue addressed by Mr. Morrisette was the transfer of funds from the Worker's Compensation account to the Health Insurance account as discussed on December 21, 1993. There has not been anything submitted in writing from Mr. Grzelak's office, however, there has been discussions with the Department of Revenue Administration and notification of the transfer would be made to the Chairs of the Executive Committee and the Delegation. Commissioner Walker moved that the funds be transferred without the written approval from Mr. Grzelak's office and also that the corrective action be researched in the event it should be necessary. The motion was seconded by Commissioner Henderson and approved by unanimous vote.

Mr. Morrisette informed the Board that the lease renewal has been received for the office space in Derry used by Donna Miller of the Diversion Program. Discussion followed where members of the Board stated they would review the renewal and determine if approval needs to be made by the Delegation.

DELEGATION RECORDS

Commissioner Walker made a motion that the Board move the Delegation's records back to the Commissioner's building. The motion was seconded by Commissioner Henderson, adding that it was the intent of the Board to produce harmony and good relations. The motion was approved by unanimous vote. Discussion followed as to the new location of the files; in the Commissioners' office or the room with the copying machine.

REGISTRY OF DEEDS BID WAIVERS

Commissioner Walker moved to waive two of the bids presented by Mrs. Luce last week and that the remainder of the items be put out to bid with Mrs. Luce's specifications. The two bids waived at this time were Eastman Kodak and Contact Printer..... Commissioner Henderson seconded the motion which was then approved by unanimous vote.

MINUTES TO DELEGATION

Commissioner Henderson moved that, as a matter of practice, a copy of the weekly Commissioners' minutes be forwarded to the Chairman of the Executive Committee and the Chairman of

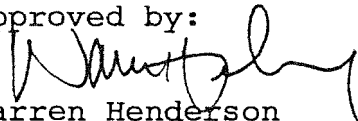
Delegation. Commissioner Walker seconded the motion which was then approved by unanimous vote.

Commissioner Barka moved to go into Non-Public Session under RSA Ch 91-A:3 II (c) and it was seconded by Commissioner Walker. Roll call vote taken to move into a Non-Public Session with all voting in favor.

Respectfully submitted,

Rhonda Rancourt
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:


Warren Henderson
Clerk, Rockingham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 20, 1993

A scheduled meeting of the Board of Rockingham County Commissioners was held at this date, January 20, 1993 at 11:00 A.M. in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Ernest Woodside, Director of Rockingham County Maintenance; William Sturtevant, Administrator of Rockingham County Nursing Home; Betty Luce, Register of Deeds; Roy Morrisette, Director of Personnel.

Commissioner Barka opened the meeting at 11:15.

Capital Bond Funds

Ernest Woodside stated that the balance from 1992 should be \$346,998.78. This money comes from four different projects. They are as follows:

1. The 1989 Capital Bond
2. The 1990 Capital Bond
3. The overage from the HOC and Waste Water Treatment Plant
4. The HOC Contingency Allowance and the Waste Water Treatment Contingency Allowance

The sheet given the Commissioners by Mr. Woodside showed a total in this account of \$364,063.86. The total expended year to date from those categories is \$17,065.08, thus leaving a balance of \$346,998.78. Roy explained that the amount Irene had left in the Capital Fund C after paying the \$100,000 for the EAU Cogenics buyout and the \$400,000 for the over expenditure in the Old Age Assistance and Board and Care of Children line in the Human Services budget was \$287,838.13. There are still some warrants to be paid. The Turner Group needs to be paid \$1400. The other five invoices needed to be paid are:

1. Aztec
2. Concrete Systems
3. Malaski Builders
4. Radio Shack
5. Simmons Co.

These total \$13,029.08. Commissioner Walker inquired and Roy answered that they should be paid from the Capital Fund C. Mr. Woodside explained that Concrete Builders was the original vote that shows on the spreadsheet as number three. Mr. Woodside stated that Aztec was for asbestos removal. Malaski Builders was for the excavation work for the new sewer line behind the petting barn going to the new lift station beyond the Child Day Care Center. Radio Shack was for oven fans that go into the UPS. Commissioner Walker asked if it was voted to take all of the money for the EAU Cogenics buyout from the Bond money? Roy stated that it was his understanding that the \$100,000 was to

come from the Close-OUT money. Commissioner Henderson stated that some was taken out of the operating budget. Mr. Woodside stated that the buy-out was about \$180,000. \$80,000 came from Mr. Woodside's and Mr. Sturtevant's operating budgets and the \$100,000 came from the Close OUT money, according to Mr. Chandler, the Treasurer. There was originally \$450,000 in interest money. Roy stated that Clark rolled all accounts into one and everything was being paid from one account. Commissioner Barka asked where the other \$300,000. of interest money was. Mr. Woodside explained that Clark decreased the \$6,000,000. nursing home bond by \$450,000 because the interest was rolled back into the bond. Commissioner Walker stated that we do not have \$346,000 to complete the projects; we now only have \$287,000. Mr. Woodside stated that the \$346,998.78 does not include the following:

1. \$3,500. for architectural fees
2. \$12,900. for Waste Water Treatment Plant Facility Architectural Fees
1. \$4,199.00 still owed to Charwell for WWTP retainage

Commissioner Walker stated that another problem is that the bond money was bonded for a specific purpose and it may not be able to be spent for anything else. Commissioner Henderson that it has to be related to the purpose of the bonds. He stated that it could be used for improvements for the complex.

Commissioner Walker stated that the \$450,000 needed to be put into the account to spend, not to decrease the nursing home bond.

Commissioner Henderson noted that the spending was authorized, but there was just not enough money. Commissioner Walker stated that they need to decide what projects will be completed and which projects will be postponed.

Mr. Woodside suggested that the Board vote on the amount of the Capital C Account Fund balance.

Commissioner Walker moved to encumber the amount of \$287,838.13. Commissioner Henderson seconded the motion. It was an unanimous vote.

Commissioner Walker then moved to encumber \$3,500 for the architectural fees of Anderson Nichols, \$12,900. which is architectural fees for the Waste Water Treatment plant, and \$4,199. for the retainage for the Waste Water Treatment Plant. This total comes to \$20,599. Commissioner Henderson seconded the motion. It was an unanimous vote.

It was then decided that the total amount for expenditures is \$252,800.13. The shortage is \$93,198.65. Commissioner Walker stated that the Board needs to look at the figures, because they will not be able to complete all the projects totaling \$346,000. Mr. Woodside stated he will re-adjust the printout to show the three amounts encumbered. He will then evaluate the projects and report back to the Board what his recommendations for a priority list will be. He stressed that he would not over extend what is in the Capital Fund C.

Roy inquired if the bond could still be borrowed against,

since the authorization for the funds has already been given. Commissioner Henderson stated that you couldn't, because that would be borrowing against the nursing home bond.

Commissioner Walker asked how the Treasurer could use interest from one bond to offset the expense in another bond. Mr. Woodside answered because he rolled all the bonds into one, but the bonds for the nursing home are separate. Mr. Woodside explained that by decreasing the bond from one end, it offsets it. Commissioner Walker stated that if they had known the interest money was not going to be available for expenses, the Board could have put the difference (\$93,198.65) in the 1993 Capital Improvements budget.

Commissioner Henderson and Commissioner Barka suggested that nothing else be added to the 1993 budget. Commissioner Henderson stated the whole \$6.6 million is not committed yet. Mr. Woodside suggested that at a later date, the decision whether or not to look for additional money could be made.

REPORT FROM REGISTER OF DEEDS

Mrs. Luce wanted to know if there might be any time on January 26th for a meeting of the Personnel Commission. She wanted to also discuss how much money she had saved at the regular Commissioners Meeting.

MAINTENANCE BUDGET

Commissioner Walker stated that after the Maintenance budget had been approved, Ernie Woodside came to the Commissioners to ask if they would reconsider and allow him to request his sub-committee to include an increase of two and one half positions in the 1993 budget. Commissioner Walker and Barka agreed to the increase. Commissioner Henderson was not in the office when Mr. Woodside talked with Barka and Walker, however, he was advised the next day. The sub-committee wanted the Commissioners to vote on the request. This increase in staff would bring the Maintenance Budget to \$2,066,919. Commissioner Walker moved to approve the increase of staff in the 1993 budget by two and one half people, with a total Maintenance budget of \$2,066,919. Commissioner Barka seconded the motion.

Commissioner Henderson suggested that the Board discuss the motion. He then asked how much of a cut had been made based on the instructions from last years Commissioners. Mr. Woodside replied that the cut was \$70,000. Commissioner Henderson asked how much it would cost to put the two and one half new positions in the budget? Commissioner Walker stated that in the Commissioners Budget there was one new position. This motion adds one and one half new positions to the budget reviewed by the sub-committee. Comm. Henderson asked if this would raise the amount above the amount originally requested? Mr. Woodside stated that it would be below, as the original budget presented had an increase of 12.35%. If the motion passes, the budget would be increased by 10.68%. Comm. Walker stated that this motion would reduce the maintenance line item in Mr. Sturtevant's budget from 24.10% to a much lower percentage. Comm. Henderson stated that the net increase is one and one half persons.

Comm. Barka stated that it is an increase of two and one half people over last year's budget.

Comm. Henderson stated that two categories are changed. He stressed that if the Board votes to move the nursing home maintenance position back into the maintenance budget, the nursing home sub-committee's direction was to take the position out of the nursing home budget. Comm. Walker noted that Mr. Woodside's subcommittee asked the Board to vote whether they approved of the additional positions or not. Mr. Woodside asked if someone would notify his sub-committee chairman if this maintenance budget is approved. Comm. Walker said that she would notify both sub-committee chairman and give a copy of the minutes to each member of the two committees.

Commissioner Barka seconded Comm. Walker's motion. The motion passed with an unanimous vote.

FISCAL OFFICER POSITION

Comm. Walker asked Roy if he had heard from the candidate that was offered the position of Fiscal Officer. Roy stated that she wanted to negotiate the salary and was asking that the Board consider an annual salary of \$48,000 with the benefits being the same as offered to all employees. With that salary she would be available March 1.

Comm. Walker moved that the annual salary for the Fiscal Officer be \$48,000. Comm. Barka suggested that the fringe benefits be included in the offer. Comm. Walker agreed. Comm. Henderson seconded the motion. Comm. Henderson stated that she would only be paid for ten months and the budget should reflect that figure. The Board voted unanimously for the motion.

A.D.A. COMMITTEE

Mrs. Luce, Chairman of the Personnel Commission, suggested that Jude Gates be made the Co-ordinator of A.D.A. The committee would report to her. Jude is seriously considering it. It will be discussed at the January 26th meeting of the Personnel Commission.

Comm. Henderson stated that he hopes that the Commissioners would designate sufficient people in the appropriate departments to work under Jude's direction to develop and implement the guidelines. Mrs. Luce stated that the co-ordinator needs to be appointed first, then the organization can start branching out. Mr. Woodside noted that although she is giving thought to the position, she is not yet committed. She will know more at the Jan. 26th meeting. He also stated that the Board should be aware that there are cost factors and the finances would need to be available.

The Board then decided upon the time to discuss this matter. It was decided that Mrs. Luce would try to get the extension office conference room for 11:00 on January 26th. She will then send out an agenda.

LEASE AGREEMENT

Roy stated that the lease agreement for the mediation office/Commissioner's office in Derry needs to be signed. Roy stated that the rent is \$495. per month, and he doesn't know if it is an increase over last year.

- 5 -

GENERAL

Commissioner Walker stated that the Commissioners had received a note from Mr. Frank Monahan asking for an appointment with the Commissioners. He wishes to bring Mr. Elliott Lerner with him and update the Board on the plans for the new court house. Mrs. Luce indicated she would like to attend the meeting.

Comm. Henderson stated that he would like to wait to discuss the budget until next week's meeting when the sub-committees have had a chance to meet.

FARM BUDGET

Comm. Henderson stated that the Farm sub-committee had met and agreed to the Farmer's original budget. Their calculations included the figure of \$2.10 per pound for beef and pork beginning March 1. He stated that he is opposed to using an increase in beef and pork to mask the true extent of the farm deficit. He stated that it encourages cost shifting instead of cost cutting. He stated he would like to move that the Board of County Commissioners send a statement to the Delegation's Executive Committee. The statement would state that the cost shifting is a misuse and the Board opposes it. The Board believes that budgetary decisions regarding the farm should be based on existing expenses, costs and revenues.

Commissioner Walker said that last year the Board voted to accept the Special Farm Sub-committee's report which recommended charging the actual cost for raising beef and pork. She stated the Farm Sub-committee estimated there would be a deficit of \$33,000 in the Farm budget. They calculated the additional cost to the nursing home which would be 31% or an additional \$11,000, making the farm deficit approximately \$44,000.

Commissioner Barka asked Comm. Henderson to reread his statement to the Executive Board. Comm. Henderson repeated the statement. He then stated that he had voted to raise the price of beef because he thought at that point it was reasonable. He now believes the Farm sub-committee is rationalizing the farm operation by shifting the costs. He wants to be sure that the Board of County Commissioners is not supporting the cost shifting instead of cost cutting.

Comm. Walker said that they were not cost shifting. It cost \$2.10 per pound to raise the beef and pork. She stated that if you pay the farmer less than it cost to raise, then you are automatically making a deficit that is not necessary.

Comm. Henderson debated that by basing the price on what it cost to raise, then if the farmer spends more money than anticipated, it is okay. Then the farmer would be allowed to charge whatever it cost to the nursing home. He stated the price they want to raise it to expands the gap between the market price and the price that the farm charges further. He stated that this is only expanding the amount of extra money being spent.

Comm. Barka stated that the only reason he went along with

raising the price was because he believed that Comm. Henderson's plan would phase out the pork area of business. When the Farm Sub-committee voted to put \$247,000 in the budget for the farm, it indicated to him that they are not phasing out the pork production. He then seconded Comm. Henderson's motion.

Comm. Walker objected to the wording of the motion. Comm. Henderson stated that he agreed to raise the price in addition to cutting the cost, not instead of cutting the cost.

Comm. Walker stated that they should also look at other areas where they are loosing more than what they are taking in.

Comm. Barka stated that this situation should be addressed. For ten years they have lost over a half of million dollars on the farm. He stated that the law requires the County to take care of Old Age Assistance and Aide for Disabled and Senior Citizens in Nursing Homes. That cost money, but it doesn't mean they have to have a farm.

Comm. Walker stated that if the farm had been paid the market price for meat for the last fifteen years, the deficit would not have been that large.

Comm. Barka stated the nursing home could have bought beef last year from a wholesaler for \$35,000 less than paid to the farm.

Comm. Walker stated that by getting out of the pork business in 1993, it would cost the county more in 1994 than if we had stayed in the pork business.

Comm. Henderson stated that this is only true if you raise the price that you get for it. He stated that it increases the gap between what it could be bought for on the open market and for what it could be produced.

Comm. Barka stated that by raising the prices on the assumption that they get sixty-nine percent reimbursement on the nursing home, that percentage comes from the tax payer also. He stated that when the Nursing Home Sub-committee cut the Child Day Care Center funding, it seems Delegation members are choosing cows over kids.

Comm. Henderson stated that the purpose of this motion is to show the Executive Committee of the Delegation that the Commissioners oppose the methods employed by the Farm Sub-committee. Comm. Barker seconded the motion. Comm. Barka and Henderson voted in favor. Comm. Walker voted oposed to the motion.

LEASE

Roy Morrisette then stated that there was no increase on the lease for Comm. Barka's / Mediation Office in Derry. Comm. Barka made a motion to sign the lease. Roy stated that if the air conditioner is used during summer months, there is a fifteen dollars surcharge per month. Comm. Henderson seconded the motion. All voted in favor of the motion.

DAY CARE BUDGET

Comm. Walker stated that the Nursing Home Sub-committee cut the Child Day Care budget by \$102,000. They approved the anticipated revenues as the budget figure. They said it must be self supporting. Comm. Walker stated that she was concerned over the fact that by the time the budget is passed, a month's expenses will already be paid. She wants to

be prepared to make some adjustments.

Comm. Henderson expressed concern that there was an original motion to close the Day Care Center, then a motion was made to send a message to the Commissioners by cutting the budget to \$90,000. He stated he would like to hear from the Director to see how the cuts will impact the present operation.

Comm. Walker stated that the problem is \$90,000 will only fund it for less than six months. The anticipated revenues for the entire year is \$90,000. Only \$45,000 will have been collected in revenue by the time the \$90,000 is spent.

The Commissioners agreed to look for alternatives to this problem.

REPORT FROM THE DIRECTOR OF MAINTENANCE

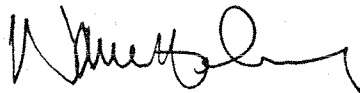
Mr. Woodside stated that he had two waivers that were approved at the last Commissioner's Meeting. One was for the UPS, and the other one was for the \$2,500 for Mayo roofing. The Board signed the waivers.

Comm. Walker moved the meeting adjourn at 12:30. Comm. Barka seconded the motion. Motion passed with unanimous vote.

Respectfully submitted,

Vicki Munroe
Temporary Administrative Assistant to the
Board of Rockingham County Commissioners

Approved by:



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
January 25, 1993

A scheduled meeting of the Board of Rockingham County Commissioners was held at this date, January 25, 1993 at 2:30P.M. in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; William Sturtevant, Administrator of Rockingham County Nursing Home; Robert Kidder, Rockingham County Farm Manager; Gene Charron, Captain, Department of Corrections; Ernest Woodside, Director of Rockingham County Maintenance; Sally Gilman of the Eagle Tribune, Tricia Donovan of the Eagle Tribune; Betty Luce, Register of Deeds; C.O. Whitehouse, Representatives: James Rosencrantz and Kenneth Malcolm, Steve Haberman of the Portsmouth Herald.

Commissioner Barka called the meeting to order at 2:30 P.M.

CLERK OF THE WORKS

Mr. Gleason stated that construction with Mitchell is going very well. It should continue this way.

REPORT FROM THE FARM MANAGER

Mr. Kidder reported that no hogs were sold. Six beef were sold, seven sows gave birth, for a total of fifty-one piglets were born. Total pig herd stands at two-hundred and twenty-nine. Total beef herd stands at sixty.

They are fixing the exhaust on the big dump truck and getting the rototiller ready to start working inside the road cover house. The fertilizer is laid down, and the ground is starting to thaw. They hope to start planting within two weeks.

REPORT FROM THE DEPARTMENT OF CORRECTIONS

Mr. Charron stated there is a total of one hundred and fifty-three inmates, eighty-nine pre-trials and sixty-four sentenced. The weekend was fairly quiet.

Comm. Walker asked if he and Pat within the next week could look at some areas to increase the revenue, such as: how many more prisoners could you take without increasing the present staff, could you work with the State to get prisoners from them?, increase revenue by using empty cells without hiring new people. Comm. Walker asked him to report back within one week with new ideas.

Comm. Henderson stated that from a budget's point of view, it is tempting to pit one agency against the other. He hopes all issues will be looked at in context. He stated that one way to get a handle on the budget and cost increase is to ask all departments the same questions. He suggested forming a space utilization action committee. The possibilities are many, such as: the Mitchell building, relocation of the day care, downsizing the farm, a jail with less than capacity. By consolidating, we could find revenue producing tenants. Comm. Henderson made a motion to form a space utilization action committee. It would include the three Commissioners and representatives from the nursing home, maintenance dept., jail and anyone else interested. Within the next thirty days, they would figure on how to consolidate space. Comm. Walker seconded it. It was a unanimous vote. Comm. Henderson wanted Mr. Charron to know that this is not directed to him. Mr. Charron stated that the Feds will be in Fort Devens, and they will not be bringing prisoners here. Comm. Walker stated that even if it is a short term goal, it is better than nothing. Comm. Barka suggested that Mr. Charron contact the small counties, as they are having a space problem. He stated that he had contacted the superintendent of jails in Hillsborough County and asked if Rockingham County could get some of the smaller counties to send their prisoners here, and he said it was possible. Comm. Walker stated this should be done in creative ways without increasing the cost factor. Mr. Charron stated that the reason for the down swing in Federal prisoners is because of the high price of Rockingham County Jail. The price of a prisoner is sixty-five dollars per day. Strafford County is cheaper than us. Comm. Walker suggested we re-negotiate the prices. Comm. Henderson stated that all departments should recognize that the Commissioners are trying to cut where it is most appropriate. Comm. Henderson wants to have a meeting within seven to ten days with the agencies that will participate in the space action committee.

REPORT FROM REGISTER OF DEEDS

Betty Luce, Register of Deeds brought in duplicate waiver letters. She stated the following, giving reasons for her waivers:

1. On the IBM Service contract, a company called NSI is used as an offshoot of the original set-up company. The IBM was used when they bought it. The company has been very good, and they know the software and the hardware. She stated she would like to stay with the same company. She stated that they have custom software, not package software. The language which it is written in is not a common language. She stated that most problems could be solved over the phone with this company. She does not want to go out to bid for her software.

2. Betty stated that she will get specs on the copy paper that she uses. They need extremely clean and white paper, because most documents are used as legal documents. They must be certified. She stated that by using good clean copy paper, they have copiers that they have been using for fifteen years.

The service contractor has been excellent, and the price is very reasonable. For this reason she has stayed with Copy-Tech out of Newburyport. The representative is local out of Stratham. She would like to keep the copy contract with him. She stated that they have three copiers. The oldest one they no longer pay a service contract on. The copy representative will work on it occasionally when he comes in for one of the other ones.

Betty stated that the Eastman Kodak printing copiers need extremely clean paper to run correctly. Comm. Walker asked why if they used Memorex paper, and it was specified in the bid, it wouldn't be the same paper from one vendor as the other. Betty replied that it depends on the weight of the paper and the color.

3. Betty stated that on the film, she could only buy it from certain people. Comm. Walker interrupted to say that it should be put out to bid. Betty stated that there is only two other companies, and they are both more expensive.

Comm. Henderson said he agreed with signing the waivers, except for the paper one. Comm. Walker inquired about the software program, if the same person came every time. Betty stated yes. Comm. Walker stated that anybody who knows that language should be able to program it. Mrs. Luce explained that it is not a standard program, it is all custom programming. She stated when the county first had the program written up, they had many programmers think it was easy, until they saw how many records had to be worked with. Then they gave up on the programming, and she is now leary about anyone touching it. She emphasized that the software is the key to the index. It originated in 1973, and over the years has been modified by the same company. Comm. Henderson moved to approve the waiver of bids, with the exception of the copy paper. Comm. Barka seconded it. Comm. Walker disagreed, stating that it should be put out to bid for comparison. Betty stated that the software is the heart of her office, and will go extreme to make sure the software contract remains with the same company. Comm. Walker stated that she would like to see the list of vendors, and possibly find something cheaper, despite Betty's disagreement. Betty stated she needs an answer, as she has bills to pay. Comm. Walker stated that the waivers were worded wrong. Betty suggested that she re-draft the letters. Comm. Walker insisted these be sent out to bid. Betty again emphasized the importance of custom software servicing, and how difficult it is with millions of records. She stated that she has done a good job over the years. Comm. Barka mentioned that Betty is an elected official and should not be micro-managed. Betty again stated that she is very

busy and would like an answer. Comm. Walker said she could bring it up at next weeks meeting.

REPORT FROM THE HIGH SHERIFF

Wayne Vetter, High Sheriff of Rockingham County, asked the auditors about their process for writing off bad debt. He instituted a pre-payment program in 1991. There are four years of accounts from 1989 to 1992, with bad debts totalling \$2,000.57. Of the five accounts in 1992, two were multi-services and were prepaid, but still had amounts due after prepayment. He will address this with his staff. There is \$2,000 that he wants to write off, \$993 of that amount is for Seacrest Village in Portsmouth, due to bankruptcy. He has filed with the U.S. Bankruptcy Court, through the County Attorney's office, and will receive \$.25 on the dollar which would amount to \$250.00 if we received it, but will probably not see this debt paid due to our place on the list. The remainder is for individuals that cannot be found. A motion was made by Comm. Walker to approve the write-off \$2,000.57 of unpaid bills, with the understanding that the Sheriff will try to collect the 1992 bills; seconded by Comm. Barka. The motion was unanimously approved.

There is still a question as to a site for the Sheriff's antenna which needs to be approved by the Board of Commissioners. Comm. Walker feels, for safety reasons, it should not be placed behind the day care center.

Wayne has an opportunity, through a used-car dealership, to get a used vehicle for surveillance work for dead-beat dads. A marked cruiser has not been effective in apprehending these people. He is currently borrowing an unmarked vehicle from the State Police. This used vehicle would be given free of charge, titled over to the Rockingham County Sheriff's Department, inspected, and would only require a ghost plate and insurance. It will not be on the road on a daily basis. Wayne has just put in for two, four-wheel drive pickups from Fort Devens, MA, which is closing. He will approach the Commissioners when and if they become available. Warren moved to accept the gift of the used vehicle. It was unanimously approved.

Jane brought up the report from Radio Shack in order to address long range plans for the County radio system. The UPS system is at its full capacity. It is not critical for this year.

REPORT FROM ROCKINGHAM COUNTY MAINTENANCE DEPARTMENT

Ernest Woodside presented revised, bottom line figure for capital budget. Commissioner Walker asked for jail retainage figures - these have been closed out.

A copy of square footage allocation for the Commissioner's

building was given to the Commissioners for comparison to the existing square footage in the Carlyle building.

Request for approval of February 1, 1993 as date when the Turner Group, who was awarded contract for architectural design for new water treatment plant, to come before the Board at their meeting for presentation of package before going out to bid. Request was granted for 3:00PM on February 1, 1993.

Directions from Board needed on two items:

1. Hot Water Storage Tank - \$22,000 allocated for this - Currently looking at either a fiberglass tank or having the tank done over in place. Received price of \$8,000 for fiberglass tank from Landry Company. This does not include installation and other factors - needs to be looked over more thoroughly. Trying to stay within \$22,000 figure and wants to look at all options.

One option which Ernie should look at is the current use of running cold water and injecting steam. Needs to look at cost savings to run on regular basis.

2. Dry Hydrants - Existing hydrants are too small in size for the hoses used by the Fire Department today. Fire Department requested these dry hydrants be used - water can be drawn through them from the pond. Three are located on North Road which can be converted from three to two new ones with a size approved by the Brentwood and Exeter Fire Departments. Three are located at Pond and only two are used. A total of four is needed with a cost of \$9,500 to \$9,900 in work, labor and materials; \$4,700 of materials if we buy it, \$5,200 of labor if we continue to use the company that we have previously used for all excavation and heavy equipment operation for the County. This did stay within figures presented. Buying these would save overhead and markup. Needs Board approval - can be started as soon as possible, pending approval.

Motion made by Comm. Walker to replace dry hydrants, labor and materials not to exceed \$9,900; seconded by Comm. Barka. Approved unanimously.

Ernie needs to know location, phone installation, etc. for new fiscal manager. Commissioners will let him know at later date.

ADMINISTRATOR OF ROCKINGHAM COUNTY NURSING HOME

Census - 285

Two deaths over weekend, four people in hospital. Admission scheduled for January 25 and 26, 1993. There are 29 people on waiting list, 68 clients in the adult center, 31 children in the Children's Center and 12 on the waiting list.

Warrants

One construction warrant - \$750.00, another for \$21,064.02.
Payroll warrant ending January 9, 1993, for \$226,554.20.
Accounts Payable, January 22, 1993, \$16,748.45. This is a total
of \$265,117.27.

Reminders: Strafford County Commissioners will be here Thursday,
January 28, 1993 at 1:00PM instead of 11:00AM

Chamber Breakfast at Exeter Inn on January 26, 1993.

Two calls from Business Data Solutions and from IBM regarding
status of computer system. Jane suggested we approach University
to analyze computer system. Warren wants the fiscal office to
take charge. Commission will meet on Wednesday, January 27 or
Thursday, January 28, 1993 at 9:30 or 10:00AM for systems
discussion.

Bids:

Comm. Walker moved to shop bids for paper, Comm. Barka seconded,
with permission to award to lowest bidder or to the bid which is
in the best interest of the County. Unanimously approved.

Adult Day Care Van - Old van wheel chair lift needs replacement.
\$2,300 to replace - 200,000+ miles on van. Money will come from
Adult Day Care Program line item. Motion made by Comm. Walker
for approval to replace hydraulic lift from the old '84, van not
to exceed \$2,300; seconded by Comm. Henderson. Unanimously
approved. Quotes will be gotten and reported back to Board.

Discussion on Judge Nadeau's letter requesting that all counties
who have an assistant in the office be included as official,
legal assistants. Court system wants legal representatives in
the County Attorney's office to be Assistant County Attorneys.
Motion made to appoint assistant - postponed until Carleton is
present.

Frank Monihan - The new Courthouse contract going out in next 60
days. There will be a meeting with Mr. Monihan and the
Commissioners on Tuesday, February 2, 1993 or Wednesday, February
3, 1993 at 10:00AM.

Contract for Healthsource needs to be returned.

Deadline for Departments to get reports in for Annual Report -
February 16, 1993.

Fire Emergency - Request of \$11,000 to finance training needs for
Rockingham firefighters. Suggestion to recommend \$11,000 pending
approval of Commissioners. Motion made that the request for
\$11,000 to maintain the physical facility of the fire training

building was given to the Commissioners for comparison to the existing square footage in the Carlyle building.

Request for approval of February 1, 1993 as date when the Turner Group, who was awarded contract for architectural design for new water treatment plant, to come before the Board at their meeting for presentation of package before going out to bid. Request was granted for 3:00PM on February 1, 1993.

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school is approved by the County Commissioners who will monitor what is done to the grounds. Comm. Henderson moved, Comm. Barka seconded, approved unanimously.

Child Care Center - Denise LaRoche presented proposal for 1993. More data will be coming from UNH. Title XX Program is only one in state. One of the reasons program is expensive to operate due to total square footage of current program as compared to total square footage in proposed Carlyle building. Aim is to reduce/eliminate support that County is giving by 1995. There is 33% decrease in subsidy.

Comm. Walker moved to eliminate hot lunch program. A notice will be sent within the next two weeks to all parents informing them that the hot lunch program will end in two weeks and that parents will be responsible for providing their children with a sandwich and fruit. The motion was seconded and unanimously approved.

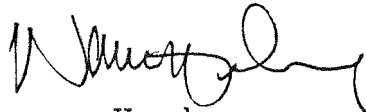
Meeting adjourned at 5:30PM.

Respectfully submitted,



Pam Tessier
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:



Warren Henderson
Clerk, Rockinham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
February 1, 1993

A scheduled meeting of the Board of Rockingham County Commissioners was held at this date, February 1, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; William Sturtevant, Administrator of Rockingham County Nursing Home; Robert Kidder, Rockingham County Farm Manager; Diane Gill, Director of Human Services; Wayne Vetter, High Sheriff of Rockingham County; Betty Luce, Registrar of Deeds; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Pat Donovan, Superintendent of the Dept. of Corrections; Representative Donna Sytek, Chairman of the Full Delegation; Representative James Rosencrantz; Doug Tillison from the Turner Group; Erica Mantz of Fosters Daily Democrat; Steve Haberman of the Portsmouth Herald; and Scott Van Voorhis of the Haverhill Gazette.

Commissioner Barka called the meeting to order at 2:30PM.

REPORT FROM THE CLERK OF THE WORKS

Mr. David Gleason did not have requisition today. Everything else is going well.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES

Mrs. Diane Gill reported that the categories on the State bills were consistent with what was budgeted.

On January 7, 1993, she met with Laurie Lutz, the new Director of DCYS, and talked about prevention programs in Rockingham County, how they could be continued, and what could be incorporated to fit in with her plan for family-based services. We continue to work with DCYS to pay for non-court ordered services which will be a big change from current system. On January 26, 1993, there was a hearing on House Bill 454, which is a proposal to extend the proposal funds from 5% to 15%. Diane spoke with Juanita Bell, Legislative Representative on Children and Youth Committee, and shared some of her thoughts on that bill.

Mediation coordinators are training 24 new volunteers with the last session of training on Saturday, February 6, 1993. They will be sworn in at that time. The volunteers will serve the Portsmouth Program which covers the Hampton, Portsmouth, and Exeter District Courts and the Derry Program, which covers Auburn, Salem and Derry District Courts.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

February 1, 1993

Page 2.

Diane also presented additional information to the Commissioners from John Disco regarding Veterans Pension cutbacks. The Veterans Administration had made a decision called PL101-508 which will affect the survivors of veterans who are in nursing homes and who have no dependents. Effective April 1, 1993, they will be cutting their pensions back to \$90.00/month which will be used for personal needs allowance for the nursing home. This means the counties will be making up the difference between what the pension had been paying and the cost of their nursing care. Comm. Walker asked how much additional cost was anticipated to the county budget. Diane spoke with Barry Beaudell who said there's no way she can break down the nursing home bill, but it is estimated to cost \$400,000 state-wide. Barry, with Diane's input, estimated \$60,000. Diane's conservative figure is \$50,000/year on our intermediate nursing care. Comm. Barka stated some concern about whether this will increase the budget. Diane says it is in her budget and submitted a proposal, in writing, to her subcommittee and was not addressed. Despite this, her budget is so large, \$50,000 will not "make or break" her budget, but will have an impact.

REPORT FROM THE SHERIFFS DEPARTMENT

Mr. Wayne Vetter had no formal report for the Commissioners. He spoke with the Commissioners regarding an order he received from the Hampton District Court to transport prisoners. He spoke with Judge Kelly about this and it is hoped there will be a resolution to this matter. Comm. Barka asked if the Sheriff had to legally respond to the court order. Sheriff Vetter says there will be changes in the rules, especially in the Portsmouth District trials because of the elimination of the Superior Courts, making it a county responsibility. The delegation will be working out the financial end. Four counties out of five have been doing this already - Rockingham is one of the ones who does not.

REPORT FROM THE REGISTRAR OF DEEDS

Mrs. Betty Luce presented her annual report to the Commissioners. She re-drafted her requests for waivers for her software and contract for hardware support and presented the originals to Comm. Barka with copies for the Commissioners. She also presented a copy of her request for bids for her paper. She is requesting that the Commissioners sign these waivers.

If the county stays with NSI there will be 15% off if they are given a yearly contract rather than a monthly contract. This would save about \$800/year. She talked with several other software companies. If we change software vendors it would take

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8-10 hours for a programmer to figure out the existing software. Betty prefers her current vendor because she can solve any problems quickly and efficiently, usually with a phone call.

Comm. Walker expressed concern about our ability to get assistance from the software vendor because it is unique (custom-made specifically for us). Her concern is that we look at the possibility of software that is not so customized.

Comm. Henderson suggested the Commissioners sign the waivers and make a recommendation as to what the Registrar of Deeds should do for the future.

Comm. Walker expressed concern about our ability to get assistance from the software vendor because it is unique (custom-made for us.) Her concern is that we look at the possibility of software that is not so customized.

Comm. Henderson suggested the Commissioners sign the waivers and make a recommendation as to what the Registrar of Deeds should do for the future. Comm. Henderson feels the Commissioners have adequate information to make a decision on signing the waivers.

Comm. Walker is uncomfortable with only one person from the vendor knowing about our software. Betty reported that others are familiar with the program and could be counted upon if her contact person was not available. Other counties do not use custom software - they do the indexing and an outside company does the rest for them. Rockingham County is the only Registrar in NH which does everything in-house.

Comm. Barka suggested Betty spend under \$1,000 and avoid the conflict. Betty wanted to have the waiver signed for over \$1,000 in case of need. Comm. Walker said the RSA's state there must be a bid for anything over \$1,000 (collectively purchased), not just \$1,000 for an individual purchase.

Sheriff Vetter interjected the conversation with the opinion that Betty knows what the best interests are for the County in this regard because of her knowledge and the Commissioners should have faith in their department heads.

Comm. Henderson asked Comm. Walker if there was some way she would sign these waivers today. Commissioner Walker stressed that the responsibility for all department, elected or appointed, rests with the Commissioners. Comm. Walker stated she resented the remarks that she was interfering in the Registrar of Deeds Department when she was only doing the job the State laws require of Commissioners.

Comm. Walker wants time to look over Betty's re-drafts.

Comm. Barka suggested that the re-drafts be looked at today and discussed at the end of the meeting.

Comm. Walker does not want to be pressed into making a decision

Betty mentioned an outstanding bill of \$30.00 with one of these vendors which Comm. Walker will not sign. Comm. Barka said he would sign and Comm. Henderson said he would sign after he reviewed it.

Betty states that this is the first time she has run into opposition in the signing of bids. Comm. Walker said there were problems with other departments last year in complying with collective buying. There was great difficulty in the Commissioners office with getting other departments to comply. Betty cited office supplies as an example in the past in which she was unsatisfied with the chosen vendor and she went through another vendor which she thought Comm. Walker was pleased with.

REPORT FROM THE FARM MANAGER

Mr. Robert Kidder reports that no hogs or beef were sold this week. Total pig herd is 229; total beef herd is 60. He is working on pickup.

Bob and the Commissioners discussed a speed memo from the Herd Supervisor Inspector regarding the need to repair a bathroom or the meat inspector will not be allowed to inspect meat.

Comm. Barka asked why the bathroom was closed. Bob said it was locked to prevent unauthorized use of the bathroom. Excessive traffic in the bathroom in the past caused clogging problems which severely damaged the radio shop located underneath. Bob said he would keep a key in the office for the specific use of the government inspector.

Ernie Woodside said there was never a bathroom facility before - we did give them a bathroom, moving it to the maintenance area for the inspector's use. There is a rule regarding the distance in which the bathroom should be located. Ernie said a letter was distributed which stated that during the time the radio shop was open, the bathroom was available for their use. When no one was there, they should use the maintenance area. This was posted on the bathroom.

Comm. Henderson read the regulation that was enclosed with Dr. Gelanie's letter which states the bathroom should be "conveniently" located.

Comm. Walker said that the speed memo says the bathroom must either be repaired by February 5, 1993 or the Commissioners must provide a letter, in writing, stating the date of the repairs. If this is not done the inspection operation will be withheld until further notice.

Ernie says this has been an ongoing problem - the bathroom was meant to be used by the Farm Manager, not the general public. It is not defined that he must give the inspector a bathroom within so many feet - he has given them a bathroom facility. It has nothing to do with "fixing" the bathroom, rather that they do not want to use the bathrooms provided.

Comm. Henderson made a motion to repair the bathroom facility in question, if needed; install a new lock and give copies of the key to the meat inspector and the farm manager; seconded by Commissioner Walker and passed unanimously.

REPORT FROM THE MAINTENANCE DEPARTMENT

Mr. Ernest Woodside has nothing to report today. He has a representative from the Turner Group making a presentation to the Board today and has been involved with that.

REPORT FROM THE NURSING HOME ADMINISTRATOR

Mr. William Sturtevant presented his report to the Commissioners.

The census is 292 - there were two deaths over the weekend. There is no one in the hospital - 26 on the waiting list. There are 68 clients in the adult center and 32 children in the childrens side.

Warrants:

Construction	\$ 16,293.65
Payroll - Period ending 1/23/93	231,535.10
Accounts Payable - 1/26/93 - Rocking Cty. Farm	18,098.55
Accounts Payable - Payroll Deductions	109,034.42
Accounts Payable - 1/28/93	39,118.99
Accounts Payable - 1/29/93 - Insurance	140,498.65
Accounts Payable - Uniform Allowances	1,334.21

TOTAL \$555,913.67

Comm. Walker wants to know why the Commissioners sign the nursing home payroll manifest when they don't sign for their own office.

Bill responded that the payroll warrant for the nursing home has traditionally been brought before the Board of the County Commissioners. The Commissioners used to be located in Exeter and had a separate meeting with the nursing home to deal with nursing home business. This is how it began. The warrants are included in the minutes for auditing purposes. Reading of the minutes are reviewed by Federal audit to see if the warrants have been brought forward before the Board in an official capacity.

Comm. Walker stated that technically, all expenditures are supposed to be approved before the treasurer pay them. All salaries for other employees are also expenditures. Bill responded that the only warrant signed after the fact is the payroll warrant, all the others have been held for today's meeting.

Comm. Barka said the Commissioners should wait for the new fiscal manager to provide direction as to whether the Commissioners should continue to sign nursing home warrants.

Bids - Bids were sought and were awarded to the following vendors, based upon the lowest bid received and upon immediacy of specifications.

Paper Products: Central Paper, Portsmouth Paper, Towhill Office Products (new vendor), and the Ziff Company.

Juices: S.S. Pierce, Associated Grocers, Jordans, and Sheheen Brothers.

REPORT FROM SUPERINTENDENT DEPT. OF CORRECTIONS

Pat Donovan reports a total count today of 147 - 86 pre-trial - 61 sentenced. U.S. Marshals were in 1/26/93 for their annual inspection.

Pat contacted Bureau Prisons in Boston and we will have to negotiate separate contract with them to hold their inmates. They'll be up in March to inspect the facility.

Maine will be bringing Federal inmates down this week. Comm. Henderson asked if this was because we changed our rate. Pat said no - one of the problems is our rate - she would like permission to re-negotiate it to come in line with the other counties.

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Comm. Barka is leary of this. Will we lose money by cutting the rate? Comm. Walker states we're losing money if we don't have prisoners. Comm. Barka responded we're not losing money - Pat has not hired five correction offices because we don't need them. Comm. Walker said Pat was asked to let the Commissioners know how many more prisoners she could have in the jail without hiring additional people. So, if we lowered the rate to become more competitive without hiring any additional people and use the present staff, we could get two or three more at \$100/day for three people. Pat says the other possibility is to negotiate a separate contract with the Bureau of Prisons in Massachusetts. That is where the majority of Federal inmates would come from and they are two separate contracts.

Comm. Barka asked about Immigration. Pat says Immigration has their own separate facility in Massachusetts.

Comm. Henderson asked if we would get a more serious type of inmate because of this or can we control who we get. Pat said there has never been a problem - if there is one, she calls and they are moved right out. Comm. Henderson asked if we could specify the type of inmate we would take. Pat says they go by classification - the type asked about would be taken to the NH State Prison first. On the county level they classify them before being taken down to stay at a county facility.

Comm. Henderson asked what classification the facility is. Pat said we are all three - minimum, medium and maximum. Our maximum is a different classification than the Federal maximum. So, we would not get high risk inmates.

Comm. Henderson wants to go on record to make sure that we do not get a high risk type of inmate.

Comm. Walker said Pat was also asked to suggest how to increase revenue without having to hire additional correction officers. Pat says one of the things she's looking at is work-release inmates. Right now, we are the 2nd lowest as far as payment to the County for work-release inmates and she's working on proposal to bring rate up to compare with other counties.

The other suggestion she had was the Bureau of Prisons in Boston and we would get a lot more inmates from them.

Comm. Barka asked if we got \$60.00/week. Pat said it was on a sliding scale. Comm. Barka was not aware we got less than other counties. Comm. Walker says if we're not getting prisoners because of the high fee charged, if we count \$12 for meals,

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\$8/day or whatever for anything else, if we got \$50 and it cost us \$20, we would have \$30 profit. Ten prisoners at \$30 profit with the same staff will generate the same as \$50 from one. Comm. Walker asked if the Commissioners would agree to have Pat negotiate another contract. Comm. Barka wants her to find out the cost first. Comm. Henderson asked how many she could take in without increasing staff. Pat said she could take 24 without extra staff. Comm. Barka wanted to know why we are getting prisoners if we are still too high? Pat says the NH Marshalls office is only sending up transits for court. He will contact Maine, RI, and other places to call us. Comm. Barka wants Pat to find out what it costs per day before negotiations begin. Goal should be to make money, not break even.

Comm. Walker does not want Pat to negotiate if it is not the intent of the Board. Comm. Barka just wants to know the costs.

Comm. Henderson made a motion to authorize and encourage Pat to enter into negotiations as appropriate and to explore what prisoners at what facilities, at what price level, would be to our advantage and report to the Board. Comm. Barka still wants her to give the Board costs before negotiations.

Pat talked to Comm. Powell about sending State prisoners down which would be done on a parody basis. They do not pay per diem rate. She gave the Commissioners a copy of the letter she received from Comm. Powell in December, 1992, stating we would not be charged for females boarded there. That will done on a parody basis. Comm. Walker says that is a savings to us. Pat says the only reason the money is in the budget for the line item is because of the court orders.

Comm. Henderson withdrew his earlier motion and asked if next week Pat could bring the figures Comm. Barka is looking for and other ballpark figures. We can then calculate our cost or savings of this prisoner exchange as opposed to using the space available to house other prisoners under contract. Pat said she would.

REPORT FROM THE DIRECTOR OF PERSONNEL

Mr. Roy Morrisette presented the contract for Health Source for signature to the Board of Commissioners.

Comm. Walker says there were additional changes in this year's contract from last year's that have not been looked at or discussed.

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Comm. Barka requested that the Board look at this next week. Comm. Henderson asked if the Board could look at this alone or if this had to be done in public session. Comm. Walker asked if there are any major changes in this contract.

Roy responded that the major change is in prescription prices from 10-15 for the brand names vs. generic. Comm. Walker asked about in-hospital and out-patient surgery. Is there any change? Roy said the figures have been adjusted and do not constitute a major change. Comm. Walker said the Board needs to know the changes in case the Board is asked, even if it means getting a representative in here to explain it.

The Board asked Roy to bring these figures to them on Thursday morning, February 4, 1993, so that they can look them over.

Comm. Walker called Judge Nadeau's office today for clarification on the County Attorney question. They will get back to her tomorrow.

PRESENTATION FROM TURNER GROUP

Mr. Doug Tillison, a representative from Turner Group, presented an update on the status of the water filtration project and associated costs and options. Mr. Ernest Woodside presented copies of written material, with estimated figures (without going out to bid), for the Commissioners to review along with the presentation.

Ernie updated Comm. Henderson with the existing water problem in the county facilities. We have a water hardness problem which needs to be corrected in order to protect the new mechanical equipment being installed at the house of correction, and the nursing facility. There are also state guidelines regarding water treatment which must be met. The county went out to bid and awarded the contract to the Turner Group, with the approval of the Board of Commissioners, to design a water treatment plant to meet the needs of the county.

Ernie suggest that the Commissioners review this material and take additional time, if necessary. But, it should be going out to bid on this plan as soon as possible.

The first page of the material contains estimated figures on what we should be going out to bid for in all aspects of the entire project. The second page contains alternatives/options of the total bid packet, depending on the outcome of the bid and costs involved.

The main element on the cost estimate is the process equipment which is around \$100,000.00. It is housed in a building (2,300 square feet) with an added radon and salt storage area of around 400 square feet. The equipment takes up approximately half the building. Two duplicate units for iron and manganese removal, so that one is being backwashed, the other remains in service. The corrosion control system is also duplicated for the same reason.

Raw piping comes in, goes through filtration system, polished water comes out, goes through distribution system. One of the cost estimates is for the line item for a new water line and new water line connection to the 500,000 gallon water storage tank.

Comm. Barka questioned whether we will duplicate our existing tank. Doug said no - this is existing one. Right now water flows from our tank to a single line into the system and also pumped in from 6-inch line from wells. If there is a breakout it will drain the tank down and we will be unable to pressurize system conveniently from the wells. Doug says we will attempt to run a line through the field, behind the buildings on the other side of the road, to give cross-connection which balances system, eliminates water hammer, and accomplishes a lot of things. This item is \$28,000.

The building is comprised of the process emergency generator room in case power is lost, the process will continue. It will feed uninterrupted power to the existing wells which give water supply. The emergency generator will also power the sewerage pump, located across the way, which now connects all of this current facility.

There is a small lab area for routine lab tests conducted every other day and quarterly which are more extensive tests. This area has been reduced to conserve costs. It would also be able to house a radon stripping area, if Congress passes a limit. It also houses a salt storage area (the material used to regenerate the softening units).

The building is estimated to cost around \$178,000.00 for construction. It is made of block walls with 11-ft. high ceilings and skin of the building is vinyl siding for low maintenance. The yard piping would be around \$8,000.00. This is the piping that connects from the building to the existing water line. The backwash storage area would cost around \$10,000.00. Estimated costs of mechanical equipment such as pressure vessels, brine storage, carbonate storage, compressor, booster pumps, etc., would be \$100,000.00.

Comm. Henderson asked where this building would be located. Ernie said it would be out by the slaughter house in a field. The building would be backed up to the 400-ft. protective radius. (area where pollutants or contaminations are not allowed - state requirement - watershed, wellhead protection)

Emergency generator with its associated pieces of transfer equipment is estimated at \$25,000.00. Electrical is \$12,000.00.

A second item on list, requested by Ernie, is the cleaning and painting of the existing storage tank (put up in 1975). This is estimated to cost \$43,000.00. The lines to connect to existing well heads and to the sewerage pumping station from this building is \$12,000.00.

The Turner Group recommends that the County proceed with the bidding so that construction can start in the early spring and to facilitate all items as presented.

Comm. Henderson asked if there was money in the budget for this. Comm. Walker said there was money already set aside and the delegation has authorized the Commissioners to proceed with this.

Comm. Barka asked if the plans presented to the Board today would be the same ones sent to bid. Doug said the ones sent to bid would contain 22 sheets reflecting the mechanical system, the electrical system, the HVAC, etc. Comm. Barka asked when the Board should review those blueprints. Doug said 2-3 weeks before going to bid to iron out details. Comm. Walker said she could look at blueprints, but would not be able to fully understand them and that Ernie would be the best person to look at them. Ernie said he has been doing this on an on-going basis. Ernie asked if the Board wants to see another complete set of plans or if the presentation today was acceptable enough so that the Turner Group can create and support arriving at a bid sheet and coming up with a list of bidders.

Comm. Walker made a motion to proceed with this process, have Mr. Woodside check the plans as they go along, and when they arrive at the package to go out for bid, to bring it to the Board of Commissioners for review. Everything is to be passed by Ernie and approved by him. Comm. Henderson seconded. Unanimously approved.

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Comm. Henderson moved to vote on approving minutes from Commissioners Meetings for January 4, 6, 11, 20, and 25, 1993. Seconded and unanimously approved.

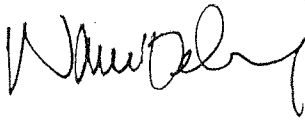
The meeting adjourned at 4:30PM.

Respectfully submitted,



Pam Tessier
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
February 8, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, February 9, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Commissioner; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; William Sturtevant, Administrator of Rockingham County Nursing Home; Robert Kidder, Rockingham County Farm Manager; Diane Gill, Director of Human Services; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelly, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Sally Gillman of the Lawrence Tribune; Representative James Rosencrantz; Representative Donna Sytek; and Mr. John Cavanaugh, Project Assistant for Senator Gregg.

Commissioner Barka called the meeting to order at 2:30PM.

Commissioner Ernest Barka recognized Mr. John Cavanaugh who is the Project Assistant for Sen. Gregg. His purpose in coming before the Rockingham County Board of Commissioners was to introduce himself and to extend the Senator's hand out to Rockingham County. He and the Senator would like to work with the County and all the towns and municipalities within the County and develop a close and responsive relationship with the County.

Mr. Cavanaugh is responsible for outreach for Senator Gregg in Rockingham County. There are two offices - the main office is in Concord and there is one on Webster Street in Manchester. There will also be an office in the Pease Air Force Base.

In addition to Rockingham County he will be addressing environmental issues statewide. If there are any concerns or problems with the County interfacing with the Federal government Mr. Cavanaugh's office will handle this.

Mr. Cavanaugh can be reached at Concord at 225-7115 and as soon as he is established at Pease, he will notify the Commissioners of his new telephone number.

MINUTES: Commissioner Jane Walker made a motion to accept the County Commissioners Minutes from their meeting on February 1, 1993. Seconded by Commissioner Warren Henderson. Motion Approved.

There will not be a Commissioners Meeting on Monday, February 15, 1993 due to the holiday. The next Commissioner Meeting will be held on Monday, February 22, 1992.

REPORT FROM THE FARM - Mr. Robert Kidder

Bob reports there are 15 hogs - no beef. Two sows are farrow - 19 piglets - for a total of 233 pigs. Total beef is 60. Work will be started on 966 International because oil leaked in the radiator.

REPORT FROM THE CLERK OF THE WORKS - Mr. David Gleason

Everything is going well - There was a little bit of a slowdown but they are not behind schedule.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane wants to confirm the meeting with the Division of Youth Services and the County Commissioners on March 10, 1993 at 9:00AM. She will provide the proposals for the Commissioners in plenty of time for them to review beforehand.

Commissioner Barka asked that Diane explain the purpose of meeting for the benefit of the attending press. Diane said another round of grant funds has been scheduled. Rockingham County receives \$212,000/year in grants which are used for prevention programs in the community - prevention of abuse and neglect or delinquency. They will be reviewing proposals on March 10, 1993. Diane will put out a press release for requests for proposals, but anyone is free to apply if they intend to provide services for Rockingham County residents.

REPORT FROM THE SHERIFF'S DEPARTMENT - High Sheriff Wayne Vetter

Sheriff Vetter thanked the Commissioners for a smooth budget process this year and appreciated their support. He will be going to Erwin Ford to order the vehicles for the Lease/Purchase Program and will be taking Ernie Woodside, Director of Maintenance, with him.

Commissioner Walker asked to see the Lease that is drawn up for review before they sign anything. Sheriff Vetter said he would do that.

There was discussion as to whether the vehicles should be put on one lease or on three separate leases. One of the drawbacks of the vehicles being listed on one lease was the issue of the

possibility of receiving an automobile which is a "lemon." If there is a decision that the County does not want to purchase the questionable vehicle, the lease would mean that all vehicles listed on the lease would have to be purchased. It was decided that it would be better if the vehicles were listed on three separate leases.

REPORT FROM THE MAINTENANCE DEPARTMENT - Mr. Ernest Woodside

Ernie reported that he will be going with Sheriff Vetter to purchase the vehicles at the Ford company. The keys to the restroom used by meat inspector and slaughterhouse have been taken care of.

REPORT FROM THE ROCKINGHAM COUNTY NURSING HOME - Mr. Bill Sturtevant

Bill reported the census: 293 - Two (2) in hospital; two (2) admissions scheduled for today and two (2) admissions for tomorrow and one (1) for Wednesday which will bring the census up to 300. The waiting list is at 16. Population at the Adult Center is 63 and 32 at the Childrens Center.

There are two warrants for signature:

Accounts Payable for the Construction Account	\$ 74,598.09
Accounts Payable	33,431.77

The auditors will come on Monday, February 15, 1993, to audit the nursing home (9:00AM). He wishes to remind everyone to get all documents together for this.

Bill also reported receiving a letter from Business Data Solutions regarding the computer systems that will be used over the next year - the letter addressed the move scheduled for the spring. The letter put into writing their proposals and also included a recommendation not previously mentioned. Mr. Sturtevant would like to have this approved at the next Board meeting which will take place on Monday, February 22, 1992.

The nursing home has a part-time employee in the Business Office who will be having surgery and will be out of work for 4-6 weeks. Bill requests approval to hire a temporary worker to work in the Business Office for that amount of time so the work will be done.

Commissioner Walker mentioned that last year Bill held off hiring a replacement worker for a similar circumstance and questioned why that could not be done this time. Bill responded that the office

fell far behind in work and that because of the time of year and audit taking place which will require a lot of work, he would like to have a temp in.

Commissioner Walker then asked about the wisdom of training someone for 4-6 weeks when the money could be spent on overtime for the existing employees in the office who are already familiar with the work. Bill had talked this over with the people in the Business Office and that would be their least desirable option. Chairman Barka pointed out that there would be time and a half involved which would cost, as well.

Bill inquired with Account Temps and found their price to be \$12.00/hour which he considered too high. Sheriff Vetter then mentioned that he had recently filled a position in his office and that he still had resumes from people who applied for that position. He will give them to Bill for his review.

Commissioner Walker made a motion to authorize approval for Mr. Sturtevant to get a temporary person for 4-6 weeks, depending on need. Seconded by Comm. Barka. Motion approved.

REPORT FROM THE SUPERINTENDENT DEPT. OF CORRECTIONS - Mrs. Pat Donovan

Pat reported that the total count for today is 148 - 80/Pre-Trial and 60/Sentenced.

The facility received a stained-glass window for the Chapel. It was bought for \$40.00 and will be cleaned and installed in the Chapel.

Pat handed in her Annual Report for the Department of Corrections. She also provided the Commissioners with the report on the cost of inmates, requested at the last Commissioners meeting.

Regarding this report - the variable rate is the only thing that will change whether there are 25 or 40 prisoners within that block area. Commissioner Henderson remarked that lowering the competitive rate will not cost us anything; that the issue of hiring additional personnel and opening up the wing can still be avoided; and that when space is needed we will draw down prisoners from the outside until the jail is entirely full with our own people, rather than open the remaining wing.

Pat wants to be able to negotiate back down to \$55.00. Comm. Barka said that according to his reading the cost is \$63.00. Pat answered that this \$63.00 was the fixed cost of running the

facility whether there are 38 inmates in one block or whether there are 45 inmates in one block. The block is not filled to capacity. The facility can still take in 20-24 inmates.

Commissioner Walker made a motion to allow Pat to pursue trying to re-negotiate the price of the federal prisoners. Seconded by Comm. Henderson. Motion approved - Comm. Barka opposed.

Comm. Barka is uncomfortable with this. Comm. Henderson asked Pat if this could be tracked. Pat assured them that it could be and that there was no guarantee of how many they were going to get regardless and that we do not guarantee any number of bed spaces. It is done on availability of space.

Chairman Barka at this point wished to announce why he was not at the Delegation meeting on Saturday, February 6, 1993. He realizes there were questions asked about his absence. However, he had a brother who had an accident that required a brain operation and because of this was unable to attend.

REPORT FROM THE TREASURER - Mrs. Patricia Kelly

Now that the budget process is over, Pat would like to develop a more accurate cash flow going forward so that money can be invested better, rather than relying on repurchase agreements. The interest rate is even lower than a CD. Her guess is that a lot of these expenditures and revenues are coming in on an even basis, but for those who have departments where there will be uneven revenue coming in at some time during the year or an expense that comes up during a certain time of the year that can't be broken out over the month, she would like to know what those revenues and expenses are so that she can develop a more accurate cash flow projection.

Comm. Henderson said it was his hope that we will soon get to the point of having a fiscal status report which includes what Pat is looking for. He would like to have a quarterly report. It would be helpful to see how much is spent on various department budgets. Ultimately it would become a monthly report with two parts - one for the date and one for text.

Pat asked if at the next Commissioners Meeting, the department heads could bring her the uneven expenses which would occur during the year. If anyone needs clarification, Pat will talk with them.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy presented copies of the Resolution passed at the Delegate Meeting on Saturday for all Department Heads.

He also presented forms which comply with Judge Nadeau's request which means that all attorneys presently working within the County be made Assistant County Attorneys. Vice-Commissioner Walker said that there should be a form signed by the Commissioners for attorneys, excluding the elected official.

Commissioner Walker made a motion that the Commissioners sign the form making all attorneys, excluding the County Attorney, in the County Attorney's office, Assistants. Seconded by Comm. Henderson. Motion approved.

Regarding the Health Source material asked for by the Commissioners, due to the amount of work needed to provide the Delegate with budget documentation, Roy was unable to get back to them to fulfill the Commissioners' request. He will get back to them at the next meeting.

The Space Utilization Committee would like to make a report to establish a meeting date. Commissioner Henderson said it was a little too early to report, but he would like to gather whatever is needed to discuss the space either presently or potentially available on the property, what uses the County has and knows about or anticipates, how best to match it up, and whether any space could become a revenue producer or should be closed down. He would like to solicit suggestions, recommendations and great ideas and now that the budget figures are known, set a meeting date during this week. Day Care is one issue for discussion and the Youth Offender Program is another one.

Chairman Barka asked if one of the questions on the Day Care was whether we didn't have enough room for more children. Comm. Walker mentioned that there are 12 on the waiting list. Comm. Henderson responded that this is a separate, but related issue. The budget for the Day Care Center does not rely on moving extra children or going to the private sector. It is appropriate now to look at where the Center will go and what the potential revenue increases will be. A date was set for Friday, February 12, 1992, at 1:00PM.

Commissioner Walker asked when the Board should talk about the price of meat charged at the farm. When the Commissioners made the motion that beef and pork would start on March 1, 1993, at

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

February 8, 1993

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\$2.10/lb., it was with the understanding that pork would be phased out. Do the Commissioners wish to re-address this? Chairman Barka agreed that it should be discussed. Commissioner Walker asked if the Commissioners want to talk about it today or at a later date. Comm. Henderson said there were a couple of issues. If price was the topic of discussion, it is a matter of public record, that Comm. Henderson would prefer that the price for beef and pork be discussed separately because it has been used as a rationalization for maintaining the current operation. However, as his earlier vote indicates, after establishing what size farm the County should have, then the \$2.10/lb. should be received because it enables the County to capture a 66% reimbursement.

Chairman Barka reminded the Commissioners that the Delegation has put this issue in the "laps" of the Commissioners. Rep. Syracuse spoke of this in a news article and Rep. Sytek, Commissioner of the Delegation has said it was up to the Commissioners. This will mean that next year, if the farm loses money, the Commissioners will know why. The Commissioners should respond to this.

Commissioner Henderson is not opposed to this, but feels this should be done in context. It is his hope that one of the issues for the Space Utilization Committee to look at is the farm. He would like to get findings on that basis, then proceed.

Comm. Walker said her concern was that the vote taken directs the farmer to start phasing out pork. Pork should not be sold off if the Commissioners are going to address or reconsider it.

Commissioner Walker made a motion to delay a decision on reconsidering or eliminating the pork issue until the second or third week of March, 1993. Seconded by Comm. Henderson. Motion approved - Chairman Barka is opposed. He wanted to discuss the issue today.

Mr. Sturtevant asked for the results of this motion and what effect it has on the price of pork for March 1st. Vice-Commissioner Walker said that the vote for \$2.10/lb. still holds and that the vote gives direction to the farmer who is supposed to be phasing out pork. Farmer Bob can now wait until March before any phasing out starts.

Commissioner Walker said that the Executive Board requested that the Commissioners make a decision on the appeal of the Right-To-Know lawsuit and they should take an official vote on whether to authorize the funding for the appeal or not. Commissioner Barka said this was out of order because it was taken care of last year.

At this point the Commissioners, Roy Morrisette, and Rep. Donna Sytek checked the minutes of the Commissioners Meeting of December 21, 1993.

Comm. Walker said that after reviewing the minutes, this was not voted on last year. She read that the motion, in part, states that Mr. Morrisette presented the Board with notification within seven days. Commissioner Walker continued reading that she said if Mr. Morrisette wants an appeal, it should be at his own expense. According to the minutes, Commissioner Barrows added the County Attorney's opinion was that the judge's decision went beyond the parameters of the Right-To-Know Law and there is a basis for an appeal. She quotes, "Commissioner Barka moved that there be recognition of the written notification..."

Commissioner Barka said, "That's it." Commissioner Walker disagreed. She said that Comm. Barka "recognized" that Mr. Morrisette had given written notification, but there is no vote on record to authorize the spending for appeal. Commissioner Barka said written notice was enough. Comm. Walker read on that Comm. Barrows said that the Commissioners were obligated to notify the Delegation within seven days which they did, but that the Board never voted to fund the appeal - the Board voted to accept Mr. Morrisette's notification that he was going to appeal.

Mr. Morrisette felt that the intent of the Commissioners, by paying the warrant for the bill for the retainer, signifies that that was their intent that day. Comm. Walker said that may have been their intent, but it was not voted on and she did not see the bill when it came in.

Comm. Barka said the check for that was sent out in '92. Comm. Walker said it was written on December 31, 1992 - she was in the office and available on that day - and that she went to Concord to pick up rent for the courthouse so the money would be available, deposited it in the bank, and brought it back to the bookkeeping office. Comm. Barka stated that Comm. Walker does not sign all the warrants. Comm. Walker said she would have liked to have known about this.

At this point there was discussion between Comm. Barka and Comm. Walker which revolved around whether Comm. Walker signs all warrants. Comm. Walker said she looks them over and decides which ones to sign and she resents that she was never given the opportunity to review this particular warrant. Comm. Walker stated she was available on December 31st. Comm. Barka said it is not unusual for Commissioners to sign warrants in the absence of one Commissioners. He feels that two Commissioners can sign and that County business should not be held up for signature if the third Commissioner is not available.

Commissioner Henderson wants the Commissioners to focus on those aspects of the issue that pertain to 1993. He stated that if the issue was addressed in some fashion and a check was cut and sent, then this particular issue had been resolved. He asked if the Commissioners had anything from Attorney Douglas to indicate if he was doing anything.

Mr. Morrisette said Attorney Douglas was currently reviewing it.

Comm. Barka said that for the press' sake, it was his opinion that if Rep. Rosencrantz and Rep. McCain apologized publicly to Mr. Morrisette, he thought Mr. Morrisette might drop the lawsuit. He thinks they put Mr. Morrisette in a bad situation in order to "get at" Comm. Barrows and himself.

Comm. Walker said the Commissioners voted to defend the Right-To-Know lawsuit for Mr. Morrisette. It was an official vote. She adds that when Mr. Morrisette appeals, that is not "defending" and that the Commissioners never voted to fund or sanction the appeal.

Mr. Morrisette said that question lies with Commissioners Barrows and Barker. He feels their intent, by signing the warrant, was to continue the appeal.

Comm. Barka, at this point, told the press that if the Commissioners wanted to hire a lawyer they would have to get permission from the Delegation. The Commissioners have a prerogative to hire a lawyer for Mr. Morrisette provided the Commissioners notify the Delegation - which was done. Comm. Walker said the first vote for the Commissioners was to hire counsel for themselves, also, which was in violation of the RSA's.

Rep. Donna Sytek said the Commissioners require approval from the Delegation which was not given and that even if the Commissioners had officially voted to provide an appeal, the Commissioners would still have had to get the permission of the Delegation because they would be exceeding the legal expenses line item by more than \$1,000. She maintains that the Delegation was not notified.

Comm. Barka said the Delegation was notified and that a letter was sent. Rep. Sytek said the Delegation was not notified that the Commissioners had overspent that line item by more than \$1,000.

Comm. Walker added that the motion of the Executive Board was for the County Commissioners to take an official vote on whether to

sanction and fund the appeal. There is a retainer for \$7,500 and going to the Supreme Court for review would cost more - what would be the reason to do this.

Rep. Sytek said the exposure from the loss of the suit would mean paying for the other lawyer, as well. She adds that is why the Executive Committee would like this Board, in recognition that the exposure will extend into this year's budget, on record to decide to continue with this. Comm. Barka stated that there is a new Commissioner this year and that whatever happened last year is no reflection on this year. Rep. Sytek responded that "unfortunately it does" - the expense that will be incurred will happen during the 1993 budget.

Commissioner Henderson asked if anyone knows what Attorney Douglas is doing with regard to this. Roy Morrisette said Attorney Douglas is requesting additional information from the County Attorney so that all paperwork can be done and he is in the process of reviewing it. Comm. Walker said the Commissioners have seen nothing from Mr. Douglas and that all communications have excluded some members of the Board. Comm. Barka said that was untrue - Mr. Douglas is representing Mr. Morrisette, not the Commissioners who are using the County Attorney for legal representation.

Comm. Walker reiterated again that the Executive Board requests that to continue the appeal, a vote must be taken by the Board of Commissioners on whether or not to continue the appeal of the Right-to-Know lawsuit.

Comm. Barka asked if Comm. Walker was going to drop Mr. Morrisette's appeal and what rights would Mr. Morrisette have if that was done. Comm. Walker said Mr. Morrisette has the right to appeal it himself. Comm. Barka said Mr. Morrisette was an employee of the county and has to be protected. Comm. Walker said he was protected; the Commissioners defended him and he went to court.

Mr. Morrisette said he never had an opportunity to defend himself - he was not called to the stand to testify. He added that what was said on the stand and what took place that day was contrary to what he knows as happening on that day and also the information that was shared one day in front of Mrs. Dodge was completely wrong. Comm. Walker asked why he didn't testify - Roy responded he wasn't called. He adds that he did not get fair representation and that it looked like he did something to break the law and he did not.

Comm. Henderson said that he believes the suit was "frivolous on its face." He added that he wasn't at the hearing and is in no position to judge the merit of the testimony. But, he doesn't believe the outcome of the suit will have any "meaningful" bearing on County operations and feels the matter is trivial. He does not support pursuing it to 1993, not because he feels justice was done, but because it would only perpetuate ill will that should be brought to a close. He does not support going forward with the lawsuit and would like to see the matter concluded.

Comm. Walker made a motion that the Board of Commissioners vote not to fund continuation of the appeal to the Supreme Court for the Right-To-Know lawsuit. Seconded by Comm. Henderson. Motion approved - Commissioner Barka opposed.

Mr. Morrisette asked for clarification of the motion. He asked that if Att. Douglas can handle his case with the \$7,500 that he currently has, can he still retain him as legal counsel. Comm. Henderson said that required clarification could not be received at this meeting. Comm. Walker said that since the Commissioners voted not to continue the appeal, and that if any work has been done on it so far by the lawyer, then the lawyer should subtract payment for what was done and rescind the rest.

Comm. Henderson asked who has the authority to inform Mr. Douglas on what to do - is it the Commissioner or Mr. Morrisette? Comm. Walker said the Commissioners have the authority to decide whether the County will continue to fund the appeal and if the Board is not supporting the appeal, any hours, after today, that he works, should not be paid by the County. Comm. Henderson then asked if the effect of the Board's motion was to let Mr. Douglas know that he was to take no further action on this case on behalf of the County. Comm. Walker said that was right. Comm. Henderson supports that. Comm. Barka said the action was supported by three Commissioners last year and this cannot be done.

Roy Morrisette feels the Commissioners gave him the support last year to continue with this and authorized the \$7,500 in order to do this. Comm. Walker said the Board of Commissioners operates as a Board and they made a decision on December 31st with no posted meeting and no minutes. Roy responded that the decision was made ahead of time, the billing was asked for, and after receiving the billing from the attorney, the warrant was signed that day. Comm. Walker stated that the decision, if made before December 31st, was not at a posted legal meeting.

Commissioner Henderson at this point asked if there were no further motions on this issue that the Board move on.

Mr. Morrisette requested to go on record. He stated that he has been with the County for 20 years and feels he has served well above and beyond the call of duty on a number of occasions. He added that the staff of the County Commissioners have been abused by two legislators and some of the other people who have supported those legislators and he feels it's a "shame." He feels an injustice has been done; that people believe he has broken the law and he has not; that the truth was not told on the stand; and that he has had no opportunity to appeal this. He feels a great injustice has been done after twenty years of service to the County.

FISCAL OFFICER SPACE - Comm. Walker asked Comm. Henderson if space for the new fiscal officer would be discussed at his Space Utilization meeting. He said the best place at this time would be to place the fiscal officer in the bookkeeping office - all offices will be moving in April. It was decided that space would be made available in the Commissioners building by rearranging office equipment. The room which now houses the copy machine will be made into an office for the fiscal officer.

BOOKKEEPING SUPPORT SERVICES - Money has been budgeted to fill a position in the Bookkeeping office created by dividing the bookkeeping functions from treasury-related functions in the position held by Mrs. Dodge. Comm. Henderson would like to start advertising for this position so that the interview process can be started when the new fiscal officer comes on board.

Comm. Walker wants a job description created for this vacancy as well as for the Deputy Treasurer. She added that the Commissioners need to officially vote on the separation of the two jobs. Mrs. Dodge needs to describe her daily responsibilities as a bookkeeper so they can be included in the Clerk III job description. Another job description needs to be written to describe the duties of the Deputy Treasurer.

Mrs. Patricia Kelly, Treasurer, said there was a job description in the RSA which describes the Deputy Treasurer position which would be doing the duties of the Treasurer in her absence and that Mr. Grzelak had many recommendations that need to be separate from the treasurer's functions and should be included in the job description.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
February 8, 1993
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Comm. Walker made a move to accept Mr. Grzelak's recommendations and that there be a separation of bookkeeping functions from Deputy Treasurer functions into two positions and that appropriate job descriptions be created. Seconded by Comm. Henderson. Motion approved.

Comm. Walker made a second, related motion that with the appropriate job descriptions, the position for the clerk vacancy be advertised in time for interviews when the new fiscal officer comes on board. Seconded by Comm. Henderson. Motion approved.

RSA's - Comm. Walker presented copies of the RSA's and would like the Commissioners to review and discuss them. Comm. Henderson would like a meeting time set up for this discussion.

Commissioner Walker moved to go into Non-Public Session RSA Ch 91-A:3 II (c) to discuss legal decisions for a county employee and negotiations for a union contract. The motion was seconded by Commissioner Henderson. A roll call vote was taken to move into Non-Public Session with all voting in favor.

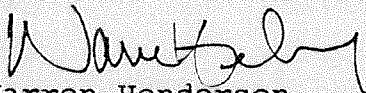
Mr. Steve Haberman of the Portsmouth Herald said that under the new Right-To-Know-Law the minutes of Executive Session are due within 72 hours of the Session, unless voted on to be kept sealed. This is applicable for any non-public session.

Respectfully submitted,



Pam Tessier
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

/pjt

Enc: Resolution

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
Commissioners Conference Room
Rockingham Nursing Home
Brentwood, New Hampshire
February 8, 1993

A Non-Public Session under RSA Ch 91-A:3 II (c) of the Board of Rockingham County Commissioners was held at this date, February 8, 1993, at 4:10PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice-Chairman; Warren Henderson, Clerk; Mrs. Patricia Donovan, Superintendent of the Dept. of Corrections; and Mr. Roy Morrisette, Director of Personnel.

At 4:10 during the regular meeting Commissioner Walker moved to go into Non-Public Session under RSA CH 91-A:3 II (c) to discuss union negotiations and a legal decision for a County employee. The motion was seconded by Commissioner Barka. Roll call vote was taken to move into Non-Public Session with all voting in favor.

Discussions took place on a pending grievance hearing and how the Board wished to proceed. The Board asked that a meeting be set up with legal counsel.

A review of the negotiation process took place and the Board agreed to meet with Mr. Perry at the next pre-negotiation session to go over things.

Commissioner Walker asked to meet with the Board. Mr. Morrisette, and Mrs. Donovan left the meeting.

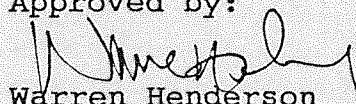
Comm. Walker moved to adjourn. Seconded by Comm. Henderson. Roll call vote taken to adjourn at 5:15PM with all voting in favor.

Respectfully submitted,



Pam Tessier
Temporary Secretary to the
Board of Rockingham County Commissioners

Approved by:



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
February 22, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, February 22, 1993, at 10:00AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; William Sturtevant, Administrator of Rockingham County Nursing Home; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Representative Donna Sytek; Representative David Welch; and Steve Haberman of the Portsmouth Herald.

Commissioner Barka called the meeting to order at 10:00AM.

REPORT FROM THE CLERK OF THE WORKS - Mr. David Gleason

David reports that renovation work on the Mitchell building's ground and first floors is running 10-15 days behind schedule - the second floor is on schedule.

Commissioner Warren Henderson asked about the possibility of having a central location in the new building for office equipment such as the copier, postage meter, etc., which will be easily accessible to all.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia had previously asked for department heads to bring her their "uneven" expenses and revenue for this year (Reference - Commissioners Minutes - 2/8/93). She now asks that those expenses be turned over to Irene Dodge, Deputy Treasurer.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reported on the recent snow removal efforts by his staff during the last few storms. He thanked Bill Sturtevant's Nursing Home staff and the Farm staff whose combined efforts with the Maintenance Department ensured that snow was removed from county property. The Commissioners commended Ernie and all involved who did an "excellent" job with equipment that was not in the best of shape.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. Bill Sturtevant

The census for the Nursing Home is 299 with one (1) death. There will be an admission on February 23, 1993 and there are 19 on the waiting list.

Commissioner Henderson asked if vacancies were filled quickly from the waiting list. Bill answered yes - they try to fill them the next day. There are 68 clients in the Adult Center and 33 children in the Children's center.

Warrants:

Accounts Payable - Construction	\$106,156.68
Payroll - Period Ending 2/6/93	\$230,708.36
Accounts Payable - 2/11/93	\$106,073.40
Accounts Payable - 2/19/93.....	\$345,930.00
Dental Trust Fund	\$116,532
Workers Comp. Trust Fund .	\$229,398
Accounts Payable - 2/10/93 - Maintenance Dept..	\$ 32,457.10
Accounts Payable - 2/18/93 - Disc./Penalties ..	\$ 36,300.59

Bids Open:

Egg Nog Mix:

Hal Smith Sysco	\$6,399.00
Donohue Bros./Sandoz.....	\$9,537.50
Associated Grocers	\$7,313.80
Ross Lab	\$6,142.00

Refrigeration Prevention Maintenance Contract/Kitchen:

Dowling Refrigeration.....	\$2,437/Quarterly
Delta Mechanical Corp.....	\$1,547/Quarterly

All bids will be discussed at the next Commissioner's meeting scheduled for March 1, 1993.

REPORT FROM THE THE PERSONNEL DIRECTOR - Mr. Roy Morrisette

Roy spoke with Healthsource and reported that the major change in the plan is for Outpatient Surgery, given under General Anesthesia, which will now become part of the \$200 deductible, whereas before it was paid at 100%. It is now a deductible if major anesthesia is done on an out-patient basis.

ROCKINGHAM COUNTY COMMISSIONERS

February 22, 1993

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The other change involves the co-payment. Prescription drugs with brand names went from \$10 to \$15.

The Pre-Existing Condition Clause is not new, but was not included in the original contract and should have been. Roy told the Commissioners that if they needed more information, representatives from Healthsource could come before the Board to answer any questions they might have. Commissioner Barka suggested that this wait until the next Commissioner's meeting as Commissioner Walker, who was not at this meeting, might have further questions.

At this time Commissioner Barka asked if there were any further questions. Steve Haberman from the Portsmouth Herald asked how the snow removal budget stood in light of the recent, heavy snowfall received in this area. Ernie Woodside, Director of Maintenance, responded that he concentrates on getting the snow removed and keeps an eye on the "bottom Line" of his budget. It was determined that there is no separate line item for "snow removal" in the Maintenance budget. Commissioner Barka suggested that this might be something that could be looked into in the future. Ernie said that salt and sand comes out of the Building and Grounds Maintenance account. At the end of the season Ernie will present a report to the Commissioners on the total cost of snow removal for this season.

Steve then asked if the Board has re-negotiated with the Federal government on a new contract for federal prisoners. Commissioner Henderson responded that at the February 8, 1993 meeting, the Commissioners had authorized Pat Donovan, Superintendent of the Dept. of Corrections, to establish a lower rate on a case-by-case basis.

Steve also asked if the Board of Commissioners had heard anything more on the waiver of bids from the Registrar of Deeds on the computer system. Commissioner Henderson responded that there has been no further action taken at this time.

Representative Welch said that the Executive Committee is looking forward to their first quarterly meeting which will be meeting on April 16, 1993. Roy said the printouts should be ready for a mailing on April 9, 1993. Commissioner Henderson said he hopes the new fiscal officer will be instrumental in speeding up the process of providing necessary data for these meetings.

There was further discussion on federal prisoners at this point. Commissioner Henderson quoted the minutes from the February 8, 1993 Commissioner's meeting in an effort to determine what rate Pat was given to re-negotiate on federal prisoners. Commissioner Barka asked that the tapes from that meeting be listened to again to determine if the rate was given and to have it put into the minutes for future reference.

Roy Morrisette said the next item on the agenda for discussion was the Business Data Computer proposal. Commissioner Barka wants to wait until Commissioner Walker is present for this discussion. Bill Sturtevant said the Commissioners can wait, but that a decision is needed and there have been many postponements on this issue. Commissioner Barka assured Bill that a decision would be made on Monday, March 1, 1993.

Commissioner Henderson reported that the Space Utilization Committee is not ready for a report. He said there has been a very comprehensive work session based on their original plans which was to determine what areas of the facility can be consolidated, what areas can be vacated and closed, and how best to efficiently reduce the size of the County facility. Commissioner Barka asked when a decision would be made. Commissioner Henderson said it would be another couple of weeks.

Roy Morrisette reminded the Board that the next Grant Proposals are scheduled for March 10, 1993. Another reminder that Union Negotiations will be held on Wednesday, March 3, 1993 at 9:00AM. He also said that the Board needs to schedule a time for a grievance review (on-going) so that he can contact the attorney. He is tentatively looking at March 8th or 9th.

Commissioner Barka asked Roy Morrisette to have Diane Gill provide Representatives Welch and Sytek with the cycle process for grants.

There was discussion regarding the posting of access guidelines for the Old House of Corrections which is an old building in need of repair. This issue is being looked at by the Space Utilization Committee and Ernie has asked that the Space Committee look at demolishing the building. He recommends that the Board put the discontinued use of this building on their agenda. It is currently used by the Sheriff's department as a "training" exercise to show new jail employees what was available

ROCKINGHAM COUNTY COMMISSIONERS
February 22, 1993
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in the past. Ernie is concerned that accidents may occur if there is no warnings provided regarding access. Commissioner Henderson made a motion to post the access rules. Seconded by Commissioner Barka. Motion approved.

Commissioner Henderson asked Commissioner Barka if Charlene Roche from the Business Office and Theresa Young, the new Fiscal Officer, could both regularly attend the Commissioner's meetings in the future. He states that he hopes that all fiscal issues will be streamlined and there will be a need to rely on them for business considerations in order to make the proper decisions. They will be included in discussions and provide input as necessary. Commissioner Barka agreed and they will both be asked to attend future meetings.

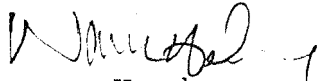
Commissioner Barka adjourned the meeting at 11:00AM.

Respectfully submitted,



Pam Tessier
Temporary Secretary to the
Rockingham County Board of Commissioners

Approved by,



Warren Henderson
Clerk, Rockingham County Commissioners

/pjt

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 1, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, March 1, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Nancy Lang, Administrative Assistant to William Sturtevant, Administrator of Rockingham County Nursing Home; Robert Kidder, Rockingham County Farm Manager; Diane Gill, Director of Human Services; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelly, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer for Rockingham County, Denise LaRoche, Director, Rockingham Child Care Center; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Commissioner Barka called the meeting to order at 2:30PM.

The Commissioner's Minutes from the February 22, 1993 meeting were approved by Commissioners Barka/Henderson. Commissioner Jane Walker abstained from voting.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Nancy Lang

Nancy Lang, Administrative Assistant to the Director of the Rockingham County Nursing Home, presented the report for the Director, Mr. William Sturtevant, who was unable to attend the meeting.

She introduced Denise LaRoche, Director of the Rockingham County Day Care Center, to the Commissioners. Denise presented a grant for the Child Care Center to the Commissioners which needed signatures. She reports that it is a New Hampshire Child Care Block Grant that she applied for last year and received this year for \$1,764.00. It is for school materials for the Child Care Program which will keep the children busy while they are attending the program.

Commissioner Henderson asked her to elaborate for clarification. Denise responded that the proposal for the grant was written with the plan that the Center would be located in one building. She feels that the school age children have their own specific needs and she would like a separate coordinator for those children, as well as the materials and equipment appropriate for that age group. Denise wanted to aim for having a room at the Center that

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March 1, 1993
Page 2.

would have workout equipment such as a chin-up bar, exercise bike, and mats for exercising; and a science and technology area which would have a pet that the children could maintain and a computer, etc.

Commissioner Walker asked if this was a pre-school program because the Center was not supposed to have children in the program who are school-age. Commissioner Walker states that if the Center is going into school-age materials, then the program will be expanding to accommodate school-age children. Denise responded that this was for the children who come after school and in the summer months.

Commissioner Henderson asked if the materials could be used by all children, not just school-age. Denise responded that the grant is specific to age, but there is the possibility some things could be used by other age groups, as long as the materials are principally used for school-age children.

Chairman Barka moved to accept the grant, seconded by Commissioner Henderson. Commissioner Walker asked if the two Day Care buildings were not consolidated, could the equipment still be used. Denise said she could if space could be found. Voted on - unanimously approved.

At this point in the meeting, Chairman Barka, introduced the newest member to County government, Theresa Young, Fiscal Officer and all attendees introduced themselves.

Nancy Lang then presented the Nursing Home Report. The census is 287 with three deaths over the weekend, one admission on 3/2/93 and two on 3/3/93. There are 64 in the Adult Day Care and 27 in the Children's Day Care.

She reports that at the last Commissioner's meeting bids were opened and that the lowest bidder on the "egg nog" was Ross Labs. The Nursing Home is still "shopping" for the refrigeration bid because only two returns have been received and there was a wide difference between the two bids. They are considering re-bidding because they are uncomfortable with the low bid.

Nancy presented Admissions for the Commissioners to sign and then the warrants were presented for signature.

Payroll Warrant for 2/7/93-2/20/93	\$ 229,937.44
Accounts Payable - 2/24/93	109,269.75
2/25/93	319.25
2/26/93	69,493.32

2/27/93	779.50
2/28/93	140,559.31

REPORT FROM THE CLERK OF THE WORKS - Mr. David Gleason

David reports that construction is proceeding with an eye towards the schedule. Some delays can be expected but he is trying to prevent them and trying to incorporate changes coming up into the schedule. Mitchell II is well underway - the ground floor and 1st floor are still experiencing some delays. David is confident that they will be on schedule.

Commissioner Jane Walker moved that the Commissioners waive the bids for the Register of Deeds at this time. The bids were for the IBM36 Software Support/Maintenance Contract and copy paper purchases. Seconded by Commissioner Henderson. Unanimously approved.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane provided the Commissioners with copies of an agreement which requires signatures. She explained that the agreement is between the Counties and the State of New Hampshire Division for Children and Youth Services (DCYS) that allows for services to be provided without having a court order. This would allow for the circumvention of courts. She reports that there was an article on Sunday, February 28, 1993, in the Union Leader regarding this.

Commissioner Henderson asked why the County is doing this? Diane responded that there are different reasons for the County and DCYS. The Counties are looking to save money - there has been a lot of money spent for attorney's bills, diagnostic evaluations done on a regular, six-month basis, and for out-patient counseling. Diane said she is hoping that with the new types of services DCYS is developing, those expenses will be either eliminated or cut down. Commissioner Barka asked if this was something done by the Legislature. Diane responded, no, it was something that the County Human Service Administrators negotiated with Laurie Lutz, Director of DCYS.

Commissioner Henderson asked if, as a result of this agreement, would there be restrictions or impediments for children who needed assistance from getting help. Commissioner Henderson wants assurances that children's needs would be taken care of. Diane said that no family would go without services. They are starting with the Abuse/Neglect category of cases which is worked out already. There has been no procedure developed yet for the category of CHINS. Diane cautions that care must be taken that the County does not take on too much responsibility that belongs

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to DCYS. DCYS has some constraints in dealing with CHINS due to the legality of CHINS. The bottom line is that there will be services available, they just won't have to go through the courts. Commissioner Henderson quoted from the Union Leader article which stated, "New Hampshire was the only state in the nation to insist upon a court order for each abuse or neglect case before services could be provided to troubled families." He asked if this was true. Diane responded that Laurie Lutz told her that this was true - she had done the research on this.

Representative Sytek asked if it was true that right now the County is paying for court-ordered services. Diane answered, yes. She then asked where the protection was for the County for widening the net and providing services to those who wouldn't otherwise be ordered by the Court to have it done. Diane responded that, in talking with Laurie Lutz, it was determined that there will be more cases because the net will be widened, but that there will be a savings from attorney fees. The newly developed services will hopefully be more effective, shorter term, and cost saving - therefore, it will be balanced out. Commissioner Barka questioned whether the County should get into taking on more cases. Diane responded that the families will be served but without court involvement. She added that there are also Core Services being developed - which are new programs and new services - which are intended to be shorter term (three months), involve the whole family in treatment, and hopefully prevent children from "lingering" in the system. The goal is to bring hundreds of children back from out-of-state facilities and place them back in the home with the backup of the new wrap-around services being developed.

Commissioner Walker wanted an opportunity to read the material which she just received. Commissioner Barka wanted to delay moving on this until the Commissioners had all looked at this more thoroughly. Diane said that this has been ongoing, that Laurie Lutz had been invited in the fall and that none of the Commissioners attended the meeting, and that she has been talking about this agreement at every Commissioner's meeting. She adds that the State is waiting for the Rockingham County Commissioner's signatures - the state wanted the agreement back by February 1, 1993. Commissioner Walker said that she understood Diane's position, but that she would not act upon anything that she had not read and/or thoroughly understood. It was decided that the Commissioners would not act upon this until the next Commissioner's meeting on Monday, March 8, 1993.

REPORT FROM SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the count is 156 with 88/Pretrial and 68/Sentenced. Commissioner Henderson asked how many federal prisoner did we have? Pat said two - they are not new. Commissioner Walker clarified, for the record, that the Board of Commissioners had authorized Mrs. Donovan to re-negotiate the lease at \$55/Day at the February 8, 1993 meeting.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia reports that the Treasury is still investing money at greater than what it was borrowed at. The County is getting between 2.75% and 2.95% at this time.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs were sold to the kitchen, six beef were sold, two sows birthed for a total of 18 piglets with a total pig herd of 251. Twenty feeder calves were brought in this week for a total beef herd of 74. They have been working on putting a new head gasket on the 966 farm tractor and rebuild the front end. Bob signed up for Winter Rye Reimbursement for this Fall.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Wayne reported that he has given the Commissioners a copy of the sample lease from Ford Motor Company. He has sent everything down to Attorney Hermans upon the request of the Commissioners and that Attorney mentioned two questionable items. One was the insurance and the other had to do with the payment of the lease in the second and third term. Attorney wants to put a clause into the lease to protect the County's equipment in case the money is not appropriated by the new legislature for the second and third year. Sheriff Vetter gave the example that if the Sheriff has \$5,000-\$7,000 worth of equipment in these vehicles and for some reason the Delegation doesn't refund the lease, the existing lease states that the vehicles can be repossessed "as is." Sheriff Vetter adds that he has received information from the attorney which states that all the requirements for the insurance portion of the lease has been met. Ford Motor Company needs the County's Financial Statements, which Roy Morrisette will provide, before the lease can be drawn up for the Commissioner's signature. Delivery can be expected around May 1, 1993. Commissioner Walker suggested looking at previous leases from the Nursing Home to see how they have worded the provision for equipment. Sheriff Vetter has already ordered the vehicles on the basis that it takes a lot of time before the

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order is filled and that it is much easier to cancel than it is to re-order.

At this point there was general discussion revolving around the question from Comm. Henderson on the need for all 21 vehicles at this time. Sheriff Vetter responded that this is not the time for questioning "need" - he said that this was all discussed during the budget process. He adds that the money has been appropriated already by the Delegation. It was determined that there would be no savings by ordering less and waiting longer. Commissioner Henderson asked about the time for vehicle replacement. Ernie Woodside, Director of Maintenance, responded that now is the time to look at that issue.

Ernie asked for clarification on the issue of the lease program. The Sheriff responded that once the financial statements were ready they would be sent to Ford Motor for the official lease which will include the aforementioned clause. Once the lease was received from Ford, the Attorney would be asked to review it once more before the Commissioners sign it.

Commissioner Henderson moved, at this point, that Fiscal Officer, the Central Bookkeeping Office, the Bookkeeper at the Nursing Home with the assistance of representatives from other departments, work together to prepare a statement that summarizes the fiscal condition of the County at the end of the first quarter of 1993. Seconded by Commissioner Walker. Unanimously approved. Patricia Kelley, Treasurer, asked for clarification of "financial condition" of the County. She asked if an Income Statement and Budget to Actual Statement was needed, a paragraph describing whether it was good, bad, etc. Commissioner Henderson wants the report to be definitive and leave the content up to those involved in the preparation of the report. Commissioner Henderson would like to have the Commissioners informed by next week whether this project was feasible. Patricia, at this point, asked about the Bookkeeping position previously requested. She points out that one of the reasons she has been unable to get the information she needs has been because of the large workload on the existing staff. Commissioner Walker asked about the new job description for the Deputy Treasurer. Patricia reported that she is working on it and that because there is no precedent for this position. She wants to make sure that when it is drawn up, it is accurate. She needs time to define the position for herself before she can draw up a job description. Commissioner Walker wants the job description passed

Regarding the Bookkeeping position, Commissioner Henderson moved to post and advertise this position as soon as the Fiscal Manager and Steve Grzelak have reviewed the job description. Comm.

Walker wants time to review the job description before any decisions are made. Motion withdrawn. Commissioner Barka stated that this would be decided upon at the next meeting, giving everyone an opportunity to review the information.

Sheriff Vetter resumed his conversation with the Commissioners by requesting a waiver for a bid on a 2-Channel, Full Function, Standard Cassette Panel for Dispatch. It is the practice to tape every phone call or radio transmission and they currently use a portable cassette. The device he is requesting is made by Dictaphone and retails for \$1,933. Dictaphone is discounting this equipment to \$1,500. The funds for this will come from the grant in the Encumbered Funds account. Comm. Walker moved to waive the bid on a 2-Channel, Full Function, Standard Cassette Re-Record Panel and Time Code Converter for the Dispatch Center at a price of \$1,500. Seconded by Comm. Henderson. Unanimously approved.

Sheriff Vetter is also requesting that a bid be waived on police related items for the new cruiser. He requests this due to long delivery dates. If he can order now the equipment will be in stock when the vehicles come in. The bids are for \$4,100 for General Electric and \$3,000 for the Waylin Corporation. Commissioner Walker asked for copies of the waivers for review because this request is more extensive. The Sheriff presented copies. Comm. Barka asked if this was part of the lease for vehicles. Sheriff Vetter responded that it was not. This was above and beyond the lease. Comm. Barka asked where the money was coming from. Sheriff Vetter said that \$4,000 of \$7,000 was specially appropriated by his subcommittee for equipment in his Vehicle Maintenance Line Item for the new vehicles. The other \$3,000 will come from his usual Vehicle Maintenance Line Item. Copies were presented to the Commissioners for review. Pat Donovan requested that she be given priority on the old equipment when the Sheriff gets his new radios. There was also some discussion about giving the Director of Maintenance some of this equipment. Comm. Walker asked that the serial numbers be recorded for tracking purposes.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie requests that the Board of Commissioners accompany him after the meeting today to tour the new building area as there are some decisions they need to make.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy informed the Board that Ed Young from the Insurance Exchange has left the agency and Carol Burnham is handling the changeover

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and will bring the new person by as soon as they have selected someone.

Roy also said that Mr. Bill Sturtevant asked him to inform the Board that the New Hampshire Association of Counties has selected Rockingham County this year for the honor of putting a picture on the Directory for the Association. They will need to know if the Board is interested and it is the Board's responsibility to provide a picture or pencil sketch for this as soon as possible. Betty Luce said she has some stationery with a pencil sketch of the Rockingham County Courthouse, if needed.

Roy adds that on Monday, March 8, 1993, a gentleman would like to come by to show the Commissioners a copy of a 3x6 painting that he did depicting Water Street in Exeter in the 1800's. He would like to donate this if the Commissioners can place it where it will be seen.

Roy said Martha Stone from Healthsource would like to come by to review the process with the Commissioners. The Commissioners chose two dates for Martha's consideration - Tuesday, March 9th, from 1PM-3PM or Thursday, March 11th.

Roy also reminded the Commissioners of negotiations scheduled for Wednesday, March 3, 1993, at 9AM in the Conference Room at Extension Services. On Tuesday, March 9, 1993, there is a meeting with legal council at the Rockingham County Nursing Home.

Comm. Barka asked the press if they had questions. Steve Haberman asked how many unions - Roy responded, one, SEA, who represent the Corrections Officers. This will be a first contract.

Comm. Walker asked to address the "Old Business" issues. Roy reminded the Commissioners that they had told Mr. Sturtevant that a decision would be made on Business Data today. Comm. Walker said that the Commissioners were going to try to set up a meeting for Thursday, March 4, 1993.

Comm. Walker asked about the phasing out of pork. Comm. Henderson said that he is prepared to make recommendations on a number of items related to the physical plant, but he wants a chance to talk with the department heads who may be affected by the changes, before making a motion on this. It was agreed that he would speak on this at the next meeting.

Regarding the RSA review, the decision was to discuss that at next week's meeting. Pat Donovan reminded the Commissioners that they must walk through the jail per the RSA's which state that

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they must go through the jail twice a year. It was agreed that the Commissioners would do that on Tuesday, March 2, 1993, at 10AM.

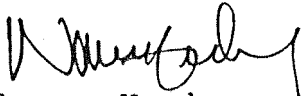
Chairman Barka moved to adjourn the meeting at 4PM. Seconded by Commissioner Henderson. Unanimously approved.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Board of Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Board of Commissioners

/pjt

Enclosure: Copy of Request for Bid Waiver

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 8, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, March 8, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; William Sturtevant, Administrator of the Rockingham County Nursing Home; Diane Gill, Director of Human Services; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelly, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Charlene Roche, Business Office Supervisor; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Commissioner Barka called the meeting to order at 2:30PM.

Roy Morrisette introduced Mr. and Mrs. Robert Caton to the Board. Mr. Caton has done a 3.5'x6' painting of Front Street in Exeter during the 1800's. The painting was done from an original photograph, with historic authenticity, and took him a year to finish. He was interested in selling this painting to someone who will display it properly. It was determined that Mr. Caton's asking price of \$14,000 was too much money for the County and he was referred to the State.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is moving along. He received an extension of twenty-one days on the existing contract which will not impact the completion date, but does extend the contract.

At this point in the meeting Commissioner Walker presented two items for signature. The items were for plaques - The Elizabeth Greene plaque will be placed in the Rockingham County Nursing Home Atrium; the Prentiss plaque will be placed in the courtyard of the newly renovated Mitchell building; the Helen Wilson Adult Day Care plaque will be placed in the Adult Day Care Center. Commissioner Henderson made a motion to sign and approve the plaques. Commissioner Barka seconded the motion - Approved with Commissioner Walker abstaining.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane asked the Commissioners if they had a chance to look over the agreement presented at the last Commissioner's meeting (Reference: Commissioner's Meeting - 3/1/93).

Commissioner Henderson asked Diane to provide a more detailed explanation of the agreement. Comm. Barka quoted an article in the Portsmouth Herald mentioning the cost of legal fees. The Commissioners were interested in the financial cost to the County. Diane responded that the agreement was for a year and there should not be an increase in the budget for this.

Commissioner Walker wanted to know how the County could be protected if Human Services ran out of money in their budget and the Delegation had to be asked to appropriate additional monies. Diane responded that it would be "virtually impossible" to determine costs because there is nothing to compare the program to. She adds that if the counties do not "go along" with the agreement, the State will still make findings on cases which will be brought to court and the County will still have to pay. Commissioner Barka presented a copy of the agreement to Rep. Donna Sytek for her general information.

Commissioner Henderson moved to execute the agreement, seconded by Commissioner Walker. Unanimous vote.

Moving on to other business, Bill Sturtevant pointed out that there was a salesman, Don Tasse, from Harbor Business Systems in Portsmouth, attending this meeting who was interested in the bids received for new copiers. Commissioner Henderson proceeded to open the bids received. Bids involved four machines and the Commissioners need time to review them before a decision is made on the best one. Commissioner Barka invited Mr. Tasse to examine the bids. Bids were received from:

Granite State Office Systems, Inc.
Conway Office Products, Inc.
American Data
Kemco, Inc.
Seacoast Business Machines
OffTech
Lanier (2)
Xerox
Allied Business Products
Taft Business Machines
Pitney Bowes

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter presented copies of a bill from an insurance company to the Commissioners. It involves billing regarding the "Bundza" case for \$3,732.64. He reports that the first items on this bill are an itemized billing from an attorney hired by the

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insurance company and it starts on April 30, 1991 until August 8, 1991. Sheriff Vetter has disagreements with the bill. He reports that on April 5, 1991, before the itemized bill begins, the appeal on this case was dropped. He brought this bill to the attention of the County Attorney, Carleton Eldredge, in December, 1992 when he first received it. He asked the Commissioners to keep in mind that the billing period on this was from January, 1990 to February, 1991 and the Sheriff received the bill in December, 1992, a year and a half to two years later. Sheriff Vetter has repeatedly asked Attorney Eldredge to respond to this, but has been unsuccessful in his attempts. Sheriff Vetter reports that this bill will go to a collection agency if it is not paid. He is frustrated with the County Attorney's office lack of response and would like direction from the Commissioners. Sheriff Vetter's concern is that there are very few insurance companies who will give police liability and that this insurance company could cut off insurance coverage. Sheriff Vetter adds this case was a frivolous suit brought before the U.S. District Court and was handled by Rockingham County Attorneys. The insurance company hired a lawyer from Manchester who is presenting this bill. One of the discrepancies is that this lawyer claimed he talked with Sheriff Vetter for 5.5 hours and Sheriff Vetter has never talked with him. Another item billed was for talking with Attorney Eldredge who was on a respirator at the time. Commissioner Walker moved to seek legal counsel to respond to this bill. Seconded by Commissioner Henderson - vote was unanimous in the affirmative.

Sheriff Vetter presented an amended version of the Ford Motor Lease. The Sheriff was assured by Attorney Hermans that everything previously discussed regarding this lease has been addressed and covered. With the Board's permission, he will send the Lease package back to Ford so that they can insert the suggested amendments from Attorney Hermans. When the lease is returned from Ford, it will be reviewed by Attorney Hermans and then presented to the Commissioners for signature.

Regarding the Bid Request from last week (Reference: Comm. Mtg. 3/1/93) which involved discussion on equipment needs for Ernest Woodside, Director of Maintenance, Sheriff Vetter intends to take care of those needs and the Bid Waiver will not have to be adjusted. When the new vehicles come in, Ernie will provide an employee from his department to help in the installation of radios and the Sheriff will provide an employee to help Ernie in the installation of truck radios. Commissioner Walker moved to waive the bid for radios and sirens for approximately \$4,100 for General Electric and \$3,000 to Whelan Engineering for the emergency lights. Seconded by Commissioner Henderson. Unanimously agreed.

The salesman from Harbor Systems, Ben Tassie, asked Commissioner Barka for a request. He said when the copier bids went out there was an erroneous volume range given and as a result, the people that received the bid requests were asked to re-submit. He reports that he now has his original bid as well as the revised bid and asks if he can consolidate the two bids. Commissioner Barka responded that the revised bids will be considered. Commissioner Walker and Bill Sturtevant will be reviewing the bids. Bill reports that all bidders were contacted and given an opportunity to present a revised bid. Commissioner Walker agreed that the bid should be for annual volume, not monthly. Commissioner Henderson asked if he would be withdrawing his company's bid. Mr. Tasse responded that that would be unethical on his part and his only concern was that the most recent bid be considered. He was assured that nothing was thrown away, that the bids were dated when received, and his latest bid would be reviewed.

REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Charlene reports that work would be more efficient and timely if she received more help in the office and stressed the need for hiring a new Accounts Payable person. She would like to meet with Commissioner Henderson to discuss the report he had previously requested which will be a summary of the current financial status of departments within the County. Charlene says the report is currently 48 pages long and in order to condense it into two pages she will need additional input from Commissioner Henderson. Commissioner Henderson would like a "brainstorming" session with Charlene, someone from the Nursing Home, Theresa Young, the new Fiscal Officer, and anyone else necessary to figure out how to "draw the line." Commissioner Barka said that Charlene was free to go at this time. But, Commissioner Henderson said that it was his hope that Charlene and the new Fiscal Officer would be able to attend the meeting in its entirety so that they can hear what is happening and be able to anticipate the fiscal aspects, if necessary.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports for the Board's information, that there is a dipstick line that goes from the oil tank to the slaughterhouse and due to the raising and lowering of the frost in the ground, a problem was created with water in the oil tank and the grounds to the slaughterhouse. It has been pumped out and will be refilled to the exact level that was previously there.

Ernie has been meeting with a representative from the Turner Group who designed the water treatment plant. As of Thursday,

March 11, 1993, he will have completed his review of the design and is ready to go to bid. He asked the Commissioners if he was correct in assuming, per a previous Commissioner's meeting, that he would review the plans and the Board would leave this up to his judgement. When the finalization of the plans was done, he would present this for bid. Commissioner Walker said she agreed - that was her understanding. Ernie asked if the Commissioners wanted to see the final plan or come up with a bid package for the Board's review. Commissioner Walker suggested the Commissioner's review the bid package before it goes out. Commissioner Henderson agreed.

Commissioner Barka asked Ernie about a copy of a letter to the Farm Manager with the Commissioners carbon copied on it, regarding the improper usage of the dumpster at the slaughterhouse. Commissioner Walker asked Ernie before today's meeting if the improper usage was still continuing. Ernie responded that it was. Commissioner Barka asked if the slaughterhouse manager had his own dumpster. Commissioner Walker reported that a special building was built for the purpose of providing proper removal of animal "parts." Ernie reports there are two dumpsters, one for construction and the other for regular trash which is used by maintenance, the farm manager, and the slaughterhouse. It is a trash dumpster, only. Commissioner Walker said that this needs to be addressed. Commissioner Barka asked if Ernie could set a meeting up with the head of the slaughterhouse and the Commissioners regarding this issue. Ernie said that he would do so.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census for the Nursing Home is 298 with two (2) deaths, one (1) admission for March 9, 1993, and 29 on the waiting list. There are 68 in the Adult Day Care and 33 in the Child Care Center with two more children signed up for admission within the next two to three weeks.

Warrants:

Construction\$12,572.52
Accounts Payable (Discounts/Penalties) ... 27,056.44

There was discussion at this time, initiated by Commissioner Barka, about what picture to choose for the cover of the Association of Counties book. Commissioner Walker said the architects could make a pencil sketch of any of the recent

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renovations being done here at the County complex and suggested having the architects do a sketch of the new atrium at the Rockingham County Nursing Home. All members of the County Commissioners agreed on the choice of the atrium.

Bill Sturtevant reports that bids received for the new mixer were as follows:

	<u>450 HCM</u>	<u>300 HCM</u>
Interstate Restaurant Corp.	\$7,168.00	\$6,267.00
Garesh Peters & Company	7,851.25	6,864.35
G&C Restaurant Equipment	7,135.00	6,235.00
United Restaurant	7,167.00	6,235.00
Am-Mac	7,646.52	6,685.56
Metropolitan Restaurant Equip.....	6,685.56	(not specified)
Heritage	9,131.25	7,987.50

Commissioner Walker moved to take the bids under advisement. Seconded by Commissioner Barka. Unanimous vote in the affirmative.

Bill reports that three weeks ago bids were opened for a preventative maintenance contract for the refrigeration in the kitchen. Dowling Refrigeration has had the contract for a number of years. Two bids were received, one from Dowling Refrigeration for \$9,748.00 and one from Delta Mechanical from Hookset for \$6,190.00. Reviews had been done on both responses to the specs, as required. Letters of reference were asked of Delta Mechanical and have been received. Based on those recommendations, Bill recommends that the bid be given to Delta Mechanical. Commissioner Walker moved to accept the low bid and go with Delta. Seconded by Commissioner Henderson. Voted unanimously in the affirmative.

Bill presented the results of the meeting with Business Data Solution on Thursday, March 4, 1993, for review and resolution. The recommendations were that the minimum requirements for the network communication would be \$8,935 which was originally proposed. There was discussion on the need for cluster cards for the PC's which would be needed at \$795 each. It was suggested that three cards should be purchased - one for each PC being considered for purchase - for a total of \$2,385. The next area of discussion was for personal computers. Quotes from Business Data were given, but it was Bill's understanding that Theresa Young, the new Fiscal Officer, suggests this could be done separately and put to bid. Bill adds the purchase of putting the Human Service's Department as a stand-alone with their own disk drive would cost \$1,500. Bill reports that it is up to the Commissioners as to what should be purchased.

Commissioner Walker said it was her opinion that the \$8,935 for network communication and \$1,500 for the Human Services disk drive be purchased. Business Data indicated that the \$1,500 disk drive would use floppies and a tape drive would be recommended if there was a secondhand one available. Commissioner Walker moved to purchase the network communication equipment for \$8,935, the disk drive for Human Services for \$1,500, and the cluster cards for \$2,385 for a grand total of \$12,820.00. The PC's will be put to bid. Seconded by Warren Henderson. Warren expressed some regret that the County has gone so far with this company. Commissioner Walker responded that it would take a minimum of one year to research what is needed for the move to the new building which will allow all involved to be tied into the same system. This purchase being considered cannot tie in without the cluster cards and PC's. If the County decides to go in another direction, such as IBM, in the future Commissioner Walker feels that the PC's can be used elsewhere in the County offices. She adds that if the County does not change systems, then the plan would be to tie the system in. All other elected officials and departments have IBM compatible equipment so they can tie in with the Commissioners offices. Voted unanimously in the affirmative.

Upon Bill Kamm

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat reports that there are 163 inmates, 93 pre-trial and 65 sentenced.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Commissioners about a meeting with Martha Stone from Healthsource on Thursday, March 11, 1993 at 9:30AM in the Commissioner's office.

He adds that Mary Ashcroft would like to meet on March 22, 1992 at 9AM to review a case with Steve Shultis that is outstanding and they will meet before the Construction Meeting at the Nursing Home Conference Room.

Roy will contact John Disco to let him know that the Commissioners are interested in providing a picture for the cover of the Association of Counties booklet. Commissioner Walker said the architects would be contacted for a sketch of the atrium.

Commissioner Henderson presented the Space Utilization Committee's report. He had hoped to talk with the department heads involved but he has been out sick and was unable to do

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this. He wants to present his recommendations and then have a series of motions to vote on individually. Commissioner Walker wants to have Warren present his "thoughts" and then allow the Commissioners time to think about them and discuss them with motions made at the next meeting. It was agreed that it would be done that way.

Commissioner Henderson reports that the committee was formed in an effort to cut the costs of county government - one way of cutting costs was to cut the size. Commissioner Henderson worked with all department heads to determine the size of the complex, get a sense of the historical use of the buildings, the current status of buildings, and some discussion of potential uses and cost estimates.

It is to be noted that these recommendations cannot be done all at once because some decisions lead to others. He gives an example: Commissioner Henderson will support a move to get the County out of the pig raising business. He reports that if that motion is successful it will mean that several buildings on the farm that are currently used for some phase of pig raising will no longer be used and those buildings would either be emptied at a reduced maintenance cost or looked at as potential sites for other purposes.

One topic discussed was the current use of the Ladd farm. Commissioner Henderson was told to anticipate an expense down the road because if the County keeps using the Ladd farm for motor vehicle service a road will need to be built and this should be avoided due to the cost of building and maintaining it. Therefore it is recommended that the motor vehicle repair shop be moved out of the Ladd farm and put in the piggery nursery as an alternate location.

Commissioner Henderson also recommends analyzing the cost of relocating the Child Day Center to the Commissioner's Administration Building when it is vacated. Consolidation would enable the County to capture revenue from children on the waiting list and this additional revenue would more than cover the cost of renovation within the first twelve months after the move is made.

Commissioner Henderson reports that there are currently no funds available for rehab of these buildings and they will all require prior approval of the Delegation Executive Committee.

Commissioner Henderson also recommends that when the Commissioners move that the entire building be vacated to allow

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it to be used for other purposes. He suggests that the Carlisle building be used for Human Services and the Nutrition group. Carlisle is an adjacent part of the main County complex and should be used.

Commissioner Henderson said leasing can be an option considered for the vacant buildings. He adds that the County prepare a salvage bid to demolish the old jail - the bricks and steel in the old jail have a cash value and could reduce the cost of tearing it down. The other small buildings located around the property can be taken down if there are no potential uses for them.

Commissioner Henderson does not have enough information to report on how much would be saved by consolidating but he believes there would be a cost savings within the first year.

Bill Sturtevant reports that he just returned from Washington D.C. where he attended a Conference. He is Vice Chair of the Health Steering Committee of NACO. Mr. Sturtevant is the first non-elected official to be appointed to a leadership position. He has recently been appointed to a special committee to represent NACO in working with the Presidential Task Force on health care.

Roy Morrisette asked if the Annual Report and County Directory would be going out to bid or if the State Printing would do it again. It was noted that the State Printing has had the lowest price in the past. Bill Sturtevant asked if the County Directory could be printed as a large booklet, stating that the small booklet is difficult to reference. Commissioner Walker reports that to print the County booklet in a larger sized format would be more expensive. She said that bids will go out to the State as well as other printers and they will be asked to present costs for the existing size of the County Directory and for a larger size so that the Commissioners can compare the prices.

The Annual Report should be sent to the printers by 90 days after the books are closed and we are awaiting the auditor's report. The County Directory will be printed at a later date when the elections are held with the notation that Newcastle and Chester will not have their elections until May.

Commissioner Walker suggested that the Commissioners resolve "Old Business" issues on the agenda. One of these issues was discussion of the RSA's. It was agreed that this would be discussed during the week in a non-public meeting between the

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Commissioners first and then with the department heads. She states that the Commissioners must first understand the RSA's before they can be clarified with other department heads and that if there are some "gray" areas that need to be pinpointed, discussed, and changed, if necessary. The Commissioners will meet on this on Tuesday, March 9, 1993, after lunch in the Commissioners office.

Erica Mantz of Foster's Daily Democrat, asked the Commissioners if they were going to make a decision on the phasing out of pork. Commissioner Walker wants to take the time to look at the recommendation of Commissioner Henderson's Space Utilization Committee and talk with Robert Kidder, Director of the Farm, before any final decisions are made. Commissioner Barka asked that this issue remain on the agenda for next Monday's meeting on March 15, 1993.

Commissioner Walker moved to requested a non-public session in accordance with Chapter 91A:3 II, c, of the RSA's. Seconded by Commissioner Henderson. A roll call vote was taken and was voted unanimously in the affirmative.

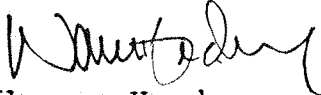
Commissioner Barka adjourned this portion of the meeting at 4:20PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
MARCH 8, 1993

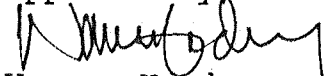
At 4:20PM, during the regular session of the Rockingham County Commissioner's meeting, Commissioner Jane Walker moved to go into non-public session under RSA Ch 91-a:3 II (c). The non-bpublic session of the Board of Rockingham County Commissioners was held at this date, March 8, 1993 at 4:20PM in the Commissioners Conference Room at the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were: Commissioners Barka, Walker and Henderson; Patricia Kelley, Treasurer; Charlene Roche, Business Office Supervisor; Roy Morrisette, Director of Personnel.

Discussions took place regarding the audit process and the availability of cash figures from the computer records. Mrs. Roche indicated that the accounts were in good shape, although having added help would improve the process. All accounts, however, have been balanced by the Deputy Treasurer, Mrs. Irene Dodge, and Mrs. Roche. The auditors are now proving out to the General Ledger Accounts, as their contract requires them to do..

At 4:45PM the Treasurer and Business Office Supervisor left the room. At this point in time the Board took up the subject of an extension of a leave-of-absence without pay. The current extension of thirty (30) days ran out on February 12, 1993. The discussion that followed centered around what action the Board should take relative to granting an additional thirty (30) days of leave-of-absence without pay. Commissioner Henderson expressed the concern that the employee failed to submit periodic medical information as required by the County Policies and the previous letter which extended the leave without pay. Comm. Walker indicated the the Commissioners had not reviewed the request for extension within the 30-day time frame. Commissioner Henderson stated that the employee requesting the extension had the responsibility to pursue the extension, but the Commissioners had no follow-up from the employee.

The meeting was adjourned at 5:45PM without any formal decision being reached relative to the extension of the leave of absence without pay.

Approved by



Warren Henderson, Clerk
Rockingham County Board of Commissioners

RM/pjt

MINUTES

ROCKINGHAM COUNTY
BOARD OF COMMISSIONERS
LEGAL COUNSEL
MARCH 9, 1993

The Rockingham County Board of Commissioners held their scheduled meeting with legal counsel on this date, March 9, 1993, in the Commissioners Conference Room at the Rockingham County Nursing Home. The purpose of the meeting was to discuss a pending Grievance Hearing.

Those in attendance were: Commissioners Barka, Henderson and Walker; Superintendent Pat Donovan; Captain Charron; Director of Personnel, Roy Morrisette; and Attornies Flygare and Haffer.

Discussion took place on the process to be followed for the grievance hearing and who will handle the case.

The Board needed to take action on the request for reinstatement with back pay, pending the Grievance Hearing and, at that time (9:50AM), Commissioner Barka called the Board to Order and Commissioner Walker moved the Board under RSA 91 A:2 (c) into Non-Public Session. Commissioner Henderson seconded the motion. A roll call vote was taken and all voted in the affirmative.

Commissioner Henderson moved and Commissioner Barka seconded that the request for reinstatement with back pay, pending the Grievance Hearing, be denied.

Commissioner Henderson and Barka voted in the affirmative and Commissioner Walker abstained due to pending legal action with a relative of complaint.

The meeting was adjourned at 10:00AM.

Respectfully submitted by,



Roy Morrisette
Director of Rockingham County Personnel

Approved by:



Warren Henderson
Clerk, Rockingham County Commissioners

RM/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 15, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, March 15, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelly, Treasurer; Gene Charron, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Commissioner Barka called the meeting to order at 2:40PM.

Commissioner Henderson made a motion to approve the County Commissioner's Minutes of March 1 and March 8, 1993. Seconded by Commissioner Barka. Unanimously approved in the affirmative.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction workers are trying to catch up on work in the Mitchell Building. There are some delays, but work is not behind. Dave anticipates workers to be in the Blaisdell building within the next few days.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Captain Gene Charron reports, in Pat's absence, that there are 155 inmates, 147/male, 8/female; 8 on work release; 5 Federal prisoners; 70 Sentenced; 85/Pretrial. Extended thanks to Ernie Woodside for the plowing done at the jail parking lot.

At this time, Commissioner Walker, for the record, complimented all the County departments for the staffing provided during the recent "Blizzard of '93." Commissioner Walker extended special thanks to Ernie Woodside's staff, Nancy Lang and the Nursing Home staff and Sheriff Vetter's dispatchers who helped out with arranging for food delivery and providing cots for overnight stays. Commissioner Barka extended a special thanks to the Nursing Home's dietary and housekeeping staff and to Diane Gill from Human Resources. Ernie Woodside commented that all County employees involved in the blizzard clean-up efforts, which also

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includes the Farm and staff, were to be commended. He goes on to say it was a team effort which would have been impossible to do without the help provided. The Board of Commissioners want to thank all County employees who worked and helped out during the "Blizzard of '93."

REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Charlene's report is combined with the Fiscal Officer's report.

REPORT FROM THE TREASURER - Mrs. Patricia Kelly

Patricia reports that a bid will be coming in on Thursday, March 18, 1993 at 11AM, from Shawmut for a rollover of the BAN (Bond Anticipation Note) for the Nursing Home edition.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Wayne reports that on Friday, March 12, 1993, he spoke with Commissioner Walker regarding snow damage to vehicles. He presented the Commissioners with copies of a list of vehicles in the Impound Area and will be handled by the County Attorney, Carleton Eldredge. He had conversation with representatives from the Insurance Exchange regarding the vehicle damaged by snow falling from the roof of one of the County's buildings last week. The vehicle that was damaged was a personally-owned car, not a county car. The County's insurance company has initially said they will not pay for damages because it is listed as an "Act of God." The employee who owned the damaged car contacted his insurance company, Peerless, and they decided not to pay for it. Sheriff Vetter said it appears at this point that the Peerless will seek damages from the County's insurance company and ultimately after the County, itself in order to ensure that County building's roofs are snow free and that the County is not negligent.

There was general discussion regarding how to effectively insure that there are adequate warnings provided when snow or ice presents a potential hazard. It was suggested that the County should post signs in the areas where the possibility for injury or property damage may occur.

Commissioner Henderson moved to have Maintenance produce sufficient signs to make people aware of the potential danger and post them with particular emphasis to the Day Care Center. Commissioner Walker wants them posted on every bulletin board and building. Commissioner Henderson amends his motion to include posting a notice on every bulletin board and building. Seconded by Commissioner Walker. Approved in the affirmative.

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Sheriff Vetter asked about getting a corporate credit card for his department. Commissioner Barka asked what the card would be used for. Would the card be used by deputies on trips. Sheriff Vetter responded that it would not be used for that purpose - the only expense they would have would be for gas. Wayne said he is trying to attend a National Sheriff's Convention and the first thing required is a credit card number to make reservation. Sheriff Vetter does not want to use his personal credit card. Commissioner Walker suggested that the expenses for registration be put on a manifest for payment. It was agreed that Sheriff Vetter would submit a request for advance to cover his expenses for the Convention.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that 15 hogs were sold to the kitchen, zero beef. The total pig herd is at 236 with 18 feeder calves for a total beef herd of 92. The farm will be rebuilding the front end of the 966 tractor and repairing buildings.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie passed out a packet of information to each Commissioner.

His first item for discussion was the final stage for the Water Treatment Facility which will be going out to bid. He had the Spec Book which included the notice to bidders. He has evaluated the bid package and there are some minor word changes needed. He is requesting that the Commissioners approve his making those changes before it goes out to bid. He also wants to know if the bids should come into the Board of Commissioner's office and whether the Board wants the bidders to pick up the bids at the Commissioner's office.

Regarding the picking up of the packets for bidding, Ernie suggested that he hold a Pre-Bid Meeting which involves notifying all interested parties of the meeting which they can attend where they will be able to: Pick up the plans; turn in their check for the plans which will be reimbursed if the plans are returned in good condition; provide an opportunity to ask preliminary questions; tour the facility.

Commissioner Barka asked how much was allocated for this project - a ballpark figure. Ernie said he thought it was around \$400,000 but did not have the exact figure handy and does not want bidders and contractors to know how much has been appropriated. Commissioner Barka asked if Palmer-Dodge would be used for advertising and that there are at least eight

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contractors listed in the packet of information Ernie provided. Ernie said that when bids went out for the jail and the wastewater treatment plant, Pre-Qualified Bidders were used.

Commissioner Walker mentioned that considering the state of the economy, every qualified person should be considered and that the taxpayers dollars should not be limited to larger corporations. She wants the bid to be included in newspapers for advertisement, insuring that all interested have an opportunity to bid and that after that, an analysis be done by the Commissioners. Palmer Dodge and the publication of the Association of General Contractors were mentioned as sources for advertising. Commissioner Barka stated that if newspapers and trade journals were used for advertising it could cost \$2-3,000. Commissioner Henderson asked if advertising could be restricted to industry publications which would keep the costs down and would reach those companies best suited to work on this kind of project. Commissioner Barka stated that he had no problem with restricting advertising to industry publications, but that New Hampshire papers have been "good" to the County. It was agreed to stay with industry publications due to the cost factor.

Commissioner Walker addressed Ernie's first question and stated that the bids should be picked up at the Commissioner's office in order to receive the money for the plans. Commissioner Barka feels that the bids should go to the Maintenance Department. Commissioner Henderson asked Ernie for his opinion. Ernie responded that his concern was that there may be circumstances where the Commissioners and their secretary may not be available for the bidders. He added that his office is always open and Commissioner Henderson stated that there is an added benefit to the bids being picked up at the Maintenance Department - that being that there would always be someone available for questioning, if needed. Commissioner Walker states that the bids can best be monitored in the Commissioner's office where a safe is available for the safety of plans and money transactions. She adds that the solution for ensuring there is staff present when bidders come in would be to post specific hours and dates, with the note that all questions and inquiries be directed to the Maintenance Director.

Ernie asked for dates and times so he can include that in his packet. Commissioner Walker wants a chance to look over the packet and Commissioner Barka asked that Ernie come into the Commissioner's office during the week to discuss this. Ernie adds there is a possibility the State may require the use of the State's list of Pre-Qualified Bidders. Commissioner Barka asked that Ernie provide the Commissioners with a letter from the proper State authority on this.

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Ernie mentioned the next item for discussion which that after the contract is awarded, the existing contract with the architects will be completed. Ernie asked the H.L. Turner Group for costs for overseeing the remainder of the project when construction starts which would include construction administration and residence services. He does not need a decision today and the Commissioners can review this. Commissioner Barka asked about the cost and quoted the price of \$76,000 from the packet of information provided for administration and residence services and asked if there would be enough money left for the job. Ernie responded that it would depend on the actual bids received. Commissioner Barka stated that, in the context of fairness, that there were three possible "scenarios" presented in their packet of information and this can be talked about at a later date.

Ernie spoke of a letter from Anderson Nichols which was included in the packet of information provided to the Commissioners. Commissioner Walker said a decision on this was made in January, 1993. Ernie said it was his understanding that the Board voted on this and a letter from the Board of Commissioners would be sent indicating their decision - this may not have been followed through and asked the Board to send a letter.

His next item for discussion concerned the Department of Environmental Services who sent out a letter indicating that there may be a possibility of available Federal funds with regard to the Clean Water Act. There may be money forthcoming from a new program instituted by President Clinton. Ernie has discussed this with the Turner Group and they are willing to do some preliminary research at no cost to the County to see if we are eligible for placement on the list for these funds if they become available and with the Board's approval he will let them know if this should be done. Commissioner Walker asked if it was for the Water Treatment Plant. Ernie responded that either that or the upgrading of the dam which needs to be done this year.

Commissioner Henderson brought up the question of whether the County can receive money from the Disaster Relief Fund for snow removal. Though Commissioner Henderson does not feel that this is an appropriate use of federal money for disaster relief, he does feel that if the State is requesting this, the County should also request a portion of what the State receives. Commissioner Walker feels the need for disaster relief is based on whether the complex was closed down because they were unable to plow. Commissioner Henderson repeated that he feels the County should apply if the State applies.

Ernie brought up the issue of the impact of snow removal on his budget. When it is all over, he will present this to the Board.

Show section

Commissioner Walker reports that the Commissioners have received a letter from Charwill requesting a meeting. Ernie does not see the need for the meeting because he has had conversation with Charwill since the Commissioners received the letter, and until he can close out the questionable remaining items left on the punch list with them, he does not feel it would be prudent for the Board to meet with them. Charwill does not agree with Ernie, but the Company who has been here indicates there is a problem here, and Ernie is reluctant to meet with them as the job has not been satisfactorily completed. Commissioner Walker feels that they are asking for a meeting and the Board should respond to that request. Commissioner Henderson stated that he felt a meeting was appropriate. Ernie responded that the meeting is based on items that he has just mentioned. He repeated that there has been further follow-up with them on this issue and there has been no response from them. Commissioner Henderson adds that as a contractor he does deserve a meeting and that Ernie should continue his communication with Charwill and keep the Commissioners updated on the outcome. Commissioner Walker said the County has a resident engineer from the Turner Group who should also be included in these discussions. Ernie met with the Turner Group last week and addressed the letter in question. He provided Charwill with follow up on this letter and told them that Omnitrol, who takes care of the equipment supplied for the County for reading of the level of the brook at the Weir, failed to tell Charwill that they had turned it over to a representative of the company who had supplied it to Omnitrol. The representative was here on Friday, March 12, 1993, and there is still indications that problems still exist. Ernie states this is the fourth time there has been an attempt to get the system operating. If the Board wants a meeting he will let Turner Group know. Commissioner Walker mentioned that the County is holding a retainage and made a motion to not release the retainage until the problem is solved. Commissioner Barka said the issue is the punch list. Ernie said the punch list revolves around the retainage. It was agreed that the retainage would be held until resolution of this issue. It was also agreed that a meeting would be set up to include the Turner Group.

Commissioner Walker had a question to ask Ernie regarding the electrical capacity at the courthouse. A letter had been sent to Maureen Barrows, past Chairman of the County Commissioners, in December, 1992 from the State Administrative Office of Courts, requesting approval to install a water-cooled air conditioner for their computer system located in the courthouse which would be done at the State's expense. It was Commissioner Walker's understanding that this had been discussed at a previous meeting and that she had requested that the Maintenance Department check the wiring to see if it was sufficient to handle additional

usage. Ernie does not recall this particular issue, but stated emphatically that the courthouse is "maxed-out" electrically and it would not be in the best interest of the County to add any further electrical use in any way. There was some discussion as to whether the State was willing to pay for what is needed at the courthouse - that they may not be willing to pay for re-wiring. Commissioner Barka quoted from the letter sent to the Board which reads that the State was willing to "absorb the costs associated with installation of the unit." Ernie was given a copy of the letter. He will contact the company involved, get a cut sheet, evaluate it, and notify the Board of Commissioners of his findings.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home, presented the report in Bill Sturtevant's absence.

The census is 299 residents with one admission for March 16, 1993 for a total of 300. There are 64 in the Adult Day Care and 32 in the Child Care Center.

She presented the bid for the mixer in the dietary department to be awarded to G&C Restaurant, Inc. at \$7,135.00. Commissioner Walker moved to accept the bid - seconded by Commissioner Barka. Unanimously voted in the affirmative.

Nancy presented applications for admission to the Commissioners for signature.

Warrants:

Accounts Payable	\$119,516.68
Payroll.....	\$227,891.97

Commissioner Barka announced that warrants are always available before the meeting and Nancy added that they will be available on the desk for anyone interested in looking at them.

BIDS - Janitorial Supplies/County & Floor Matting/Nursing Home

JANITORIAL SUPPLY:

- George T. Johnson - Burlington, MA
- Allston Supply - Springfield, MA
- Towhill - Manchester, NH
- Knight Marketing Corp. - Seabrook, NH
- Roger Pinal's Wholesale Corner - Lowell, MA

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BIDS (CONTINUED):

Arnold T. Clement Co., Inc. - Rochester, NH
Massco, Inc. - Norwood, MA
Lawrence Cleaning & Supply Co. - Dover, NH
Brite Technologies, Inc. - Bow, NH
Central Paper Products - Manchester, NH
Banner Systems - Hollis, NH
Spectrowax Corporation - Boston, MA
Benda Products - Holbrook, MA
M.D. Stetson Co., Inc. - Randolph, MA
Clean-O-Rama - South Windham, ME

FLOOR MATTING:

Arnold T. Clement Co., Inc. - Rochester, NH
Massco, Inc. - Norwood, MA
Central Paper Products - Manchester, NH
Lawrence Cleaning Supply - Dover, NH
Clean-O-Rama - South Windham, ME
Brite Technologies, Inc. - Bow, NH
George T. Johnson - Burlington, MA

At this point in the meeting, Commissioner Walker presented a sketch of the Atrium in the Nursing Home. She will give it to John Disco.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy presented the Healthsource contract for Commissioner Henderson's signature. The Commissioners will be researching other insurance plans to reduce costs. Roy said if the Commissioners want to look at other plans, this is the time to do it.

Commissioner Walker said she thought there was a delegation subcommittee looking at healthcare. Roy said they were looking at self-insured insurance and whether to continue using it. Commissioner Walker questioned whether the County should be working in unison with that subcommittee because one plan would affect the other. Rep. Sytek asked if there were large bills for insurance. Roy answered that they always are and that lately the claims are larger. Commissioner Barka asked whether this is not a common problem for municipalities today. Roy said it was and that the County has had a large amount of claims. Rep. Sytek mentioned that one of the items the subcommittee was looking at was whether the County group was large enough to make it financially lucrative for insurance companies.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reports that she and Charlene Roche, Business Office Supervisor, met with the auditors today. This was their last day here. They went through an hour and a half of entries that have to do with financial statements.

She mentioned that she had been asked to work on a reconciliation of the Central Business Office's Bond Balances and compare them to Ernie Woodside's documentation. She reports that the differences were in what the Business Office was accounting for and what his department was not. She adds that it is not possible to break down the costs by bond authorization because the records are not available in that manner. Theresa does not believe that there is money accounted for in the wrong area, just that there are differences in how it is being accounted for between the two offices.

Theresa mentioned that she and Charlene discussed the quarterly report that Commissioner Henderson has requested. Theresa called the AICPA (American Institute of Certified Public Accountants) and they have recently put out a report for local government offices which states that governments may want to ask for this in financial reports which would give a better idea of what is happening. That will be available in about a month. However, before that arrives, she reports that a two-page report can be done but will only be as good as the information put into the system. Theresa and Charlene are requesting that all departments process their paperwork on a weekly basis such as warrants. Charlene added that currently warrants are processed bi-monthly. Commissioner Barka said the only reason they have been done bi-monthly was because checks were run every two weeks. Charlene said that particular system was instituted by the former treasurer and that this did not mean that checks would be cut differently, only that the information would be in the system in order to get a more accurate report. She hopes that the new person they are seeking for the business office will continue to put this information in the system weekly and this would help in providing the treasurer, Patricia Kelly, with a more current status report. Commissioner Henderson said that this would mean that the Commissioners would need to ask each department to implement this new procedure. By the time of the presentation of this report, the department heads had already left the meeting. It was agreed that Charlene and Theresa would draft a letter to the departments requesting the proper paperwork be provided on a weekly basis and that the Commissioners would sign it.

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Theresa asked that she be notified when fiscal information starts coming through, such as letting her know when money is transferred from one fund to another to cover health costs, for example. These are items which need to be reported and should be contained in the quarterly report. Commissioner Henderson wants an area on this report which will reflect necessary explanations for better understanding. Charlene expressed concern as to whether the Delegation would understand this additional information as they are used to seeing the overall financial information, not specific items. Commissioner Barka said that Theresa and Charlene could meet with the Delegation, if requested, to answer any questions they might have.

Theresa talked about the Commissioner's decision to buy cluster cards for PC's. She stated that if PC cluster cards are purchased separately from the PC's, there could be a problem servicing and installing the cluster cards. She spoke with DBS who said they would install the cards for a fee and it would be questionable as to whether they would provide service on them if there was a problem because they would need to know if the problem was caused by the card or the PC. Therefore, Theresa felt it might be wise to suspend purchasing cluster cards at this time and that when the bids go out for PC's, it could include pricing on the cluster cards as well. Commissioner Henderson is concerned about whether computer companies have a thorough knowledge of cluster cards. Theresa responded that they are a fairly common commodity within the computer field due to the fact that there is a need for companies and governments to link their systems together without purchasing larger, more expensive integration systems. Commissioner Henderson just wants to make sure that vendors have adequate expertise in this area. Roy Morrisette said that DBS is looking to re-bid on the PC's. The Commissioners decided that Theresa would take care of the bids for PC's and cluster cards.

Commissioner Henderson, at this point, provided an update on the Space Utilization Committee. He has spoken with all the department heads regarding his recommendations. He would like to first address those issues which are dependent upon other issues. His first objective is to eliminate pig raising on the County Farm. The next objective is to prevent the need to pave a road on the Ladd Farm and the third is to use the existing space in the Carlisle Building which would mean closing down the current County Administrative Offices building when they move to their new location. The largest issue is the cost of all of this.

Commissioner Henderson moved to phase out the raising of pigs on the County Farm and that the phase-out be implemented through the farmer's recommendations. The motion includes immediately

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suspending any purchases related to pig raising and examining the possibility of reducing the farm labor force. Seconded by Commissioner Barka.

Commissioner Walker in the discussion phase of the motion discussed all three issues contained in Commissioner Henderson's motion. She stated that the County Extension Office has done detailed reports on the farm and that this has not been their recommendation in those reports. She adds that she feels they possess more knowledge on this than the Commissioners. The other issue Commissioner Walker presented was that the reutilization of another building on County property to prevent building another road will depend upon the pig raising nursery being available. She adds that it is difficult to make a decision on these issues when the cost factors are unknown and that it would be impractical, for instance, to renovate a building if it was more expensive than building a road.

Commissioner Henderson agreed that it is unknown at this time if re-habbing the piggery for the motor vehicle service would be more expensive and he feels there is a "flaw" in the Extension Service Reports. He goes on to say that there is a problem with the concept that the farm should charge the true cost of raising pigs and cattle to the Nursing Home. Thirdly, if the farm were to replace its current equipment with "Rolls Royces," the farm would still not show a deficit because those would become costs of operation and passed on to the nursing home. Comm. Henderson adds that, to him, it is "government heaven" to pass all of the costs of operating one business to another business section. These facts support his opinion on the Extension Service report.

Commissioner Walker presented another scenario. If pigs are phased out and beef is kept and the tractors, used to mow the hay and plant corn and sorghum, were to break down and a new one was needed, the cost of this would depend on the sale of beef and the price of beef could go higher which would cause greater disparity between the cost of raising it and buying it on the open market. Another point to discuss is the practice of downgrading and downsizing farms. Normally, the larger the farm the more efficient it is because there is more room to spread out the cost factors. She adds this may not be the case with this farm, but she does feel it will affect the price of beef.

Commissioner Barka responded that the fact is that the County has raised the price of pork and beef to \$1.85/lb. and found that the beef and pork could have been bought for \$40,000/yr. less. He continues to say that when the County found that they had lost money, they raised the price of pork and beef to \$2.10/lb. He questions how much pork and beef could have been purchased for less than \$2.10/lb.

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Commissioner Walker on rebuttal, presented another consideration. Her example: Two years ago the County decided to use self-insurance as an alternative insurance in order to cut down on costs and not pay a 40% increase from Blue Cross. Now the County is unsure whether that decision has produced the results anticipated. She adds that this may be the same with the farm - if pigs are sold, the County could find it to be more expensive buying them than raising them, and then would have to spend more to re-institute the farm.

Commissioner Henderson does not trust the figures presented, to date, on the deficit with or without pigs on the farm operation and feels the numbers have been subject to distortion. Past history, he adds, has shown that the farm has been exploited by charging unrealistically low prices and that the nursing home is being exploited now by being charged unrealistically high prices. He adds that his voting record shows that he is not uncomfortable with the price of \$2.10/lb., but not as a substitute for decreasing an element of County government. He states that he hopes to see the Commissioners apply a reasonable set of standards for shrinking the size of County government as much as possible across the board and that the County look at capturing revenue.

Commissioner Barka stated that constitutionally the County is required to pay for nursing care, old age assistance, the sheriff's department, a register of deeds, etc., but that there is no law stating the County must support a farm.

Commissioner Henderson states for the record that it is not his intention to close the farm - though he feels he could get the vote to do so - and that rather than look at one part of County government, all areas should be looked at for ways to shrink the size of County government in a manageable way.

Commissioner Barka agrees that Comm. Henderson may be able to get the votes to close the farm, and that the proposal is reasonable. He adds that the Delegation may be happier with the phasing out of pork rather than closing the farm at this time. He reminded the Board that the Delegation has told the Commissioners it is their responsibility to manage the farm and that phasing the pigs out is a reasonable solution.

At this point, the issue of labor at the farm was addressed. Commissioner Walker was not aware that there are three employees in the budget for the farm - the Farm Manager and two others. Commissioner Walker said it was her understanding that an employee was hired last summer with \$5,000 in the budget for a part-time summer helper. Charlene Roche said that the County has

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been paying for this person since last fall. A previous employee was out on workers compensation and this part-time person was kept. Commissioner Walker continued that, from the Commissioners standpoint, authorization was given for a part-time person only, to temporarily provide help while the employee was out on workers compensation and that when that person returned to work, there was no further authorization to keep the part-time person. Commissioner Henderson stated that this needs to be looked at further.

A vote was taken on the original motion by Commissioner Henderson with Commissioners Barka and Henderson voting in the affirmative and Commissioner Walker voting in the negative. Motion passed - 2 to 1.

Commissioner Henderson made a motion to move the motor vehicle facility from the Ladd Farm onto the main County complex. Commissioner Walker asked if the motion could be tabled until cost factors for this were received. It was decided that there was no need for a motion on this and that cost analysis' would be done. Commissioner Barka asked Ernie Woodside to present a cost analysis on this. Ernie stated that the cost of totally rehabbing the administrative building for the daycare would cost between \$15-20,000. Commissioner Henderson asked Ernie to look at the cost of renovating the Carlisle Building and that as few walls as possible be removed.

Commissioner Henderson made a motion to issue an RFP for salvage demolition for the old jail. Commissioner Barka said that would require the permission of the Executive Board. Commissioner Walker said that the referendum could be prepared prior to presentation to the Executive Board. Ernie Woodside feels that a contractor can be found to demolish the building at no cost to the County - using the value of old brick, slate and steel for re-sale. Seconded by Commissioner Walker. Voted on and passed unanimously in the affirmative.

Commissioner Henderson said the Board should also take action to remove small structures located on County property which are in need of extensive repair and are of no practical use to the County. Ernie Woodside suggested that the Commissioners look at the buildings in question and evaluate it for presentation to the Delegation.

Commissioner Walker announced that the Commissioners have received a letter from their attorney stating that the court case of Seabrook vs. Rockingham County is scheduled for May 11, 1993. She adds that the Commissioners will tell the lawyer to proceed with this.

At this point, Ernie Woodside asked the Board to address the County Farmer as to their prior decision on the phasing out of pork. Commissioner Henderson told the farmer to sell the pigs and that the farmer proceed with an eye to cost savings. Farmer Bob Kidder's recommendations are that the sows and boars be phased out by sending them to PA for sale. The piglet market begins in April/May and the County can get \$50/each for them. There are 115 pigs left who range from 70-lbs. to 180-lbs. Bob said those pigs can be slaughtered for the nursing home kitchen for the summer or sell them as roasters and thin them out that way. Commissioner Barka asked the farmer to put this in writing for the Delegation to see. Farmer Bob told the Board that there are three employees at the farm. This brought on further discussion as to just what was appropriated for salaries and Commissioner Walker said the Board needs to look at past minutes for clarification. Commissioner Henderson sees the need to eliminate a position at the farm and that the Commissioners will investigate the situation before a final decision is made.

Steve Haberman from the Portsmouth Herald spoke regarding the Non-Public session held on March 8, 1993. He stated that indications are, from reading the minutes, the Commissioners discussed the audit process and the availability of cash figures. He adds that it is his understanding under the Right to Know Law that this is not exempt and should have been done in open session. Commissioner Walker asked him to repeat his statement and he repeated his statement. Commissioner Henderson said there were two issues discussed. Steve said he was correct and the other issue was appropriate for non-public session as it involved a personnel issue.

Commissioner Barka adjourned this portion of the meeting at 5:00PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

Approved by:



E. Jane Walker, Vice Chairman
Rockingham County Commissioners
/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 22, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, March 22, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Bill Sturtevant, Director of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Diane Gill, Director of Human Services; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Chairman Barka opened the meeting at 2:30PM. He announced that the next Commissioners meeting will be held on Tuesday, March 30, 1993 at 2:30PM and the Construction Meeting will be held at 10AM.

Commissioner Walker moved to accept the minutes of March 15, 1993, as corrected with minor punctuation and corrections in Company names, all on Page Six. Seconded by Commissioner Barka. Voted on in the affirmative. Commissioner Henderson was not in attendance at this meeting, due to an illness in the family.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is going well and there is a tentative move-in date of April 24, 1993.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane has no report this week but wanted to talk with Representative Sytek regarding pending legislation. Comm. Barka said the Bills, if passed, would cost the County some money. Comm. Walker reported that House Bill 613 and House Bill 614 will be heard tomorrow, March 23, 1993, from 1:00PM to 1:45PM before Appropriations in Concord. Comm. Walker said the explanation was that it would increase the County expenditures. One change would be the definition of disability for the purpose of receiving public assistance and another change would be how earned income is calculated for people who receive aid to the permanent and totally disabled. Comm. Walker goes on to say that the note from the Association of Counties Director, John Disco, indicates that if the Bills pass, probably all Counties will have to ask for a supplemental appropriation in order to fund them this year. Comm. Walker suggested that discussion on this be postponed until Rep. Sytek comes in, but wants it to go on record that the

Commissioners are opposed to any additional costs, due to the completion of budgets and would allow anyone from the County to testify on behalf of the County. Comm. Walker said if noone from the County can attend, then John Disco should be notified to speak for the County.

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Sheriff Vetter asked if the bill from the insurance company, previously reported on to the Commissioners (Reference Commissioner's Minutes, 3/8/93), had been sent to the attorney? Commissioner Walker said she thought it had been sent. Sheriff Vetter said he spoke again with the insurance company who said it was going to go to a collection agency by the end of this month. The Commissioners told Sheriff Vetter that they would check with Roy Morrisette to see if it had been given to the attorney and if not, the Commissioners would respond to it themselves.

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ROCKINGHAM COUNTY COMMISSIONERS MINUTES

March 22, 1993

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REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia would like the County to resolve to designate Fleet Bank as a depositor for our accounts due to the fact that two CD's were taken out of the Portsmouth Bank for re-opening at Fleet

Bank. Commissioner Walker moved to allow the Treasurer to deposit the CD's in Fleet Bank. Second by Comm. Barka. Unanimously approved in the affirmative.

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Charlene reported that she received paperwork from Charwill Construction and a request to be on the bid list. She brought an overtime form from the Payroll Department for employees who had recently worked overtime for the Commissioners to read and review before checks are cut. Commissioner Walker asked if the Commissioners normally approve departmental overtime? Charlene responded that there is usually no overtime, but because there was a question at the last Commissioner's meeting regarding the unauthorized employment of an individual, she felt this should be brought to the attention of the Commissioners.

Under new business, Commissioner Walker reported that she received a call this AM from the attorney who is representing the County on the Seabrook lawsuit which was due to go to trial on May 11, 1993. She reports that the lawyer representing Seabrook has withdrawn from the case - a new lawyer from Exeter will represent them - and the new lawyer is asking for a postponement in order to review the case. Commissioner Walker went on to say that the County's attorney said that if the County objected to the postponement, a proper document must be filed. It was the attorney's opinion that the postponement would be granted even if the County objected and it would be cheaper for the County not to object. Commissioner Walker moved to allow the Attorney Hermans

to not enter any objections to postponement for the Seabrook case on May 11, 1993. Seconded by Commissioner Barka. Unanimously approved in the affirmative. Commissioner Walker will notify the Attorney Hermans of the vote.

At this point the bids were opened for wheelchairs for the Nursing Home. Bids were received from:

Sharon Medical Equipment
Wheelchair of New England
Medical Mart

Commissioner Walker made a motion to allow the nursing home to shop for these bids. Seconded by Comm. Barka. Unanimously approved in the affirmative.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports the census is 297 with three deaths, three admissions - two today and one on Tuesday, March 23, 1993 - one in the hospital and 29 on the waiting list. There are 68 adults in the Adult Center and 35 children in the Children's center.

WARRANTS:

Accounts Payable - 3/18/93	\$38,423.07
Construction	\$66,084.48
Construction - Asbestos Removal	\$ 5,720.48

Bill said that last week bids were received for janitorial supplies and floor matting. Bill recommends that the floor matting bid be awarded to George T. Johnson Company, Burlington, MA, for a bid of \$692.00. Commissioner Walker moved to accept Mr. Sturtevant's recommendation and award the bid to George T. Johnson Company. Seconded by Comm. Barka. Voted unanimously in the affirmative.

Bill reports that he shopped the other bid for janitorial supplies and was awarded to seven different bidders. They are:

Central Supply	\$1,327.71
Banner	237.88
G.T. Johnson	273.50
Spectrowax	601.70
M.D. Stetson	63.60
Massco	54.36
Towhill Office Supplies	238.80

ROCKINGHAM COUNTY COMMISSIONERS MINUTES

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Bill recommends that the bid be awarded to all seven bidders. Commissioner Walker moved to award the bid for janitorial supplies to all seven vendors, seconded by Commissioner Barka. Voted unanimously in the affirmative.

Bill reports that over the weekend the compressor broke down for the walk-in for the milk refrigerator. Bill had Dowling Refrigerator in to look at it and they said that it was non-repairable. Bill said the compressor needs to be replaced and that the cost for replacement, installation and labor will be \$790.36 with our service contract giving us 50% off, it will cost \$395.82.

Commissioner Walker asked Bill if the audit for Deloitte & Touche is \$15,000. Bill said no, this was a partial bill. Comm. Walker asked what the total contract is for. Bill said around \$20,000. Comm. Walker would like to hold off paying this until discussing the difficulty the County had in getting the audit last year and the additional cost for the County as a result. Comm. Walker doesn't feel there should be an additional cost - Bill said he was not aware there was any additional cost.

Patricia said she received a bill from an attorney working with Rep. Rosencrantz which includes \$125 charge for preparing a bill. She is unaware that you bill for the time it takes to prepare the bill and wonders whether the Commissioners want to review this. Comm. Walker feels this is a re-bill.

Commissioner Walker talked about the copier machine bids. She said that everyone concerned has received a copy of the bids. She is reviewing them and asks that the others do the same so that a mutually recommended vendor can be chosen.

Commissioner Walker moved to go into non-public session under RSA 91A:3 II,c. Seconded by Commissioner Barka. A roll call vote was taken and was voted unanimously in the affirmative.

Commissioner Barka adjourned this portion of the meeting at 3:40PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

ROCKINGHAM COUNTY COMMISSIONERS MINUTES
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Approved by:

A handwritten signature in cursive script that reads "Jane Walker".

Jane Walker, Vice Chairman
Rockingham County Commissioners

/pjt

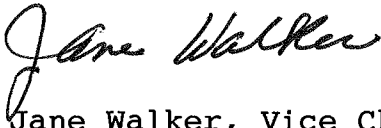
ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
MARCH 22, 1993

At 3:40PM, during the regular session of the Rockingham County Commissioner's meeting, Commissioner Jane Walker moved to go into non-public session under RSA CH 91-a:3II(c). The non-public session of the Board of Rockingham County Commissioners was held at this date, March 22, 1993, at 3:40PM in the Commissioners Conference Room at the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were: Commissioners Barka, Walker and the Farm Manager, Robert Kidder.

There was discussion regarding a termination letter for a County employee. A copy of the letter was presented to the Farm Manager who will deliver the letter to the employee in question due to the illness of the Personnel Director.

Commissioner Walker moved to adjourn the non-public meeting at 3:45PM. A roll call vote was taken with Commissioners Walker and Barka voting yes.

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners

JW/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 22, 1993

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Chairman Barka opened the meeting at 2:30PM. He announced that the next Commissioners meeting will be held on Tuesday, March 30, 1993 at 2:30PM and the Construction Meeting will be held at 10AM.

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Dave reports that construction is going well and there is a tentative move-in date of April 24, 1993.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane has no report this week but wanted to talk with Representative Sytek regarding pending legislation. Comm. Barka said the Bills, if passed, would cost the County some money. Comm. Walker reported that House Bill 613 and House Bill 614 will be heard tomorrow, March 23, 1993, from 1:00PM to 1:45PM before Appropriations in Concord. Comm. Walker said the explanation was that it would increase the County expenditures. One change would be the definition of disability for the purpose of receiving public assistance and another change would be how earned income is calculated for people who receive aid to the permanent and totally disabled. Comm. Walker goes on to say that the note from the Association of Counties Director, John Disco, indicates that if the Bills pass, probably all Counties will have to ask for a supplemental appropriation in order to fund them this year. Comm. Walker suggested that discussion on this be postponed until Rep. Sytek comes in, but wants it to go on record that the

ROCKINGHAM COUNTY COMMISSIONERS MINUTES

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ROCKINGHAM COUNTY COMMISSIONERS MINUTES

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REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports the census is 297 with three deaths, three admissions - two today and one on Tuesday, March 23, 1993 - one in the hospital and 29 on the waiting list. There are 68 adults in the Adult Center and 35 children in the Children's center.

WARRANTS:

Accounts Payable - 3/18/93	\$38,423.07
Construction	\$66,084.48
Construction - Asbestos Removal	\$ 5,720.48

Bill said that last week bids were received for janitorial supplies and floor matting. Bill recommends that the floor matting bid be awarded to George T. Johnson Company, Burlington, MA, for a bid of \$692.00. Commissioner Walker moved to accept Mr. Sturtevant's recommendation and award the bid to George T. Johnson Company. Seconded by Comm. Barka. Voted unanimously in the affirmative.

Bill reports that he shopped the other bid for janitorial supplies and was awarded to seven different bidders. They are:

Central Supply	\$1,327.71
Banner	237.88
G.T. Johnson	273.50
Spectrowax	601.70
M.D. Stetson	63.60
Massco	54.36
Towhill Office Supplies	238.80

ROCKINGHAM COUNTY COMMISSIONERS MINUTES

March 22, 1993

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Bill recommends that the bid be awarded to all seven bidders. Commissioner Walker moved to award the bid for janitorial supplies to all seven vendors, seconded by Commissioner Barka. Voted unanimously in the affirmative.

Bill reports that over the weekend the compressor broke down for the walk-in for the milk refrigerator. Bill had Dowling Refrigerator in to look at it and they said that it was non-repairable. Bill said the compressor needs to be replaced and that the cost for replacement, installation and labor will be \$790.36 with our service contract giving us 50% off, it will cost \$395.82.

Commissioner Walker asked Bill if the audit for Deloitte & Touche is \$15,000. Bill said no, this was a partial bill. Comm. Walker asked what the total contract is for. Bill said around \$20,000. Comm. Walker would like to hold off paying this until discussing the difficulty the County had in getting the audit last year and the additional cost for the County as a result. Comm. Walker doesn't feel there should be an additional cost - Bill said he was not aware there was any additional cost.

Patricia said she received a bill from an attorney working with Rep. Rosencrantz which includes \$125 charge for preparing a bill. She is unaware that you bill for the time it takes to prepare the bill and wonders whether the Commissioners want to review this. Comm. Walker feels this is a re-bill.

Commissioner Walker talked about the copier machine bids. She said that everyone concerned has received a copy of the bids. She is reviewing them and asks that the others do the same so that a mutually recommended vendor can be chosen.

Commissioner Walker moved to go into non-public session under RSA 91A:3 II,c. Seconded by Commissioner Barka. A roll call vote was taken and was voted unanimously in the affirmative.

Commissioner Barka adjourned this portion of the meeting at 3:40PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

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Approved by:

A handwritten signature in cursive script that reads "Jane Walker".

Jane Walker, Vice Chairman
Rockingham County Commissioners

/pjt

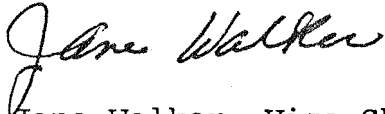
ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD, NEW HAMPSHIRE
MARCH 22, 1993

At 3:40PM, during the regular session of the Rockingham County Commissioner's meeting, Commissioner Jane Walker moved to go into non-public session under RSA CH 91-a:3II(c). The non-public session of the Board of Rockingham County Commissioners was held at this date, March 22, 1993, at 3:40PM in the Commissioners Conference Room at the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were: Commissioners Barka, Walker and the Farm Manager, Robert Kidder.

There was discussion regarding a termination letter for a County employee. A copy of the letter was presented to the Farm Manager who will deliver the letter to the employee in question due to the illness of the Personnel Director.

Commissioner Walker moved to adjourn the non-public meeting at 3:45PM. A roll call vote was taken with Commissioners Walker and Barka voting yes.

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners

JW/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
March 30, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, March 30, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; David Gleason, Clerk of the Works; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald.

Commissioner Barka called the meeting to order at 2:30 PM.

Commissioner Walker moved to accept the minutes of the Commissioner' meeting of March 22, 1993 and the Executive Minutes of August 24, 1992 and September 14, 1992. Seconded by Commissioner Henderson and voted on unanimously in the affirmative.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that renovation of Mitchell building is currently on schedule. He provided some background information on the construction and renovation projects. There have been 21 Change Orders on this project which is a normal figure. He reports that normally you can run 10-15% with change orders and currently are running with 5% of the construction contract. Approximately 50% of the contingency money has been used which Dave credits, in part, to the Commissioner's management skills.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reports that the computer bid is ready to be sent out. There is a delay in the processing of the Quarterly Budget Reports, requested by Commissioner Henderson. Theresa reports there are two reasons for this. 1) Theresa wants to get the format to the various departments, first, for review as they will be using this format and Theresa would like to see if there is any feedback from the departments. 2) The information put into this report needs to be adjusted so that it can be used in the new format. Commissioner Henderson asked her to clarify what she just said. Theresa responded that the regular Quarterly Reports that have always been issued at this time are ready. The new formatted report that has been requested from Commissioner

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 30, 1993

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Henderson is not ready. The format is ready - but the information in it has to be adjusted to fit into the new format. Commissioner Henderson asked if the report would tell the Commissioners if projections are behind or on schedule. Theresa reports that percentages are not presented on the report that is now ready - but will be by Tuesday, April 6, 1993. Commissioner Henderson stated that these figures may not be representative of the true financial picture. For example, there may be a payment made in the first quarter which might show that the report is off, but is actually a normal, first quarter transaction. Commissioner Barka stated that he, for one, is please with Theresa's progress in a short period of time. Commissioner Walker remarked that one of the difficulties for Theresa has been the fact that she doesn't have a computer terminal and must use others on a shared basis. Theresa states that she has been unable to use the Multi Plan software because there has been no time to train because of the need to close out 1992's figures.

Commissioner Walker asked if the auditors have finished their report. Theresa responded that she talked to Steve Grzelak and that he has not received the report from Deloitte Touche. Once it was received, Steve will need to confirm the numbers and it should be completed by April 30, 1993. Commissioner Barka asked if it was the Nursing Home that held things up at which point Mr. Sturtevant responded that the Nursing Home was done. He referenced last week's meeting at which it was suggested that the Nursing Home was at fault for costing the County more money for the auditing reports. He went on to say that, in reality, the extra cost was from a combination of both auditing firms not "getting their acts together." He reports that he is sensitive to this issue and the nursing home has been unjustly blamed for over a year.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs or beef were sold this week. Thirty-three sows and four boars left Sunday for Pennsylvania for sale and the check is due shortly. The total pig herd is 199 with 99 piglets and 100 feeder pigs. In May the 99 piglets will be sold to the public. Twenty-one feeder calves have been brought in for a total beef herd of 107. An alternator was put in the John Deere tractor. He asked the Commissioners if they wanted him to sell the remaining hog equipment from the barn - he has a potential buyer. Commissioner Walker thought Bob would be reporting back to the Commissioners before selling anything and did not realize that he would be selling these on a piecemeal basis. Bob responded that he had previously let the Commissioners know that he would be selling the sows and boars

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first in order to prevent new births of piglets. Commissioner Henderson said that he agreed with Bob's perception that the pregnant pigs would be sold first and that it was his understanding that the farmer has permission to proceed. Commissioner Barka said that if pigs are being phased out, the sows must go first. Commissioner Walker said there was a provision in the RSA's for the disposal of property and she expected a review of the plan before disposal. Commissioner Barka stated that the RSA's referred to land and property, not pigs. Bob stated that piglets are sold every spring on a normal basis. It was decided that Bob would provide a list of the equipment that has been left over and would present it to the Board for review before a decision was made on selling it.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that census is 298 with one in the hospital, an admission for tomorrow and 19 on the waiting list. There has been a 20% turnover in population of the nursing home in the last six months. There are 68 in the Adult Day Care - 36 in the Children's Center with seven children who have signed up for the Summer Program. There are five children between the ages of 13 months and three years who are waiting to come into the center.

The result of the bids last week for wheelchair parts went to Medical Mart (\$465.15), Wheelchairs of New England (\$152.40), and Mark I (\$337.09). There was \$1,500 budgeted for these parts and the total bid came up to \$954.64. Wheelchairs went to Sharon Medical for six chairs for \$2,891.00 with \$2,800 budgeted for wheelchairs. Commissioner Walker moved to accept the recommendations and award the bids to the previously mentioned companies. Seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Warrants:

Payroll - 3/20/93	\$228,574.65
Accounts Payable	109,993.31
Accounts Payable	15,277.88
Accounts Payable	22,011.03
Accounts Payable	66,354.52
(Maintenance - \$54,286.97/Farm - \$12,067.55)	
Uniform Allowances	863.23
Accounts Payable - Physician's Retainers-1st Qtr.	7,027.03
1st Qtr. Payment - RSVP Grant	3,500.00
Nutrition Program	35,000.00
Various Insurances,etc.	157,732.86
	\$875,772.39
Construction	29,335.50

Bill presented the Cost Report for the Nursing Home which required signatures of all three Commissioners before he could file. He will be meeting with the Assistant Bureau Chief tomorrow to look into the possibility of picking up reimbursement on the new building project rather than wait until the 1994 costs get figured.

Bill also presented the financial figures from the Nursing Home from Deloitte Touche for their review.

Bid Waivers:

Bill requests a bid waiver for a Kent Floor Machine with a battery charger from Allard Service and Sales, Inc. of Manchester, NH, for \$1,950 with a one-year warranty. A new model would cost \$4,800. Commissioner Walker moved to waive the bid and allow the nursing home to purchase the Kent Floor Machine for \$1,950 - seconded by Commissioner Henderson - voted on unanimously in the affirmative.

Bill requests a bid waiver for a product called Safe-N-Sure which is a hand soap used in the nursing home. The Nursing Home has been using this product for eight years and would like to continue doing so. If the soap was changed, the 275 dispensers would also have to be changed. Commissioner Walker asked if a cost comparison had been done. Bill responded that it was not the cost factor, but the quality factor. He adds that other products have been looked at and the cost for this product is a little higher, but this product best serves the needs of the nursing home. Commissioner Walker asked is the price of the soap could be set for a longer period of time and Bill said he would find out and report at next week's meeting.

Bill requests a Bid Waiver for Quik-Fill 930 which is a floor disinfectant. This product will replace two products currently used in the nursing home and will be equal to the cost of the two products being replaced. Commissioner Walker moved to accept Bill's recommendation for Quik-Fill, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

Bill received a call from the National Association of Counties and is requested to return to Washington D.C. on April 7, 1993 to meet with the working groups for the Health Care Task Force. The total cost for this is \$465.00 and his national affiliate would pick up half the cost. All of the Commissioners congratulated Bill for the honor of being chosen for the Task Force.

At this point, Bill requested a non-public session at the close of the meeting under RSA, Chapter 91A:3 II, (c), to discuss a Nursing Home application for admission.

Theresa Young announced at this time that Betty Luce will be meeting with the Commissions tomorrow, March 31, 1993, at 8:30 AM in the Commissioners Conference Room to go over the checkbook.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane presented the monthly report on statistics which show incoming expenditures and revenue. Diane reports all figures are in line.

Diane reports there was an article in the Exeter Newsletter about Kathy Francoeur who is the Portsmouth Mediation Program Coordinator. She is training students in three area schools in Peer Mediation and is the only person in the State who has school mediation going on. She has developed her own curriculum and is working in Exeter, Epping and Fremont.

The Derry, Auburn, Salem, Londonderry Mediation Programs are having a Mediator Recognition Dinner in mid-April and the Commissioners will be invited.

Commissioner Barka talked about the report that Diane had presented and said that 65% of the County budget goes toward Human Services.

Diane also reports that the area administrator from DCYS, the two district office supervisors, their assistants, and the JSO Supervisor and her assistant came down to talk about the implementation of the voluntary services. They will be notifying Diane of the cases that will be receiving the assessments. Details regarding financial reimbursement for these families have been worked out and two referrals have already been reported. Commissioner Henderson asked Diane if there were any other agencies that would be tracking these cases to study the impact on the children. Diane said she did not know of any other agency who would be involved. Commissioner Henderson said he has a concern with this. He does not have a problem with DCYS, but if the County is contributing to this change in direction and if court jurisdiction is eliminated, there should be an individual or agency monitoring these cases. Diane responded that DCYS is the exclusive Child Protection Agency in the State. She adds that Commissioner Henderson mentioned two different issues, monitoring the case and what happens to the case. Human Services will be monitoring the case which means that case plans will be reviewed once a month and at the end of three months a team will meet to review the goals that were set. Commissioner Henderson then presented a scenario whereby the new procedure was put into practice and the money spent decreases and on that basis it is assumed that a good job is being done. But, on the other hand,

keeping children in a dysfunctional home could be unhealthy for the child. He went on to say the case worker may be reinforced by the supervisor because of the money saved in these tough, economic times. Commissioner Henderson thought there would be another agency tracking the progress of this procedure. Diane responded that "dollars do not drive DCYS." She said that DCYS spends money freely and the County is the one who watches the money. She states that their focus is solely on what is needed and best for the children. She stated there will be an Assessment Team meeting in the future in Portsmouth that Commissioner Henderson is welcome to attend if he has questions.

Diane also talked DCYS who is now focusing on out-of-state placements. She reports that it is her understanding there about 197 children placed out-of-state for which costs \$12M and comprises 1/3 of DCYS's total budget. They are looking at developing core services, bringing the children back to New Hampshire. This will be discussed at the Assessment Team meeting.

Diane reports that when the Commissioners reviewed proposals there was a health proposal for a home-based program (Homeward Bound II) for \$32,000 that was voted on to fund. There is a problem with this and Diane needs to meet with the Commissioners to re-review. It was decided that the Commissioners would meet with Diane and Gerry O'Connor on Tuesday, April 13, 1993 at 10:00 AM.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

The total count for today is 151 with 79/Pretrial and 72/Sentenced. There are currently five Federal prisoners. Pat has called the Bureau of Prisons in Boston and they are interested in coming up to tour the jail. It would be a separate contract and are very interested in the \$55 rate.

Pat had a Bid Waiver Request for the purchase of uniforms that are bought directly from the manufacturer every year for \$3,551.00. Commissioner Walker moved to waive the bid on purchasing uniforms, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

Pat received two video cameras as a gift from Peter Roman from the Marshall's Office in Concord.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia had no report today.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy gave the Commissioners a copy of a report from the new insurance carrier, ITT Hartford. The report contained recommendations and require a response from the Commissioners.

NEW BUSINESS:

Grants Child Care Center: Commissioner Henderson reports that Denise LaRoche was exploring several avenues to obtain grant funding and wanted to come in to brief the Commissioners on the results of her efforts. Commissioner Henderson, therefore, asked to have the item put on the agenda as a reminder to look at this periodically. Bill Sturtevant said he was going to request this be on next week's agenda. This will be discussed next week.

Commissioner Walker reports that she was reviewing minutes last week and found some of the non-public session minutes from last year are missing. She spoke with legal counsel and was told to put it on the agenda and to have each Commissioner review their notes and see if they can reconstruct the minutes and have them signed. Commissioner Walker moved to collectively or individually try to review notes from last year and see if the meetings can be reconstructed, seconded by Warren Henderson. Commissioner Henderson stated that "missing" minutes infer that they were produced and misplaced. Commissioner Walker does not agree. She stated that last year was an "eventful" year and in the confusion some may never have been written and she does not know why they are not there. She adds the Commissioners are ultimately responsible and they are to blame if they are not there. Commissioner Walker wants to correct the problem and after this motion is voted on, she would like to make additional recommendations to prevent this from occurring again. The motion was voted on and approved unanimously.

Discussion now centered on how to prevent this from happening again. Commissioner Walker suggested two possibilities. One is to have the secretary sit in and take the minutes and the second one is to keep the tape recorder going to list the attendees, the purpose of the meeting, any vote taken, and the motion to adjourn. Commissioner Barka asked if the minutes are supposed to be kept and what the new laws are in regard to this. Commissioner Walker said the minutes are supposed to be general and the Board asked Steve Haberman for his knowledge on the subject. Steve said that under the new laws minutes are supposed to be kept on what is said and a vote during the session can be done to not make the minutes public. Commissioner Henderson asked if the Board is required to make more extensive minutes and Steve responded, yes. Steve adds that unless it is voted on to

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

March 30, 1993

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keep the minutes non-public, it is treated as any other minutes. There was some confusion among the Commissioners as to just how detailed the minutes were supposed to be. The Commissioners also had concerns regarding the confidentiality of the issues discussed during non-public sessions. Commissioner Barka wanted the secretary to sit in on the minutes. Commissioner Henderson did not want the secretary to sit in on the minutes due to the sensitive nature of the material being discussed. Commissioner Henderson feels the fewer people involved in non-public sessions, the better. Commissioner Walker moved to keep the tape recorder going during the non-public sessions, that when the motion is made to go into non-public session, the attendees must be immediately stated and after the discussion, before adjournment, the tape must contain any motions made and the general content of the motion and the vote. Commissioner Henderson asked Commissioner Walker if she wanted to add "appropriate records kept" to her motion. He said the other issue was keeping "detailed" minutes and then deciding whether to release the minutes. He questioned whether having the tape machine on would cover the "detailed" aspect of the minutes. Commissioner Walker said the minutes still have to be typed and approved. Because of the general confusion among the Commissioners, Commissioner Walker moved to check with legal counsel on just how this should be handled. Seconded by Commissioner Henderson. Commissioner Barka feels the secretary should be involved. Commissioner Henderson said if the secretary was going to type from detailed tapings, she might as well attend. However, the motion was to check with legal counsel. Voted on and approved unanimously.

Pam Tessier, temporary secretary to the Commissioners, mentioned a call from Don Courtemanche from Liberty International Trucks who was awarded the bid for a Safety/Rescue Unit, approved by Commissioner Barka on November 20, 1992. He wishes to know the proper billing and address and titling. Chief Stanley Walker, his contact person, has said that in the past when vehicles have been purchased, it has been registered to the Fire Department of the Town it will be in. The Commissioners want to research the minutes before they return Mr. Courtemanche's call.

Bill Sturtevant asked about whether a decision has been made on the copy machines. Commissioner Walker said she wanted input from Nancy Lang and also wants to have the two top bidders bring their machines in to be tested for a week before a decision is being made.

Steve Haberman asked about House Bill 613 and 614. Commissioner Walker said she attended and said that the arguments for the Bills by the handicapped persons attending, were very compelling but that the arguments against the Bill were that there is no

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
March 30, 1993
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money for this. Commissioner Walker testified on behalf of the County that the Rockingham County Commissioners oppose the bill, not on the merits, but on the additional money it would cost the County.

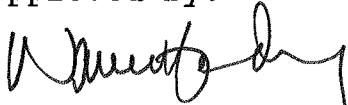
There being no further business to come before the regular weekly meeting, Commissioner Barka then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss a nursing home application. This motion was so voted unanimously in the affirmative at 4:00 PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Waiver of Bid: Floor Machine - Nursing Home
Uniforms - House of Corrections
Disinfectant - Nursing Home

MINUTES
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
NON-PUBLIC SESSION
COMMISSIONER CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
MARCH 30, 1993


As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Barka, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker, Henderson and Bill Sturtevant, Director of the Rockingham County Nursing Home.

The purpose of the meeting was to discuss an application for admission to the nursing home. The applicant lives in Florida and her only living daughter lives in Epping. The applicant is in a nursing home in Clearwater, Florida and it is a hardship for the family and there is a request from the family that the Commissioners make a humanitarian waiver of the requirements for residency in Rockingham County to make the applicant eligible for placement in the Rockingham County Nursing Home. That being Mr. Sturtevant's recommendation, Commissioner Henderson made a motion to waive the residence requirement in this case, seconded by Commissioner Walker and voted on unanimously in the affirmative.

There being no further business to come before the Non-Public Session, a motion to move out of Non-Public Session was made by Commissioner Walker, seconded by Commissioner Henderson. A roll call vote was taken and voted unanimously in the affirmative at 4:10 PM.

Commissioner Walker moved to adjourn the Non-Public Session, seconded by Commissioner Henderson, voted on unanimously in the affirmative. The meeting adjourned at 4:10 PM.

Approved by,



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 5, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date, April 5, 1993, at 2:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representatives Kenneth Malcolm and James Rosencrantz.

Chairman Ernest Barka called the meeting to order at 2:30 PM. It was noted for the record that the Minutes of the March 30, 1993 meeting were available, but had not been reviewed and signed by the Clerk of the Board of Commissioners.

Bids for Landscape Construction and Amenities were opened. Representatives from those companies were in attendance. Bids were received from:

Salmon Falls Nursery:	Rear Entry Courtyard	\$16,665.00
	Driscoll Wing Atrium	23,100.00
	Main Entry & Patio	38,100.00
		\$77,865.00

Desmond Landscaping:	Rear Entry Courtyard	\$14,100.00
	Driscoll Wing Atrium	14,300.00
	Main Entry & Patio	24,900.00
		\$53,300.00

Morin Landscaping:	Rear Entry Courtyard	\$15,620.00
	Driscoll Wing Atrium	24,980.00
	Main Entry & Patio	34,360.00
		\$74,960.00

Commissioner Walker moved to shop the bid. Commissioner Barka asked if we only received three bids? Bill Sturtevant responded, yes, and said there were thirteen bidders and attempts were made to contact all concerned, but only three responded. Seconded by Commissioner Barka - unanimously approved in the affirmative.

There will be a recommendation on these bids at the regular Commissioners Meeting on Monday, April 12, 1993.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young and
REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Theresa presented the bid for computers which is ready for the Board's approval.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia had no report to make but asked if the Commissioners had reconsidered the office space. Commissioner Barka responded, no.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports construction is going well and that they are pushing for the April 23rd move-in date.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs or beef were sold to the kitchen. The total pig herd is 199 - total beef herd is 107. The farm has been repairing the beef barn which has a broken beam from an accident with the tractor and they will be working on the liquid manure pump.

Bob presented his report on the plans for the disbursement of the pig herd and equipment. Commissioner Henderson questioned the price of pigs on the report. He said that it was his understanding the sale of piglets would be \$50.00. Bob said that he was correct, \$30.00 had been typed in error on the report.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie asked the Commissioners about the revenue that would come back from the sale of vehicles. Theresa Young has written a report on this and had presented it to the Board. Ernie was now asking if the Board was in agreement with the report. The Commissioners responded that they were in agreement and Ernie will follow the guidelines that were set up in that report.

Ernie's next item for discussion regarded the vehicles that he now has that will be taken off the road when the new vehicles come in. Ernie asked if the Commissioners intended to advertise or put them out to auction. He has had several requests, in-house, regarding these vehicles and has not responded until he has the Board's permission. Ernie can compile a list of the vehicles with the problems the vehicle has, to be sold "as is."

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

April 5, 1993

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Commissioner Barka wanted to know how many vehicles there are and Ernie told him, three. Commissioner Henderson said that if the cost of advertising exceeded the cost received from the sale of the vehicles, then he would not agree with having them advertised and generally, he felt the vehicles should be made available to the public. Commissioner Barka said that in the past, the vehicles have been offered to employees. Commissioner Walker said there are specific State laws with regard to disbursing County property and that if Ernie's suggestion is within the guidelines of the law, she has no problem with them being offered to employees. The Commissioners would like Ernie to provide them with an estimated value of the vehicles. Commissioner Walker read from the RSA's which states that when the County disposes or sells any personal property in excess of \$300, it should be by competitive bidding, except the same provision that the Commissioners can waive the bid. If the Commissioners do waive the bid, it has to be recorded in the Commissioners office with a statement of the reasons for such waiver. Sheriff Vetter said that he is trading-in his vehicles and it is his understanding that he will not be affected by this ruling. Commissioner Barka said that the Sheriff's vehicles are different from the Maintenance Department's vehicles. Commissioner Walker wants to make sure that the option to purchase these vehicles is opened up to everyone, not a select few.

Ernie reported that almost all of his new vehicles are in and they are in the final stages of having the equipment installed in the vehicles and he estimated that all of them will be ready by Mid-April to the end of April. This is dependent upon an issue which will be addressed by Sheriff Vetter to the Board. Ernie is working with the insurance company to report back to the Board on the total cost of the new vehicles which will involve raising the deductible for cost savings. He will present this report to the Commissioners for their evaluation and decision when he receives it.

Ernie requests a Non-Public Session under RSA 91A:3 II, a and b. He also asked if Mr. Sturtevant could be present for this Non-Public Session.

Ernie spoke in regard to an issue related to the upcoming move to the new building by saying that the Board of Commissioners needs to select carpeting for their floor after the meeting today and a decision has to be made on the purchase of any new furniture being considered in a timely fashion to facilitate the moving process.

Commissioner Barka made note of the fact that Representative Malcolm was attending the meeting in the place of Representative Sytek who could not be here.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

The census is 300 with 21 on the waiting list. There are 68 clients in the Adult Center and 36 children in the Children's Center. Bill introduced Denise LaRoche who will present a rough draft of a grant application which will be applied for. He asked the Commissioners to make any comments, suggestions or changes on the draft by Monday, April 12, 1993.

Denise reports that the grant is from the Corporate Fund Grant Application which would fund renovations which would be done on the Children's Daycare Center. Commissioner Henderson asked, if the grant was awarded, would it help defray the cost of consolidation? Denise and Bill responded, yes. Denise said that once the Commissioners have reviewed the draft and made any comments and changes, she will need a letter of endorsement for the Corporate Fund Trustees which should state that it has been reviewed and supported by the County Commissioners. Commissioner Walker asked if anything was budgeted for revenue. Bill responded, yes, \$5,000 was budgeted in grants and if more was received, the Commissioners would have to go to the Executive Committee to ask for a suspension, as done in the past by the Sheriff's Department, in order to spend it for a specific purpose. Commissioner Walker said that if it is a supplemental appropriation, the Commissioners could ask the Executive Committee to increase the revenue which would also give them an opportunity to spend it. Commissioner Henderson said that one way or the other, this issue will have to be raised with the legislative Executive Committee because there is no source of funding allocated for the consolidation at this time, even though some may believe there is a "fiscal justification" for the consolidation. Denise reports that \$25,000 would be set aside for renovation costs and she has submitted another application for a grant for the Lou and Lexis Smith Foundation which did not require a letter of endorsement and would be used for tables, chairs, outdoor equipment, etc. Commissioner Barka said that Lou and Lexis Smith were the former owners of the Rockingham Race Track and have given a lot of money to charity. Commissioner Barka commended Denise for her work on these grants.

Bill had two warrants for signature:

Construction	\$ 832.50
Accounts Payable - End of Month	\$30,176.24

Commissioner Barka asked if it would be possible for Bill to announce future warrants, for the record, and then have the Commissioners sign them after the meeting. He said that

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sometimes a lot of meeting time is taken up with signatures and that signing them at a later time will be beneficial. Bill said that would be fine.

Bill presented frozen food bids received from:

Jordans
S.S. Pierce/Kraft
Shaheen Brother
Northcenter Food Service
Associated GROCERS
Hallsmith-Sysco

While the bids were being opened, Commissioner Walker presented her analysis on the copier machines. She reports that for all bids received she figured out the cost for maintenance contracts and equipment and three machines have been selected for trial usage. Commissioner Walker would like the Board's permission to contact these companies and see if they could bring their machines to the County complex for trial use for three-five days. The machines will be rotated between the Nursing Home, Jail, and the Commissioners' office which will give everyone an opportunity to try them all out for three-five days in order to determine which machine should be purchased. Commissioner Barka asked which department used the copier the most. Commissioner Walker said usage was about the same for all three departments. Commissioner Walker moved to be granted permission to contact all three companies and ask if their machines can be brought in on a three-five day trial with a decision on the awarding made after the trial is over. Seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Commissioner Walker moved to allow Bill Sturtevant to shop the bids for frozen foods, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Bill presented Operating Statements on the construction project and the nursing home. He reports that the Nursing Home Sub-Committee is scheduled to meet on Monday, April 12, 1993 to review the first quarter budget figures.

Commissioner Henderson interrupted at this point to ask Theresa Young when the Quarterly Report would be available for discussion with the Department Heads. Theresa reported a Preliminary Report has already been distributed and the final report will be available tomorrow, April 6, 1993. Commissioner Henderson asked if the Commissioners would have an opportunity to visit with the Department Heads in order to finalize the report for distribution? Theresa said that the Business Office had told

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Rep. Sytek that the reports would be ready by April 6, 1993 and that the Preliminary Reports had been sent to give the Sub-Committees a chance to meet, if needed. Charlene reports that she has received calls on the Preliminary figures which are helpful and show that the Representatives are looking at the material.

Bill requested the Commissioners look at a service contract for the installation of the new telephones. Bill has found the need in the past to make calls for problems with the phones which are not covered by any contract and the cost is quite expensive, the minimum cost is around \$85.00. Commissioner Walker asked if there was a warranty. Bill responded there was a warranty, but only for the installation segment, and that when the new and old lines are tied in together, there are sometimes problems that occur which is handled by an outside modem and is still \$85.00. Commissioner Barka asked if a meeting could be arranged? Bill said he would do that and get back to the Commissioners with the date and time.

Commissioner Henderson asked if the phones will have the capacity to hook up with outside computers with a modem. He assumes the capacity exists due to the fact there are two lines in each office. Bill said one line was for data which goes into internal computers and the other line was for phones. Ernie is not sure if all of the phones will do what Commissioner Henderson is asking. Commissioner Henderson does not believe it is the "phones" and asks if the line only goes into the central system. Sheriff Vetter would like to be part of any long-range service contract because he ran into similar problems when the jail phone system was installed. Commissioner Henderson asked Ernie Woodside if he would contact the phone company and find out if the capacity exists to use lines to access computers with modems outside the county complex. Ernie will do this and report back to the Commissioners. Commissioner Barka asked if Ernie could do this as soon as possible and notify the Commissioners and Sheriff Vetter.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the count is 149 with 83/Pre-Trial and 66 Sentenced. Pat asked about radio installation for the new vehicles.

Sheriff Vetter said that he has tried to see if Ernie Woodside could release one of his electricians in order to do the radio installation work on the new vehicles. Sheriff Vetter said there is a need for a qualified electrician who can not only take out

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the old radios, but also install the new ones. Ernie reports that there is more than enough work throughout the County for his master electrician to do and that unless he is ordered to do so by the Commissioners, he will not release his electrician for that purpose. Ernie said that he would provide Sheriff Vetter with an employee and a helper to work with him, but he cannot provide his electrician. Sheriff Vetter reported that the employee Ernie has in mind would prefer that the helper have some electrical knowledge.

Pat Donovan went back to her original question which was if one of the new cruisers can be scheduled for use right away. Sheriff Vetter assured her that, due to her need, one cruiser will be ready for her use right away.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Commissioners that there is a meeting tomorrow, April 6, 1993, for negotiations and the Personnel Commissioner will be meeting next Tuesday, April 13, 1993, at 8:30 AM.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter said the new vehicles can be ready as early as the end of the week, depending on the Commissioners' decision on the method of payment. Sheriff Vetter reports that the interest rate from Ford Motor Company has been dropped a half a point which comes to 5 1/4% - the original rate was 6 1/2%.

Sheriff Vetter has been in touch with the Ford Motor Company regarding method of payment. Ford sent an amendment to the bid which consists of the cost of the two Astro Vans which are transport vans, the annual percentage rate, and the final payment because of the previously mentioned rate change. He reports there are two payment options available. The first option is to make payment in full (21 vehicles) which is \$114,522 (\$115,000 has been appropriated). An advantage of payment in full is our ability to control the disbursement of the money. He reports that the County will pay Ford Motor Company and will have to sign a Delivery and Acceptance Form in order to release the money to Erwin Ford in Laconia, New Hampshire. If full payment is made and, if for some reason we are dissatisfied with the last delivery of vehicles, the County can then re-calculate the payments over the term of the lease on the vehicles already in possession which would reduce the payment or they will reimburse the County for the full amount. The second payment option is to make payment upon delivery of each and every vehicle that is picked up. If the delivery of the vehicles is staggered, then a check must be drawn for each group of vehicles being picked up.

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Sheriff Vetter recommends that the Commissioners approve the first option, total payment in full. He states that the second delivery date of vehicles should be about a week later than the first delivery.

Commissioner Walker said that the logical method of payment was not mentioned - payment when all vehicles are received. Sheriff Vetter said that cannot be done - payment must be made upon delivery. Commissioner Walker said that since the contract has not been signed yet, it may be possible to make an amendment to the contract for payment upon full delivery. Sheriff Vetter responded that the company would then tell us to pick up all the vehicles at one time. He states that the company will not allow the County to take a portion of the vehicles without payment - it just can't be done. He mentions the fact that an individual cannot purchase two cars from a dealer, bring one home, and not pay for it until the second vehicle is picked up. Commissioner Walker responded that the company wants the County to pay in full when only a few are ready - what is the difference?

There was general discussion regarding the two payment methods. Commissioner Henderson asked for input from Theresa Young and Charlene as to any fiscal difference between the two options. Theresa responded that the only consideration is the interest the money can earn, but that if it is only for a few days, then it may not be worth it. Sheriff Vetter said it only involves two weeks. Commissioner Walker said that there could be an accident in-transit which could prevent proper delivery and in that case, the money would draw interest. Theresa stated that it would cost more to cut multiple checks. Sheriff Vetter brought up the fact that there would also be more leases involved and more "payment due" dates if payments were made upon each delivery date. Ernie Woodside feels that staggered deliveries would be better due to the amount of work involved in getting the new equipment into the vehicles. Commissioner Barka wants Sheriff Vetter to have the Ford Motor Company to promise delivery by a certain date. Commissioner Henderson moved that a check be cut for the first year's payment on all the vehicles, provided that delivery of all vehicles is made one month from the date of the check (March 7, 1993) and that there are contingencies in the contract that reflect the option discussed in the letter from Ford Motor Company, dated March 29, 1993. Seconded by Commissioner Barka. Voted on 2-1, with Commissioners Barka and Henderson voting in the affirmative and Commissioner Walker opposed.

On another issue, Sheriff Vetter had a request for a waiver of bid on an additional workstation for his computer system which will allow him to tie into the existing network system.

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Commissioner Walker mentioned that there is a bid in progress for computers and this could be included. It was agreed that Sheriff Vetter's request would be included in the bid for computers which Theresa Young has created.

Commissioner Barka asked for further questions. Steve Haberman asked the Commissioners if there was any word on the Popovich case. Commissioner Walker responded that there is a hearing scheduled for April 29 and 30, 1993.

Pam Tessier spoke to the Commissioners regarding a change in the date of a grant meeting with Diane Gill from April 13, 1993 at 10:00 AM to April 20, 1993 at 10:00 AM.

Commissioner Walker asked Roy Morrisette if he had researched the Mask Air Truck issue. Roy responded that this issue came up before the Delegation during budget talks and at that time the Delegation left it up to the Commissioners to decide between a lease-purchase or bonding for the purchase of this truck. Commissioner Walker cannot find the original bid and the representative from Liberty International Trucks had told the Commissioners Administrative Assistant that Commissioner Barka signed the awarding of the bid in November, 1992. Commissioner Henderson mentioned a letter of award dated in December, 1992. Commissioner Henderson clarified that the bid was awarded, the truck is here, and the money has not been appropriated. Commissioner Walker said that it appears that the bonding and leasing was not done and the bid was sent out. She adds that one year's payment has been appropriated by the Delegation and it has been encumbered this year. Commissioner Walker suggests that the Commissioners ask the Executive Board to allow the Commissioners to overspend a line item in the budget to cover the cost of this truck. She adds that if the Executive Committee allows the Commissioners to overspend on the line item and pay for the chassis, the supplemental appropriation can be increased by revenues in the amount of the cost of the truck. Commissioner Barka asked where the revenues would come from. Commissioner Walker responded that there will be revenue from the sale of the piglets in the spring. Commissioner Henderson does not feel the sale of the piglets will cover the cost of the truck. Commissioner Barka wants to ask the Delegation to overspend the line item. Roy Morrisette mentioned that there are escheat funds which are unanticipated revenues (\$118,000). Commissioner Walker moved to ask the Delegation on April 16, 1993 to allow the Commissioners to overspend a line item to pay for the chassis for the Mask Air Truck and then ask the Delegation at the supplemental appropriation to appropriate the money from the escheat fund to be used for the payment of this truck. Seconded by Commissioner Henderson. Voted unanimously in the affirmative.

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Another issue regarding the Mask Air Truck is the titlization of the truck. There was general discussion on this. Ernie Woodside said that if the County insures the truck, we will be liable for maintenance and liability. The contact person for the truck is Chief Walker and he had stated that, in the past, these kind of transactions have been titled in the name of the Town where the vehicle resides. Commissioner Walker said the Fire Organization would be responsible for the title and that she is unsure whether the organization can be trusted with this responsibility as they have not been able to submit the proper paperwork for budget requests in the past. Commissioner Barka does not feel the County should be responsible for any legal action that may result from the accidental or improper handling of the truck. Commissioner Henderson feels that it is unrealistic to expect that if the County takes title, they are responsible for liability, insurance and maintenance when the Commissioners do not have the authority to spend the money in the first place. Rep. Malcolm suggested that the Commissioners lease the vehicle for \$1 a year with the understanding that they will maintain and assume liability for it. Commissioner Walker felt that it was part of the original agreement that they would provide the insurance. Commissioner Henderson asked to table this issue for a later date in order to talk with the Fire Service people, the County Attorney, or as Rep. Malcolm suggested, check the current registration of the truck that is there now. The Commissioners will call Mr. Courtemanche from Liberty International Trucks to tell him they will give him an answer on billing and titling after the April 16th Executive meeting.

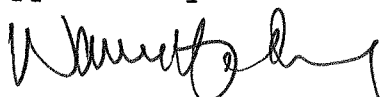
There being no further business to come before the regular weekly meeting, Commissioner Walker then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (a), (b), and (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative on a roll call vote at 4:00 PM.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

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/pjt

Enclosures: Landscape Construction and Amenities Bids
Report on Disbursement of Hogs on County Farm
Frozen Food Bids

MINUTES
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
NON-PUBLIC SESSION
COMMISSIONERS CONFERENCE ROOM
BRENTWOOD, NEW HAMPSHIRE
APRIL 5, 1993

As per RSA 91-A:3 II (a), (b), and (c), the Board of Rockingham County Commissioners went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote at 4:15 PM. The following were in attendance: Commissioners Barka, Walker and Henderson, Ernest Woodside, Director of Maintenance, Roy Morrisette, Director of Personnel, and Pam Tessier, Temporary Administrative Assistant to the Rockingham County Board of Commissioners.

The purpose of the meeting was to discuss the possible termination of an employee in the Maintenance Department and to discuss employee evaluations.

Ernie states that he has a Shift Technician who is unable to handle certain aspects of his job in a responsible, professional manner as described in his job description. Ernie reports that the Shift Technician is, among other things, responsible for fire alarms and sprinkler alarms for the Nursing Home on all three shifts. Ernie has discussed this problem with the employee in question several times. Mr. Bill Sturtevant, Director of the Rockingham Nursing Home is uncomfortable with this employee's coverage of the facility as there has been multiple incidents when alarms have gone off and the employee has been unable to handle the situation effectively. Ernie has looked at his shift schedules to see if this employee could be eliminated from covering the nursing home, but has been unable to do this. Ernie adds that by shifting this employee's responsibilities it is unfair to other employees and could be grounds for grievances in the future. Commissioner Henderson questioned a letter the Commissioners received in which the employee stated that it is a language problem which has been misinterpreted as an inability to perform the job satisfactorily. Ernie responded that it is not a language problem and there is clear proof that the employee is unable to be calm and professional when alarms go off. He adds that he values and respects Mr. Sturtevant's opinion who has voiced his opposition to having this employee responsible in the nursing home during other shifts.

Mr. Morrisette stated that it is not only a question of the employee's inability to communicate, but also the actual inappropriate actions that take place by the employee when an emergency occurs.

It was decided by all three Commissioners that they would meet with the employee in question on Wednesday, April 7, 1993, to discuss the termination.

NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
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At this point in the meeting, Mr. Morrisette, Mr. Woodside, and Ms Tessier, left the meeting, leaving the three Commissioners.

Commissioner Walker requested the Board finalize the evaluations of Diane Gill and Roy Morrisette which were signed on January 5, 1993, but were not discussed in a Commissioners' meeting and were not given to Commissioner Walker for her input.

Commissioner Walker explained that last year when the Board was preparing their Administrative Assistant's evaluation, legal council was sought to see how the Board should do evaluations if the Board members do not all agree on the scores. She indicated that Steve Herman, legal council, stated at that time that each Commissioner should initial the number in each category that reflects his/her evaluation. The number should then be averaged. This advice was taken in the Administrative Assistant's evaluation.

Commissioner Walker emphasized that since she was not given the opportunity to participate in these evaluations, she felt the citizens of District 1 were not being given the same representation as those in Districts 2 and 3.

Commissioner Walker reminded Commissioners Barka and Henderson that only last year when an employee was given her evaluations before the Administator had completed it, it cost the County \$40,000. She expressed concern that the employees in question received their evaluations, with the pay increases, and were allowed to sign them and start receiving the pay increases, all before one of the Commissioners was able to see the evaluation. Both evaluations in question state that the Board of Commissioners are the reviewer. Commissioner Walker stated her belief that the "Board" means all three Commissioners, sitting in a posted meeting, with Minutes being taken. Today is the first day such a posted meeting has occurred with regard to these evaluations.

Commissioners Barka and Henderson agreed that all future evaluations could be done according to that method.

Commisisoner Henderson indicated that, as he has done on other issues that have come up, he would oppose going back and opening up issues from the previous Board in years passed. Commissioner Henderson stated his belief that reopening those evaluations would cause needless stress and morale problems, and that he wanted the Board to focus on issued ahead rather than behind the Board.

Commissioner Walker raised further concerns regarding Roy Morrisette's evaluation. This evaluation was not due until March, 1993, but was signed in January, 1993. Only one Commissioner signing the evaluation was a member of the Board in March. Commissioner Walker pointed out that this year's evaluation of Mr. Morrisette is not the only evaluation in the past four years where questionable practices have occurred. She adds that as the Director of Personnel, Mr. Morrisette should know that an employee should not get the evaluation for signature until the proper evaluation procedures are taken.

Commissioner Walker explained that in November in the evaluation of another Department Head, Commissioners Barrows and Barka voted to allow the evaluation of the majority of the Board to prevail, against what she interprets as the advise of legal council. Commissioner Walker pointed out that only in one of four evaluations have the Commissioners followed the evaluation procedure she outlined earlier regarding the advise of legal council. That was in the evaluation of the Administrative Assistant. Commissioner Walker expressed concern and disappointment with the refusal of the Commissioners to allow her the same authority as they enjoyed. No action was taken on this item.


There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and voted unanimously in the affirmative at 6:00 PM.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

PT/JW/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 12, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Irene Dodge, Deputy Treasurer; Erica Mantz of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Kenneth Malcolm; Mary Currier from the Rockingham County Conservation District.

Commissioner Barka opened the meeting at 2:30 PM. It was noted for the record that the Minutes of the March 30, 1993 and April 5, 1993 Commissioners' Meetings were available, but had not been reviewed and signed by the Clerk of the Board of Commissioners.

The Commissioners reviewed, approved and signed Warrants for Construction, Accounts Payable and Payroll.

Mary Currier, who is from the Rockingham County Conservation District, asked the Commissioners if the Conservation group, in conjunction with Cooperative Extension, could use different places within the County complex for a couple of projects. One is a Tree Planting Workshop on the morning of April 24, 1993. She reports that an area on the other side of the old jail is usually used. The workshop educates people on how to plant the trees they've ordered, proper pruning and laying out, etc. The second project involves the trout delivery in the afternoon of April 24, 1993 which is usually done in the area of the barn. Mary also said that there is another tentative date of May 1, 1993 for tree delivery near the barn. Commissioner Walker moved that the Rockingham County Conservation District be allowed to use the County complex for a tree planting workshop and trout delivery on April 24, 1993, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. Commissioner Walker moved that the Conservation District be allowed to use May 1, 1993 for tree delivery, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

Mary reports that the Conservation District, through the New Hampshire Department of Environmental Services, has applied for grant money under Section 319 of the Clean Water Act. Mary adds

that the District has identified the area as the Exeter River Watershed Southern Great Bay Watershed which has approximately 160 square miles identified within this area. She adds that the EPA money that they have applied for is for an approximate total of \$182,245 and under that there are five different items referenced if this is approved. The first item is the crop management service where the Conservation District would supply crop management services to farmers such as monitoring the nutrients, pesticides, etc., for a fee, to provide greater crop and test management information. The second item is milk house waste treatment demonstration areas. The third item is manure management which is an item Mary wishes to discuss with the Board. The District has identified, within the proposal, where the Conservation District would like to set up three composting facilities modeled after the UNH facility with the main purpose being to link sites with the excess manure (mainly horse manure) around the County in watershed areas and establish a manure brokerage, composting system. Mary asked if the County would be interested in learning more about any of these issues.

Commissioner Henderson said that this issue had come up before when the Conservation District organized area farmers and the indication was that there might be a viable plan that could be put together to create a centralized composting facility. He adds that it has also come up in discussions here at the County complex as one of the alternatives that should be looked at when reviewing the County Farm operation. Commissioner Henderson feels it is appropriate, especially if the County could assist the Towns in the vicinity who have the problem. Mary reports that the District has applied for money to help fund the setting up and building of the sites. Commissioner Barka asked who would run it? Mary responded that three different sites were being looked at and could be run three different ways. She adds that once the money is granted, she would come back before the Board with the Grant Application for input and approval. The decision on the money will be made at the end of April. Commissioner Henderson said that the County's involvement would depend on the land being County-owned or non-County-owned. Commissioner Walker had a concern about where the site would be located and Mary said it would have to be carefully sited. Commissioner Barka asked if there is more than one type of composting systems. Mary responded, yes, and that she is talking about leaf and yard waste and manure. She adds if it is done properly the odor should be minimal. All three Commissioners were in agreement that this is an area that they would be interested in being considered as a possible site.

Another issue Mary presented, under the grant application, was a stormwater runoff field demonstration site and she reported that

this past year the Conservation District, with Cleanwater Funds, published a booklet in conjunction with the New Hampshire Department of Environmental Services and is now the State guidelines for stormwater erosion and sediment control. The Conservation District is proposing to set up demonstration sites for training for the proper installation of best management practices for stormwater erosion and sediment control and Mary is asking if there is a site for this training on the County complex. Training would involve repairing and maintaining, in a proper manner, the silt fences, swales and hay bales located on the County property. Ernie Woodside, Director of Maintenance, said the District was welcome to upgrade and repair the swales on the County property. Commissioner Barka asked Mary to come back with a plan in the future for further discussion.

Mary had another grant application to discuss. Mary talked with Joe Quinn from the Department of Resources and Economic Development and reported that the County is eligible to apply for land and water conservation funds. She asked the Commissioners if it was possible to discuss having the County apply for funds to build nature trails as the Conservation District does not have the funds for this. Mary adds there are grants available but they are highly competitive. She says there is \$12,500 available per community which must be matched, but can be in-kind services for the match. Commissioner Barka asked if this was strictly for children? Mary responded, no, it must be dedicated to public outdoor recreation. Mary adds that if it was not open to the public, the chance to receive the money would be decreased. Commissioner Barka said that if it was available to the public, it would mean liability insurance which is expensive. Mr. Quinn is available to meet with the Commissioners if he is needed. Commissioner Walker said the nature trails would be in the same area where hunters have been restricted and is a controversial subject. Commissioner Henderson said that he had "very limited enthusiasm for this project at this time."

Mary reports that the Conservation District's funds request were not granted and there will be severe financial difficulties this year. The Conservation District would like to work with the Commissioners for possible supplemental funds.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the jail has 145 prisoners with 83/Pre-Trial and 62/Sentenced. Pat said she will be on vacation the week of May 10, 1993 and Capt. Charron will be in charge.

At this point, Commissioner Henderson mentioned a couple of administrative applications. The first is a "Commissioners' Calendar" which will be attached to the Agenda for the weekly Commissioners' meeting. This calendar reflects the Commissioners' scheduled meetings for two-three weeks out and provides Department Heads with an opportunity to schedule meetings with the Commissioners. The second is a revised Accounts Payable form which will help the Business Office to standardize the form that warrants come in on and provides additional needed information.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia reports that she recently attended the New Hampshire Government Finance Officers Association and one of the major topics of conversation was a new public deposit investment pool that was recently approved last week that allows government municipalities in New Hampshire to invest funds at rates that the County could not get. It has been legally approved and is available to us. She adds that the deposit investment pool will allow the governments to invest in a pool that invests in A1-P1 Commercial Paper, as well as longer term investment that couldn't be taken advantage of in the past. She reports that one of the advantages of the pool is its liquidity. The County's current rate of investment is 2.95% per annum and the pool will provide rates of return of 3.30% to 3.70%, after the management fees, which is a significant improvement of nearly 1% per annum. The disadvantages are that it is brand new and is insured only up to \$100M and after that there is no insurance available. Patricia reports that most other states have investment pools and many are managed by the same company. Fleet Bank is the agent who will be controlling this pool and we will not have to pay transfer fees. Patricia asks that the Commissioners approve this to allow the Treasurer and the Deputy Treasurer to deposit and withdraw funds from this account. Commissioner Walker asked who approved this and Patricia said that the Attorney General's office and Mr. Roberge, the Banking Commissioner approved this. Commissioner Walker asked Patricia what amount of money would be invested - all or a portion. Patricia responded that the way the law was written is that a certain percentage of your "available funds." She adds that there is a question as to whether "available funds" are for the year, for the day, the month, in the budget, etc. She needs to have this defined better. Commissioner Walker moved to approve the documentation presented for signature with a copy being presented for the minutes and that the wording on the document be changed from "secretary" to "clerk," seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Patricia spoke in regard to a Cash Management Seminar that Fleet Bank is having which is advantageous to both the Treasurer and the Fiscal Officer. Patricia presented the warrant and application for herself and Theresa Young who was unable to attend this meeting. Theresa has requested that money be transferred from the Fiscal Officer's Equipment Line Item to the Conference Line Item to cover the cost of this Seminar. Commissioners Barka and Walker questioned the need to transfer money and thought the Fiscal Officer had sufficient monies in the Conference line item. Commissioner Walker stated that money cannot be transferred between line items without the approval of the Executive Board. The Commissioners referred to the 1993 Budget for clarification and found a line item for \$500 in the Continuing Education line item. Patricia responded that Theresa has already used this money from past approvals on other conferences. Commissioner Walker wants the money taken from the appropriate line item, the Continuing Education Line Item. Commissioner Henderson moved to approve both warrants for the Seminar, seconded by Commissioner Walker and voted on unanimously in the affirmative.

Patricia received a letter from Mr. Mike Selby who has 75 original checks, most from October, 1906, from the Rockingham County Treasurers Office and he would like \$50.00 for them if the County is interested in them. The Commissioners asked Patricia to send Mr. Selby a thank you note as the County is not interested in purchasing them.

Patricia spoke in regard to a discussion which took place at the Construction Meeting on this date. The discussion involved Patricia's previous request to have the Commissioners reconsider the office space allotted to her. Commissioner Barka had made a motion in regard to this issue and as the Chairman, he is unable to make motions and also call for a vote. Patricia is now asking if the office space decision is final. Commissioner Henderson responded to Patricia's request. Commissioner Henderson does not wish to "revisit" the office space allocation. He would like to see the move go forward, as planned. He adds, "No office space is perfect.....nothing is in stone" and if any of the assigned offices do not work out they can be looked at at a future date. Commissioner Barka agrees with Commissioner Henderson's assessment of the situation. Patricia said that she understands the reasoning behind the Commissioners decision to allocate a smaller office to a part-time person, but she perceives the County Treasurer's role as being determined by the County Treasurer. She adds that she realizes the former Treasurer only needed office space at night and on weekends and cited the example of Merrimack County whose Fiscal Officer reports to the County Treasurer which is a larger role than at Rockingham County. Patricia believes it is up to the County Treasurer to decide how involved he/she wants to be in the Treasury.

Patricia reports that she is currently working on a short-term consulting assignment and she intends to be present in the office many hours during the day and that there will be many meetings with bankers and financial officials. She adds that, based on the financial problems of the past, it would be worthwhile for the County to show its willingness to take the financial side of the County seriously. Patricia says that "symbolically" it does not look good to have the Deputy Treasurer and a secretary in a larger office than the Treasurer and the Treasurer in the smallest office on the floor. Commissioner Henderson responded to Patricia's issues by stating that decisions should not be made "symbolically" and that his "space plan" was based not on elected officials, but with those employees who worked full-time. He adds the State of New Hampshire bases credibility not on the size of the desk or office, but by performance, and rather than look at symbolism, office space decisions were founded on the needs of the current office management staff, not elected officials. Commissioner Henderson states that this places all elected officials in the same category. Patricia then asked if all elected officials were the same, why was she given the smallest office. Commissioner Henderson responded, "luck of the draw."

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is progressing with adjustments to move-in dates for the Mitchell building. The ground floor of the Mitchell building will be ready for occupancy by April 15, 1993. Mitchell 1 will be ready for occupancy by the week of April 26, 1993 and Mitchell 2 will be ready by May 8, 1993.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter presented a request for waiver on the computer package for the radio shop. He referenced a comparison sheet from Theresa Young on PC's and his only question on it is if the old files on the existing system will be moved into the new system as it does not state that on the quotes listed. Sheriff Vetter asks that Theresa research this particular point. Commissioner Walker moved to waive the bid on the stand alone computer for the radio shop and that after Theresa notifies the company regarding the transferring of old files to new system, the bid be awarded to the lowest quote, not to exceed \$2,500. Commissioner Henderson questioned seconding the motion with the \$2,500 figure which may not take into consideration the possibility an extra charge for the transferring of files. Commissioner Walker amends the motion to state that the purchase be awarded to the company with the best price, seconded by Commissioner Henderson, voted on unanimously in the affirmative.

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The Sheriff reports that the vehicles are starting to come in at the Ford garage and he has spoken with Ford Motor Credit Company who stated the reason for the delay was the garage wants to make sure there is an accurate delivery date to us. Twenty out of 21 vehicles will be delivered. The 21st vehicle is for Maintenance and is a large dump truck which needs special body work.

Denise LaRoche, at this point in the meeting, spoke regarding follow up to the draft she had presented to the Board at last week's Commissioners Meeting (Reference: Commissioner Meeting Minutes - April 5, 1993). Commissioner Walker had two areas of concern that were presented in the draft proposal but had not yet been approved by the Commissioners. The first area concerned accepting children six weeks old which Commissioner Walker said would require an increase in staff and the Commissioners have stated they would move without additional staff. The second area regarded providing day care to working parents throughout the County. Commissioner Walker has concerns with those issues being included within the proposal before they have been resolved. Commissioner Barka asked if these had to be included in order to get the grant. Denise responded that while she was making changes, it would be a complete change. She adds, and Bill Sturtevant agreed, that discussions on infant care and the cost of infant care has been discussed with previous boards over the years, but the Boards have not voted to make this change. Denise said that when a market survey of the community was done, at the request of the present Commissioners, this was one area that was not adequately met within the community. It was for that reason that it was included within the proposal. Commissioner Henderson said that, due to the time constraints for the grant deadline, the proposal should be worded in a manner so that the grant eligibility would not depend on the Commissioners making those changes. Commissioner Walker said that the Commissioners had stated that when the consolidation was made, there would be room for 12 more children without additional staff and that small children would require more staff and it is unknown whether infant care would pay for the extra staff. Denise responded that she had re-worked the numbers from her original proposal to contain a comparison of the site of the current program versus the administration building. She found that the total square footage would go from 1,385 to 2,587 square feet; the licensed capacity would go from 35 children to 55 children; the daily staff wages, with benefits, would go from \$613/day to \$650/day; staff members would increase from five full-time/two part time to six full-time/three part-time employees; the daily estimated income in parent fees, less the 15% incomplete enrollment, would go from \$390 to \$650 which is an increase of \$260/day. She adds that she figured the percentage of staff wages paid by parent fees currently which is 64% and in the new building with the increased children and

staffing, the parent fees would cover 100%. Bill Sturtevant presented a suggestion in wording to help the Board to understand the issue without eliminating it. Bill said it could be worded to show what is currently provided, what the future capabilities could be with the renovated building, and that the addition of infant care would be based upon its financial feasibility and its needs assessment from the community and that the Board would have to review this at the appropriate time. Bill adds that this would show that it could be done, but have not yet agreed to do so. Commissioner Walker said that there is a concern with the community in that if there are only eight spaces available and it is opened up to the community, who will get those spaces. She adds that she has already received calls from providers who are opposed to the County taking away possible clients from them. Commissioner Walker stated that maybe the infants could come from employees, rather than outside sources. Bill agreed but stated that there is no available slots presently within the community for infant care. Commissioner Henderson stated that he does not wish to see the County compete with private businesses and there is an unmet need in the community for infant care. Commissioner Walker suggested that the unmet need may be because it is not cost effective. Denise mentioned that the County is in a unique position in that funds would be pooled from the County, the private sector and parents in order for it to work, whereas others do not have those sources available for infant care. Commissioner Henderson responded that there are not enough slots available to fill much of the unmet needs of the community. Denise feels that part of the reason why she has been unable to tap private funds is because the current day care is an employee benefit and a lot of people are not willing to support a program for employees. Commissioner Henderson moved to approve Denise's proposal provided Bill Sturtevant helps Denise in the change of the wording referring to infant care and availability to the private sector to reflect the Commissioners' position at this time. Commissioner Walker asked Bill how he would phrase the wording. Bill replied that it could be changed to read, "developing a public/private partnership, opening the door to affordable, accessible and quality care to working parents." Commissioner Walker is uncomfortable with the proposal stating anything other than County employees and would prefer this be eliminated at the present time. Bill states that the "Mission" portion of the proposal is broad and only mentions "county children." The motion was seconded by Commissioner Walker pending the approval of the change in wording and voted on unanimously in the affirmative.

Bill responds that one other aspect of the grant that is required is that there is a letter of endorsement signed by the Chairman of the Board. Commissioner Barka said he would sign the letter if it is presented it to him. Commissioner Walker wants to

present this to the Delegation. Commissioner Henderson said it is his intention to provide an update to this quarter's Executive Committee and he will address this issue with them.

Denise presented the Title 20 Contract for 93/94 for signature. Title 20 is a federal program for income eligible families.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports there were no hogs and six beef sold to the kitchen this week. The total pig herd is 199 and the total beef herd 101. Bob reports they have been grading the dirt road and cleaning up the property after the winter.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie presented a request for a waiver on a one-piece kitchen center for Mitchell 2 and attached are the three companies who have this product available. Ernie is recommending G&C Restaurant Equipment be awarded the contract as they are the lowest price and the only one who was able to give a three-week delivery date, as opposed to the others who were 30 days or more. Commissioner Walker moved to waive the bid and allow Mr. Woodside to order the one-piece kitchen unit, seconded by Commissioner Henderson, voted on unanimously in the affirmative.

Ernie is requesting a Non-Public Meeting under RSA 91-3:2 (a) and requests that Mr. Morrisette be present at that meeting.

Ernie reports that the boiler at the slaughterhouse overheated to the point where it got "red hot" and it may be cracked. This means there is no heat or hot water and the slaughterhouse cannot operate until the boiler is repaired. He will notify the Board regarding the status of this in a couple of days. Ernie asked the Commissioners about the farm assets that were presented to the Board by Bob Kidder at a recent meeting. He would like the opportunity to evaluate whether these can be used in other areas of the County property.

Ernie spoke with Global who was the company who handled the first stage of the phone system (ICS was approved by the Commissioners for the installation of the system). Ernie will have a tour meeting with Global on Wednesday, April 14, 1993 and would like the Board to provide him with any questions they may have so that they can be addressed during that visit. The meeting for the contract meeting will be held at a later date and this tour will be to verify that ICS has met their contract.

Ernie reminded the Board about ordering any new furniture for the

move to the Mitchell building and he needs a list of the office space assignments in order to put in the proper outlets and dedicated services. Bill Sturtevant said that he had what Ernie needed. Commissioner Walker said the new Fiscal Officer will require new furniture at this time, but that she would prefer waiting until the move was done to ascertain the needs of other employees before it is ordered. Commissioner Henderson said the Treasurer also needs new furniture.

Commissioner Barka notified the press that the Board is considering going back to a morning Commissioners' Meeting after the move is made. Steve Haberman said more was accomplished with afternoon meetings and Bill said that the morning meetings used to stop for lunch and that originally the Commissioners held meetings at 1:00 PM which lasted all afternoon.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census is 300 with 14 on the waiting list. He reports that the last six months there have been 79 discharges. There are 66 clients in the Adult Center and 35 children in the Children's Center.

Warrants:

Construction	\$ 2,080.34
Payroll - Period Ending 4/3/93.....	226,278.54
Accounts Payable - 4/7/93	105,857.05
Accounts Payable - Discounts	23,486.70
	14,170.81

Bill reported that the low bidders for frozen food bids which were opened last week:

Associated Grocers	\$ 498.60
Hallsmith Sysco	270.95
Sheheen Bros.	387.55
Jordons Foods	1,516.32
North Center	351.90
	3,035.32

Commissioner Henderson moved to accept Bill's recommendations, seconded by Commissioner Walker and voted on unanimously in the affirmative.

Bill reported on the landscaping bids, opened last week. Bids were received from Desmond Landscaping, Salmon Falls and Morins Nursery. Bill had Pelletier Associates, the landscape

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architects, review the bids and they recommended that the Board award the contract to Desmond Landscaping as they are the low bidder and that a meeting be set up with them to discuss a planting schedule. Commissioner Walker reports that it was also a recommendation that the quotes for the atrium be held as a separate item because the landscape architects who designed the building did so with the premise that it would be cold in the winter time and a dormant time for plants and flowers. This did not happen this past year and it is uncertain how hot it will be this summer. Therefore, different plans may be needed. Bill suggests that Desmond be consulted on this as they were the low bidder on the atrium, as well. Commissioner Walker moved to award the bid to Desmond Landscaping with the stipulation that the portion concerning the atrium be held off for six months to ensure that what was designed will hold the heat of the summer, seconded by Commissioner Henderson, voted on unanimously in the affirmative.

Bill presented bids for provisions/groceries. Bids were received from:

Kraft, S.S. Pierce
Sheheen Brothers
Hallsmith Sysco
Jordons Foods
Donnolly Brothers
Associated Grocers
North Central Food Service

Commissioner Henderson moved to shop the bids for provisions/groceries, seconded by Commissioner Walker, voted on unanimously in the affirmative.

Bill asked Mr. Woodside for the status of the fiberglass hot water tank for the laundry. Ernie responded that the old tank is being removed this week and the new one will be in next week.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy asked if the Board was comfortable with the responses from Dennis Gardner from Hartford Insurance on the site work (roads, licenses, etc.). Commissioner Walker said there are things that need to be discussed. She adds the Board has not checked on the cost of providing Defensive Driving. Roy responded that he has asked Hartford to come in and discuss that with the Commissioners. License checks were discussed. Roy said the company wanted hard copies. Bill feels that employees may be concerned as to who has copies of driving records and there is a confidentiality issue. Representative Malcolm said driving

records were public records. Bill said he understood that but that there are employees who get nervous about confidential material. Roy assured Bill that he talked with the Sheriff who would receive the list, assign someone to it to review, and would notify us if there was a concern. Bill asked if a release was available prior to this happening. Roy said that could be done when the list was sent out. Commissioner Henderson said that the Board is not obligating itself at this time and these items were open to discussions only at this time.

Roy presented an inventory of taxable property for the Clerk's signature which states what work was done here regarding the addition and renovations for the Town Clerk in Brentwood. Roy has to reference the tax maps because he has been unable to pinpoint the numbers presented on the inventory to a tax map.

Roy requests a Non-Public Session under RSA 91-A:3 II (c) for a personnel issue. There being no further business to come before the regular weekly meeting, Commissioner Walker moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II, (a) and (c), to discuss a leave of absence with issues involved, a possible termination and union negotiations.

Steve Haberman asked the Board if the Commissioners have their own offices in the new building. Steve asked Commissioner Henderson about his using the term "luck of the draw" in response to Patricia Kelley, did he mean there was a lottery held? Commissioner Henderson responded no, that he was using that term as a figure of speech and the process used was to first house the Business Office and the Deputy Treasurer in order to effectively use the office equipment they will be sharing. He adds there were limited options available due to the configuration of the building without moving walls and he looked at the best way to set up offices to accommodate the specific needs of individuals. He adds that he has asked for input from the other Commissioners regarding office space and that space was awarded on the basis of the salaried employees who provide the bulk of the work done in the County Commissioners office. Commissioner Walker mentioned that when the original building plans were presented to the Delegation, the Treasurer at that time had no problem with sharing an office with the Deputy Treasurer, and the configuration was designed with that in mind. She adds there is a conference room available on that floor if private meetings are needed.

The original motion to go into Non-Public Session was voted on unanimously in the affirmative at 4:45 PM.

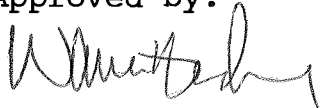
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Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosure: Bid - Provisions/Groceries

**MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
APRIL 12, 1993**

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker and Henderson, Ernest Woodside, Director of Maintenance and Roy Morrisette, Director of Personnel.

Mr. Woodside discussed the termination of a Shift Technician in his employ.

Mr. Woodside left the Non-Public Session and Mr. Morrisette discuss the leave of absence for an employee and the related issues for the continuation of the leave of absence beyond the normal period of time. Commissioner Walker moved, seconded by Commissioner Henderson, to extend the leave, without pay, pending the settlement of the workmen's compensation claim

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson. A roll call vote was taken with a unanimous vote in the affirmative at 5:45 PM.

Approved by,



Warren Henderson
Clerk, Rockingham County
Board of Commissioners

RM/pjt

MINUTES
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 19, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Mike Alden, Sheriff's Department; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Bill Vahey, Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Diane Gill, Director of Human Services; Dan Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the March 30, April 5, and April 12, 1993 meetings of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Walker to approve the Minutes as presented. Motion passed.

Warrants for Construction, Accounts Payable and Payroll Warrants were reviewed before the meeting, approved and signed.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young and
REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Theresa reports that she met with Roy Morrisette, Director of Personnel and Charlene Roche, Business Office Supervisor, and discussed the job responsibilities between the two offices and it was decided that there would be a clearer separation of duties. Theresa has developed a memo which will be sent to all Department Heads that will let them know who the contact person will be for specific requests. For instance, all entrance and exit interviews will now be handled by Roy as the Director of Personnel. There will also be two baskets in the Central Business Office for mail, one for Irene Dodge, Deputy Treasurer and one for the Central Business Office. Another change will be payroll procedures. Theresa has decided that checks will not be in "the open" anymore. They will be in the safe and an accounting person will distribute them.

Theresa referenced a comment made at the Executive Committee Meeting held on Friday, April 9, 1993, in which a representative from the Committee asked if Theresa would do a study on health plans. Theresa discussed this with Roy Morrisette and suggested that Roy talk with Department Heads about forming a three-person committee or team to study this issue. Commissioner Barka asked

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if the Delegation had appointed a committee to look at health issues and Representative Sytek responded that there was a committee formed for that purpose. Commissioner Walker said appropriate staff was needed for research and that the three-person team would be helpful to the Delegation Committee. Commissioner Henderson supports the three-person committee and feels it should involve one of the Commissioners. He adds that the focus should be on self-insurance and that there should be open communication with the Delegation's committee on health for an interchange of ideas. It was generally agreed that the committee should include input from someone fiscally oriented, as well as someone from Personnel. Commissioner Henderson had expressed interest in being on the committee and Roy Morrisette and Bill Sturtevant were mentioned as possible committee members. No decision was formally made regarding membership of the committee.

Theresa reports that she and Charlene Roche have met with a representative from ADP, a payroll company, to discuss options such as direct deposit. Before any final decisions are made Theresa will have a two-week time study done of the business office at the end of May in order to properly evaluate time spent on individual functions.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is proceeding well with move-in on the ground floor of Mitchell completed. Dave anticipates the first floor move-in to proceed on schedule and will let the Commissioners know the status of work on the second floor at next week's meeting.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Mike Alden

Mike presented the report for the Sheriff's Department for Sheriff Wayne Vetter who was out of state today. Mike reports that six of the thirteen cruisers have been received (two marked, two unmarked and vans) with the remainder due on Thursday. Mike said that Sheriff Vetter would like the Commissioners available tomorrow to sign the contract from Ford. Commissioner Walker said that a previous decision of the Commissioners was to have the contract looked at by legal council before signature. Mike said he would FAX the contract to Steve Hermans for his review before the Commissioners signed it.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs or beef were sold to the kitchen. Six piglets were sold to the public and total pig herd is at 193.

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Twenty-four feeder calves were brought in to bring the total beef herd at 125. Bob's staff has been working on the land plows, getting them ready and changing the oil on tractors. His staff will start fencing tomorrow. Bob requested a meeting with the Commissioners to discuss the labor situation on the farm and it was decided that Bob will meet tomorrow at 9:00 AM in the Commissioners office.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie would like approval from the Commissioners, to respond to a request from Diane Gill, to re-open the Drug and Alcohol Abuse Counseling office in the barn. Commissioner Walker stated that this program has always been in effect. Diane reports that there is a minimal amount of furniture over there at the present time and that she needs the key. She reports that Dawn Barnes will use the front portion of the office for juvenile intake families. The Commissioners approved this request.

Commissioner Barka asked if the slaughterhouse boiler situation had been resolved. Ernie responded that Bill Vahey, reporting today for Pat Donovan from the Department of Corrections, would have a report to make in conjunction with the slaughterhouse. Commissioner Walker asked about the boiler and Ernie reported that he thinks they were able to save the boiler and it should be back on-line by tomorrow.

Bill reports that he has an issue to discuss with the Commissioners as Chief of Police of Brentwood and as he is filling in for Pat Donovan today he would act in both capacities before the Board. Commissioner Barka suggested a non-public session and Commissioner Henderson questioned whether the issue was appropriate for non-public session and that it should be determined at this point of the meeting. Mr. Vahey sees no problem with discussing this in a public forum and said that it would be in the newspaper, anyway. Ernie said this issue involved contracts and leases of the slaughterhouse and the operations involved with it.

Ernie reports that he will be gone the first part of tomorrow morning to pick up the new vehicles for the Maintenance Department.

Ernie presented copies of a report for the total cost of snow removal for the 92-93 season which had been requested by the Commissioners at a previous meeting. The total was \$134,751.07 for snow removal, salt, sand, ice melt, motor services and repairs. Commissioner Walker asked how much was budgeted and Ernie responded that there is no line item for snow removal and

the money comes out of the buildings and grounds line item. Commissioner Henderson asked if there was a comparison of this year's cost and the costs for the previous two years. Ernie responded that this was the first year it had been asked for and the request came because of the unusual amount of snowfall this past season.

Ernie continued to remind the Board about furniture for the move and also asked about where the Commissioners would like to place the safes. Treasurer Patricia Kelley said that the small safe will be placed in her office if there is room for it. Commissioner Walker said the large safe would be placed in either the Administrative Assistant's office or Commissioner Henderson's office, depending on where it would best fit.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census is 299 with one death over the weekend, 21 on the waiting list, no one in the hospital, and an admission scheduled for Wednesday. There are 67 clients in the Adult Center and 35 children in the Childrens Center.

Bill presented warrants for the record which had been previously reviewed, approved and signed by the Board of Commissioners.

Accounts Payable	\$ 31,197.38
Construction	8,659.02
	265,947.14

Commissioner Barka presented Bill with a copy of a letter from Aring Schroeder Architechts which asked about cutting liability and told Bill that the Commissioners' answer was "no." Commissioner Barka asked Bill if he wanted to call or if Bill would call and Bill said that he would call.

The results of the bids on groceries which were opened at last week's meeting are:

Associated Grocers	\$ 1,112.80
S.S. Pierce	3,194.10
Hallsmith Sysco	674.64
Jordons Foods	2,762.08
Sheheen Brothers	703.50
Donahue Brothers	1,884.53
North Center Foods	2,235.95
	12,527.60

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Bill recommendation was that all bids be awarded. Commissioner Walker moved to accept Bill's recommendation for awarding the bids for the products listed above, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Bill requests a Non-Public Session under RSA Chapter 91A:3 II, (a), to discuss a job performance of an employee.

Bids were received for Paper Products and opened by the Board for review.

Bids received were:

Bay Colony Paper Corporation
Arnold T. Clement Company, Inc.
Central Paper Products
Target Industries
Banner Systems
MASSCO, Inc.
Portsmouth Paper Company
Joseph Garland, Inc.

Commissioner Henderson moved to shop the bids, seconded by Commissioner Barka and voted on unanimously in the affirmative.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Mr. Bill Vahey presented the Department of Correction's report for Pat Donovan who was attending a meeting. He reports that the count is 158 with 10/Federal, 94/Pre-Trial and 64/Sentenced.

Bill spoke as Chief of Police of Brentwood and reported that last week he was informed, by one of his employees who works for Buxton Oil, that a bad check for \$1,092.96 was received from the lessee at the slaughterhouse. Commissioner Walker stated that the County leases the facility and any bills incurred by the lessee are his responsibility, not the County's. Bill agreed that the County was not liable, but that because the tenant was leasing a County building, he felt the Board should be aware of the situation. Mr. Vahey said there would be other "bounced checks" coming in the future. Bill intends to give the tenant until Friday at 5:00 PM to provide the money to cover the "bounced check" or he will be arrested. Commissioner Barka asked to be kept informed on the status of this situation. Mr. Vahey asked about public service bills and Ernie Woodside said there has been an arrangement with the public service companies that payment would be rolled over into Ernie's Departmental account in order to prevent the discontinuance of service. Commissioner

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Walker said that food is contained in freezers and it would spoil if the power were turned off. Commissioner Henderson said there could be thousands of dollars involved, this is an asset, and depending upon how long services were discontinued, there was the possibility of destroyed equipment. Commissioner Walker said there was a case of spoiled meat in the past which cost the County \$5,000. Bob Kidder from the Farm said the meat in the slaughterhouse belongs to the tenant and his customer base has been decreasing.

Commissioner Barka asked Roy Morrisette what contract was involved with the tenant. Roy responded that he has a lease and he has until April 15th to pay his rent for this month. Commissioner Walker said the Commissioners have been giving him a six-month renewals with renewal due in June of this year and this may be something the Commissioners will want to discontinue in the future.

Ernie Woodside expressed concern that if the utilities were to be drawn from his department's account that the Commissioners respond to this at the time it happens in order to prevent undue strain on his department's budget. Commissioner Henderson said there may be violations of the lease and even if the lease was not due, the Commissioners may wish to assess the situation and make plans to provide a new tenant, if necessary, to prevent added costs.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy spoke regarding a scheduled meeting with the Commissioners and Attorney Flygare which will conflict with the Commissioners commitment to attend a seminar in Bedford. This meeting with the Commissioners was re-scheduled for 8:00 AM in Bedford.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane introduced Pat LaPointe who works for the Division of Children and Youth Services and is one of the four educational specialists for the State. She adds that DCYS has asked the ten counties to make a decision as to whether to pursue reimbursement for what is being called "James O Cases" which Pat will explain.

Pat reports that there is a name change for the Division of Children and Youth Services which will now officially be called Division of Children, Youth and Families.

Pat explained that the James O Consent Decree is not a court order but a mutually consenting decree. For background purposes, Pat went on to say that James O. from Nashua was placed by DCYS

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at the YDC (Youth Development Center) in Manchester. He was a student who had been identified as having an educationally handicapping condition and his public school, under Federal law and State statute, provided special educational services for him in his community of origin. There was a deterioration of those services when the child was in placement and the family organized other families and brought a class action suit with the New Hampshire Department of Education and the New Hampshire Division for Children and Youth Services as co-defendants. Precedent was set when the mutually consenting decree to be worked out by the Department of Education and DCYF will be in existence for the next nine years (the decree has been in operation one year). The decree indicates the rights of children and adolescents in New Hampshire where residential placement outside of the home is imminent. If the child has a handicapped, disabling condition the related services will be transferred to the institution. This means that specialized personnel must be in place, even in shelters. One of the issues that has come up in relation to this is reimbursement hearings. The DCYF will not participate in these reimbursement hearings for those claimants on the claimant list and Pat does not know of any county within New Hampshire who will pursue this reimbursement. It is up to the County Commissioners of Rockingham to decide if they wish to pursue reimbursement. Pat adds that the process of pursuing the reimbursement is costly and the tensions between schools and the community will escalate. Pat said the issue to be weighed is the effort, expense, time and energy going to outweigh what will be received.

Commissioner Henderson had some difficulty following Pat's presentation and asked Diane Gill to simplify the issue, if possible, and asked what the bottom line is. Diane said there are 18 claimants in Rockingham County with ten of those claimants having expenses in 91-92. She adds that prior to that, there is some question because of the statute of limitations as to whether the County could proceed. Commissioner Henderson asked if Diane was saying the County had the potential to recover funds? Commissioner Walker said the recovery of funds would be from the local school district. Diane responded to Commissioner Henderson's question that, yes, but the amount of money recovered would be fractional because the County would only collect roughly 25% of what was expended. Commissioner Walker said it would be minimal and that the County would have to hire a lawyer to fight the school districts who would hire their own lawyers and both costs would come out of the taxpayer's pocket. Representative Sytek said a dollar figure would be needed before a decision could be made and whether the school districts would be in Rockingham County or elsewhere. Commissioner Walker said the cost would go to the school district where the child's parents

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reside which would be within Rockingham County. When Commissioner Henderson asked how much money was involved, Pat responded that it would cost too much money to find out that information. Diane Gill, with regard to the 18 claimants in Rockingham County, had figures as to what was expended and what parents reimbursed, but cannot say what would be collected because a determination had to be made whether to go after the parent who reimbursed the most money, the least, or all. Representative Sytek asked how much was spent for settlement all of last year? Diane responded \$1.2M, but that is not just for children in placement. Commissioner Henderson said it is difficult to make a decision if the figure is unknown. Pat responded that DCYF has 75% reimbursement and has chosen not to pursue it. Commissioner Walker is concerned about the taxpayer's burden to pursue the issue. Commissioner Henderson asked if the fixed number of cases is because the practice has been stopped. Pat answered, yes and as a result of the class action children are now screened and services for those in need follow them. Commissioner Walker asked if the County wrote to the school districts and asked for payment and if everyone paid without contesting it, what would the amount be? Diane said 25% of \$13,000 which would be \$3,250. Commissioner Walker moved to go along with the other nine counties in New Hampshire and the DCYF and not seek reimbursement from the local school districts, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia states that, in an effort to establish better controls, one thing she would like to do before her name goes on any checks would be to see all the warrants. She adds that her purpose is to make sure the Commissioners have signed them before her name is put on the check. Patricia said that because she is not here every day she will establish a system whereby her hours of availability are known (Mondays). Commissioner Walker wanted clarification of what Patricia said. She asked if Patricia wanted to review each expenditure? Patricia responded that she wanted to review the warrants to make sure that before her name goes on a check that it has gone through the correct process. Commissioner Walker stated that it does not go to the Deputy Treasurer or the Treasurer until at least two Commissioners have signed it. Patricia said that since she has told the Deputy Treasurer to do this, warrants have come to her without any signatures on them. She adds that this is why she wants to institute this new procedure to see where the system does not work and if Theresa Young's new office procedures work well, this may not be needed. Commissioner Henderson was concerned that Patricia received unsigned warrants. Theresa Young said she

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understood the Commissioners questions to mean that even though Patricia re-sends warrants for signature, it does not explain why the warrants got there in the first place before the Commissioners could see them. Patricia said she believed that the Deputy Treasurer had some responsibility in preparing the cover sheet on the warrants and that Patricia is handed a large pile of warrants where some are signed and some are unsigned. Patricia said she just wanted to ensure that all three signatures are on the warrants. Commissioner Walker said this was an issue between her and her Deputy Treasurer and that what she understood was that the Treasurer wanted to review each of the expenditures. Patricia reiterated that she wanted to review each of the warrants and will do that whether her deputy understands that completely or not. Patricia adds that since she is not here every day the Department Heads should know when she is here because she will be looking at them and many of them would want to take advantage of discounts. Patricia said that if she is not here, her deputy can reach her by phone, by FAX, or by beeper. Commissioner Walker said the manifests from the Department Heads come into the Commissioners office where they are signed and then it goes to the deputy for payment. Patricia responded that she is aware that Ernie Woodside and Bill Sturtevant have a lot of expenditures that come through that they want processed quickly and that they want a quick signature from the Commissioners and they want the checks signed and processed as quickly as possible. Commissioner Walker stated that as a Commissioner she cannot get a check processed quicker than two weeks and if somebody can get checks on the "spur of the moment," they have a lot more power than she has. Commissioner Henderson asked if Patricia wanted to see that the warrants are properly authorized. Patricia responded, yes, and Commissioner Henderson said this was fine with him as it would plug any holes in the system. Patricia also wanted three signatures on the warrants. Roy Morrisette said not all three Commissioners will sign a warrant especially if something is on there that is questioned. Patricia does not want to sign checks if there is a question about the manifest. Commissioner Barka said only two signatures are required and Commissioner Henderson said it was his belief that the law states "majority vote" constitutes an action on the part of the Commissioners and therefore it is the province of the Commissioners. Patricia said she would go back and review the law as it affects her, as well, and she must work within the law. Patricia added that unless someone was on vacation which would prevent them signing, let's talk about it. Commissioner Walker asked Patricia that if a Commissioner either disagrees with a purchase or thinks it is illegal or not done in the proper procedure, does she want something else on the warrant to indicate that it has been reviewed by the entire Board of Commissioners. Patricia said if a Commissioner does not want to

sign a warrant, it could state that it was "reviewed by" with the proper name, as opposed to approved by. Patricia said this would allow the entire Board to be assured that no warrant was passed through without the knowledge of another. Commissioner Henderson said if vacation was involved it would mean that the warrant was not reviewed or approved. He adds that as long as the Commissioners abide by statutory language they are on solid ground. Patricia said that the way she reads the law, it says that the Treasurer shall pay upon order of the Commissioners not upon the order of the majority of the Commissioners. Commissioner Henderson said he would be glad to get Patricia the statute that indicates that a majority constitutes an action by the County Commissioners. Patricia said that would be fine and it would be taken from there.

Patricia then said that since the discussion of office space last week, she has had a chance to listen to the entire tape of the Construction Meeting of March 29, 1993 and apart from the office space and the decision made, she feels that the language used, the demeaning and chauvinistic remarks made were uncalled for and she believes that they were partisan and she believes they were politically motivated. She states she is asking one last time for the Commissioners to review their decision, she has put the tape in the hands of legal council and she would like the issue revisited with an apology from the Commissioners for the discussion and language use in regard to her. Commissioner Henderson asked if she could be specific. Patricia responded that she preferred not to be and this is all she has to say. Commissioner Walker asked if she would be more specific in non-public session and Patricia responded, no. Patricia said the Commissioners had access to the tape and could listen to it.

Patricia left the meeting at this point and the Commissioners questioned whether the tape was in the possession of the County or not. Bill Sturtevant said the tape was signed for out of his office and he has no idea what happened to it after that; it was never returned to his office. Commissioner Henderson expressed disbelief that the tape of the meeting was gone. Bill said that he was not in the office at the time, that his Assistant Administrator was directed to provide Patricia with the tape and that Bill requested that a signature be received for that tape. Commissioner Walker asked who directed this. Roy Morrisette said that Patricia requested the tape and he told her that it was in Mr. Sturtevant's office. Roy said she wanted to listen to it and make a copy of it. Roy told her that she needed to sign it out so its whereabouts would be known. Commissioner Walker said she had no problem with a copy being made but she did have a problem with taking an original tape so that the Commissioners could not listen to it. Commissioner Barka said these should not be taken

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out of the office. Commissioner Walker said there are machines in the office that can be used for taping. Commissioner Henderson said that original copies of minutes for which there are no copies are not allowed to be removed. He adds that the tape in question is an irreplaceable record of a public meeting. Commissioner Walker said she had a tape machine that could be used to record tapes. Commissioner Henderson wants the Commissioners to ask Patricia how she defines the duties of the Deputy Treasurer. He adds that the duties of the Deputy Treasurer are supposed to include authorizing warrants in the absence of the Treasurer and if the Deputy Treasurer isn't going to fill that function, the justification for the position is questionable. Commissioner Walker asked if anyone knew if Patricia was finished with the job description for the Deputy Treasurer that had been requested of her at an earlier Commissioner Meeting. Commissioner Walker wants all attending this meeting to know that if this situation arises again and a copy of a tape is needed, she has a tape machine in her office that can handle that function so that an original tape does not leave the County premises.

Steve Haberman from the Portsmouth Herald asked if the County had filed any claims with FEMA for the blizzard. Ernie Woodside responded that the County had not filed for a claim with FEMA as he felt that the work that was done did not qualify under FEMA's guidelines. Commissioner Henderson stated that though there was a lot of snow, he did not feel that the County qualified for this money especially when one considered the other major disasters that hit sections of the country this past year and were certainly more deserving for these funds.

Steve then asked how much was budgeted for healthcare. The Board was unable to give Steve an answer because they did not have a copy of the budget with them. Commissioner Walker said a rough estimate would be to take \$2,500/year and multiply it by 550 employees. Charlene Roche said another way to figure it out was to take the highest amount which is \$200.12/month per individual multiplied by the number of employees and then multiplied by twelve.

Commissioner Henderson had a statement for Steve Haberman. He said that, "as long as it's within my power to prevent it, we will not make the issues of Rockingham County personal or political."

There being no further business to come before the regular weekly meeting, Commissioner Walker then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (a) and (c), to discuss personnel issues.

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This motion was so voted unanimously in the affirmative at
4:00 PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Maintenance Department Snow Removal Expenditures
Bids/Paper Products

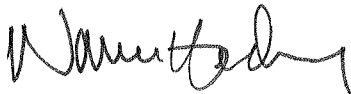
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
MINUTES
NON-PUBLIC SESSION
April 19, 1993

As per RSA 91-A:3 II (a) and (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker and Henderson, Roy Morrisette, Director of Personnel, and Bill Sturtevant, Director of the Rockingham County Nursing Home.

Mr. Sturtevant discuss an issue regarding a Registered Nurse's job performance. Commissioner Henderson moved to authorize Mr. Sturtevant to offer the employee the option of using accumulated sick and other leave time until it is completed or that Mr. Sturtevant's recommendation for termination take place immediately. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 4:15PM on a roll call vote.

Approved by,



Warren Henderson, Clerk
Rockingham County Board of Commissioners

/pjt

MINUTES
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS OFFICE
111 NORTH ROAD
BRENTWOOD NH 03833
April 22, 1993

A meeting of the Rockingham County Board of Commissioners was held on this date in the County Commissioners office at 111 North Road in Brentwood, NH. Those in attendance were: Commissioners Barka, Walker and Henderson; Sheriff Wayne Vetter, High Sheriff of Rockingham County; and Pam Tessier, Temporary Secretary to the Rockingham County Commissioners.

Commissioner Barka called the meeting to order at 9:55 AM.

Commissioner Walker moved to waive the bid on the purchase of vehicles and allow the Sheriff to negotiate on the behalf of the Maintenance Department, the County House of Correction, and the Sheriff's Department with the Ford Motor Company, who was awarded the State bid for automobiles, and to allow the Sheriff to act on behalf of the County Commissioners to sign the Delivery Certificate and any documentation needed when he picks up the vehicles. The motion was seconded by Commissioner Henderson and open for discussion.

Commissioner Henderson asked the Sheriff if the waiver was because the Sheriff was confident this was the best deal. The Sheriff responded in the affirmative.

The motion was voted on and passed unanimously in the affirmative.

Commissioner Henderson moved to direct the Director of Maintenance to provide an assistant to be used for the installation of radios in the new vehicles. Wayne said that he had a Special Deputy who had been an electrical expert during the Vietnam War and who was willing to come in and help the assistant that Ernie Woodside would provide. Sheriff Vetter will hire this man on a temporary basis and has spoken to Ernie Woodside who said he would provide the Sheriff with an assistant. Commissioner Henderson withdrew the motion.

Commissioner Walker moved to authorize the Rockingham County Commissioners' Clerk to sign the lease from Ford Motor Company on behalf of the Rockingham County Board of Commissioners. The motion was seconded by Commissioner Henderson and open for discussion. Commissioner Walker asked the Sheriff if the lease had been reviewed by the attorney, Steve Hermans, as requested by the Commissioners at their April 19, 1993 regular Commissioners Meeting. Sheriff Vetter responded that it had been reviewed by Steve Hermans. The motion was voted on and passed unanimously in the affirmative. Commissioner Warren Henderson signed the lease

for the new vehicles from Ford Motor Company. ROCKINGHAM COUNTY
BOARD OF COMMISSIONERS
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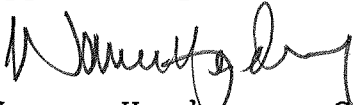
There being no further business to come before the Board,
Commissioner Barka moved to adjourn the meeting at 9:05 AM. The
motion was seconded by Commissioner Henderson and voted on
unanimously in the affirmative.

Respectfully submitted by,



Pam Tessier
Temporary Secretary to the
Rockingham County Board of Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Board of Commissioners

/pjt

cc: Steve Hermans

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
April 26, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Diane Gill, Director of Human Services; Betty Luce, Registry of Deeds; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek and Representative James Rosencrantz.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the April 19 and 22, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Walker, seconded by Commissioner Henderson to approve the Minutes of April 19 and 22, 1993 as presented.

The Commissioners reviewed Accounts Payable and Payroll Warrants which were approved and signed.

REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Charlene reported that she received a call this morning from EBPA and they have outstanding claims of \$148,000 with one claim pending which will be coming through for payment for \$6,000 on a woman named Alice Adams. She wanted to bring the Board up-to-date on these claims. Comm. Henderson asked how this compares to where we should be. Charlene replied that it's better to have funds in the EBPA pool so they don't have to call for money. The end of the month payment for April has reached them and they are still short of funds. Theresa Young asked whether this payment was late. Theresa also asked whether the \$148,000 was net of the payments sent this week. Charlene stated that she didn't know. Theresa asked if Charlene would obtain an answer and Charlene said that she would.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reports that she has a list from the auditor of things that he needs taken care of before he closes the books for 1992. Comm. Henderson asked if it was "worrisome." Theresa responded that it was actually good because what he is asking for is more than what is normally reported and it's a good step. It is

ROCKINGHAM COUNTY BOARD OF COMMISSIONERS

April 26, 1993

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moving the County to conformance with Generally Accepted Accounting Procedures (GAP) and we are conforming in some instances earlier than required. Comm. Henderson wanted to note that a voucher came through for the Internal Revenue Service for \$.53 which means that the County's estimate is very good. Theresa then requested approval to draw down 100% of the health insurance appropriations related to EBPA. She stated that dental, workmens comp., and unemployment insurance are all currently handled that way. The reason Theresa asked was because the monthly draws were not covering the monthly claims. Comm. Henderson moved to authorize the draw for accounting and auditing purposes, seconded by Commissioner Barka and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane has received three inquiries for applications for people interested in summer programs and she reports that two newspapers have contacted them. Comm. Henderson provided a copy of a letter he is sending out to every Board of Selectmen, that has a FAX machine, in his district which indicates that there is an exceptional opportunity to acquire funds for youth summer programs. The funding will come from Diversion Funds which are set aside for the purpose of setting up programs to help the youth of the County and Rockingham County is targeting \$30,000, specifically for summer youth programs. Comm. Barka asked if he could copy this letter for his District. Comm. Henderson said yes, that is why he brought this to the Board's attention. Comm. Walker contacted the Recreation Department Directors in her District.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Patricia has no report to present today.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Betty Luce

Betty reports that she came today to arrange an appointment with Commissioner Henderson and Patricia Kelley with regard to the Personnel Committee.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is going well. Mitchell 1 is occupied - administration is almost out of Blaisdell. Mitchell 2 will be ready May 8, 1993.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports no hogs or beef were sold to the kitchen. Fifty-one piglets were sold to the public and the total pig herd is at 142 and the total beef herd 125. Bob reports that his staff has been working on the harrows, hauling sawdust and talking with Cooperative Extension on composting. He adds that Cooperative Extension have set up meeting across the state for towns who are interested in learning more about composting. The first meeting is May 3, 1993 from 9:00 AM - 12:00 PM in Lee and the next meeting will be on May 6 at Ware with the rest being held further up north. Bob asked if there was anyone interested in attending the first meeting. Comm. Henderson was surprised that Rockingham County was not chosen as a site.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie requests a Non-Public Session under R.S.A. 91A:3 II (c). He reports that Diane Gill now has the keys for room in the Horse Barn that was previously used Alcohol Rehab. Ernie's staff has upgraded the road to the Ladd Farm, now that the weather has improved. Ernie reports that he has also supplied Sheriff with an employee to help with radio installation.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME - Mr. William Sturtevant

Bill reports that the census is 299 with 3 Deaths and 18 on the Waiting List. There are 68 clients in the Adult Daycare and 35 children in the Childrens Daycare.

Warrants:

Construction	\$ 14,758.05
Payroll - Farm	19,072.20
Maintenance	55,389.53
Accounts Payable	46,835.07
Accounts Payable - Payroll Deductions	110,995.82
Accounts Payable - Nursing Home	230,592.87

Bids:

Eggs: Ten bids were sent out and only one bidder responded which is the current supplier of eggs. The bid is \$.18 below market price. Commissioner Walker moved to accept Bill's recommendation and that the bid be awarded to Jaskolka's Egg Farm, Inc., seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Paper:

Bill reports that the low bidders for paper products were:

Bay Colony	\$ 2,735.74
Central Paper	715.70
Portsmouth Paper	3,525.15

Commissioner Walker moved to award the bid on paper products to the lowest bidders listed above, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bill presented the contract from Desmond Landscaping, the low bidder, which omits the bid for the Atrium, for \$39,770.00 and requires the Chairman's signature. Comm. Walker asked if there would be any change to the contract if the area in the courtyard is paved. Bill responded that he was unsure whether there would be more planting or less planting involved if the area was paved and suggested that a meeting be set up with the landscapers to discuss this issue. Ernie Woodside stated that it was the Board's decision but because the time schedule is tight for landscaping to be done, he suggests that the contract be signed, notify them that a section has been changed, and maybe the plantings could be used elsewhere and will not effect the contract. Comm. Walker said she would feel more comfortable if the Commissioners talked with the landscapers and let them know up front about the change. Bill is to contact Desmond Landscaping and see if they can meet with the Commissioners at 9:30 AM on Wednesday, April 28, 1993.

Bill reports that an inspection by CIGNA Insurance was done on April 7, 1993 and they noted that there was inadequate clearance between the fryolator and the range and that a non-combustible barrier must be installed between the two pieces of equipment to help prevent hot grease from splattering onto an open flame and causing a fire. Bill states that this has never been cited before in the past and is an area that has existed all along. Bill will pass this along to Ernie Woodside for pricing and response within 60 days.

Bill presented the Commissioners with schedules of Nursing Home Week which is the week of May 10, 1993. Bill brought a couple of dates to the Board's attention. Monday, May 10th is the Volunteer Luncheon which recognizes the volunteers at the Nursing Home; Tuesday, May 11th, is the Residents Field Day; Wednesday, May 12th, is Staff Appreciation Day with continuous seating for the buffet; Staff Appreciation Reception on the evening of the 12th when recognition of service awards are given in the Hilton Auditorium; Thursday, May 13th, Spelling Bee and in the evening is the Resident's Family Social in the Staff Dining Room; Friday, May 14th is Residents Day with entertainment in the auditorium

and the Atrium and in the evening is an old-fashioned pizza party with Emanuels Black and White Band from Beverly, MA and the naming of the Resident of the Year; Sunday, May 16th is the Annual Sunday Brunch from 10:30 AM till 2:00 PM.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the total count for today is 147 with 81/Pre-Trial and 66/Sentenced and 9/Federal prisoners. Comm. Henderson asked for a status on the success, if any, since lowering the rate for Federal prisoners, assuming enough time had passed since the rate was lowered. Pat responded that the rate doesn't officially go into effect until May 1, 1993. Pat explained that the reason there are Federal prisoners at the Rockingham County Jail now is that when she had inquired into the proper process for lowering the rate, the agency had passed the word along to other states that the rate will be lowered. The State of Maine called and asked if the County was going to lower their rates and Pat told them, yes, probably in the spring. Maine, therefore, said they would start sending prisoners now with the understanding that the County's rates would be going down. Comm. Henderson asked if we weren't getting more prisoners now. Pat responded that we are getting transits and the Bureau of Prisons has still not visited the facility.

Comm. Walker asked Pat about the stained glass window and if it was installed yet. Pat responded that it had not been done yet, that they were still trying to get it framed. She said that the pastor wanted to talk with a couple of churches first.

Steve Haberman from the Portsmouth Herald asked if there was an update on the slaughterhouse tenant. The Commissioners have not been notified by Mr. Vahey as of this date regarding this issue. Steve asked if the County received a bill from the public service companies rolled over into the Maintenance Department account. Ernie Woodside reported that he has not heard from the public service companies. Steve also asked if the meeting that Betty Luce, Patricia Kelley and Commissioner Henderson was having was non-public issues. Betty responded that this meeting was for the Personnel Commission which will discuss possible changes in the Personnel Manual and that it was an open meeting.

There being no further business to come before the regular weekly meeting, Commissioner Walker then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative at 3:00 PM.

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Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosure: Bids/Eggs

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
April 26, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Ernest Barka, Jane Walker, Warren Henderson, William Sturtevant, Ernest Woodside and Pam Tessier.

Bill Sturtevant presented an update to the Commissioners on the employee discussed at last week's Non-Public Session. He reports that he presented the option of the employee using all accumulated vacation time and sick time until it is completed and that the employee was very happy and pleased with this decision. Mr. Sturtevant left the meeting at this time.

Ernie Woodside spoke regarding the termination of one of his employees which had previously been decided during a past Non-Public Session. He reports that this employee was on the payroll as of April 16, 1993 despite the fact that Workman's Compensation had denied his claim and he has not returned to work. He adds that no one has received a doctor's slip or any other pertinent paperwork and asked the Commissioners what should be done to account for the extra pay this employee has received. He states that normally a terminated employee receives his accumulated sick and vacation time which is the existing policy. Pam Tessier stated that she noticed mail addressed to Roy Morrisette from the employee in question and asked if this might be documentation to support the employee's claims. Roy Morrisette is on vacation at this time.

Commissioner Walker moved that the Board recess to the office of the Rockingham County Commissioners to open up the mail in question, seconded by Comm. Henderson. A roll call vote was taken and the motion was approved unanimously in the affirmative at 3:20 PM.

The continuation of the Non-Public Session of the Rockingham County Commissioners was opened at 3:30 PM in the office of the County Commissioners with the following in attendance: Commissioners Barka, Walker, Henderson, Ernest Woodside and Pam Tessier.

Mail addressed to Roy Morrisette from the employee was opened, as well as a letter, also addressed to Mr. Morrisette, from the employee's doctor. It was found that the mail contained nothing that would prolong the decision made by the Board and that it contained copies of reports already in the possession of Mr. Woodside, the employee's supervisor.

NON-PUBLIC SESSSION

April 26, 1993

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Commissioner Walker moved to go out of Non-Public Session and into Public Session at 3:25 PM, seconded by Commissioner Henderson. A roll call vote was taken and voted on unanimously in the affirmative.

Commissioner Walker moved at 3:26 PM to grant the Maintenance Department employee the wages for 14 vacation days, 3 1/2 sick days and 3 personal days, at which time the termination will be effective. The motion was seconded by Commissioner Henderson and voted on unanimously in the affirmative.

There being no further business to come before the Non-Public Session and Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 3:30 PM on a roll call vote.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Board of Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Board of Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 3, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Diane Gill, Director of Human Services; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

This meeting was a continuation of the Construction Meeting which began at 10:00 AM with the Commissioners reviewing the Minutes of the April 26, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Walker to approve the Minutes as presented. Commissioner Henderson wanted the calendar section attached to the agenda to reflect that on May 6, 1993, the meeting was with the Personnel Sub-Committee, not the Personnel Commission.

Commissioner Walker moved that the copier bid for three copy machines (Selex 3580) be awarded to Granite State Office Supply. The base price is \$4,149, the 20-bin sorter will cost \$1,048, the automatic document feeder costs \$895, for a total cost of \$6,987.

Commissioner Walker also moved that the award for the smaller copier go to Conway Office Supply for a Konica 2020. The base bid is \$2,384 with the automatic document feeder costing \$695 for a total of \$3,089. The motions were seconded by Commissioner Henderson and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census is 298 with two deaths over the weekend and a waiting list of 15. There are 67 clients in the Adult Day Care and 37 in the Children's Day Care.

Bill presented warrants for signature.

Construction	\$ 2,696.18
Accounts Payable	40,032.93
Accounts Payable - Uniform Allowances	1,123.07
Accounts Payable - Payroll Deductions.....	141,524.81

Bids were opened for milk. Commissioner Walker moved that Mr. Sturtevant shop the bids and make a recommendation at the next Commissioners meeting, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Bill presented the Commissioners, Patricia Kelley and Theresa Young with the Operation Statements for the Mitchell construction project.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat Donovan was unavailable for this meeting, but Comm. Walker presented her report. She reports there are 146 inmates in the House of Correction and seven Federal prisoners.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane reports that the State Bill was in line - the APTD was a little higher, but not out of line and the other line items were below what was budgeted.

Diane reports that she just received copies of the article on the Mediation Appreciation Dinner last week for the Derry/Salem/Auburn program. She wants to inform the Commissioners that there are a couple of community conferences coming up sponsored by DCYF - Wednesday, May 5, 1993, is the Portsmouth area conference and brochures are enclosed for the Commissioners and Wednesday, May 26, 1993, is the Salem area conference. This Wednesday, Kathy Francoeur and Dawn Barnes will be part of the panel that will be speaking.

She reports that the hearing on House Bill 613 and 614 is Wednesday morning, May 5, at 9:00 AM in LOB Room 102. John Disco wanted to know if any of the Commissioners would be attending.

Diane reports that she has a room available for May 11, 1993 for the Commissioners' review of grant proposals and she has talked with Dietary to provide coffee breaks and lunch for four people. Comm. Henderson asked about the interest level of the grants. Diane responded there are a lot of phone calls, but no proposal yet.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is moving along well and demolition has begun on Blaisdell ground floor and there are no problems anticipated.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley
Patricia was present at this meeting, but had no report to present.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Wayne updated the Commissioners on the \$3,742 insurance bill that was sent to Attorney Hermans who had done extensive research on it. Scottsdale Insurance said a call was received from our insurance agent who told them that she had talked with County Attorney, Carleton Eldredge, who advised her to get Scottsdale involved. The insurance agent claims she has never talked with Carleton and Carleton said he may have discussed this with Roy Morrisette. Roy disclaims this. Wayne reports that Steve Hermans presented three choices - 1) Pay the bill in full, 2) Make an offer to pay half, and 3) Hold firm and refuse to do anything. Wayne reports that the only thing that is unclear to Attorney Hermans is whether authorization was given, but because they are the liability carrier for the County, it is their responsibility, once notified, and they have the right to hire an attorney to look into this. Wayne adds that Attorney Hermans needs direction.

Comm. Henderson would like to see the numbers presented on this before he makes a decision. Comm. Walker feels the least expensive option would be to pay half of the bill. Sheriff Vetter agrees and said that he has looked at the bill which covers looking over the Ford contract, Scottsdale and the telephone contract. Comm. Barka asked about offering 1/4 of the bill and working upwards. Sheriff Vetter responded that he questioned whether Scottsdale will stand firm and he has a problem with a letter from Scottsdale Insurance written on April 5th to the Sheriff and the other key players stating that Carleton and Mark G. will handle this and will not refer this to outside counsel and on April 23rd it was referred to counsel.

Commissioner Walker moved that the Sheriff be authorized to contact Attorney Steve Hermans to let him know that the Commissioners approve him to authorize the payment of one half of the lawyer's bill for the 1987 Bonzer case, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

Sheriff Vetter reports a major radio breakdown over the weekend. The microwave system was totally down and all police and fire units were off their primary frequencies all weekend. Sheriff Vetter had his radio tech working Saturday and Sunday and it was finally discovered and brought on-line at 10:30AM this morning. Sheriff Vetter is going to recommend to all the Chiefs in the County that they contact Rep. David Welch, in writing, to see if pressure could be brought to bear on the Executive Committee to provide money for replacement of the microwave.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs were sold, six beef were sold, and 13 piglets were sold to the public. The total pig herd is at 129 and the total beef herd is 119. He said his staff has been finishing up around the pastures and are almost done. They will be providing spring maintenance on the tractors and the manure spreader is almost ready.

REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Charlene's report is presented in conjunction with the Fiscal Officer's report.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reports that last week the independent auditors were in and presented a couple of issues which Theresa would like to report to the Commissioners.

One issue is that during 1992 the County completed a lease buyout totalling \$167,510. Only \$67,510 was allocated to the various governmental units benefiting from the lease which includes the Nursing Home. The Nursing Home's portion of the \$67,510 was approximately \$22,000. The independent auditor has recommended that the remaining \$100,000 should also be allocated for proper reporting. Currently the entire amount is being absorbed by the General Fund. She reports that a portion should be absorbed by the other funds receiving benefits from the lease buyout and that the only other fund is the Enterprise Fund used to account for the Nursing Home. Theresa explained that there are two funds in the County, the Governmental Fund and the Enterprise Fund. All the other department's allocations fall under the Governmental Fund. Comm. Walker moved to authorize that the Nursing Home's proportionate share of the remaining \$100,000 cost be computed and charged to the Enterprise Fund and that the allocation be based on percentage of usage, if it can be reasonably computed, using Maintenance documentation, seconded by Comm. Henderson, voted on unanimously in the affirmative.

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The Governmental Accounting Standards Board (GASB) has issued Statement 10, "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues." The independent auditor is recommending early compliance with the Statement since the County is able to provide the required information and because compliance will provide a benefit to the county and financial report users. Specifically, outstanding insurance claims against the County will reduce the fund equity available in each of the insurance funds. This will give the report users and decision makers a better idea of the position of the fund. Commissioner Walker moved to have the Commissioners authorize implementation of GASB Statement 10 by re-classing all risk management accounts from Trust Funds to Internal Service Funds, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Commissioner Henderson wanted to note that although the auditor's report is not final, there are fewer problems this year than last year and Comm. Henderson states that this is because there have been substantial improvements in the accounting process. Comm. Walker stated that the auditor was impressed with the fact that the County was able to institute GASB before the requirement deadline.

Computer bids were opened. Bids were received from:

Signet
NECB Data Systems
MicroLan Computer Systems
SOS Computers
CMI Computer
PC Connection
Dell
Gateway
Computers, Etc.
Business Data Solutions
Apex
Briartech Consulting Company
Intex Computers
MacDurgin Associates
Cocci Computers
Obedient

Commissioner Walker moved that Theresa shop the bids and provide the Commissioners with her recommendation at the next Commissioners meeting, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Theresa called Hoyts about the copier and they are awaiting the decision of the Commissioners on a cartridge. Comm. Walker explained that the copier that was bought for the jail last October had been awarded to Hoyt's Office Supply who brought the machine in and after 10 copies the machine broke. Hoyts took the machine back and Jane found out two to three months after this that the broken machine could not be replaced because it was an out-of-stock item. A substitute was offered, but it was decided that the County would not buy the substitute, but would take a credit on the machine. She adds that evidently when the copier was taken back, a cartridge that belonged to the County was inside. She reports that the cartridge is worth \$125-\$135 and Hoyt's is willing to re-sell it for \$70.00. Comm. Walker moved to check with all the County departments to see if they can use this cartridge and if no one can use it, that it be sold for \$70, seconded by Comm. Henderson and voted on unanimously. Comm. Barka asked that this company be taken off the bid list.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports that five of the new vehicles have come in and two dump trucks will come in this week. He also reports that two of the four dry hydrants are in and a section of the Ladd Road has been temporarily repaired. Ernie mentioned that he had checked old minutes to see what the decision had been regarding the selling of the old vehicles and could not find if a decision had been made. He reports that he had received a memo from Theresa Young as to the proper dispensation of the vehicles and he asked if the Board of Commissioner had approved this process. Comm. Walker stated that Theresa's report was approved and read at a meeting. Ernie asked if the Board wanted a list of the vehicles that will be sold with an estimate of their worth for approval. Comm. Walker said there was a statute which described the process that was supposed to be taken for the sale of County property. Comm. Henderson said that their availability would be part of the public record and Comm. Barka said it should be posted. Ernie stated that there is a procedure and the procedure can be waived if the Board wishes to do so. He adds that the list is posted and anyone can put a price on it. Comm. Walker said that even if the vehicles were worth a total of \$500, the list could be posted in every town which would provide ample exposure to the public. It was decided that Ernie would draw up a list and submit it to the Commissioners for approval and the list would then be posted.

Comm. Henderson spoke about the committee on health insurance issues. He reports that discussion has taken place on who should be involved on the committee and because this is such a pivotal issue at every level, from national to local, there is a need to

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make it as productive as possible. Comm. Henderson moved that a ten-member committee be formed, equally divided between labor and management, to look at all health insurance-related issues as it pertains to County employees and that the ten-member committee contain two members of the Board of Rockingham County Commissioners or their designees, a representative of the Personnel Commission elected by the Personnel Commission, the Fiscal Officer or her designee, the Director of the Nursing Home or his designee, and a representative of the employees from the five largest units of County government which would include the nursing home, the House of Correction, the Register of Deeds, the Sheriff's office, and the Maintenance Department. He adds that the Personnel Director should be directed to serve as a coordinator to get the committee started and that the Committee should coordinate their information with the Legislative committee who is looking at health insurance issues and the committee should look for voluntary assistance, if available, within the County complex. Comm. Henderson does not feel this will be a lengthy process as there are vendors in the private sector who would be interested in making a presentation for the insuring of County employees. He states that cafeteria plans can be looked at where each employee has a set dollar value and some say in how their health care dollars are spent; groups that provide insurance for spouses and children at a lower cost can be looked at; comprehensive health insurance is another option. Comm. Walker would like to see flexible options, such as cafeteria insurance, and feels that the Committee would provide a wide representation of County employees. She adds that coordination with the Legislative Committee would provide a comprehensive presentation of the issues and she seconds the motion. Steve Haberman, from the Portsmouth Herald asked if there was a time frame for a report from this committee. Comm. Walker responded that in order to implement a new insurance program for the next fiscal year, the report must be available by October, 1993 for incorporation within the budget for next year. She adds that a report was expected from the Committee by the end of September, 1993, even if it was a recommendation that the final report be extended. Comm. Barka said that the intention of the Commissioners was to show the County employees that the Commissioners realize the seriousness of the issue and that this committee be formed as soon as possible. Comm. Henderson said that if alternatives were offered in time for the next budget year, the insurance companies will need to know this. Bill Sturtevant asked if the House of Correction representative would include all correctional employees or the non-bargaining unit employees? He adds that since the Commissioners are involved in the process of negotiating with the Corrections union, there could be an issue of unfair labor practices and had the Commissioners discussed this with the negotiator. Comm. Henderson responded that he

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hoped the representative would come from the collective bargaining unit. Comm. Walker stated they would be allowed to be on the Committee if that is their choice. Comm. Henderson said he hoped that the Committee would pick a time to meet at the complex that would allow employees an opportunity to talk directly about their experiences and share their ideas with the Committee. The motion was voted on and approved unanimously in the affirmative.

Comm. Walker reports that one of the rooms on Mitchell I was dedicated to one of the former Commissioners and since that room was previously a resident's room and was eliminated, there was a need to re-designate the room by placing a picture and a plaque in that room. Comm. Walker moved that the conference room that adjoins Bill Sturtevant's office be named in honor of former Commissioner Fuller, who served from 1956 to 1964, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Steve Haberman asked if the Commissioners had heard from the Rockingham Conservation Commission in regard to the grant that they had applied for which had been mentioned at an earlier Commissioners' meeting. Comm. Henderson felt it was too early for word on that and Steve said that he though a decision was supposed to be made by the end of April. The Commissioners were surprised at this, but Comm. Walker felt that the Commissioners would be notified if and when the grant was awarded.

There being no further business to come before the regular weekly meeting, Commissioner Walker made a motion to adjourn the meeting, seconded by Comm. Henderson. The meeting was adjourned at 4:20PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 12, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Captain Charron for Pat Donovan, Superintendent of the Department of Corrections; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Chairman Barka opened the meeting at 9:00 AM.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Wayne reports that about nine months ago he had a cruiser that had been damaged by a maintenance vehicle and he is asking if there are funds available from the Maintenance budget to get it repaired properly. He adds that he has saved money from the installation of radios and will have it fixed with that money instead of taking it from the Maintenance budget. Comm. Walker asked what account the Sheriff would put it under and the Sheriff responded, Vehicle Maintenance.

Wayne presented a copy of a letter from Steve Hermans regarding the insurance company and he has not heard from him yet.

Comm. Walker asked if all the radios were in the cruisers and the Sheriff replied, no, it's in the process. Comm. Walker also asked if he had received a contract from Ford Motor Company and the Sheriff replied that he had not yet received the contract.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane reports that when BDS was in working on their computer, they ended up with a computer screen from the Jail which she believes is called a burned in screen or screen burnout. Diane is asking if there is another screen available. Ernie Woodside said he would check to see if there is a screen available and Comm. Barka asked Ernie to report back to the Commissioners.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

Diane also asked for keys to the old Administration building such as a key to the cellar door, which is a storage area, and a front door key. Comm. Walker has no problem with giving keys to those who need it, but does not want extra keys floating around.

Ernie Woodside said the procedure for new keys would be to fill out a form which must be signed by the Commissioners and then Ernie cuts the keys. Diane asked for a form and Ernie said he would provide one for her. Comm. Walker said that a cellar key may not be needed because the Commissioners are looking at the bottom floor of the Mitchell building being used as a storage area.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Dave reports that construction is going along well and that the demolition of Blaisdell Building is 90% complete. The atrium will be done next week and masonry work has been started. The Commissioners would like to see Dave later today with regard to the nearing of completion on the construction work.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports on the "Muffin Monster." He states that the final bill for the work on that machine was \$6,500. He negotiated that rate from \$100,000 and the machine is installed and in place.

Ernie wants to set up time with the Commissioners to address going out to bid for the Water Treatment Plant.

Comm. Barka spoke for the Commissioners in congratulating Ernie Woodside's crew in the recent move from the old Administration building to Mitchell II. Comm. Barka applauds the staff involved for a smooth transition and a job well done.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME - Mr. William Sturtevant

Bill reports that the census is 298 with one admission today, one in the hospital, 20 on the waiting list. There are 68 clients in the Adult Center and 37 children in the Children's Day Care.

Bill presented one warrant for signature:

Construction \$1,336.49

Bill reported on the bids for milk that were opened at last week's meeting. There were two bidders - Laurel Farms and Jordons. He states that Jordon's bid was for \$134,591.08 and

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

May 12, 1993

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Laurel Farms was for \$127,594.48. Comm. Walker moved to award the bid for milk to Laurel Farms at \$127,594.48/year, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bill presented the operating statements for the month of April.

He reports that he received good news earlier this week. He explained that each year a Cost Report is filed for the reimbursement of expenses for the Medicaid program at the nursing home. This report is filed in March and the nursing home receives a rate in October. Bill reports for the year that ended December 31, 1991 the nursing home received a rate of \$97.14. He adds that a desk audit is done and there is also a field audit and based on those audits adjustments are made, sometimes in our favor, sometimes to their favor. He reports that a field audit was made in our favor - the Daily Rate increased by \$1.34/Day, retroactive from October 1, 1992 and effective May 1, 1993 it becomes \$98.48/Day. The rate will be adjusted again later in the year. This rate will be will bring around \$80,000 of revenue to the County.

Bill presented a reminder that it is National Nursing Home Week with the Service Awards tonight where the Employee of the Year will be announced. Tomorrow is the Residents' Tea and Friday evening is the Residents' Pizza Party/Dance and the Resident of the Year will be named and on Sunday there is Brunch from 10:30 AM till 2:00 PM.

Pam Tessier, Temporary Administrative Assistant to the County Commissioners, announced that the mail which had been previously left at the old Administration building will now be located in the hallway of Mitchell II. Captain Charron from the jail stated a problem with picking up mail on the second floor on Mitchell building. He reports that the person who picks up the mail often has prisoners in the van who cannot be left alone. It was decided that the mail to and from the jail will be left downstairs with the Receptionist for pickup.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Captain Charron reports for Pat Donovan who was at negotiations today. He reports that there are 160 prisoners with 8/Federal prisoners; 85/Sentenced and 75 Pre-Trial.

Comm. Henderson reports that he is part of a group called the Rockingham County Economic Council which stems from a group formed by previous County Commissioners to qualify the County for federal funding. Comm. Henderson states that "it continues to be

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my position that County government ought not to fund or oversee this group of volunteers" as it could provide complications, but he has identified a specific need that County government could contemplate funding. He states that the majority of towns within the County do not have the capacity to identify or pursue grants, Federal grants, State grants, or private sector grants, particularly as it pertains to economic development. He mentions a couple of ways to accomplish this need, 1) to have every town fund, wholly or partially, their own grants coordinator or 2) to try to find someone within the town's own municipal operation that has the ability to do this work. Comm. Henderson suggested the possibility of the County funding one full-time position to pursue economic development grants for the towns of Rockingham County.

Rep. Sytek reports that Sullivan County has a full-time entity devoted to grant seeking and she thinks the County contributes a small amount to that group. Rep. Sytek asked if there was a similar entity in Rockingham County. Comm. Henderson responded there is and it is in its infancy. He explained that in January, 1992, the presiding Board of Commissioners pulled together a group which included Planning Directors, Town Managers, Economic Development Directors, etc. who prepared an OEDP (Overall Economic Development Plan) in order to qualify for a specific type of economic development administration federal funding through the U.S. Department of Commerce. The plan was finalized and submitted in May of 1992. This group is still an unfunded group of volunteers and Comm. Henderson does not feel that the group contains the proper knowledge to seek grant funding, but they could be used to oversee a grants coordinator.

Sheriff Vetter asked if there was enough grant money available to cover the salary of a full-time person? Comm. Henderson replied that there may be as he is aware of federal money available for technical assistance through the U.S. Department of Commerce and a grants coordinator may be perceived as a form of technical assistance. However, the grant process is lengthy and too uncertain for something as specific as one full-time position. Further, he adds, if the function of this person is to pursue grants for Rockingham County municipalities and groups, it would be designed to pay back the costs.

Rep. Sytek has reservations about hiring a person specifically for this purpose and that if anything, that person should be looking for grants in general, not just economic development grants.

Comm. Walker reported that the County awarded \$30,000 in grants yesterday to be specifically used for summer recreation programs

for youths. Comm. Henderson reported that the grants were awarded to:

Boy Scouts of America for Camperships	\$ 1,650.00
Cooperative Extension/UNH for Camperships	5,000.00
Hampton Recreation and Parks Camp Program.....	7,800.00
New Heights Outreach Program/Portsmouth	4,000.00
Winnacunnet High School Boatride Program	5,000.00
Kingston Town & Recreation	4,550.00
Nottingham	2,000.00

Comm. Walker stated that some of the applications were not for summer youth programs but were for educational purposes. Comm. Henderson stated that it was the Commissioners' intention to award grant money to youth programs for older children (teenagers) as well as younger children. Comm. Walker said that four of the proposals would be reviewed at the next grant cycle which would be more appropriate as they were not geared towards summer recreational programs.

Rep. Sytek reported that several members of the Delegation have asked her if there is a printout of what has been spent for legal expenses in the case of Carolle Popovich. She states that there are rumors that there are bills for 1992, submitted by lawyers, that have not been presented or paid. Roy Morrisette reported that Theresa is working with Mary Ashcroft from Travellers on legal fees and there has not been a billing yet. Roy reports that in January a rough figure was given, but no payment was made. Rep. Sytek asked if the bill to be received was for charges in 1992? Comm. Walker said that the estimate in January was mostly for 1992. Rep. Sytek said that when this comes through, it will hit the budget all at once. Comm. Walker said there was discussion this morning as to what line item will be affected by this expenditure and that, in the past, the money has come from the Workmens Comp. Fund. Theresa will be working to decide if it will come from the Workmens Comp. or General Fund and to set up a process for all of the fees.

Comm. Henderson moved to go into Non-Public Session for the purpose of discussing advise of council in a Workmens Comp. issue under RSA 91A:3 II (c).

There will be no Commissioners meeting next week. Bill Sturtevant has bids to open and those will done before the Construction meeting at 10:00AM.

There being no further business to come before the regular weekly meeting, Commissioner Henderson then moved, seconded by Commissioner Walker, that the Commissioners go into Non-Public

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
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Session under RSA 91-A:3 II (c), to discuss advice from legal council. This motion was so voted unanimously in the affirmative at 9:58 AM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
May 12, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Henderson, seconded by Commissioner Walker, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker, Henderson, and Roy Morrisette.

Commissioner Henderson conveyed information from Attorney Shulthess regarding the Commissioners' attendance at the Workmens Compensation Hearing on May 17 and 18, 1993.

A motion was made by Commissioner Henderson, seconded by Commissioner Barka to come out of Non-Public Session and go into Public Session at 10:00 AM. The motion was passed on a roll call vote.

Commissioner Henderson moved to respect the wishes of the County employees who are expected to testify as witnesses in the Carolle Popovich case, not to add additional pressure to their testimony, by voting no to permitting any County Commissioners to appear at the hearing and that we instruct our attorney to convey the vote of the Board to the Hearing Officer and ask that he respect the wishes of the majority, seconded by Comm. Barka. Comm. Walker stated for the record that by this vote, certain employees will be treated differently, employees testifying for Carolle will be treated differently than other employees testifying for the County, and that it is an effort to restrict the power of individual Commissioners and give more power to one district than to others and to not give equal representation to all three districts. Comm. Barka asked if he was correct in saying to Comm. Henderson that this motion came about as a direct result of employees saying that they will be intimidated by the presence of Commissioners. Comm. Henderson replied that the indication was that they felt intimidated, not that they had been intimidated, because it is an important distinction and that his concern is that if we know because we are told by our attorney that our presence individually or collectively would intimidate a witness in a legal case, then clearly our responsibility, first as managers of those employees, and second, in our interest for full disclosure and justice, is that our attendance is not mandatory. This applies equally to all three Commissioners and all three districts. Comm. Barka asked Comm. Henderson if it was his intention to treat those that were about to give testimony differently than those who had appeared already. Comm. Henderson said, no, that this was the first time that this issue has come up and it is the Commissioners first chance to act on the information given, if our interest is in a fair and just hearing. Comm. Walker asked if our lawyer asked the other employees if

NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
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they would feel intimidated. Comm. Henderson understood that our lawyer had not asked any County employees and therefore, they were all treated the same in that respect as well, but in fact, more than one volunteered their fear and concern of intimidation and there is nothing unequal about that. Comm. Walker did not feel that telling the truth would be intimidating regardless of who was sitting there and she does not understand how it would cause intimidation and she would certainly hope that employees would tell the truth, the way they see the truth.

A roll call vote was taken with Commissioners Barka and Henderson voting in the affirmative and Commissioner Walker opposed.

Comm. Henderson has drafted a letter which, with adjustments for spelling, will convey to the County's attorney the wishes of the majority of the Board. Comm. Henderson moved to have this letter typed and signed by the Board, seconded by Comm. Barka, voted on with Commissioners Barka and Henderson in the affirmative and Commissioner Walker opposed.

There being no further buisness to come before the Non-Public Session, a motion to adjourn was made by Commissioner Henderson seconded by Commissioner Barka, and so voted unanimously in the affirmative at 10:10 AM on a roll call vote.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 19, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Bill Sturtevant, Director of the Rockingham County Nursing Home.

Chairman Ernest Barka opened the meeting at AM. The purpose of the meeting was to open bids for linen for the Rockingham County Nursing Home.

Bids for linen were received by:


Joseph Garland, Inc.	Boston Textile
Textile Sales, Inc.	Victor Rome Company
Signature Textile	TotalMed Col.
Boston Trade International, Inc.	Stare Silk Woolens
New England/Best Manufacturing	

Commissioner Walker moved that Bill shop the bids, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

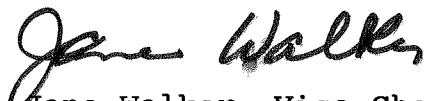
Commissioner Walker moved, seconded by Commissioner Barka, to recess this meeting until 10:00 AM for the regular Construction meeting.

Commissioner Barka called the Construction meeting to order at 10:00 AM. There being no further business to come before the regular construction meeting, Commissioner Barka, moved to adjourn the meeting, seconded by Commissioner Walker at 12:05 PM.

Respectfully submitted by,


Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:


Jane Walker, Vice Chairman
Rockingham County Commissioners

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
May 24, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Mike Alden, Chief Deputy, Rockingham County Sheriff's Department; David Gleason, Clerk of the Works; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Charlene Roche, Business Office Supervisor; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the May 3 and May 12, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Walker, seconded by Commissioner Henderson to approve the Minutes of May 3 and May 12, 1993 as presented.

Commissioner Barka announced that due to the Memorial Day Holiday, the next Construction meeting will be on Tuesday, June 1, 1993 and the next scheduled Commissioners meeting will be on Tuesday, June 1, 1993 at 2:30 PM.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane reports there were a couple of incidents in the old administrative building where her department, at times, is staffed with there being only one person in the building and people are entering the building, but when they go downstairs to check on them these people are wandering around downstairs. Diane is concerned for the security and safety of her staff. Diane asked if the doorbell could be hooked up again and have the door kept locked as they have no way of knowing if anyone is in the building after they have left for the night. She adds that there used to be a bell that rang when the door was opened, but it appears that the bell has been discontinued. Comm. Henderson said there are employees working early in the morning and later in the afternoon and they are located on the second floor of the building and cannot see who is entering downstairs. Comm. Barka said he is not against locking the door before and after hours, but during working hours he wants the door open because there are

two County department upstairs that should be open to the public and he suggests that if someone is there alone before 8:00 AM that they lock it until other staff has arrived for work. Comm. Walker said the only people who would be coming in were people with keys and suggested that Diane reschedule her staff's working hours. Comm. Henderson asked if the Commissioners were going to prevent hooking up the doorbell if it would help employees who feel intimidated to feel less intimidated? Comm. Henderson said he was for the request. Comm. Barka said that you can't lock County doors and why doesn't the staff come in at 8:00 AM. Diane responded, for instance, that one of her staff members comes in at 7:00AM to accommodate working parents. Comm. Henderson moved to authorize maintenance to either re-connect or reinstall the doorbell so that it can heard on the first and second floors of the old administration building. Comm. Walker wants to have Ernie Woodside check on the costs of this before it is done. Comm. Barka suggested that the rooms downstairs should be locked up and Diane agreed that then they would not have to worry about someone being in one of those rooms. Ernie Woodside said that after 4:00 PM it could be one of his staff checking to secure the buildings and Comm. Walker stated that after 4:00 PM the door could be locked. Diane gave an example of someone being in the building very early one morning and Diane's staff person though it might have been an inmate because the person was dressed in green with white sneakers and it turned out to be a painter. However, Diane adds, it frightened her employee because she knows there are inmates on the property. It was decided that Ernie Woodside would check the sensor for the doorbell and have it connected to the second floor. Comm. Henderson said that he did not want to discourage employees from working early or late and split shifts provided better coverage - all of these are positive things that should be continued and if these people are intimidated and need the doorbell to feel comfortable, he is disappointed that there is so much conversation on this issue. Commissioner Henderson amended his motion to add that if the material cost involved is in excess of \$100, Ernie is to let the Board know, seconded by Comm. Barka and voted on unanimously in the affirmative.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa would like to remind everyone involved that EBPA representatives will be here tomorrow at 10:00 AM.

Theresa reported that she reviewed the 16 bids that came in for personal computers and three of the bidders, SOS, MacDurgin and NECB, were selected to come in for interviews which are scheduled for Thursday and Friday of this week. Theresa had placed

notifications in the Commissioners' mailbox in case they had questions and could not attend the meetings.

REPORT FROM THE CLERK OF WORKS - Mr. Dave Gleason

Chairman Barka reports that Dave Gleason's contract is up on Friday and he asked Dave if he wanted to make a farewell speech.

Dave laughed and said that the project was a good one, with the total number of change orders being less than 6%. He adds that he has enjoyed working with Bill Sturtevant and the Commissioners, including Maureen Barrows. He has enjoyed the project. Comm. Walker spoke for the Commissioners and stated that she felt they would all agree that it was a nice project and they have enjoyed Dave's participation in the project. Comm. Barka thanked Dave and said he had done a good job.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter presented the Commissioners with a copy of the response from Dick Dubois from the insurance company in reference to the letter that Attorney Steve Hermans sent him which states that he has received it and is sending it to Attorney Peters who did the work. Sheriff Vetter said this regards the bill for \$3,700 and offered the attorney 50% - there has been no reply yet.

Sheriff Vetter reports that he has submitted a proposal to the Manchester Airport Authority who has solicited Rockingham County to do security at the terminal building which is all now in Londonderry. Sheriff Vetter said that the Authority needed law enforcement that had no jurisdictional problems since part of the airport is in Manchester, which is Hillsboro County, and part of it is in Rockingham County. He reports that last Thursday the Authority accepted the Sheriff's proposal which means that the Authority will give the Sheriff the funds to hire 11 full time personnel for the airport. He stated that the proposal contained a Deputy Sheriff I position which has a lower salary than a Deputy Sheriff II position. These 11 deputies will be on a three-year contractual basis, effective January 1, 1994, and the Authority will start paying in September, 1993, for six individuals that the Sheriff will hire and send to the New Hampshire Police Standards and Training Academy. The positions will be full time with all benefits and the Authority will provide uniforms and uniform allowances. Wayne said that he had contacted Charlene for her input before the proposal was submitted and this will not cost anything for Rockingham County. He adds that there is no guarantee that the contract will be renewed and he will need to carefully word the contract to ensure

that it stays within the guidelines of County policy with regard to the fact that the contract may not be renewed.

Comm. Barka asked who would be paying the workmens compensation. Sheriff Vetter responded that the Manchester Airport Authority will be paying everything. Sheriff Vetter wants to contact Rep. Donna Sytek and Rep. David Welch for input on how to work the budget figures out. What he wants to do is work out a line item budget similar to his existing budget that will breakdown all items and the Authority will pay on a monthly basis. But, Sheriff Vetter said that if he hires six people to go to the Academy, the Authority will be paying Rockingham County and the Sheriff will have to pay the deputies out of a deputy line item which will overexpend that particular line item by thousands of dollars. However, he adds, the revenues will come in to offset every overexpended line item and there will be an addition of administrative costs.

Comm. Walker said even though the revenues would come in, if those revenues have not been appropriated, they cannot be spent. Sheriff Vetter said he understood that and that is why he would need the approval of the Delegation to overspend the line item. Comm. Walker said he would have to get the approval in the same manner as the supplemental appropriation last year when the County was unable to spend the money that the Registry of Deeds brought in until it had been appropriated and there would be a supplemental appropriation before that time where the Delegation could increase the revenues as well as increase the deputy line item. Rep. Sytek stated that this would increase the bottom line of the entire County budget and Comm. Walker added, without increasing taxes.

Comm. Walker asked if the deputies would be assigned cars. Sheriff Vetter responded that the Manchester Airport Authority will buy one or two vehicles which will be a four-wheel drive vehicle that will be used on the Authority's property and possibly a sedan, also to be used on the Authority's property. There will be a Sheriff's substation at the terminal and this is all with their money. Comm. Barka asked what was in it for the County? Sheriff Vetter replied, exposure. Comm. Barka said that would not help the taxpayer and every federal or state project pays the counties 5% and that Rockingham County should receive something. Sheriff Vetter said there is an estimated 5% or around \$21,000 for administrative costs which the County will receive. Comm. Walker asked about supervision and the Sheriff responded that one supervisor will be hired on each shift and that is part of the plan. Comm. Walker said that all of these would be new people and there would have to be someone over these people to ensure that everything was okay and was the Sheriff

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sure that the 5% would be sufficient coverage? Sheriff Vetter said, yes, that Mike Alden, Chief Deputy, lives in Londonderry and will keep an eye on this project and it will not cost more to check on this and the right personnel and supervisors will ensure that everything is okay.

Comm. Barka stated that the County's checks are every two weeks and the Authority will pay once a month, so County money will be need. Mike Alden, Chief Deputy, responded to Comm. Barka's statement by saying that he had been involved for the Sheriff in a couple of meetings in which the Authority had put out an open bid four months ago and had chosen the Town of Londonderry because that would be the site of the new terminal. At the end of April, the airport contact the Sheriff to ask if Rockingham County would be interested in this because the Authority felt that the negotiations with the towns was not productive. Chief Deputy Alden reports that the terminal is \$68M terminal with up to 1,400 men a day working on it and \$28M will be for the terminal itself and rest will go into the tarmac and approach areas. He adds that within that budget there are provisions for a containment center for the law enforcement agency that is awarded the contract and the center will have two holding cells, two locker rooms, a reception area, and an interrogation room. Mike said that what was hoped for would be exposure to the public and would bring a benefit to the County. He adds that it adding a boost to morale when people see the Rockingham County Sheriff's Department getting visibly out front. Comm. Barka asked if Rockingham County people would be hired and Mike responded, absolutely if at all possible, depending on qualifications. Comm. Henderson asked if liability insurance was included. Sheriff Vetter responded, yes. What was included and covered is Group II Retirement, Medical Insurance, Dental Insurance, Unemployment Insurance, and Workmens Compensation. Holiday and Vacation will be covered, uniforms and uniform cleaning, sick leave, firearms, and training. Comm. Walker said they are including things that the County does not provide and will there be a problem because of this situation. She adds that there are a lot of employees who must wear a uniform who work for the County with no uniform cleaning provisions. Sheriff Vetter said there will not be a problem because the current deputies do not have to wear a uniform and the new deputies are required to wear a uniform plus the current deputies are making a lot more than the new ones will and lastly, there is no job guarantee after three years. Comm. Henderson asked if it was likely that any one of the Sheriff's deputies would want this position? The Sheriff said he could not reply to the likelihood, but it was not feasible because of the three-year contract with less money and he cannot imagine anyone transferring to an area where they will be making less money. Comm. Walker said that the County carries

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a liability policy that includes all of the County employees and of all the benefits that the Sheriff mentioned she did not hear him mention liability insurance - she wants the Sheriff to make sure that liability is covered and whether these people can be added to the existing policy.

Sheriff Vetter asked how he was going to hire six people on his payroll and get them through the Academy in September in the funds were not appropriated? Rep. Sytek asked when the supplemental appropriations were going to happen? Rep. Sytek said this was a full Delegation issue and what the Executive Board can do is authorize transfers between lines or overexpenditure of the line as long as the bottom line is not exceeded and if there is anticipation that the bottom line will be exceeded, the Executive Committee cannot help. Mike stated that it would cost about \$50,000 more.

Sheriff Vetter stated that he has been waiting for a response in regard to the phone system and he wants a meeting. Bill Sturtevant said a service contract is needed and they should come in for discussion. Ernie Woodside asked if the Sheriff had a new phone system? The Sheriff said, yes, and the problem is that the new system is not compatible with the old system. Ernie Woodside said the contract for the ICS system is Mitchell building is honored, but there is a separation point where the contract does not cover the existing wiring in the facility, but he has never had ICS come back and say it was incompatible. He adds, they sold you a new system and after they sold it to you, they are now telling you it's not compactible with the existing system and he things ICS should come in and tell us why this was not addressed in the beginning. Bill Sturtevant stated that it isn't that the systems aren't working well together, it is that there are two systems (boxes), the old one and the new one and it has been determined that anything that contains a "3300" extension is not covered under the warranty and there is no service contract with anyone for those numbers and anything with "3200" is under the warranty. There is no service contract for the old system. Sheriff Vetter said that ICS has told him that the only way to correct his problem is to buy four new phone sets for \$1,200. Bill Sturtevant recommends a service contract for those items that are not under the new installation which would be much better than paying by the hour which is what is currently being done. Bill reports that the minimum charge to have ICS come in and look at the system is \$80.00.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that there 15 hogs and 6 beef were sold to the kitchen and 51 piglets were sold to the public. The total pig

herd is now at 63 and the total beef herd is 113. Bob and his staff have been spreading manure in the cornfields and vegetable garden and on Wednesday they will start plowing.

Bob asked if he had permission to sell off the hog equipment which had been itemized and presented at a previous meeting. Comm. Barka and Comm. Walker told Bob to get together with Ernie Woodside to see if Ernie needed any of the equipment Bob was selling. Comm. Henderson wants to make sure that these sales should be publicized and the information should be available on what is being sold and at what price.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley has no report to present today.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME - Mr. William Sturtevant

Bill reports that the census is 300 and there are 17 on the waiting list. He reports that there are 63 clients in the Adult Daycare Center and 32 children in the Children's Daycare Center.

Bill presented an update on grant applications that the Children's Daycare had applied for and received. He reports that these are not the large grants that were applied for earlier. Grants received were:

New Hampshire Dependent Care Grant	
School Age learning Materials	\$1,764.00
County Dependent Funds	
Summer School Coordinator Program	5,760.00
WINGS Program	9,524.00

Bill reports that County employees, parents and children saved over 9,600 Campbell Soup labels and we received a Child Listening Center.

Warrants:

Construction	\$ 9,281.58
Payroll Ending 5/15/93	229,465.53
Accounts Payable - Payroll Deductions	110,810.50
Accounts Payable	50,099.70

Bill reports that bids for linen were opened on May 19, 1993 and shopped and Bill recommends they be awarded to:

Boston Textile	\$ 695.28
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Boston Trade	3,927.15
Star Silk Woolen	6,722.01
Signature Textile	727.00
Victor Rome	684.00

Comm. Walker moved to award the bids for linen to the vendors recommended by Bill, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bill asked how the Commissioners wanted to handle the construction AIA document? Did they want to sign it today or wait until later in the week? Comm. Walker asked if it was #24 and Bill said, no, it was #12. Comm. Walker said to hold it for the architect's signature.

Bill request a non-public session to discuss an application for admissions and for a personnel issue under RSA 91A, III, 2, (c).

Comm. Walker moved that the County purchase ten, stackable chairs for the Delegation Conference Room on Mitchell II, for the most economical price, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports that the dry hydrants on North Road, the fire pond and in the back of the nursing home are completed and are awaiting the test from the fire chief which will be done this week.

Ernie asked who was calling whom regarding the phone issue? Comm. Walker asked Ernie to set up a meeting and coordinate it with the Sheriff and the Commissioners.

Ernie requests a bid waiver for the grounds and landscaping for the nursing home construction account. He reports there are three items on one waiver.

The first bid waiver is for 55,000 square feet of hydro-seed for the final phase of the lawn areas which will cost around 4¢/square foot for a total cost of \$2,200 and will be done by Cameron Sod Farms Nurseries which is one of the few who will actually do the work. He explained that a grounds and landscaping company usually who rake it and then sub it out to another company. When Ernie was checking on prices he found out that this company would be doing the work. Ernie said that rather than have another company come in and do the raking, it was done by the County for a cost savings of \$2,700. Ernie is requesting that this be approved as part of the bid waiver.

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The other part of the bid waiver concerns Desmond Landscaping Contractors who was the company who was awarded the contract for landscaping and it is for two additional items which were alternates and were part of the original bid proposal. Alternate #3 regards a 5' diameter concrete planter at the patio for a cost of \$2,675 which includes the planter, delivery, sod, dirt and plants. Alternate #4 is for sod in the flagpole and patio area. Ernie stated that if the sod was not put down and it is hydro-seeded, it may not catch. Ernie said he is anxious to get this area completed so that the residents can enjoy the area.

Comm. Barka asked for the total amount of the bid waiver and Ernie replied that it was not to exceed \$6,875.00. Comm. Henderson asked why these items were not put out to bid and was there some extraordinary circumstance that prevented this from happening? Ernie responded that two of the three items on the bid waivers were "alternates" and were included as alternates in the original bid proposal. He reports that he has researched pricing on these items and they are "in-line" with the figures he had received from other places. Regarding the hydro-seed, Ernie said he could have had two or three companies reviewed by the Board and he would have paid for a landscaping company to subcontract it out to Cameron. Comm. Henderson stated that Ernie had missed the point of the question. He said that he was new at this process but it was his understanding that bids were waived if there were time constraints or a cost savings. Ernie stated that those reasons were also true. Bill Sturtevant said that two of the items were already bid - the sod and the planter - with three bidders on those items and they are really not bid waivers, but requests to purchase alternates included in the bid package.

Comm. Henderson asked how much of a delay would be involved in putting the hydro-seeding out to bid? Ernie reports that at this point the hydro-seeding is behind progress and if it is not done soon, it will not catch, and Ernie would recommend that it not be done at all until the fall.

Comm. Walker said other hydro-seed companies can be called for pricing and she reports that once the area is hydro-seeded, there should be no traffic on it for a period of time. Bill Sturtevant asked if Cameron Farms is the same company who will be used by the general contractor for the area that has to be done and Ernie replied, that is correct.

Comm. Henderson said he is happy with two out of three and he is struggling to find the uniform criteria used to measure bid waivers. Comm. Walker said that the Commissioners knew this had to be done last year when construction started, it did not creep up on them, and it should have been looked at several weeks ago.

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Bob Kidder said that hydro-seed will grow anytime of the year but that right now there is a critical problem in that there is a slope out there and any heavy rains now would produce erosion and the raking that was done would defeat your purpose. He added that the sooner seed was laid down, the better it would be to prevent erosion, and the slope produces a critical need.

Comm. Barka thinks that Ernie's bid waiver should be supported because the Commissioners have waited too long. Comm. Henderson said he would agree with this, but he wants to convey that there should be some set of standards set up that would help to avoid this kind of situation in the future.

Comm. Henderson asked if the bid was waived, how soon the hydro-seeding would be done? Ernie responded that it would be done as soon as possible. Ernie stated that he does not disagree with what Comm. Henderson is indicating, and under normal circumstances if this was not a necessary item, he would not be discussing this today. He adds that he tried to save the County money by doing the raking and he could have put the whole thing out to bid because it was all part of the construction costs. He adds further that it is his policy to do all the necessary "foot work" before he presents it to the Board and in this case, this is the least expensive way to go, and he believes that he has saved as much money as possible. Comm. Walker said the Commissioners are not criticizing Ernie for saving money, but are saying that maybe more could be saved. Comm. Henderson stated that if the bid was waived because of the labor used grading the land and the vendor said they will be out at the end of June, then the benefits have been negated. He adds that if the bid was waived because of the time frame and if waiving the bid does not help to capture the advantage, what are we doing?

Comm. Walker left the table to make a call on hydro-seed prices. Comm. Walker said she had a price of 3¢ as opposed to the 4¢ that Ernie had received. Ernie asked if he needed a bid waiver for the alternates? Comm. Walker moved to approve alternate #3 for the 5' planter and alternate #4 for sod in the courtyard, seconded by Comm. Henderson and voted on unanimously in the affirmative. Ernie said he would seed the area himself.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat reports that the count is 168, with 95/Pre-Trial, 75/Sentenced and 12 Federal prisoners.

Pat presented the Commissioners with fact finding sheets in which she had surveyed nine other counties. Pat reminded that at least

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one Commissioner was need for a jail inspection per RSA 30, B, 12, and an inspection report has to be sent in to the Attorney General's office. Comm. Henderson will inspect the jail on Thursday, May 27, 1993 at 9:00 AM.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy has no report today.

Comm. Walker had a couple of items to present. Comm. Walker reports that she received a call from Steve Hermans who had been contacted by the lawyers of the Seabrook case and their lawyers had asked for a 60-day extension, scheduled for May 11, 1993. Comm. Walker said the lawyer had thought he asked for a 60-day extension from May 11th, but the judge gave the 60-day extension from the date the lawyer requested it. The lawyer wants a 60-day extension from May 11th and will put in a request. Steve called to see if the Commissioners had a problem with this. Steve has an appointment next Thursday with DRA to discuss this case and the Commissioners are invited to attend.

Comm. Walker also reports that she received a letter from the County Attorney who has AB Dick word processors, 1980 models, that are outdated and do not work and he wants to get rid of them. The County Attorney would like Ernie Woodside to move them from the garage area and bring them to the County complex for a decision on disposal. Comm. Walker suggested that the parts may be cannibalized and she sees no material value with them. Comm. Walker said she had asked the County Attorney for this request in writing to provide a record. Comm. Henderson does not know how often these surplus equipment situations occur, but he thinks that a low-labor way of dispersing of these things should be established such as a flyer that goes out, as needed, to the town offices that inform the public of these items. Comm. Henderson said he does not want to pay for advertising on equipment that may not have much value. Comm. Walker suggested an annual yard sale and Bill Sturtevant said they used to have them here and also an auction. Comm. Henderson asked which line item would the money from these sales go into and Bill Sturtevant said it would be the General Revenue line item.

Rep. Sytek reported that these items are genuinely surplus and he is not using it because he called her last week to report that he will need permission to overspend a line item because he will be buying new equipment and Donna was concerned with why he would need new equipment when the budget cycle has been completed. Comm. Walker reported that one of the County Attorney's employees was at the Commissioners offices and had reported that she was looking for upgrades for computers. Comm. Walker reported that

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she had told the employee that a PC bid had just been completed and had Carleton let them know, his new equipment could have been included in the bid. The County Attorney should have included the price for the update in his budget for this year. Comm. Walker said he was invited to the talks with the bidders and he was asked to provide a list of what is needed to upgrade the equipment and the bidders will be asked to quote a price. The current bid proposal states that these prices must be held for a year and that will bring it past the next budget process. Carleton might ask for more money through the supplemental budget process. Rep. Sytek said she is not encouraging the County Attorney's department to ask for more money in the supplemental budget because this issue was a foreseeable thing and should have been included in the budget.

Comm. Walker reports that the Commissioners received a letter from the Raymond selectmen who were concerned with the grant process that recently took place which awarded funds to summer youth programs. She states that Raymond has a meeting tonight and Comm. Walker moved that Comm. Henderson be authorized to speak for the Board at that meeting, seconded by Comm. Barka and voted on unanimously in the affirmative.

Comm. Walker states that in the last few weeks the County has been severely criticized for having a nepotism problem and one of the editorials alleged that one of the Commissioners stated that it was improper that the Commissioners allowed this to happen. Comm. Walker said that basically the statement set forth the belief that the Commissioners had a choice or say-so in whether individuals had been hired within the last few years and this was not the case. Comm. Walker said that the knowledge that nepotism was being encouraged was not reported to the Board, and in fact the Board did not have a say-so in the hiring of these individuals. She adds that the Board was not told by the Department Heads or by the Director of Personnel that people with relatives were being hired. She states that since she has been Commissioner for four years and five months, she has interviewed two Department Heads and two Clerk of the Works and all of the other employees that were hired were hired without her knowledge or without the knowledge of the Board sitting as a Board. Comm. Walker stated that since they are blamed for these employees being hired, she is recommending that the following procedures be implemented to guarantee to the public that Department Heads will not be allowed to hire anyone that has the "slightest smell of nepotism" without a vote by the Board.

Comm. Walker moved that the following procedures be implemented in the future hiring of employees for Rockingham County. The

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procedures would be that the Director of Personnel will place in each Commissioner's box, a copy of the posting of each position that is posted publicly. After the applicants have been reviewed and the successful candidate is selected, but before the candidate is notified, that a form be completed listing the candidates and submitted to the Commissioners at the regular Commissioners meeting. If any Commissioner wishes to question the hiring of any candidate, they must notify the Director of Personnel who puts that on the next Board agenda for a decision on whether a candidate creates a nepotism problem. If the Commissioners do not notify the Director of Personnel regarding a candidate during that week, that the name was submitted and the employment process proceeds as usual. If the Commissioners have no questions or concerns regarding the candidate, the employment process can proceed as soon as the Commissioners sign the form. After the majority of the Commissioners have signed the form, in the case of elected officials such as the Sheriff, the County Attorney and the Registry of Deeds, it would be reviewed by the Board, not approved. The form provides the Commissioners with the person's name, the department they will be hired for, the head of that department, the position, title, step and grade, starting salary, and the relatives currently employed in Rockingham County, their department, and their relation to the candidate. Comm. Walker said that the Commissioners will then know everyone that is being hired within Rockingham County before they are hired so that the Board can guarantee that policies are being followed. Comm. Walker moved to implement this process, seconded by Comm. Barka.

Comm. Henderson stated that he is the Commissioner being quoted and the quote is accurate and it does accurately state his feelings. He adds that it was not his intention to imply that any of the elected officials who have relatives working for Rockingham County necessarily took or permitted any inappropriate action, but that the situation that has been created is one that is not healthy and that was the intent of his comment. Further, he adds, the reason he did not second the motion and will oppose the motion is that it "flies directly in the face" of what the Personnel Commission has agreed upon and Section C and D indicates that, rather than the Personnel Director, that the Commissioners will be making these discretionary decisions as it relates to a candidate who has relatives working for Rockingham County. Comm. Henderson stated that just last week the Personnel Commission agreed that, in addition to the very specific policy that was recommended, that it would be the Personnel Director who would be making a review of situations.

Comm. Barka said if a relative was being hired and he noticed it, he would not sign it as approved and he will not approve

someone's relative for hiring. He adds that he has been with the County for 17 years and out of 17 years he has one relative working out of 600 employees for the County. He further states that this does not mean that Comm. Walker can stop anyone from being hired, but that she does not approve it.

Comm. Walker stated that people are being hired that the Commissioners know nothing about and the Commissioners are receiving calls with complaints about people working in different departments and the Commissioners have no knowledge of their employment and this procedure will ensure that the Commissioners will see who is hired before they get on the payroll. Comm. Henderson said it is more than that. He referenced the last section of "B" and read, "The decision whether the candidate creates a nepotism problem will be made by the Board," meaning the Board of County Commissioners which is what your procedure indicates and the recommendation that was made at the Personnel Commission is that if there was any sort of judgment call to be made, it be made by the Personnel Director and it is his belief that the Board take no action that would contradict the existing policy.

Comm. Barka cited the example of a legislator's son being hired at the jail and Comm. Barka knew nothing about it and Comm. Walker said she didn't know about it either.

Patricia Kelley stated that it seemed to her that the policy that Comm. Walker submitted was in conflict with what the Personnel Commission drafted and posted and that if the policy is to be amended, that it be done through the posting procedure and amendments should come before the Personnel Commission. She stated that you cannot have both the policy that was posted and this policy that was submitted today and it is a conflict.

Comm. Walker said it is not a conflict. Comm. Barka said that maybe the word "approved" by the commissioners should be changed. Comm. Walker said this is an internal policy, regardless of who is being hired, and it is simply a way of informing the Commissioners of new hires.

Comm. Henderson said there are two issues involved - notification and approval - and the two issues should be separated. Comm. Henderson has no problem with notification, but does have a concern with approval because approval is inconsistent with the recommendations of the Personnel Commission. Comm. Walker said it could say, "reviewed by." Comm. Walker responded to Pat Donovan's question by saying this information does not mention interviews. It states when the process has been narrowed and the individual has been selected. Pat said that a sheet is sent

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after the process and Comm. Walker said she never saw this sheet. Bill Sturtevant said the Commissioners do see the payroll warrant from the nursing home every two weeks with everyone's name listed on it. Comm. Walker said she does not see the rest of the County Departments and she see the payroll warrants after they are hired. Bill Sturtevant's concern is that the hiring process will be slowed down. He states that if he has to wait to go through interviews, lists, and then bring it to the Board, have the Board review it, and list all their relatives...Comm. Walker said how else would you be able to see violations of the nepotism policy if the relatives are not listed? Patricia Kelley asked if the County had other policies that restrict employment and does everything have to go through the Board if there is a possibility that an employee that gets hired may be unqualified? She further asks, aren't the Personnel Commission policy and all the other policies that cover employment enough to deal with possible violations. Bill Sturtevant stated that the application for employment asks if relatives work for the County.

Comm. Henderson said that it is reasonable to him, particularly since the information if practically available, that it be routinely made available to the Commissioners. Bill asked if the Board is denying any relative of a County employee to be employed by the County? The Commissioners responded, no. Bill said that he interprets this that way. Comm. Walker said the RSA's state the Commissioners "shall employ" and Bill said that the Commissioners can delegate that to their departments heads. Comm. Walker said the Commissioners have been "chewed up" in the press for nepotism in the County and that is probably justified because the RSA's state that the Commissioners are responsible. Comm. Henderson said notification, not approval.

Rep. Sytek asked what the policy was on nepotism and she saw a new one posted and asked if it had been adopted? Comm. Henderson responded, no. Rep. Sytek said she has concerns with the wording of it if the policy is going to be that no relatives of anyone be hired. Comm. Henderson explained that the policy's intent was to structure it based on an organizational chart in order to ensure that a relative is not hired within the span of control of a relative. Rep. Sytek asked if that was not the current policy? Comm. Henderson replied, no. Rep. Sytek said she understood what Comm. Henderson was trying to do, but there will be discussion at the public meeting as to whether the draft accomplishes that. Comm. Henderson added that the proposed policy by Comm. Walker goes in the wrong direction because it puts more specific and individual pressure on the members of the County Commissioners to approve or disapprove the hiring of relatives. He states that he is sure that this is not the intention, but that it is the outcome. Comm. Henderson states that it doesn't make sense to

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have this discussion after all the time taken with two public meetings and numerous other discussions about the anti-nepotism policy adopted by the Personnel Commission and it doesn't seem reasonable to have this discussion which calls all that work into question now. Comm. Walker said that there was a lot of talk about people in the nepotism category and she didn't have a say in whether those people were hired, other than one. Roy Morrisette and Pat Donovan disagreed with Comm. Walker's statement. Comm. Walker did agree with Pat Donovan that Pat had come to the Commissioners for the hiring of a relative and Comm. Walker said that was the only one that the Commissioners knew about and they had no knowledge of the others in that category. Comm. Henderson stated that it is his feeling that if this was adopted it would allow the County Commissioners to hire the relatives of County employees. Comm. Walker disagreed - this is not a policy, she said, it is a procedure. Comm. Henderson asked for an explanation. Comm. Walker responded that the procedure is the mechanism for which the person gets on the roll of County employment - from the time they're interviewed, from the time the department head and the Director of Personnel decide on the candidate for the job, and before they are actually entered on the roll, this is a procedure to simply notify the County Commissioners that a certain individual is going to be employed and what department they will work in. She adds that it is a "review" not an approval. Comm. Henderson quoted from Comm. Walker's form, "I recommend that the following procedures be implemented to guarantee the public that the Department Heads will not be allowed to hire anyone that has the slightest smell of nepotism without a vote of the County Commissioners." Comm. Henderson says that clearly means that relatives can be hired if you have the vote of the County Commissioners - clearly - and that's the wrong way to proceed. Commissioners should not have the power to allow the hiring of people who have relatives under whose supervision they will work and this will allow that to happen. He adds that it is the wrong way to go because it violates the recommendations of the Personnel Commission, but it is also wrong to put the approval on the Commissioners and to allow the Commissioners to permit nepotism. Comm. Walker said that the papers have put the blame on the Commissioners, that the Commissioners allowed the hiring of their relatives. Comm. Walker said the department heads have, in the past, hired relatives without the knowledge of the Commissioners. Comm. Henderson said "notification" was a reasonable requirement to impose. Comm. Walker asked if this would be more acceptable if it stated "reviewed by the Commissioners?" Comm. Henderson said he would support notification. Comm. Walker said that she would remove the word "approval" and put in "reviewed." Comm. Henderson wants this issue put aside for a week. Comm. Barka said he agreed with Comm. Walker but he would withdraw his second

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for a week in order to work on this and he adds that he is not against it and that it was done with his approval. Comm. Henderson wants to take sufficient time to ensure that what the Commissioners intend to do and what they actually do are the same. Comm. Barka said once again that he was withdrawing his second and he was very much in favor of this and he doesn't want Comm. Walker to get into trouble because he agreed with her.

Comm. Walker reported that she had drafted a letter to contain all three Commissioner's signatures to Robin Wojtusik at the Extension Services regarding combustible material located in the Carlisle Building that must be removed.

Comm Henderson said he wanted to address the issue of the hydro-seed since the labor has already been invested and he does not want to delay the decision. Comm. Henderson moved to permit the bid process to be waived and instruct Mr. Woodside to contact the appropriate area contractors to ascertain the cost and time frame of the hydroseeding and contract with the vendor with the lowest price and the quickest availability, seconded by Comm. Walker and voted on unanimously in the affirmative.

There being no further business to come before the regular weekly meeting, Commissioner Henderson then moved, seconded by Commissioner Walker, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative at 4:35 PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Board of Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosure: Procedure to Curtail Nepotism

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY COMMISSIONERS
MAY 24, 1993
COMMISSIONERS CONFERENCE ROOM
ROCKINGHAM COUNTY NURSING HOME
BRENTWOOD NH 03833

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Henderson, seconded by Commissioner Walker and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker, and Henderson, Bill Sturtevant, Roy Morrisette.

Discussion took place on a nursing home application for admission regarding the waiving of residency requirement for Elmore Kaphan. Commissioner Walker moved, seconded by Commissioner Henderson, to waive the residency requirement and voted on unanimously in the affirmative.

Discussion also took place on a nursing home employee's request for appointment to another department.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 4:55 PM on a roll call vote.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

RM/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 1, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Charlene Roche, Business Office Supervisor; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Jill D'Angelo of the Portsmouth Herald.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the May 19 and May 24, 1993 meetings of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Walker to approve the Minutes of May 19 and May 24, 1993 as presented, voted on unanimously in the affirmative.

Chairman Barka said that before the regular Commissioners meeting begins there was unfinished business from the Construction meeting that would be addressed first.

Ernest Woodside, Director of Maintenance, had three change orders to present. The first was PCO-102 for \$973 for wiring of the exhaust hood for the snack bar area. Ernie reports that it has been concluded that the wiring disconnects at the hood and that the motor on the roof is adequate to meet code and he recommends that the Board void this and not have it as part of the construction costs. Comm. Walker asked if this was needed and Ernie responded, no. Comm. Walker said a motion did not have to be made to void something, just for approval.

PCO-103 is for \$554 for two additional pond strobe lights for the fire alarm system. Ernie stated that this has been reviewed and he believes this cost is justified and he recommends approval. Comm. Walker moved to approve the Post Change Order 103 for \$574, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

The third item Ernie presented was in regard to construction and the Commissioners did not have a copy of this before them. Ernie reports that there has been discussion on the cost for realignment of duct work on the Adult Day Care area and he believes it will not exceed \$1,000 and he would like the Board's

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approval to proceed as long as it does not exceed \$1,000. Bill Sturtevant said he thought this was for the dining room area. He stated that the decision was not to make changes in the Adult Day Care area because there is sufficient coverage for air in that area. Comm. Walker moved to approve the changing of the air duct in the dining area, not to exceed \$1,000, seconded by Comm. Henderson and voted on unanimously in the affirmative. Ernie reports that this is all that pertains to the continuation of the construction meeting.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter has no report to present today. Comm. Barka said that Theresa Young will be sending the Sheriff a memo on the airport proposal. Charlene Roche said she had a copy of the memo which concerns airport detail considerations. Comm. Barka said the memo was about questions that Theresa had from a County viewpoint.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane was not at the meeting today but had presented the Commissioners with a written report.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley requests that the County Commissioners approve her recommendation for Deputy Treasurer. She stated that the name of her recommendation is Linda Hutchinson and she had distributed a resume to each one of the Commissioners. Commissioner Walker moved that the Commissioners approve the appointment of Linda Hutchinson, seconded by Commissioner Henderson.

Roy Morrisette asked for clarification on what the position would entail salary-wise. Patricia stated that right now the law requires that she appoint someone as of June 1st and at a minimum this is designed to accommodate the law. Roy said he would like to know what Patricia intends on paying the appointee and is she going to follow the law? Patricia responded, at a minimum, she is going to have to make a recommendation by today and that she has stated her recommendation and there's no reason why those discussions can't be held in the future.

Commissioner Barka asked the other Commissioners if they were going to vote when they didn't know what the salary would be. Commissioner Henderson stated that, as he understood it, the specific issue on the table is the issue that's defined in statute and his understanding is that's what is being voted on

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today and he believes that it is the Treasurer's prerogative to put forth a nomination and, as a Commissioner, he is going to support the Treasurer's nomination. Commissioner Barka stated that the statute reads \$3,000. Roy Morrisette stated it read \$15 per day, in the absence of the Treasurer. Commissioner Walker said the Commissioners have some research to do on the matter before they put a dollar figure on it and they are simply making the appointment to comply with the law. Comm. Barka would like to see a temporary appointment of the present Deputy until all the facts are available and that would cover the County by having a Deputy Treasurer on hand and that would cover the law and then the subject could be taken up in a week or so. Commissioner Henderson said that couldn't be done because the statute indicates that the Commissioners can only appoint someone who is recommended by the Treasurer and the Treasurer has only made one recommendation and thus, he thinks the Commissioners' options are limited in this case. Commissioner Barka said that he personally does not intend to vote for this - first of all, the job wasn't advertised, it wasn't posted, and the fact that we are hiring someone from another county does not sit too well with him where so many people are out of work in Rockingham County - so he will vote no on this. Commissioner Barka asked for a vote on the motion, voted on 2-1, with Commissioner Barka opposed.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Before Ernie presented his report, Comm. Barka asked Ernie about the Water Treatment Plant. Comm. Barka said the plant was an estimated \$416,000 job that hasn't been put out to bid. Ernie responded that the record will show that a decision was made at a previous Commissioners meeting to set up a time to meet with himself and the Commissioners to discuss the treatment plant for posting and bid. Comm. Walker said, for the record, that it was not the Commissioners' intent to publicize the figure Comm. Barka quoted - it was an estimate presented by the architect, not for general knowledge. Comm. Barka was going to suspend discussion on this and set up a meeting and Comm. Henderson asked if it could be discussed and settled today. Ernie said that it had been suggested that Ernie proceed to draft a bid proposal and Ernie recommended that the bid go to pre-qualified people (qualified for water treatment facilities. Ernie stated that it was his understanding that the drafting and paperwork, the picking up of the plans, the transfer of money for the plans, etc. be handled through the Commissioners' office. However, Ernie recommended that this all go directly through himself and his office due to the fact that he was the contact person for this process anyway. Ernie also said there was also discussion at that time about whether to go to pre-qualified bidders or to have it go to all interested parties. Ernie said he has had home

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contractors ask about the plant and it could be very costly to supply the necessary plans and materials for bidding to all the people who have expressed an interest in the plant plus the fact that he is unsure that these people are qualified to build a water treatment plant. Comm. Henderson said there were two issues here: 1. Where the paperwork would be handled for the bid process. Comm. Walker said she thought that it had been decided that the bid would go out to everybody because even a housebuilder can read the plans and construct a block building. Comm. Walker said experience has shown that when people have been excluded from the bid process, they have contacted their appropriate legislators and the Commissioners were forced to comply. Comm. Walker stated that, due to the poor economy, they have no choice but to open the bid to all interested parties. These interested parties must be able to fulfill the requirements of the bid, they have to post bond, and they have to do all of the things necessary to prove they are capable of doing work of this magnitude. She adds that she felt this had already been determined and the only thing that needed to be resolved was the location for the processing of the necessary paperwork. She stated that it was discussed having the plans picked up during certain stated hours on certain stated days which would limit the amount of time staff would spend on the project. Deposits for the plans will be received and returned when the plans are returned.

Comm. Barka asked how many people can build water treatment plants? Ernie said there was a lot of them and that he had a list from the state which states the State's recommendations. He adds that this type of list was used when the bid went out for the architect for the new construction. Ernie's concern with Comm. Walker's suggestion is that there may be added costs to the project if a contractor has to sub-contract work on the plant because of his inexperience with water treatment plants or because he does not have the necessary equipment to do the job. Ernie's recommendation is that the bid go out to pre-qualified builders and that the paperwork go through the Maintenance Department where the contact is and that duplicate copies go to the Commissioners. Sheriff Vetter asked if the Water Pollution and Control Commission license these people as septic design people are licensed. Ernie responded that, yes, certain people are licensed, but the Commission does not dictate who should be selected. The Sheriff asked if a licensed contractor could be put into the specs which would eliminate a certain portion of bidders. Comm. Walker said septic plans have to be approved by the State, but that once the plans were approved, anyone can build the septic system. Comm. Henderson stated that it seemed reasonable to him that the Commissioners look at a list of pre-qualified builders as there is a sizable amount of taxpayers

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dollars involved in this project and he would like to see a qualified, able contractor build the plant. Comm. Walker said the bid list could be limited, if needed, and that this building will house equipment inside the building to take the minerals out of the water supply, but all the technical things needed are in the system that's put into the building and the building itself is not complex to build. Comm. Henderson said there's more than the building - there is also the contents. Ernie responded, correct, the building can be built by us, but the equipment which is designed and approved by the State for water treatment must be installed by a competent builder. Comm. Walker said specifics can be put into the bid. Comm. Henderson said that the way Comm. Walker was talking suggested that anyone can build this type of plant and he is reluctant to accept that suggestion. He adds that there is a certain level of expertise involved in this and rather than opening this up to everyone and put the burden on the Maintenance Department to sift through the bidders for qualified candidates, as long as the pre-qualified list is reasonable and as open as possible, it would be prudent to use this list. Ernie Woodside reported that the original portfolio that was presented to the Board, contained a list of people qualified to do water treatment plants. Comm. Walker said water treatment plants are different than water de-mineralization systems. She cites the example that if you wanted a water softener on a house well, you would not base your decision on who builds your house on whether that individual could buy one particular brand of water softener because there could be 25 different systems to choose from to de-mineralize the water and whoever owned the system to put on the well has nothing to do with who builds your house. Comm. Henderson moved to authorize Ernie Woodside to prepare and release the bid for the Rockingham County Water Treatment Facility and appurtenances, that he send the bid specs to the broadest list of pre-qualified vendors, and that he should set reasonable hours for when additional information can be retrieved and that all information be kept in the Maintenance Department. Ernie Woodside would like the motion to state that he will supply the Commissioners with duplicate sets of all that is involved. The motion was amended to included Mr. Woodside's suggestion and seconded by Comm. Barka, voted on 2-1 with Comm. Walker opposed.

Ernie reported on the farmer's assets from the phasing out of the pigs. He reports that the farmer's list included heat lamps, a pressure washer that is at the Ladd Farm building and a power snake for cleaning drains. Ernie requests that he have all the items and his question, where these are County assets, is whether these items are transferred to another department or does the department have to purchase the items. Comm. Henderson asked for a rough estimate of the value of the items in question. Comm. Walker responded about \$1,000. Comm. Walker moved to transfer

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the assets from the Farm department to the Maintenance Department, seconded by Commissioner Henderson and voted on unanimously in the affirmative. Comm. Barka would like the record to state that the Commissioners are releasing \$1,000 worth of equipment from one department to another.

Ernie reports that since he has taken over, as a replacement for Mr. Gleason, for the remainder of the construction project, he will keep the Commissioners informed. He reports that construction is on-schedule and he does not foresee any problems with staying on-schedule.

Commissioners Henderson and Walker referred to a couple of items on the "Old Business" section of the Agenda. Commissioner Henderson asked Ernie about the doorbell request at the old Administration building. Ernie responded that he didn't know if it had been done yet but it was on the list and a letter went out to Diane Gill telling her that it would be taken of by the Maintenance Department.

Commissioner Walker asked Ernie about the AB Dick computers at the County Attorney's office. Ernie responded that the computers would not be brought up until next week and it was his understanding that there was a truckload of these computers and he doesn't know where to put them all and doesn't know if there is a necessity to keep them as they are all antiquated. Comm. Henderson asked for a better sense of what is being talked about before an estimate of value is given. He suggests that there may be an operation locally that could use this equipment. Ernie asked what the Board wants him to do - do they want him to truck them all to the Brentwood complex? Comm. Walker would like to see a list of the equipment to be sent out to local towns to see if they or the school departments could use this material. Sheriff Vetter said the equipment has been stored since 1980 and is very old, but it may be valuable to someone who has that kind of equipment. Comm. Henderson asked Ernie to provide the Commissioners with a list of the equipment and a description of it to include the model number. The Commissioners will then circulate a notice to the towns in Rockingham County for posting.

One other item on the "Old Business" section was in regard to the meeting with ICS. Ernie reports that he has made contact with ICS and will call again tomorrow to see if an appointment can be set up for a service contract on the phones.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census this afternoon is 299 with one death this morning and a dosimeter was scheduled for tomorrow. There

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are 68 clients in the Adult Center and 34 in the Children's Center. Bill presented warrants for signature and asked if Mr. Woodside was the acting Clerk of the Works so that he can sign the construction warrants which were previously signed by Mr. Gleason. Comm. Walker moved to make Mr. Woodside the acting Clerk of the Works for the remainder of the project, seconded by Commissioner Henderson and voted on 2-1 with Commissioner Barka opposed because he doesn't feel that a Clerk of the Works is needed and Ernie has been doing this work all along. Comm. Henderson thinks this is required in order to have Mr. Woodside sign the warrants. Comm. Barka said he has been doing that all along and Bill Sturtevant said that Mr. Gleason was signing. Comm. Barka then changed his opposition vote to be in favor of the motion and Mr. Sturtevant presented construction warrants for Ernie Woodside's signature.

Accounts Payable	\$105,842.24
Accounts Payable - Farm	6,430.20
Maintenance	47,246.39
Accounts Payable End of the Month	44,802.43
Uniform Allowances	1,103.46
Accounts Payable	2,212.29
Accounts Payable - In-Service Programs	128.00

Mr. Sturtevant has a request to waive a bid process for the tables for the new Resident Dining Room. He reports that the tables are from Space Tables, Inc. which was the same vendor used for purchasing tables over the past two years in the rest of the building and is part of the construction. The request is for 13 tables at \$543.40 apiece for a total \$7,467.20. Comm. Henderson asked if this was an emergency situation. Bill responded that this was a purchase directly from the manufacturer and is the only table of its type available. Comm. Walker said there ought to be more vendors who make tables. Bill responded that there were other vendors who make tables, but not these specific tables. He adds that two years ago when the bid went out these were the tables that were selected and there was a wish to keep all the tables alike. These tables were safer than the second choice which was the Joeins table. Ernie Woodside said it was his recollection that a lot of other tables were looked at, but nothing compared to the tables they selected from Space Tables and there were no other competitors who supplied this type of table. Comm. Walker asked Bill if he knew how much the cost of the tables had risen in the last two years? Bill responded that his guess would be around \$100 and he has been able to hold the price for a couple of years. Comm. Henderson stated that, based on the information presented, he is not prepared to support this waiver because the bid waiver process has to be used as sparingly as possible. He adds the waiver should only be used in those

cases where there are legitimate reasons and while the facts that were presented today may be true, this decision is \$7,500 decision is based on two year old information and if there is not a pressing time problem, it would be prudent to put it out to bid and there will be a two week delay. Bill said it would be longer because it will take longer for them to be shipped and delivered and the Dining Room will not be able to be opened, but that he would put it out to bid. Comm. Henderson wants to emphasize and apply this more broadly. Comm. Henderson said that if he is supposed to sign these waivers he would like to see legitimate effort put into placing these out to bid. Bill said he did feel this waiver was legitimate because there was no other manufacturer and this process had been done before and one of the things the County has tried to have is "like" equipment in the building so that if there is a problem with equipment it can be replaced with "like" equipment. Bill reiterated that it would be put out to bid. Comm. Henderson said he had no problem with Bill using specifics in the bid. Bill said he does not want to be criticized if only one bidder responds and that the price may be higher. Comm. Henderson asked Bill if there was a risk on price here? Bill responded that he didn't know - this was the price he was given and if it is put out to bid, the price may not hold. Comm. Walker asked how long the price would be held? Bill responded there was no time frame given.

REPORT FROM BUSINESS OFFICE SUPERVISOR - Mrs. Charlene Roche

Charlene reports, in Theresa Young's absence, that she would like to remind the Commissioners about a meeting with the auditors on Thursday between 9:00 and 9:30 AM regarding questions on workmen's compensation. Commissioner Walker asked if that was the only item on the agenda for discussion with the auditors? Charlene responded that as far as she knew, yes. Commissioner Walker asked if anything could be addressed with regard to the interim report and Charlene said this has to do with the report anyway.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat reports that the total count is 168 with 93/Pre-Trial and 75/Sentenced and 11 Federal prisoners. Pat reminded the Board that on June 17th at 10:00 AM there will be a Fact Finding meeting at the County facility.

Commissioner Henderson reported that he toured the jail and a letter will be written soon. He reports that Ms. Donovan took him on an extensive tour of the facility and it seems to be smoothly run and the personnel take pride in their operations and

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the population seemed to be "at ease," tensions seemed to be low, and the operations seemed to be professional and first-rate in all respects. Pat reports that a report has to go to the Attorney General twice a year.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Commissioners that there will be a Personnel Commission meeting next Tuesday, June 8, 1993. Comm. Henderson asked if there was a public hearing coming up soon and Roy said that the Personnel Commission meeting was not a public hearing but a meeting open to the public.

Comm. Henderson asked if the recommended nepotism policy was revised, did it have to go through the posting process again? Roy responded that, yes, it would have to go through the process again. Comm. Walker said if the public has suggestions or concerns and the Commission wanted to incorporate those changes, then it would need to be posted again for everyone to read and then it would have to be voted on again.

Comm. Walker asked if a date has been sent for the next grant cycle and Comm. Henderson responded around June 20th. Pam Tessier stated that it is not on the Commissioners calendar yet because it is too far out to be included. Comm. Walker said she was not aware that a date had been selected.

Comm. Walker reports there needs to be a determination on parking spaces for staff which is listed as "New Business" on the agenda. She reports that some spaces will be straight and the other spaces will be diagonal. Ernie Woodside is unsure how many spaces there will be due to the layout of the new area since there will be handicapped spaces added in order to comply with the law. Ernie recommends that the Board determine what people will be allowed to park in the area and let him know. He thinks there will be at least eight spaces available. Comm. Walker asked about the area across the street which currently house large tractor trailer trucks. She asked if it was possible to designate parking spaces there? Ernie responded that it had been the intention to use that area for parking once the construction was over and the area cleaned up.

Ernie Woodside questioned Comm. Henderson about the Space Utilization Committee. He asked if there would be follow up on the material that Comm. Henderson had presented at an earlier Commissioners' meeting, specifically that the Building and Grounds building is not in the best of shape and Ernie will be emptying out the furrowing building that was used for the pigs and he said there was some discussion as to whether the Board

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will be considering the furrowing building for the new Grounds building. Comm. Henderson asked if Ernie's staff was ready for re-hab work? Ernie responded that these types of projects are rainy day projects. Comm. Henderson said he was looking to Ernie for input as to the best use for this building and that the best use may be to close it and leave it empty. Comm. Walker said if they were talking about the old pig nursery that at one time there was discussion that it be used for maintenance as a garage and that it was suggested that it be looked at as a practical application for that building. Comm. Henderson said that the suggestion Comm. Walker just talked about generated a lot of additional information and he has not received anything definitive but that the reconstruction would be so substantial that it would not be practical. Ernie responded that the original intent was to consolidate the Building and Grounds and Motor Service under one building, but that the cost factor was extensive and would not be in the best interest to do. He adds that does not mean that the relocation of the Motor Service should be ignored. He further states that the wall is still bowing out at the Building and Grounds building. Ernie said he has taken everything off the top floor to protect people from a hazardous situation, but he feels this is a building which should be demolished. Bill Sturtevant said the building in question was one of the original buildings. Comm. Walker asked for a cost estimates for renovation of a building for Building and Grounds before the Board makes a decision and for re-location of the Human Service and Nutrition departments so that estimates can be given on renovation of the old administration building for the Childrens Day Care. Comm. Henderson said the best suggestion would be to have the Physical Plant Facility reconvene. Ernie understands the need for reconvening the Physical Plant Facility, but there has been a lot happening and he doesn't want a decision put off until August or December when it can be looked at sooner and there are other items as suggested by Comm. Walker, that need to be considered.

Bill Sturtevant asked when the Board wanted their nominations for the Health Committee? Comm. Henderson responded as soon as possible and Comm. Walker said the coordination was left to Roy Morrisette. Bill said he thought the department heads had to nominate staff from their departments to the Board. Comm. Walker said to present this to Roy and Charlene said she thought the Sheriff's Department and Maintenance Department should also present nominations. Comm. Henderson explained to Sheriff Vetter that the idea is to have a representative of their department that has some knowledge about health insurance in order to look at the issues involved in the health insurance field. Sheriff Vetter said he would be glad to nominate someone for this and he felt this is a "hot" issue and many people are unhappy with the current health insurance.

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Comm. Walker wants the bid for the nursing home audit put on the agenda under "Continuing Business."

There being no further business to come before the regular weekly meeting, Commissioner Walker made a motion to adjourn the meeting, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. The meeting was adjourned at 3:40PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 7, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek.

Chairman Barka opened the meeting at 2:30 PM. Commissioner Walker moved to accept the minutes of June 1, 1993, seconded by Commissioner Barka and voted on unanimously in the affirmative.

The Commissioners reviewed and processed applications for admission to the Rockingham County Nursing Home. Accounts Payable and Payroll Warrants were approved and signed.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reported an update on the bid for personal computers. Three companies were chosen as low bidders: SOS, NECB, and MacDurgin Associates. Theresa reports that based on the interviews from last week with these three companies, she recommends that the bid be awarded to SOS. Comm. Henderson moved to award the bid for personal computers for the Commissioners and the Central Business Office to SOS Computer Solution, seconded by Commissioner Walker and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley apologizes to every employee and Department Head in the County for the problem with the paychecks last week.

Patricia asked the Commissioners to approve the posting of Assistant Treasurer's job. She will be providing the Commissioners with a draft of the position.

Comm. Henderson wished to address this issue. He reports that when the delegation deliberated on the budget for the current

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fiscal year, money for a full-time position in the Treasurer's office was allocated - it was recommended by the Treasurer's Subcommittee and adopted by the Delegation. He stated that there are varying interpretations of what this position would be called, how it would relate to the statutory position of Deputy Treasurer and whether or not it came with an incumbent. Comm. Henderson states that his motion is that the Commissioners approve the creation of the position of Assistant Treasurer and that the salary for that position not exceed the amount budgeted for the staff position in the Treasurer's office and that the Treasurer be authorized to advertise, consistent with her job description, and fill the position. Comm. Barka stated that the only thing wrong with the motion was that no salary figure was given and he asked the Treasurer how much she intended to pay for this position. Treasurer Kelley said she was going to recommend a salary of \$23,000 for the Assistant Treasurer's job. Comm. Barka asked if that was to be included in Comm. Henderson's motion? Roy Morrisette asked if this was a classified position? Comm. Henderson responded, yes. Treasurer Kelley said that Roy Morrisette would have to determine the classification of this position and that she would assume it would be in the same classification as Irene Dodge, who currently works in the position. Comm. Henderson amends his motion to add the compensation amount of \$23,000 and wants it noted that this is within the amount that was budgeted for a staff position in the Treasurer's office.

Comm. Walker stated that in February or March, the Commissioners voted to create a full-time Deputy position when the existing job was separated into two positions. At that time a position was created in the Bookkeeping Department and a full-time Deputy Treasurer was created and that was the vote of the Board. She reports that at that time the Commissioners knew it was the (support) intent of the Delegation that it was a full-time Deputy position that was being funded. Comm. Walker stated that she voted at that time for a full-time Deputy and if a new position is now being created, it is being created on top of a full-time Deputy.

Comm. Henderson asked for a second on his motion. Comm. Barka seconded Comm. Henderson's motion. Comm. Henderson commented that it is his belief that regardless of what different people thought was the intent, that the statutory language that creates the position of Deputy Treasurer is very brief and states that the compensation is \$15/Day for each day he/she is doing Treasurer's work. The statute does not say it can be increased, but he states that he thinks everyone agrees that it can be increased. However, he adds, there is a sentence that states the Deputy Treasurer shall only, and the word only is in there, serve

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in the absence or incapacitation of the Treasurer. He goes on to say that clearly, therefore, unless there is a Treasurer who will never be there, there would not be a full-time Deputy Treasurer. Comm. Henderson said to remember the language, "only in the absence or incapacitation of the Treasurer" and this, to him, defines exactly what the statute envisions. Comm. Henderson said that this did not have to be a problem and that it is appropriate to separate the two functions. He states that if you have a full-time salaried position which, with benefits, add up to almost \$30,000 and the position can be filled without any interviewing so that the Treasurer could appoint her "dog", then people's money is not being handled properly and the way to do it is to have a job description which is part of the classification system and is advertised with interviews and filled according to the appropriate policy - this is consistent with what is supposed to be done with taxpayer's dollars. He adds that it is also, in his judgement, consistent with what the Commissioners and the Delegation envisioned. He states that the people that made this deliberation may not have realized the implications of lumping this all together and calling it Deputy Treasurer, but the name is not important. It could be called Assistant Treasurer and created right here as a full-time, classified position and annually the Treasurer can appoint either that person or someone else as Deputy Treasurer.

Comm. Barka asked if the Treasurer recommended someone last week? Comm. Henderson said he believed she did recommend someone last week for the statutory position. Comm. Barka states that his complaint is that the Treasurer has already named a candidate, Linda Hutchinson and Comm. Barka voted "no" because it had not been posted and the main reason he voted "no" was because this person was from Hollis, NH, not from Rockingham County and he cannot understand having a Rockingham County Treasurer appointing someone from another county for this job. Comm. Barka adds that now the job will be advertised and he asks who do you think will get the job? Would you bet that Linda Hutchinson is going to get it, whether 50 people apply for the job or not? He asked if anyone at the meeting would tell him that anybody but Linda Hutchinson would get this job? He states that this is his complaint.

Comm. Walker commented that this position was discussed for a long time, the Delegation funded it, they knew very well that when they put the position under the Treasurer that the Deputy Treasurer would serve at the pleasure of the Treasurer.... Comm. Barka said he agreed with her 100% but, "Let's be honest, for the last six months have I been trying to do something about this, to take her out of her jurisdiction?" He states that he figures they have a cold, calculating Treasurer today and he has been

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trying to get the other two Commissioners to rescind the original agreement, but they will not go along with him. He doesn't blame the other two Commissioners, but he stated that he realized right off that it was a mistake to put this position under the Treasurer's control, with the exception of the Deputy Treasurer position. He reiterated that there is a cold, calculated Rockingham County Treasurer here today.

Comm. Walker said she had not finished and asked if what was being said is that if the Deputy Treasurer can only be paid in the absence of the Treasurer, then the County has been misusing taxpayer's money in the past. Comm. Barka disagreed - he states that Irene Dodge has been the Deputy Treasurer for at least 10 years and he asked if Comm. Walker was sitting there and telling him that the Commissioners have been misusing money and if we have, "why didn't you do something about it?" Comm. Henderson interrupted and asked if they could stay with the issue on the table and that there is a motion on the table. Comm. Walker said that if this person serves at the pleasure of the Treasurer, it is not a classified position. She adds that the Treasurer, annually, can recommend a Deputy (Comm. Barka said from Rockingham County) and if the Treasurer can only recommend a Deputy that has a \$3,000 limited salary and take the person who is in the clerical position with no say in the matter, then clearly the hands of the Treasurer are tied and it is not her employee. Comm. Barka said he has been getting hit with his son working here, Comm. Walker has been getting hit with her son working her (Commissioner Walker said she doesn't have any sons) and we are talking about nepotism, let's go over what nepotism means in the dictionary. Comm. Barka quoted, "Favoritism shown or patronage granted by persons in high office to relatives or close friends." He adds that Linda Hutchinson is a close friend of Patricia Kelley, the Rockingham County Treasurer. Treasurer Kelley denied that claim and stated that she doesn't know Mrs. Hutchinson's kids' names or her husband's name and that is the truth. Comm. Barka responded, "If you believe that, I have a bridge I'll sell you."

Comm. Henderson said this was getting out of hand. Treasurer Kelley said that she does not believe that she needs to ask the Commissioners to post for a position - the staff line is in her budget, she wants to hire a staff member for a position that's soon to be vacated and she has every right to do that and work with Roy to post and advertise, based on the Personnel policies and she's not sure it's necessary to ask the Commissioners' permission and she withdraws her request. Comm. Barka said that Treasurer Kelley's actions have jeopardized the job of a lady who has worked here for 18 1/2 years and he resents it - she has a year and a half left for retirement and your actions are jeopardizing her job and he's angry about it. Treasurer Kelley

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said to put it on the record that her job is not in jeopardy, she has a job in the County, and you are completely and fully aware of that, and secondly, it is not a requirement anywhere in any law or Personnel Policy of this County that an employee be a resident of Rockingham County and there are several employees of the County who are not and this is the first time she has heard of Comm. Barka's problem with this.

Comm. Walker stated that it was the law that the Treasurer can recommend and the Commissioners can appoint a Deputy annually and if this position is a classified position, next June, if the Treasurer decides she wants another person in that position, does a position within the County have to be found for this individual? Comm. Henderson responded that the June date that Comm. Walker referred to is in reference to the statutorily created position of Deputy Treasurer which is different from the full-time salary position and therefore the technical answer is yes, however, all that refers to is the designation of someone to serve in the absence of the Treasurer - that's what the statute says - and it clearly, by definition, limits the role of that individual. He adds that the logical thing is that the Treasurer advertises for and fills the full-time, salaried, staff position of Assistant Treasurer and then designates that person to hold the statutorily created person as signatory authority and there is no reason why this has to be more complicated than that. There being no further discussion on this issue, Chairman Barka called for a vote. Treasurer Kelley interrupted by saying that she has already said she doesn't need, like any other department head, the Commissioners approval. She will post the Assistant Treasurer position, after Roy approves of the job description and all of the other processes necessary to complete that, and she is informing the Board of that, not asking for approval. Comm. Barka said that as long as the Treasurer said she was going to post the position, he would go along with it, but he wants the record to state that the job would be posted. Comm. Henderson said he agreed and thought it was the appropriate way to proceed and it would show consistency and that the Commissioners are being proper "stewards of public funds." Comm. Walker stated that she has already voted for a full-time Deputy position and she will not create another one to do the same job - this is not a classified position, it is a full-time Deputy, and it has already been voted on at a previous date. Comm. Henderson asked Comm. Walker that if the Treasurer wanted her "dog" for this position, in her judgement would it be appropriate? Comm. Walker said no, she didn't think her dog could read or write or sign names. Comm. Henderson said there was no job description, therefore there was no requirement that it be a human, let alone that it have the ability to read and write. Comm. Walker said when the Commissioners talked about dividing these job descriptions, she asked last September, October or that vicinity,

to please provide her with a job description and she was told there already was a job description and another one was not needed. Comm. Walker said she asked back then and now she is being told the job description does not exist. She said she was told that the job description did exist when it didn't exist and she voted for a full-time Deputy position who would serve clearly at the discretion of the Treasurer - she can hire and fire at will, like the President can hire and fire his cabinet - and she will not vote for a classified position. Comm. Barka said he would vote for this because it would be posted and advertised, but he wanted to let the attendees know that they should not be shocked if Linda Hutchinson is appointed to the full-time job. Chairman Barka called for the vote and the vote was 2-1, with Comm. Walker voting, nay. Comm. Walker said there are two positions - the Commissioners voted a full-time position back in February and now there is an assistant. Comm. Henderson said, then, that he would make an additional motion which is that the Board of Commissioners acknowledge that there is one and only one salary position, funded or created, within the Department of County Treasurer and that position is the one created today for Assistant Treasurer, seconded by Comm. Barka. Treasurer Kelley asked why the vote was needed when it is already in the budget? Roy Morrisette replied that it was for clarification because in previous Commissioners' Minutes, the word Deputy Treasurer was used in creating a full-time Deputy Treasurer and he thinks what Comm. Henderson is doing is correcting the vote on record because the Deputy Treasurer was not looked at as a full-time position. Treasurer Kelley said it was agreed that the R.S.A.'s already cover this, so why the need to bring it up? Comm. Henderson replied that whenever there is an area of doubt, rather than allow the doubt to persist, it is better to clarify that there is an attempt to do the right thing so no one can have the impression that one pile of money will pay two different people - that is not the intent - there is one position and by clarifying that there is only one, we are ensuring that we are not trying to spend the same amount of money in two places. Treasurer Kelley asked if the Commissioners were saying that she could not get two full-time people for \$13,000 each? Comm. Henderson said no - he thought it was quite clear what he was saying. Comm. Barka said he will second the motion because he feels the motion was intended to be honorable and sincere. A vote was taken 2-1, with Commissioner Walker voting, no. Comm. Barka said he questioned the legality, but he felt the intentions were honorable.

Treasurer Kelley provided an update on the MBIA performance fund that the County is depositing money in and stated that for the month of May, which is the first full month of money in the funds, the interest rate is 49 1/2% higher than an overnight rate at the bank.

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Treasurer Kelley also reports that there will be another Revenue Anticipation Note offer on the 22nd of June and final financial statements and other pertinent material will be needed and if anyone is asked to help gather that information, she is asking for full cooperation so the money can be received on a timely basis.

REPORT FROM THE REGISTRY OF DEEDS - Mrs. Betty Luce

Mrs. Luce attended the meeting but had no report to present.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter reports he has bought another vehicle for the department - it was a good deal. He reports that he had an opportunity through Army surplus to pick up a spotless, four-wheel drive, 3/4 ton pickup truck with 30,000 miles on it for \$20. Comm. Barka asked if there were any more deals like that and Sheriff Vetter said that there are three Chevrolet Blazers that he can pick up for \$25.00 each. He adds that he does not intend to put the newly purchase vehicle on the road, so there is no worry over insurance, and it will not be for patrol. He adds that if any other department is interested, he may be able to pick up more of these vehicles.

Sheriff Vetter spoke about his name being on the agenda for the Manchester Airport Proposal and he has looked over the concerns of the Fiscal Officer, Theresa Young, and he will address these in writing when he proceeds further into the contract. He states that this is not going to be a grant, it will be contract services and merit increases are included in the calculations. He said that 5% was used. Theresa had asked if payroll costs and social security and retirement were adjusted and he replied, yes. Sheriff Vetter said the big thing was insurance and \$200.12/month was used and EBPA will pay everything after the deductible, so it could cost the County some money. He reports there are two choices - new employees hired for this, if the County gets the contract, are either not offered the insurance that would cost money or insurance companies are changed. Comm. Barka said that the Commissioners have not decided anything on this airport project and he asks if their approval is needed. Sheriff Vetter said no, approval is not needed, but he is trying to work with the Board and letting them know what is happening. He adds that he thinks he can enter into this agreement regardless, but he does not want to do this and he wants the Commissioners to feel good about what he is doing, not opposed to it, and if the Commissioners are opposed to it in anyway and it is unanimous, it will have to be looked at. Comm. Barka said that the County will be making the checks out and how does the Sheriff know that

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the Commissioners will approve this if other County department heads need that money. Comm. Barka said this was hypothetical and Sheriff Vetter said he does not want to get into a match here because it is not worth it to him, but he thinks this is a nice program to get into - Comm. Barka said that the Commissioners have to get into this though and Theresa has some good questions. Sheriff Vetter said the Central Business Office will not be responsible for anything - there is no reporting requirements - it is a contract service, not a grant and there will be no auditing requirements, except an audit could be asked for if there are discrepancies. He adds the auditors will be auditing the books at the Authority, not at the County, and everything that will be sent over for payment (he will get one of his administrative assistants to help on this) will be the same as what is sent over now, such as receipts, warrants, etc., and the County will be reimbursed for every nickel spent. Comm. Walker asked if that included his administrative assistant and Sheriff Vetter said, yes, that would be part of his administrative costs. He stated that he will take a portion of the administrative costs from the Airport Authority and the rest will go to the Central Business Office - around \$22,000/year. Comm. Henderson said it is not the intention of the Commissioners to solve this issue today, but his concern is liability and the other concern is that however the records are maintained, they should all be maintained on separate budget lines, because otherwise there's a chance the contract will expire and this could become part of County government. Sheriff Vetter said he has already made it quite clear with the Airport Authority and the City of Manchester that if and when this project is given to Rockingham, there will a total separate budget attached to the Sheriff's budget for the airport, that the individuals will be hired with a three-year contract, that if the airport authority decides not to re-negotiate in three years, these people will be terminated - they are going to be contract services and three-year appointments. Sheriff Vetter said the statute can cover him on the appointment - if it's a term appointment, made by the Sheriff, it is covered. Comm. Walker said that the Commissioners have just stated that one elected official cannot have a person under them without it being a classified employee. Sheriff Vetter responded that the employees will be under classification - Deputy I, which is classified and that's what their pay scale is going to be. Comm. Walker said that if they're in the classification system and they are Deputy Sheriff I, then they have the same protection everyone of those eleven or eighteen employees can claim the same benefits and the same protection of the policy and the Commissioners will have to find a job for them in three years if there is no contract. Sheriff Vetter said not if that person signs a contract stating that it is only for three years and under a contract service under R.S.A. 104, VI, which says, that

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if you are a contract employee in law enforcement, you do not have to pay retirement. Comm. Walker said the Treasurer could have a contract employee working for her also. Comm. Barka said if a terrorist blew up the terminal, who would they sue? Sheriff Vetter said that was a good point and reported that everyone that goes on that aircraft is checked by security provided by the airlines and the FAA approves security people - they have nothing to do with us - all we will be doing is the terminal section of the area, providing a peacekeeping image in the airport and bombs on airplanes are not our responsibility. Sheriff Vetter asked why this issue was on the agenda again today and he is going forward with this project. Comm. Walker explained that this is on the agenda under a new category of "Continuing Business" because it was brought up at a meeting and those items brought up at a meeting that have not been resolved will be on the agenda until resolution when they will be taken off. She adds that this is a reminder to the Commissioners.

Theresa Young stated that when she discussed this issue with the Commissioners, they had asked her to put her thoughts about the Sheriff doing this proposal into writing and those thoughts were things that just occurred to her off the top of her head and that if the proposal was looked at there might be more concerns. She adds that she is concerned about using County money for 30 days and duplication of administrative effort.

Sheriff Vetter reports that on June 18, 1993 at 10:00 AM in the Commissioners Conference Room in the nursing home, the Rockingham County Fire Chiefs will be meeting regarding the radio systems and transportation and the Commissioners are invited. Comm. Walker asked if Sheriff Vetter had been contacted by the Long Range Planning Committee? Sheriff Vetter said, yes, they are meeting on the 28th. Comm. Walker said that the Long Range Planning Committee wanted to sit down with the Sheriff, the Commissioners and Keith before any more meetings with the general public to come to an agreement amongst themselves as to what is needed for the radio shop. She adds that the Committee suggested that once the County determines what the needs are, short term - 2 to 3 years, long term - 10 -15 years, then an agreement can be made and a meeting could be set up later to invite people from the general public who might have an interest or expertise in this field such as people who own Cellular One towers. Comm. Walker asked is there a different way that modern technology can be used to accomplish what the Sheriff needs and if there are several towers here for Cellular One, is another tower needed or can an arrangement be made with them? She adds that these are the types of questions the Committee was asking and one of the members of the Committee was very knowledgeable about radios and he suggested bringing people in from the outside for different

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solutions. Comm. Walker said short-term solutions are one thing and it will tide you over and really look at what the technology is out there and maybe there won't be a need to spend a certain amount of money, and even if it is needed, maybe more will be received for that money than what has been done in the past. Sheriff Vetter said he is meeting with the engineers from Motorola. Sheriff Vetter said he would like to meet with Comm. Henderson tomorrow to discuss a similar situation where there is a new Nynex tower and if the tower is secured by us, the Hampstead site will be eliminated and they will buy all the equipment needed. Comm. Walker said that is what the Committee is talking about - looking at people in the general public with the technology to help. Comm. Walker asked if they could postpone the Chief's meeting until the Committee meets and Sheriff Vetter said, no, this is one of several items on the agenda. Sheriff Vetter said all are invited, including Committee members. Sheriff Vetter said hopefully he will have a design ready by that date for them.

Comm. Henderson said there was one item on the Treasurer's agenda that did not get discussed and needs to be resolved. Treasurer Kelley said that the law required her to make her recommendation by June 1st and it is reasonable to expect that anyone who is going to accept would have to give notice and she would like the Commissioners to officially make the effective date of their appointment as June 28, 1993. Comm. Walker moved to make the appointment of Linda Hutchinson at the last Commissioners' meeting effective June 28th and that the present Deputy continue in that position until that time, seconded by Comm. Henderson. Comm. Barka said if the other Commissioners remembered, he did state last week that a temporary appointment should have been made. The motion was voted on and approved unanimously in the affirmative.

Comm. Henderson would like to acknowledge, for the record, the substantial contribution that Irene Dodge has made in her function as Deputy Treasurer. He states that this is not meant to be controversial but is a courtesy that should be extended to Mrs. Dodge. Comm. Walker was curious as to how many years Irene was Deputy Treasurer as there had been conflicting times given and Treasurer Kelley said she thinks that Irene had said eight years. Comm. Walker said that Comm. Henderson's statement was a general consensus of all the Board members.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no hogs or beef were sold to the kitchen and 2 piglets to the public. The total pig herd stands at 61 and the total beef herd is at 113. He adds that all the crop land is plowed and corn is planted with the staff working all planting vegetables.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie asked Sheriff Vetter what his intent was for the jeep. Sheriff Vetter replied that he will not be disposing of the jeep and asked Ernie if he wanted the jeep. Sheriff Vetter said that he would let the Board know if he intends to dispose of the jeep so that Ernie can have an opportunity to have the jeep.

Commissioner Walker asked about the meeting with ICS that Ernie was supposed to set up with the Commissioners and the Sheriff regarding a service contract for the telephones. Ernie responded that ICS is still working here at the nursing home and they are still trying to determine where the separation for the old system and the new system is located and when they have researched all their information they will arrive at a final proposal to bring before the Board.

Ernie reports that the parking lot out in front of Mitchell building will be closed off on Tuesday for sod that will be arriving and the lot will be opened again on Wednesday morning, excluding the new paved area which will be striped this week.

Ernie reports that the doorbell for the old administration building is complete and he is awaiting a list of the old computers from the courthouse which he will bring before the Board when he receives it. Comm. Walker said she was just in the old administration building and she thought that it had been agreed that all the doors downstairs would be locked so the staff upstairs would feel more secure and they were all unlocked and open and there are still boxes of material that have not been moved yet. Ernie does not know why or how these doors are unlocked - he said he closed it up when he left and he does not understand it.

Ernie referenced the other items under "Continuing Business" on the Agenda. Ernie said that cost estimates on Building and Grounds has already been discussed and he hasn't had a chance to look at that this week and the renovations for Child Day Care are dependent upon when and where Human Services and Nutrition are located. Comm. Henderson said it was always his belief that the space in the Carlisle Building will be renovated to house these two departments - it is a central part of the complex and it's heated and maintained anyway and it would make sense to look at Carlisle as a future site for these departments. Ernie stated that he will provide cost estimates as soon as the Board lets him know exactly what they intend to do regarding the moving of those departments and the Carlisle Building.

Comm. Henderson said the other issue was that Chief Parker from

Kingston has periodically asked about the Youth and Tender Program and has some expectations that the Board will help find space to accommodate that program. Comm. Barka said that Chief Parker was supposed to have answered some questions the Commissioners had such as grant money - the Commissioners do not know how he will fund this program. Comm. Walker said she didn't think he could apply for the money until he had the space for the program. Comm. Henderson will clarify this with Chief Parker. Ernie said there had been some concerns at a previous time with this program coming to the complex - one of the issues was who would be the overseer of the program. Comm. Barka said the big issue, again, is liability insurance. Comm. Walker said the renovation of the Child Care, even if Mr. Sturtevant got the grant, will be held up until something is done for the relocation of Human Services and Nutrition and this area needs to be looked at and a decision made as to where they will go. Mr. Sturtevant said he thought the Space Utilization Committee was going to meet to discuss this.

Ernie reports that construction is going along well and nearing completion. Ernie would like to set up a meeting for the Space Allocation Committee. Comm. Henderson said they would meet on Thursday, June 10, 1993 at 10:00 AM. Comm. Walker addressed a previous decision to have a bid go out for salvage/demolition of the old jail. Ernie said this had been a recommendation of the Space Utilization Committee but the Board had not acted upon it. Comm. Henderson moved to have the Director of Maintenance, Ernie Woodside, to prepare a salvage/demolition bid to dismantle and remove the old jail, seconded by Comm. Walker and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census this afternoon is 299, with one death over the weekend, and 18 on the waiting list. There are 62 clients in the Adult Center and 31 children in the Children's Center and 12 children whose parents are interested in the summer program. Bill reports that the summer program will run from June 28 to August 28 and the cost will be \$20/day.

Warrants:

Payroll	\$229,717.80
Payroll - Check Missed	626.93
Accounts Payable - In-Service	143.00
Accounts Payable - Payroll Deductions	106,947.48
Accounts Payable - Discounts/Penalties	23,101.70
Construction	136,295.14

Bill reports that he has been working on the RFP for the nursing home audit - he has the first draft done - and he will sit down with Theresa and go over this with the Board.

Bill requests, for security purposes, that the last person who leaves the Commissioners' offices that they let the switchboard operator know.

Comm. Walker spoke of the need to look at the reconstructed Non-Public Session Minutes which need to be approved. Comm. Henderson said he had some concern over these and he would like a chance to address his concerns and said he would approve those that are not the subject of concern. Mr. Morrisette has concerns about several of them - August 3, September 28, July 6, and June 8. Comm. Walker asked what his concerns were with August 3rd? Roy responded that he had concerns on how they're written and that some contain more information than what is necessary. Comm. Walker said these were received last week and were supposed to be approved today. Comm. Henderson wants to discuss these in Non-Public Session.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat reports that the count today is 182 with 98/Pre-Trial and 84/Sentenced. She reports that the count has been going steadily up, there have been a lot of sentenced inmates and there may be a need to open "E" block within the next couple of weeks. This is a trend that appears at this time of year.

Pat presented an article which appeared in CorrectCare and quoted Margaret Colcord, R.N. of the Rockingham County Department of Corrections. The National Commission on Correctional Health Care congratulated facilities that have maintained a standard of excellence for the past 10 years and the Rockingham County Department of Correction was included in this list and is the only facility listed in the State of New Hampshire. Commissioner Henderson congratulated Pat for this honor.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reports that MediCare is looking to recoup funds that were paid for individuals covered by our health plan and either they or their spouses were working and the County was given a list about a year ago which we were to check for dates of employment. Roy reports that the first one has come back for a nursing home employee and the bill should have come to our health plan as primary and were sent to MediCare and now they are looking for reimbursement. Roy reports there is a form from EBPA to handle

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this situation and to allow them to pay for these things out of our current funds. Roy said he has one now for \$156.50. Comm. Henderson asked if Roy had any idea of the magnitude of this and Roy said, no, and that they are reviewing their files, based on the information we submitted and that EBPA will pay these as they come in - a letter will be sent to the Dept. of Labor which will state that this is creating a hardship on employees. Roy said there are two different laws and they are looking to change the law so that this will not continue. Comm. Walker moved to authorize Commissioner Henderson to sign and provide authorization for EBPA to release current funds to pay for things outside of the current contract, seconded by Commissioner Barka, and voted on unanimously in the affirmative. Bill Sturtevant suggested that a memo to employees be sent to make them aware of this situation. Roy said he tries to remind employees who are in the "65" year old bracket that we are the primary insurance company before MediCare, but some of them slip through. Bill said that the physician could be the one at fault.

Roy reports that he is looking to schedule the Health Committee for June 23 or 24 and he will send a memo to look for convenient dates for people to sit on this advisory committee to study health insurance.

Comm. Walker talked about changing the time for Commissioners' meetings now that the Construction Meetings are winding down. Pat Donovan said she prefers the afternoons because it gives her an opportunity to go over things in her department. Comm. Henderson has mixed feelings about the time of these meetings and suggested Tuesdays. Comm. Barka said his concern was that Rep. Sytek liked to attend these meetings and the Legislature meets on Tuesdays. Comm. Henderson suggested that the same time frame be kept until the Legislature ends their sessions and then the meetings can be held on Tuesdays. There was general discussion among the attendees on the appropriate time - morning vs. afternoon. Comm. Barka suggested this issue be discussed again when the Legislative session was over and the other Commissioners agreed.

Comm. Walker's next item for discussion was the official naming of the conference room on Mitchell II. Comm. Walker stated that since the start of the construction project, the Commissioners had indicated that the conference room on Mitchell II would be theirs for their own use and she has been referring to this room as the Delegation Conference Room and she would like to officially name it that. Comm. Henderson said the conference room is used by the Commissioners, not just the Delegation and wants it called Mitchell II because everyone will know where it is by what it's called. Comm. Walker said the Delegation files

were in there for their use and she would prefer calling it the Delegation Conference Room on Mitchell II. Comm. Walker moved to name the conference room on Mitchell II the Delegation Conference Room, seconded by Comm. Barka, and voted on unanimously in the affirmative.

Comm. Walker stated that the Ribbon Cutting Ceremony is on the agenda to ensure that, when the construction is completed, a date is set. Bill Sturtevant said this was discussed last week and part of that discussion centered on picking a date so that the Delegation could see it. He adds that if it is done during the week, it is unavailable to the public and he would suggest if there is a ribbon cutting and open house that it be done on a Sunday afternoon so that the public and the Delegation can attend.

Comm. Walker wants next week's agenda to contain a Non-Public Session for evaluations of probationary employees in the Commissioners office.

Steve Haberman asked if, as of June 28th, Irene Dodge had a job with the County. Comm. Henderson replied that Irene is presently working in the staff position in the Treasurer's office and it is envisioned that she would transfer to another position within the County with equal compensation. Steve asked if it was an automatic transfer and Comm. Henderson replied, no. Steve asked if she had to apply for the job? Comm. Henderson responded that there are guidelines, consistent with the Personnel policies, that will be adhered to in order to vacate this position.

Steve's other question was on the figure for the renovation of the old administration building for the Children's Day Care Center. Bill Sturtevant said that was up in the files and not available at this meeting, but he would provide Steve with that figure if he wanted it.

Comm. Henderson wanted to clarify a couple of things. He states that one is the language of the statute for Deputy Treasurer and states that his interpretation of the statute is relatively accurate. He quoted, "...said Deputy County Treasurer will serve only during the absence, disability, or incapacity of the County Treasurer to perform his duties and until a successor shall be qualified." He adds that this is far more meaningful than the issue of the compensation and he believes that the Commissioners can choose to increase the compensation and he doesn't believe that the duties of a statutory position can be arbitrarily re-defined in a way that would be in conflict with the statute. Comm. Henderson had a copy of the budget delivered to this meeting and wanted it noted that under "positions" in the

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Department of the Treasurer, there's one salary line for Treasurer's salary, one salary line for Deputy Treasurer's salary at \$3,000 and one line for staff at \$29,775. He does not feel that this is an accident that those lines are listed separately. Comm. Walker said she would like to further explain that at the Subcommittee meetings when this was discussed, it was agreed that these salaries would be listed in two different places as long as the present Deputy was in place, because if the position was divided into two positions and make the Deputy position a full-time position, the \$3,000 stipend would not be included and there would be a decrease in pay, although the work would be cut in half and the Deputy position would be full-time and as long as Irene was in that position the two line items would be kept and when she left her position, it would be one line item and the next Deputy appointed would be a full-time Deputy and the \$15 would be included in that salary. Steve said that basically it was a question of what the position would be called rather than the salary requirements. Comm. Henderson said it was more than that and Comm. Walker said that in this year's budget it was broken into two line items and the Subcommittee stated that as long as Irene was in this position, even though the position was being cut in half, that they would not decrease the \$3,000 because it would look like a decrease in salary and be perceived as a punishment and that was not the intent. The intent was to guarantee her salary as long as she was in the position and when she left it would be a one line item - Deputy, full-time, one salary. Comm. Henderson said it is his belief that if the Subcommittee was asked if their intent to create a position that would have a total compensation of almost \$40,000, including benefits, that had no qualifications, no minimum standards, no requirements, no checks and balances, no accountability whatsoever, which is not traditionally done in County government, he hopes that upon further reflection the Subcommittee would have said, no. Comm. Walker said the Commissioners have a letter from the Subcommittee Chairman given to Treasurer Kelley which she read to them that clearly stated that it was their intent to have one position, however they said when there is a new Deputy that comes in with less years of experience, the salary would not necessarily be \$29,000 and it might be a much lower figure. She adds that a new employee in that position would not start out at the same rate as a person who worked her 18 years. Comm. Walker said they have it in writing as to what the intent was and Comm. Barka said the Chairman spoke for himself. Steve said that becomes a question and he asked Comm. Henderson that when he said "checks and balances" that becomes a posted, County position which comes under the purview of the Commissioners. Comm. Henderson said correct because they are the ones who create positions. Steve said in this case the Delegation created this position. Comm. Henderson replied that they appropriate funds,

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they do not create the position. Comm. Walker said, however, we accepted their recommendation and at the February meeting the Commissioners divided the two positions, on a vote of the Commissioners, to make a full time position. Patricia Kelley said that what Comm. Walker was saying was true, that when the Budget committee met, that is what Rep. Weyler said was agreed upon, however, there is still the issue of the way the law is written and until the law is changed, there must be a compromise between what was said at the budget committee when the representatives said that was what they were looking at and yes, the Treasurer's Subcommittee Chair wrote a letter. Patricia said she doesn't know if this can be done because there is a law that states that the Deputy Treasurer only acts in the absence of the Treasurer and until that is cleared up, the position is posted and settled. Comm. Henderson said that if an effort was made to change the law so that a full-time position can be created that has no accountability and where any person without minimum qualifications can be appointed, it would be his intention to oppose the creation of such a position, regardless of whether it's in the Treasurer's office, the Commissioners' office, the jail, or any other department. Comm. Walker said the person would be totally responsible to the Treasurer so there is accountability. Steve Haberman said that what the Commissioners are saying is that in this situation in the County no independently elected official can appoint anyone under them, even though it's statutorily stated. Comm. Henderson replied that there are two things that Steve is confusing. One is a designation, which is what Deputy Treasurer is and one is an employee, which is the full-time position being talked about today. Comm. Walker said that what Steve is saying is true, that the Treasurer cannot appoint the employee that will do the work for her, and could sabotage her if they wanted to, unlike the other department heads - the Registry of Deeds appoints her Deputy without the Commissioners. Comm. Barka said if you're going to have a full-time Deputy Treasurer, you don't need a part-time Treasurer. Steve said he doesn't think that's this is the issue and what he is asking about is this is, to him, a fundamental change in how this County operates and that you are talking about any time that anyone is hired in this County, be it appointed or through the process, that the Commissioners have to be involved in that to some degree. Comm. Henderson said that is wrong because the Treasurer writes the job description, interviews the applicants for the position, hires that person, and supervises that person just as it is in the case of the other departments, both appointed and elected, and makes the recommendation subject to the approval of the County Commissioners, so therefore in both cases, what he is advocating is precisely the way these situations are handled in other departments. Comm. Walker said that two years from now after

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this person has worked for two years, should there be another Treasurer, the new Treasurer would be stuck with this employee and could only change the \$3,000 Deputy position - the next Treasurer would have to settle for the clerical person whether they liked the person or they didn't. Roy Morrisette said that was the intent of the County politicians to take away those things away from politics in allowing to be hired and fired by politicians. Comm. Henderson asked that Steve to keep in mind that the situation that Comm. Walker is concerned about in regards to the Treasurer is also the case, so does the salary position stay with the Sheriff's office if the Sheriff changes, and the County Attorney and Registry of Deeds. Comm. Walker said no, the County Attorney asked the Commissioners to appoint whomever he chooses, he does not have to keep that Deputy. Comm. Henderson said that is the "designation" and somehow we are not all grasping the difference between a full-time salaried position and a designation. Steve said that he's asking in this position does it mean that the Commissioners are changing what has been called the Deputy Treasurer's position to an employee's position? Comm. Henderson replied that this year for the first time, salary dollars adequate for a full-time, salaried person under the Treasurer have been appropriated and that the amount of money is roughly equal to what Irene Dodge was getting as Deputy Treasurer in the Commissioner's budget and that money was moved over to the Treasurer's budget for the first time and that is what is new. Roy said Irene was getting that salary as a classified person, not as a Deputy Treasurer - she was getting \$3,000 for Deputy Treasurer. Comm. Barka said he thought, and he could be wrong, that if a new Treasurer came in, they couldn't get rid of the salary position but he could appoint a new Deputy Treasurer. Steve said that was true if there was enough money in the budget, but what Comm. Henderson did in his second motion was to join the two positions. Comm. Henderson replied no, the two positions cannot be joined because the statute describes the Deputy Treasurer's position and it is not a position - it is a designation and that's all it was intended to be. Comm. Walker said if this was to be taken technically, it states that the position should only be paid \$15/day in the absence of the Treasurer and ever since she has been with the Delegation the Deputy Treasurer has been paid the \$15/day even when the Treasurer is in the office and what's being said is that what's been done for years and years has been illegal. Steve asked if Ms. Hutchinson was hired as the Assistant Treasurer and the Treasurer was out of the office, will she be paid \$15 more in her salary to take over the Deputy Treasurer's position. The Commissioners responded, yes, and Comm. Henderson said that is the logical way to set it up because then the designation of who has signatory responsibility is basically the reason why there is a Deputy Treasurer position, is a designation that can be given

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by the Treasurer to someone of his or her choosing and why it is done annually - it is supposed to be separate - that's why the Deputy Register of Deeds is a separate position. Comm. Walker said the Deputy Register of Deeds is a full-time position, appointed by the Registry of Deeds, without the Commissioners. Roy said the Commissioners do approve it - it's two separate positions - it's a title so that it can be changed at any time. Comm. Henderson said that the premise in that this is a substantial change in the way the County does business is in error and what is being set up here is a system so that now the Treasurer's office has a full-time position that would be handled in just the way that the other departments are handled by elected officials and the designation will be handled separately as prescribed by statute.

There being no further business to come before the regular weekly meeting, Commissioner Henderson then moved, seconded by Comm. Walker, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative at 4:00 PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
JUNE 7, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Henderson, seconded by Commissioner Walker, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker and Henderson, Roy Morrisette, and Pam Tessier.

The purpose of the Non-Public Session was to discuss the reconstructed Non-Public Session minutes that were referred to at the March 30, 1993 Rockingham County Commissioners meeting.

Mr. Morrisette had some concerns with the wording of some of those minutes and felt that some of them were not accurate representations of what had occurred and that some of the wording was biased. The minutes were in question were looked at and amended to the general satisfaction of the attendees.

There being no further business to come before the Non-Public Session, a motion to go back into Public Session was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 5:00 PM on a roll call vote.

Commissioner Walker moved to approve the Non-Public Session Minutes of May 25, 1992, amended to read "Workers" not "Workmens", August 3, 1992, amended to delete the name of a specific individual, August 24, 1992, September 14, 1992, September 24, 1992, November 2, 1992 and January 11, 1993, May 4, 1992, and June 8, 1992, amended to delete a specific individual's name, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. Comm. Henderson would like the record to reflect and acknowledge that some of these are reconstructed to the best of the ability of the authors and the remaining missing Non-Public Meetings cannot be reconstructed because there are no notes available to ensure accuracy. The temporary Administrative Assistant asked Comm. Walker if it was oversight that she had not included the minutes of July 6, 1992 and Comm. Walker said she would not make a motion on July 6, 1992.

Comm. Henderson then moved to approve the reconstruction of what the Commissioners believe to be the unfinished minutes of the non-public session of July 6, 1992 meeting and that they be accepted as the official record without change, seconded by Comm. Barka, voted on 2-1, with Commissioner Walker opposed.

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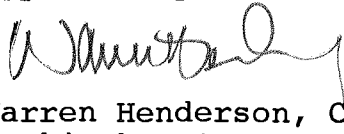
Commissioner Walker moved to adjourn the meeting at 5:00 PM,
seconded by Comm. Henderson and voted on unanimously in the
affirmative.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant to the
Rockingham County Board of Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Board of Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 10, 1993

A special meeting of the Board of Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; William Sturtevant, Director of the Rockingham County Nursing Home; Linda Andrzejewski, Director of Food Service, Rockingham County Nursing Home; Margeed Mohammed and Khan Halal, M&K Meat Company; Jan Behney, USDA Area Supervisor; Ronald Makarawicz, Compliance Officer, Boston, MA; Dr. Spurling, Circuit Supervisor; Dr. Ahmad F. Jilani, SVMO; Jamie Reese; Inspector in charge, Est. 9395; Micheal Guy, Foster's Daily Democrat; Joshua Bloom, Photographer, Foster's Daily Democrat; John Hart, Union Leader; Steve Haberman, Portsmouth Herald; Robert Kidder, Farm Manager, Rockingham County; Betty Luce, Registry of Deeds; Elizabeth Powell, Registrar of Probate; Roy Morrisette, Director of Personnel; Patricia O. Kelley, Treasurer, Rockingham County; Herman Watson; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Ernest Barka called the meeting at 1:50 PM. The purpose of the meeting was to discuss the shutdown of the Slaughterhouse at the Rockingham County Complex in Brentwood, NH. Commissioner Barka turned the meeting over to Commissioner Warren Henderson.

Before the meeting was officially opened, there was debate between the Commissioners and federal representative, Jan Behney, USDA Area Supervisor. The Commissioners stated that they were bound by law to conduct a meeting open to the public under the Right to Know Law and Mr. Behney said he was bound by law to present federal documents to specific individuals listed on the Grant of Inspection Form and he cannot do this in a public forum, but the information he has to present can be requested under the Freedom of Information Act. Mr. Behney left the meeting to call his Public Relations Supervisor in Philadelphia, PA to see if he could somehow present his documents at this meeting.

Commissioner Henderson stated that the meeting would have to be presented in the opposite order from that which he had planned to present because the definitive conclusions of the experts from the Department of Agriculture would be helpful to the Board in order to identify what are the problems and what are the avenues if solution on what is going on with regard to the slaughterhouse. Comm. Henderson reports that, without the aforementioned information, he feels the first order of business is to solicit a motion to officially approve, as a Board, the emergency order dated June 9, 1993 that was delivered to the Rockingham County

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Slaughterhouse yesterday. Comm. Walker moved that the Board of Rockingham County Commissioners suspend operations at the slaughterhouse, that the suspension will be infinite and should be in effect until the Board can be thoroughly and specifically assured that recent incidents of meat contamination, which the Board believes to have originated from the slaughterhouse, will not reoccur, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Barka asked Commissioner Henderson to inform the public as to exactly what action the Board took in regard to this issue. Comm. Henderson reported that the first thing the Board is looking for is as much firsthand information that they are able to gather as to how this situation came to light. He reports that the discovery of contaminated beef originated with the Rockingham Nursing Home kitchen and he asked Linda Andrzejewski, Director of Food Service for the Rockingham County Nursing Home, to report her findings and actions to the Board and the public.

Linda reported that the nursing home received a delivery of beef on May 4, 1993 from the farm, which was delivered, put into a meat locker, and the nursing home butcher broke it down, which is normal procedure. At that time, she adds, the butcher found a piece of contaminated meat and Mrs. Andrzejewski brought it to the attention of Mr. William Sturtevant, Administrator of the Nursing Home, and they took appropriate action. Linda reports that an order of beef delivered on May 25, 1993, was broken down and on May 30, 1993 it was also found to be contaminated. Again, Mrs. Andrzejewski notified Mr. Sturtevant and appropriate action was taken. Comm. Henderson asked Linda, to the best of her knowledge, could she tell everyone present the source of the contamination? Linda responded that it was fecal contamination on the hind quarter. Comm. Barka asked how long the butcher has been with the County and Linda responded 15 years. Comm. Barka just wanted to point out that the butcher was experienced. Comm. Henderson asked if there was a long history of this type of incident and Linda responded, no. Comm. Henderson asked Linda what the status was of the beef from May 4th and Linda responded that it is in boxes in the freezer and wrapped so as not to be used. Comm. Henderson asked if any of it was prepared or served? Linda responded, no. Comm. Henderson asked about the shipment of beef from May 25th and Linda responded that it, too, has been wrapped in the freezer and boxed so as not to be used. Comm. Henderson asked Linda if, to the best of her knowledge, any of the officials from the Dept. of Agriculture or their State counterparts have affirmed the type of contamination and Linda responded, yes they have. Comm. Henderson asked how the Dept. of Agriculture came to be notified and Linda responded that she had notified them. Compliance Officer, Ron Makarawicz, from Boston,

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MA identified himself and reported that he was the state investigating officer and reports that the state authorities were investigating another incident of meat contamination, which is separate from this incident. Comm. Walker asked Linda what appropriate action was taken and Linda reported that she notified Mr. Sturtevant and after discussion with him, she notified the Compliance Officer in Boston.

Comm. Henderson reports that his understanding of the process that the beef and pork goes through is that it is delivered live to the slaughterhouse, slaughtered in the slaughterhouse, and wrapped and transported by the Farm to the nursing home kitchen who processes (breaks it down). Comm. Henderson said there are differing opinions as to the source of the contamination but it would have to be something in the slaughterhouse, something in the transportation, or something in the kitchen. Comm. Henderson asked Linda if both shipments of meat had an inspection sticker and Linda, responded, yes, in both cases. Comm. Henderson asked the parties involved if they could explain how the meat came into contact with fecal material.

At this point in the meeting, Mr. Behney returned to the meeting and reported that he verified from his Public Relations person in Philadelphia that we are here to deal with the people on the Grant of Inspection and identify the action that we, as USDA, are going to take on the slaughterhouse.

Comm. Barka asked how long it takes for meat to get contaminated. Mr. Behney responded that it depends on the contamination and Comm. Barka said that maybe no one is to blame, it just happens, and he feels Mr. Sturtevant and Linda took the appropriate action by notifying the authorities.

Comm. Henderson said there is a substantial loss of about \$ 12,000 on this load of beef, alone, and rather take a chance, the point at which this later contamination was discovered was after 1,200 pounds had been ground into hamburger. Comm. Henderson reports that rather than use part of the shipment which may have been permissible, it was the determination of the Board that the only way to ensure that all of those fed by the nursing home would be safe was to destroy the entire shipment. Comm. Walker said she would make a motion to have this done under the supervision of the Dept. of Agriculture and whoever else has to be involved to guarantee that it is done properly. The Compliance Officer, Ron Makarawicz said that he has to detain the product until that decision is made and that decision is with the Board. Comm. Walker said she understood but the decision had to be done in the proper manner as a decision of the Board. Comm. Henderson said the same thing will be done for the shipment of May 4th and asked

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if the order had been issued to destroy that shipment? Comm. Walker responded that she thought they were both in the same category and they would both be destroyed. Comm. Barka asked if this was a peril of the business? He states that he has bought meat from the market and has had meat go bad that come from the biggest meat producers in the country. Mr. Behney responded to Comm. Barka's question by stating that if you read newspapers every day you can read about things happening that you don't want to happen, but he thinks Comm. Barka made a good comment and he really does not want to get into a discussion, but the key is not to be pointing fingers and laying blame, but he thinks we need to be part of the solution. Comm. Barka said the question is did Rockingham County take the appropriate action and he thinks Linda took the proper action by notifying Bill and contacting Boston. Comm. Walker said it would be the right action for the Board to vote that it be disposed of rather than take the slightest possible chance that any of it was still contaminated. Comm. Henderson asked how many pounds were in the May 4th shipment and Bill Sturtevant responded, 2,994 pounds. Comm. Henderson said they were both almost the same amount and Linda responded, yes, one was 2,994 and the other was 2,799 pounds, but she states that after it is broken down there is waste and the actual product being used is 4,456 pounds. Comm. Henderson said that the lost farm revenue is in the neighborhood of \$10,000 to \$12,000 and Bill replied that is \$12,165.30. Compliance Officer Makarawicz stated that his total was 5,793 pounds which is carcass weight and he asked if everything was going to be disposed of, bones, etc. Linda replied that the bones have already been disposed of because it was broken down and Mr. Makarawicz asked where. Linda responded that it was disposed in the normal fashion. She adds that it was towards the end of the breaking down process before he found the contamination.

Comm. Henderson stated that the Board cannot proceed until the requirements are known from the order of the federal agents. Mr. Behney responded that this was a logical conclusion and he would like to do that with everybody on the grant of inspection or designated few, that was up to the Board, but the people on the Grant are the people who make the call. Comm. Henderson asked if Mr. Behney could present the document without discussion and asked if it would be self-explanatory? Mr. Behney responded that it is pretty self-explanatory, however, he does not feel comfortable without discussing it and giving an opportunity to ask any questions you may have. This situation posed a dilemma in that the Board of Commissioners cannot receive the information in a non-public session and Mr. Behney cannot present the information in a public session. Mr. Behney offered a suggestion in that he would present to the people identified on the grant, the document that he had to present and then he said that what the Board did with that information was their business. The Commissioners

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agreed to this suggestion. Mr. Behney then asked if he could meet with all or designated few of the grant to further discuss this situation. Comm. Barka had no problem with members of the press getting the information. He felt they could receive the information and report on it accordingly in a truthful manner. Mr. Behney said that he had no problem with this, but it would be the Board who would provide the information, not him. At this point Mr. Behney presented the documents and stated that what he had done was to generate a cover letter in the office in Boston and he asked the Inspector in charge, Mr. Reese, to put supporting documentation that the Commissioners have already received in the form of Sanitation Reports, Planned Improvement Program, and periodic reviews done by supervisory personnel. He then proceeded to hand the original to Mr. Margeed Mohammed and copies to the three Commissioners and the Farm Manager and Comm. Henderson had copies made for distribution. Mr. Behney then stated that the ".document was given to you, the people in the Grant, and it's your option what you'd like to do with it." He added that if they were going to give that information to someone, it would be available, but subject to the Freedom of Information Act, based on request. Mr. Behney stated that they would like to leave so that the public meeting could continue and then they expected to have a meeting upon completion of that meeting. Comm. Henderson asked if there was any additional information that the he could provide. He responded, with you - we have our orders. Comm. Walker said that technically when two Commissioners meet, it constitutes a meeting under the Right To Know Law. Comm. Henderson said that the way this had to be done was for less than a majority of the Board had to meet.

Steve Haberman from the Portsmouth Herald asked if he could ask general questions and said that he felt that everybody would like to hear what the agents considered normal operations and what the Department sees as normal operations and would Mr. Behney be free to comment on this? Mr. Behney replied, no, any requests for public knowledge representing the agency must go through his public relations people and he would be glad to give Steve the name and number of this person. Steve replied, thanks, I already have that number. John Hart from the Union Leader asked why are you here sir? He adds, the taxpayers are paying you money, what are you here for? Mr. Behney replied that he is here to deal with plant management in regards to the federal establishment. John asked who was plant management? Mr. Behney replied the people on the Grant. John Hart asked what was the Grant that was being talked about? Mr. Bahney replied it is the Grant of Inspection, the people who have assumed responsibility to produce a clean, wholesome, properly labelled product in a sanitary environment and the people I gave documents to are the people in the Grant. Mr. Hart said he does not understand when Mr. Behney said he cannot discuss it, it's like we're behind some Berlin wall. Mr. Behney

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said, "Oh no, I'm not saying that - the information is available but we do not disclose information - it's only confidential information between the packer and the regulator, which is us." Jon Breen from Foster's Daily Democrat asked what was confidential about it? Mr. Behner said the information is available from request. John Hart asked what made it confidential - some of us have been in the federal government before you were born - what you have is a three-page document - is there radiation in that stuff. Mr. Behney said he didn't know, you'd have to get that information from people in the Grant - we don't disclose information that is privy to the people in the Grant and the agency and we'll deal with you and we're going to leave and will talk to you after the meeting in regards to the action we're going to take. Jon Breen said he did not understand this reluctance on the part of the federal government to discuss it in open forum. John Hart asked if this was a normal practice for your agency? Mr. Behney replied, yes, absolutely, it's confidential information and the people on the Grant are the people who assume the responsibility - Mr. Behney doesn't disclose information about what is they've done or haven't done, available for everyone's knowledge, but the information is available through the Freedom of Information Act. John Hart asked if this information that is in the report is based upon one of your inspectors or more than one of your inspectors who came up after you were notified. Mr. Behney replied that it's based on documentation generated. Jon Breen asked that if we petition under the Freedom of Information Act, could we be assured that we would get an unedited version of what you just gave to these people? Mr. Behney replied, absolutely, and any other document generated to that plant. At this point Mr. Behney, Mr. Makarowicz, Dr. Spurling, Dr. Ahmad and Jamie Reese left the meeting.

Comm. Walker said that since there were five people on the Grant and the Commissioners were three of the five, she moved that the Commissioner release the copies and the information given to them to the press, seconded by Comm. Henderson, and voted on unanimously in the affirmative. Comm. Henderson stated that this discussion will not end in a definitive finding of how these two shipments of beef became contaminated, but that does not affect the responsibility of the County Commissioners and that is, to resolve the issue. Comm. Henderson said a thorough review of all phases of the slaughterhouse activity, the transportation of the animal, and the receipt of the animals from the farm management to the kitchen. Comm. Henderson said that he does not see how the Commissioners can permit the resumption of slaughterhouse activity until the Department of Agriculture is satisfied that "effective, corrective/prevention action is submitted in writing for me for my evaluation" and that me is Jan Behney, the man who was just here because the last sentence of Mr. Behney's letter indicates that

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inspection will continue to be withheld until effective, preventive correction is submitted. Thus, he states, the Department of Agriculture is taking an action which effectively continues the suspension of activities at the slaughterhouse.

Comm. Walker said that if you look at this list, some of the things on it need to be done by the County, also and that's it's not just what the slaughterhouse has to do. She adds, there are several things that are due to the condition of the building and things inside which are under our responsibility and those are areas we will have to address.

Rep. Welch said that since you are not able to have a conversation with the principles who just left except in a closed session, how do you reconcile that with the Right to Know Law - it does not qualify as an Executive Session. Comm. Walker said the only way out she could see was to have one Commissioner meet with them. Rep. Welch asked if it would be possible for the Commissioners to appoint someone to act as an investigative agent for the sake of discussion and does that qualify into that? Comm. Barka said that he felt they did not want to discuss this with the press or anyone else until they have discussed it with the people in the Grant. Rep. Welch said there's a conflict in the law and Comm. Henderson said the only way out was to take Comm. Walker's suggestion and he doesn't think that responsibly we can refuse to receive the interpretive data from the Department of Agriculture. Comm. Henderson said that not all of the findings from the Department of Agriculture go to the condition of the physical plant - we can't be assured that corrections in the physical plant, alone, will stop the situation from occurring, and therefore, we have to be satisfied amongst ourselves, at least to the extent of resumption of the inspection and perhaps beyond, that there will not be a recurrence of this contamination and if you want a logical reason for us to want to do that, we've already lost an asset worth \$12,000 and it would be ridiculous for us to put any more of our assets in danger until we can be assured this situation is corrected.

Steve Haberman said his understanding is that this is not the first instance revolving from the slaughterhouse and he had heard of another incident. Comm. Walker said no, there was an Act of God when meat was lost during Hurricane Andrew and power was lost because there was no electricity and the meat remained in the cooler with a temperature below what was safe.

John Hart asked Mr. Mohammed to comment on the correspondence? Mr. Mohammed said he wanted to touch on the comments from the back pages of the Sanitation Report. Comm. Henderson explained that this was three, handwritten pages attached to the letter. Mr. Mohammed said that the comments mentioned with this letter do not

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reflect upon the fecal matter that is being discussed. He adds that these comments are duties that are performed by his staff on a daily basis such cleaning the sinks, checking the hot water, washing the floor, etc. He reports that the kill floor is done every morning and these three pages are the duties that are done by all meat plants throughout the country. He adds that as for the slaughtering, his people work under inspection, the inspector is on the floor, and if he leaves the building, they cannot slaughter. He reports that the animals are checked, trimmed, checked again, and when he releases the package the inspector said it meets the U.S. standards and he places a stamp on it and it goes into the cooler. He states that any fecal matter would be trimmed and washed before the inspection point because it is visible on the dry carcass, then it's washed, stamped and put into the cooler - 100% U.S. inspection - and the only time that carcass comes out of the cooler is when Mr. Kidder and his crew pick it up and move it to the kitchen and he cannot be responsible for what happens to it when it leaves the slaughterhouse unless my trucks and my crew transported it to the kitchen.

Comm. Barka quoted the letter which stated, "during my review of your establishment..critical deficiencies associated with ineffective operation of sanitation control.." and said that this was typed June 9th and did they complain to you before June 9th? Mr. Mohammed said, no. Comm. Barka said why now - and he asked if they had come in to check you out before June 9th? Comm. Walker said these things were found before June 9th. Comm. Barka said the letter states "my review of June 9th." Comm. Henderson explained there is a reproduction of the written record of periodic inspection and he believes that's what the handwritten portion represents. He adds that the letter contains a directive and the justification for that directive. He adds that the letter speaks for itself. Comm. Barka said all he wants to know is if these things happened before June 9th? Comm. Henderson said it is a fact that yesterday, June 9th, Jan Behney and I toured the slaughterhouse and the information contained in Paragraph two of the letter represents the observations and findings of Mr. Behney during the June 9 inspection and this is consistent with what he indicated during the inspection process.

Mr. Mohammed said Mr. Behney is not here every day - he goes from slaughterhouse to slaughterhouse and this is the first time he has seen him in the two years that Mr. Mohammed has been here. He adds that he normally see Mrs. Purley, who lives up the top of the hill, and Mr. Jilani, who's the area supervisor, and the inspectors - these are the people that we deal directly with and these writings presented are turned in every day by the base inspector and these must be complied with before slaughtering begins. Comm. Barka said that when Mr. Mohammed slaughters for the County, who stamps it, you? Mr. Mohammed said the inspector - he's the last person to approve it before it goes to the cooler.

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Steve Haberman said to Mr. Mohammed that basically you are denying any fault in the contamination of this meat. Mr. Mohammed said he is not denying there is contamination, he's denying that it's all of the slaughterhouse's responsibility. Steve said that Mr. Mohammed's description of what occurs describes that the meat is put into the cooler and transported out by the farm manager and in the second paragraph the coolers are specifically addressed and states that meat by products, lamb carcasses...contaminated with hair, fecal material, ingesta, and grease in the cooler resulted in the suspension of operations." Steve said he is asking Mr. Mohammed how he can say things are clean going into the cooler and the contamination occurred after it was removed from the cooler when in fact they found this material in the cooler. Mr. Mohammed replied that yesterday there was an inspection and there was condensation and these things do happen on a hot day and condensation also takes place in the cooler. Mr. Mohammed said the grease he saw was from his staff who has to scrub and grease the rails at least twice a week and these are scrubbed down and USDA material is put on them and then they are cleaned. Mr. Mohammed states that what they saw is the specks of that grease, not fecal material and what he talks about on the lamb carcasses is that under a flashlight, close-up, he found a hair and this is what is mentioned in the report. Steve said he also mentions fecal material specifically on the lamb carcasses and beef by-products. Steve said he mentions that and are you saying he did not find that. Mr. Mohammed said he inspected two or three packages and one of the lamb reported something, there was no raw material on there, it could have been a fingerprint from the guys working - we're all human and if anybody in here can tell me they're perfect, I'll walk out of her now and say I'm through. Steve said he was asking how Mr. Mohammed can be so sure that it didn't occur on your premises..Mr. Mohammed said especially the County. He said he has hired an extra man and he normally does 20 beef a day and he does six, only, for the County and puts an hour and a half into each beef. It's checked, slaughtered one at a time, trimmed, washed and inspected. If the inspector finds a speck, it's done all over again. Mr. Mohammed said there is no way with three men on to do six cows in one day, and checked by the U.S. inspector who would verify this, that the contamination was from his slaughterhouse.

John Hart asked about the inspector - was there a full time inspector in the slaughterhouse at all times? Comm. Walker responded, yes, when he is slaughtering. John said his impression is that he finishes his work and the inspector puts a stamp of approval on there and are we in a crapshoot as to who's responsible for the final product? Comm. Henderson said there's another variable, John, that was one of the elements that precipitated our action and that is that while a substantial

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portion of the work done by the slaughterhouse is for the County complex, it also does work for the general public and thus, because we're not only landlords, we're on the Grant, we have to be concerned about that as well. Comm. Henderson said if John's question is to try to determine who's at fault here, it probable cannot be done and it doesn't matter because our objective is to examine every part of the operation, slaughterhouse, transportation and kitchen, to be sure that slaughterhouse activities do not continue until the USDA has been satisfied, to invite more critical inspection by the USDA which would be helpful and to satisfy ourselves that every part of the slaughterhouse operation has been improved sufficient to ensure that this does not occur again - two shipments in a row means we lost a significant asset and if it were not for the great professionalism of the kitchen staff at the nursing home, public health could have been at risk and obviously if we ever get back into the slaughterhouse business it will only be because we've been able to assure ourselves that every step of the operation is being done right. John stated that by what was just said, in effect, Mr. Mohammed, you're out of business. Comm. Henderson said he doesn't want to overstate this and he hopes that he speaks for the Board when he says that it is our hope that you will cooperate and have given every indication by your presence that you're interested in cooperating because the service you provide is important and it's our intention to work as cooperatively as we can with all involved.

Jon Breen asked the nature of the fecal material, how big was it, and if not from the slaughterhouse, where was it coming from. Comm. Barka said the slaughterhouse. Comm. Walker said Linda could say what it was and how big it was. Jon Breen said what kind of fecal material - was it from the beef product itself? Mr. Sturtevant said we don't know what animal it was from, beef, pork, lamb, whatever, it was fecal material. Jon asked if it was analyzed? Mr. Sturtevant said it was identified by the butcher and the inspectors were called to look at it. Jon asked how much? Mr. Sturtevant said it wasn't a lot that was visible. Linda said it was very invisible. Mr. Sturtevant said it was visible but we do not know how far it had spread and whether it had been on other carcasses or not and that was the major concern, not knowing how far it had spread. Comm. Henderson said his understanding was if there was fecal material present you cannot be concerned only with what is visible - if the contamination exists you must be concerned about intangible infection. Mr. Sturtevant said there is zero tolerance allowed on fecal material. Comm. Henderson said that if it comes from the stomach back it is fecal material and if it comes from the stomach forward, it is ingesta. John asked if it was determined by photograph. Comm. Henderson said the federal agent had photographs and there was also a physical inspection.

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Comm. Barka said there were only three federally inspected slaughterhouses in New Hampshire and Rockingham County is one of the three. John said there was a report that the size of the fecal matter was the size of a nickel. Linda responded that a nickel was used as a comparison of the size. Comm. Walker said if this had happened at home, the contamination would have been cut out, and the meat used without any problems. Comm.'s Henderson and Barka said they wouldn't. Comm. Walker said she, personally, would not have a problem because it is probably cleaner than what you get from the grocery store. She adds that she would vote to have the meat destroyed for the safety of the public.

Steve asked about the transport of the meat from the slaughterhouse to the kitchen and who does the transfer. Mr. Kidder, Farm Manager, said that he and the prisoners from the jail transport the meat. Steve asked if the prisoners were always under supervision and Bob responded, yes. Bob explained the process which is that the inmates are picked up at 7:30 AM, the truck is washed down and disinfected with an iodine based disinfectant. Bob states that once it is disinfected no one steps into the body of the truck until the transfer is made. Bob said that he picks up a heavy canvass sheet from the nursing home, white meat coats and 55-gallon drum plastic bags which go over the carcass. The sheets are laid out to completely cover the truck, plastic bags are put on the carcass before it is lifted off the rail, and the beef is brought out and placed on the sheets in the back of the truck where it is covered again and brought to the nursing home - nothing is uncovered until the meat hooks are in place and the doors are opened and received. Steve asked if Bob had any concerns about his part of the process and did he think the contamination occurred during his part of the process. Bob responded no, because he personally supervises it and personally washes and disinfects the truck himself.

Comm. Henderson extended official recognition to the County butcher, Dennis Tobin, and to the Director of Food Services, Linda Andrzejewski and Bill Sturtevant, Director of the Nursing Home. He states that without their exceptional vigilance this situation would have gone undetected. Comm. Barka thinks a letter should be put in their records. Comm. Walker stated that the Board unanimously agrees with Comm. Henderson's words of recognition.

Comm. Walker moved to authorize Mr. Sturtevant and Linda to dispose of the meat under the supervision of the Federal government and in whatever manner and however they feel it should be disposed of to make sure and guarantee that no humans will partake of any of the meat, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Henderson summarized the meeting by stating that it is the Board's intention that one member of the Board be nominated to go with Mr. Mohammed to meet with the Federal Inspector, Mr. Behney, in order to get whatever additional information Mr. Behney wants to give about the process from here forward and the Board will be communicating their interest in an even more active inspection activity by the USDA, if and when the slaughterhouse reopens. He adds that the Board will be working cooperatively with Mr. Mohammed, Mr. Kidder, Ms. Andrzejewski, and others to review all activities related to the slaughterhouse process and if and when the Board can be satisfied that the recent events will not occur again, will consider resuming operations. Comm. Barka said he thinks that he and Comm. Walker agree that Comm. Henderson should be the Board member who meets with the inspectors. Comm. Walker moved that the Board authorize Mr. Henderson to meet with the Federal officials and bringing back the resolution to the Board as to what should be done with the slaughterhouse, seconded by Comm. Barka and voted on unanimously in the affirmative.

Mr. Breen asked if Comm. Henderson intended to record that meeting. Comm. Henderson responded that he planned to make the meeting itself as public as the Federal officials will allow him. He adds that if he is allowed to tape the meeting he will, and he will be glad to answer any questions anyone may have on this issue.

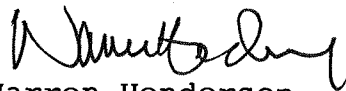
There being no further business before this special Commissioners' Meeting, Comm. Walker moved to adjourn the meeting at 2:45 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Board of Commissioners

Accepted by,



Warren Henderson
Clerk, Rockingham County Board of Commissioners

/pjt

Enclosures: Letter from Mr. Behney to Mr. Mohammed

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
June 14, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Barka, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker and Henderson, Charlene Roche, Business Office Supervisor, and Theresa Young, Fiscal Officer.

The Business Office Supervisor was asked to discuss the evaluation she had completed on an employee in the Business Office. As the evaluation was not available, no discussion occurred. The Business Office Supervisor left the meeting.

The Commissioners discussed with the Fiscal Officer the evaluation of personnel in the Business Office and the job descriptions and work load in the Central Business Office.

The Commissioners agreed that the evaluations of the Central Business Office staff would be postponed for three months because of the state of flux, the new personnel and the changing job alignment in that office. The postponement is not to be interpreted in any way as a problem with the employee's performance, but rather with the job descriptions the employees would be evaluated against. It is the desire of the Commissioners to correct this oversight in the next few months.

The Commissioners asked the Fiscal Officer to work with the Business Office Supervisor in preparing an inventory of tasks to be completed in the Central Business Office and the personnel available to complete tasks and to match up the personnel with the tasks within the next month.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 4:31 PM on a roll call vote.


Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:




Warren Henderson, Clerk
Rockingham County Commissioners

JW/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 21, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Capt. William Valley of the Department of Corrections; Theresa Young, Fiscal Officer; Diane Gill, Director of Human Services; Airline Junkiest, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald.

The meeting was reconvened at 2:30 PM from the 10:30 AM recess from the Construction Meeting earlier this date with the Commissioners reviewing the Minutes of the June 14, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Walker to approve the Minutes of June 14, 1993 as presented.

Accounts Payable and Payroll Warrants were approved and signed.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census is 298, with two deaths this morning, we have 14 on the waiting list, there will be two admissions on Wednesday. We have 68 in the Adult Center and they have moved into their new quarters last Thursday. Child Care - there are 31 clients and they will start the summer program on Monday, at 8:00 AM. There are 12 children signed up for the summer program. Some will not be with us for the whole summer, some are only part-time, but we expect drop-ins as well, which will be nice.

Bill needs to purchase some beef - sides of beef 2,000 lbs. at \$1.35 per lb.

Comm. Walker moved that Bill be allowed to purchase 2,000 lbs. of beef at \$1.35 per lb., seconded by Comm. Barka, and voted on unanimously in the affirmative.

Bill reported that bids were opened last week on three different items. One was for the laundry and the bidders were:

Sauna-clean.....	\$21,918.45
Benda.....	\$18,760.94
Unx.....	\$25,223.80
Echo Labs.....	\$38,276.95
Nova.....	\$29,863.50
John Danis.....	\$29,303.30

Bill is still in the process of evaluating these bids. Only two companies bid on the product that he had specified and he will talk with the low bidder and talk with some of the other nursing homes and hospitals in the area that have run across this company, and set up an appointment to have the low bidder come in to make sure that what he didn't do was bid 100 pounds when you need 200 pounds of a product so you actually end up doubling the price. He will hold this until next week before it is awarded.

The next set of bids opened were bids on tables. There were three bidders:

Joerns.....	\$7,037.80	- 10 week delivery
Space Tables.....	\$7,468.10	- 4 to 6 week delivery
Tri-State.....	\$8,365.00	- 8 to 10 week delivery

Although Space Tables was not the low bidder, they are \$430.30 higher than the low bidder, their delivery is 4 to 6 weeks and Bill recommends them.

Comm. Walker moved that Space Tables be awarded the bid for the tables because of the shorter delivery date, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

The next bid opened was for Oxygen Concentrators, there were three bidders:

Medical Mart.....	\$1,408.00
Lincare.....	\$1,400.00
Mark One	\$1,950.00

Bill recommends Medical Mart at \$1,408.00, although it is \$8 more than the low bidder, but Medical Mart bid exactly on the item specified.

Comm. Walker moved to award the bid to Medical Mart as recommended by Mr. Sturtevant, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

Bill reports that on Friday he will be hosting the New Hampshire Association of County Home Administrators, they will be in Friday at 10:00 AM for the day and meeting in the Commissioners Conference Room. On Thursday, Bill will be in Manchester - State of New Hampshire for an nursing home inservice.

WARRANTS:

Payroll Warrant for the period ending June 12.....	\$228,888.05
Accounts Payable - payroll deductions.....	\$107,305.34
Construction Warrant.....	\$ 3,480.51

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Ms. Gill presented additional proposals for the grant review on Thursday, June 24, 1993 at 10:00 AM in the Commissioners Conference Room in the nursing home in Brentwood. Ms. Gill reports that these were additional ones which came in just under the wire. Grants total about 181, more than we have money.

Ms. Gill requested a meeting be set up with the three Commissioners to discuss a DCYS case - the liability issue. The meeting was set for Thursday, June 24, 1993 at 9:30 AM prior to the meeting to review the grant proposals.

Ms. Gill inquired if there had been a discussion regarding the Seacoast Mental Health proposal and the benefit package and if a decision had been made. Comm. Walker commented that this had been made part of the Minutes but had not been discussed. Comm. Walker restated the question to be decided if the Board is going to allow a person working for Seacoast Mental Health getting different benefits than County employees. Since Rockingham County is paying the bills why should one be different from the other, although the funding is different. Comm. Walker said that rather than the Commissioners discussing this issue it should be discussed at the Grant's Committee. All the Commissioners agreed.

Ms. Gill reported that she had discussed with Ms. Young that since she had started doing the 37s she decided that she really needed to track them in a more efficient manner in order to compare it to the State bill that comes in. Other counties are using a computer program that was developed by BDS. The program will cost \$800. Ms. Young said she will be working with another man who could possibly tailor the program for us more specific to our needs and maybe he could do it for less than \$800.

Comm. Henderson said that this is something that has been talked about - an improved system for accounting of these items, the effectiveness of the grant monies, not only how they are

expended, which obviously we need to keep track, but also some subjective assessment how much good is being done here and are there ways to do it better.

Ms. Gill says we are talking apples and oranges here. Ms. Gill said that she was talking about the old age assistance they need to be in nursing care.

Comm. Henderson asked Ms. Gill what are we doing about the grants-the system for accounting for the money, how well it is being used. Ms. Gill replied that each program files a quarterly report in addition to the quarterly report that the State has developed she has asked them to supply a narrative to tell how many kids they are working with, that is being done. Ms. Gill said she is open to suggestions to develop some additional criteria.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young reports that the County's consolidated audited financial statements were made available last Friday. The administrative assistant had contacted the State to get the County report going so we can get it published in about 30 to 45 days. But the financial statements themselves are available.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mrs. Kelley had no report.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Mr. Kidder reports that no beef or hogs were sold to the kitchen. Forty-four (44) hogs were sold to the public. The total pig herd stands at 2, so there will be no more hog sales to the kitchen and by the end of the month that will be the last of the pigs, we just keep two small pigs to clean up the troughs. The feeders and the grain bins are empty, they all went right up to market rather than fill up with any more grain.

Comm. Walker asked if it hadn't been agreed that we would keep the last 45 for the kitchen, slaughter them and keep them in the freezers that amount was what the freezer could hold. Mr. Kidder said the hogs were already up to weight for slaughter. Bill Sturtevant said that the kitchen only takes them up to a certain size. Mr. Kidder said the hogs were putting on weight and you just waste money to buy more grain. Comm. Walker said couldn't they be taken to another slaughter house. Mr. Kidder said he didn't have the necessary transportation. Lemays can't kill, he only does custom now, the federal government went after him, the

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transportation. Comm. Walker said couldn't we have rented a truck, but it is already too late, if we already sold them. Bill Sturtevant brought up the question of the beef - will that be getting too big too. Mr. Kidder said that beef doesn't gain like pork. A pig could gain 12 lbs. a day, while beef gains 3 lbs. a day at the most. Once the hogs reach 235 they are ready for market, after that you start losing. The total beef herd is still at 129. They are all done planting the sorghum grass mix and hope to start haying once they get the mower in condition to be back on the road.

Comm. Henderson gave an update on the Slaughterhouse. There is no significant development. There are three options that are being contemplated: (1) that we will remain in business with the present tenant, (2) negotiate a new contract with a different party, or (3) allow the slaughterhouse to remain closed. We have heard from the Dept. of Agriculture only that they have received some preliminary communication from Mr. Mohammed, the subject of which was remedial action to regain compliance. Mr. Behney (USDA) indicated that they would be establishing a communication that would include the County so that we have an idea what will be required of the County to regain compliance with the USDA regulations and that the slaughterhouse will not be eligible for any USDA inspection until they hear something definitive in writing from the USDA office in Boston. Commissioner Henderson stated that, "so no one has any misconception or misunderstanding, it is his understanding from Mr. Behney that there is no USDA inspection available at the slaughterhouse until there is something in writing."

Comm. Barka asked Bill Sturtevant to comment about meals at the Jail. Comm. Henderson said that this issue has come up before but deferred to more pressing matters. The question is, is there a more efficient cost-effective way to provide meals at the jail and it seems to him that this could have a significant impact on the over all budget.

Bill Sturtevant stated that there is supposed to be a Committee from the Delegation from the Committee to look at this and we are sitting back waiting for Representative Christy, who is suppose to chair the meetings, but he hasn't called one.

Comm. Walker stated that she had volunteered to represent the Commissioners to gather information and that she will contact Representative Chirsty in cooperation with the Committee so there will not be duplication. Bill Sturtevant said they spoke with Representative Sytek about this a month and half ago, Comm. Walker and Bill still haven't heard anything. Comm. Walker will get in touch with them.

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Comm. Barka said to find out if the meals can be provided cheaper, unless a study is done, we won't know. Comm. Walker says the one question was how the State Prison is able to prepare a meal for the price quoted. Bill Vahey said its easy - they have free labor, when they were building the prison they built a kitchen and there's grants available for this, so it was brought up to the County years ago to put a kitchen there so that we can do like Hillsborough Cty. The County decided not to do this so now you have to pay. Mr. Varney said, "I think Bill Sturtevant is doing one fantastic job for us. This is probably the last meeting I'll attend, then I'm out of here. But I want to put my two cents in for Bill Sturtevant, his supervision of the kitchen and the outstanding job done there. He runs this County Home and has this kitchen as a burden. Its a lot of work and if you can find it cheaper without building a kitchen, let me know. You are not going to find it. That's all I have to say."

Comm. Walker stated that because it has been brought up we want to do the research and prove what you just said is right. Bill Vahey said that he was the one who submitted the proposal from the Corrections Academy in Boulder, CO and showed where its going to cost you say \$5 million to build a kitchen in the House of Corrections and within X number of years you would pay it off.

Comm. Barka said that was the first year. Bill Vahey said yes and now you have built on since then and now there is no room to build a kitchen, that's the only way to make it pay. That's the end of your committee.

Bill Sturtevant said that one of the other costs that are in there is the capital cost of the equipment, we have to allocate out to the Corrections Department the cost of our meals, the capitalization of our equipment that's in the kitchen as well as the cost of personnel.

Comm. Walker said she understood that, but thinks that the documentation once the research is in will substantiate that.

Comm. Henderson stated that when this issue is on the table it is incumbent upon the commissioners to look at it, gather the facts and use the available information.

Comm. Barka stated that this has been on the table for 20 years.

Bill Vahey said he would volunteer --when he is out of County Government- he would like to be on the committee. He leaves August 1st.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Capt. Bill Vahey

Capt. Varney reports that there is a total of 171 prisoners, 78/Sentenced and 79/Pre-trial, 9 Federal Prisoners and 5 State Prisoners.

There is a problem which Pat Donovan may have brought up last week. We have a prisoner who is a paraplegic who was sentenced to us for 12 months. Pat may have been low on her costs per day extra that we have to provide, because she didn't include the medication, right now its up to \$712 per day extra and does not include the cost of 12 medications. At the present time the prisoner is in the hospital and will be for probably another 7 days. Comm. Walker asked if he was being guarded. The prisoner is not guarded, he is unable to move about. Comm. Barka mentioned there are other costs - nursing costs. Bill said you should calculate the costs at \$800 per day to include the medications and does not include the hospital costs. Comm. Henderson said that if the prisoner is going to be held for one year the cost to the County would be \$292,000. Comm. Walker said that this impacts the present budget. Bill said its not right and thinks that the "bracelet" program might be appropriate for this prisoner - put in a home - he didn't kill anyone. Comm. Barka noted that it had been said that this prisoner had run over a person with his wheelchair.

Comm. Henderson asked if this story was accurate and the sentence given.

Capt. Varney confirmed the sentence by Judge Gray. Pat Donovan had called the County Attorney and Bill Vahey would leave it to Pat to disclose that conversation. Comm. Barka said he had also called the County Attorney but did not get anything.

Comm. Henderson said that these costs would impact this year's budget to about \$150,000. Bill Vahey said there would also be the hospital bill.

Comm. Walker asked if there were other places in the State that can take care of this individual? Capt. Varney said no. The State will not take this prisoner because he was not sentenced to the State prison and he is only in on a misdemeanor. The crime was simple assault not a felony. Bill Vahey said he called the State prison last week for Pat and the guy is still laughing. So far there have been no problems with the correctional officers, but Capt. Varney thinks there will be a problem. The correctional officers have to turn over the prisoner in his bed. Bill Sturtevant has loaned the jail some equipment - lifts and

Comm. Walker asked if the equipment loaned to the jail caused a shortage at the nursing home. Bill Sturtevant said that it was his spare. She also inquired if there were other pieces of equipment he could buy in addition to the borrowed items that would cut down the liability exposure and make it easier for the people caring for the prisoner.

Bill Vahey said he didn't know and he would leave a note for Pat to get together with the Commissioners to review this.

Bill Sturtevant said that his physical therapist visited the prisoner last Thursday to see what they could do to assist to work with the hooyer lifts, to see if they could use the slider board and to do some other things for him, but you have very tight quarters in the infirmary where he is quartered and it makes it difficult and the therapist had a concern that they had to keep the hooyer lifts its the only way they will be able to provide care, but she did have a concern about turning him and providing whatever care they needed to do.

Bill Vahey said that the prisoner has a colostomy too.

Comm. Walker asked though he has been sentenced to the House of Corrections, can't he be taken care of in the nursing home?. I mean since he is not going to run away. Bill Vahey said he didn't know. Comm. Walker said was that a possibility of having him serve, if we could find an empty room, his time at the nursing home.

Bill Vahey said if it is a possibility, why should Bill Sturtevant inherit this when he really thinks, that the judge or the county attorney should have a motion in court to suspend this sentence or put the prisoner on this big "bracelet program" that everyone is saying is so great and leave him in his house.

Bill Sturtevant said, "I don't know where Bill's figures are from - but because he is a sentenced individual he is not eligible for Medicaid."

Comm. Walker says she is looking at the size of the rooms and the convenience and the possibility of less injuries to employees providing care. Comm. Barka commented that the prisoner could still be a threat to the nurses - Comm. Henderson noted that he was sentenced. Bill Vahey said he thinks it should be looked at more thoroughly by the county attorney's office and maybe they are doing it now, but he has not received any phone call today, so its a hard issue and the prisoner went to the hospital Saturday. Can you imagine what the hospital bill is going to be? I think the reason he went in was because of a very high fever.

The Commissioners agreed this should be looked into further.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reported that he will be at a workshop on Wednesday in Concord and the health insurance study will meet on Tuesday.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Mr. Woodside presented to each of the Commissioners a list of the bidders who have bid as of 6/21/93 on the Water Treatment Plant. On the original bid date, we were looking to have a mandatory meeting tomorrow. With the attached items that have been addressed on this, Mr. Woodside has moved the mandatory meeting to Friday. The reason this was done, was he has had numerous calls from people who have received their plans but do not believe that they have enough time to evaluate them prior to coming to a pre-bid meeting which is mandatory to review the site. That one he changed from the original date which was 6/22/93; it is now changed to 6/25/93 for the mandatory pre-construction meeting. The date is being changed from originally July 2nd, which all the ones that have contacted him have said that July 2nd being so close to the holiday did not give them enough time to get that bid so accordingly I would change that to July 9th which will give them that lap over that holiday for the time frame to come in.

Comm. Walker said that she is not really sure that changing the dates of the bid is exactly proper, because if people don't have time, then maybe people didn't bid on it originally because of the time factor.

Comm. Henderson said he was originally in support of permitting only qualified bidders to submit bids. He stated that it is important that the commissioners get the broadest cross section of that group. If the process, the way Mr. Woodside has undertake it, hasn't provided us the broadest cross section then the idea here is to get as many qualified bidders as possible.

Mr. Woodside agreed and stated at this stage of the game the list that we have not all of these are what is called general contractors, a lot of these are what is called vendors, they also come out and buy a set of plans and review them, so we don't at this time have what he considers a very good cross section of general contractors out there and if you look at the list there are two or three other copies who have asked for the plans and he made the decision he wouldn't mail plans, that the plans could be picked up at his office. Again the four day time frame was such a short time frame that they have also requested that they be able to get a set of plans if the time frame was broaden out a little further as mentioned previously, these two companies and

and RH White is a very well known company and another company, CHB out of Burlington, VT, they are both general contractors, very well known in the field, one of them who already has a set of plans had built our Waste water treatment plant - very well known. Mr. Woodside stated that he believes he is within the guidelines, has not stepped out of the guidelines, and it is in the best interest of the County for all intensive purposes to make sure we get a very good broad base and he wanted to get the approval of the Board and thinks he is following everything as procedure.

Commissioner Barka said the present Board recommended this.

Mr. Woodside said correct.

Comm. Walker voiced concern if it is legal to change the time frame? Whether you open the bid back up and allow other people to bid within that time frame, or if you are extending deadline for people who have complied, it seems unfair. If others had known the date that he has extended it to, might there not have been additional people who would have applied?

Comm. Henderson said why don't we reopen the bid.

Mr. Woodside said that legally if you read the attached, it states legally addendum need only be sent to the contractors that have responded or taken out plans, therefore all the contractors that have taken plans are on the attached sheets. All the contractors who have responded but not taken plans yet because of that short time frame, were the ones that are on the list, so therefore we are legally within our guidelines, this is like addendum #1 or you could have 4 or 5 addendums during construction, so legally we are still within our guidelines as set up and it is the ones that basically have responded, so they have already been put on the list. Comm. Barka said none of the bids have been open. Mr. Woodside said no bids have even been received and even two of the companies Keymont Construction and Charwell raised concern about the time frame. They already received a set of plans but have raised concern about the shortage of the time frame. Again in the best interests of the operations, financial wise and the Board's interests, Mr. Woodside feels that this is a legal way of doing it and we are within our rights to do that.

Comm. Walker stated that if this new time frame had been in the original bid more people might have responded, some may not have responded because of the short time frame.

Mr. Woodside said that if anyone else wanted to respond it still gives them the opportunity and the Dodge Report, Associate General Contractors Construction Summary and Works in Progress Reports will be notified accordingly as well and that is where all the big boys are and they are the ones that call and find out. Mr. Woodside asked for a vote of the Board as a matter of record that they are accepting or not accepting the extended time frames he addressed and the reason why.

Comm. Henderson asked Mr. Woodside to state the motion he wanted made.

Mr. Woodside stated basically what he is requesting the Board to do, is to accept the change in the time frames.

Comm. Henderson moved that we permit the Director of Maintenance to extend the time for the preconstruction meeting to Friday, June 25, 1993 at 9:00 AM and receiving bids at his office on Friday, July 9, 1993 at 3:00 PM and open as planned on Monday July 12th by the Commissioners.

Mr. Woodside said that's right that date has not changed.

Comm. Barka said that this gives those people until July 9th - Mr. Woodside said his belief was yes - Comm. Barka said this was plenty of time until July 9th.

Comm. Walker stated that if anyone hearing about this today and hasn't already applied by the cutoff date could not apply because the date for submission has already gone passed. Mr. Woodside said no the cutoff date for submission of the bids is now June 25th, which is a preconstruction mandatory meeting which was originally the 22nd tomorrow.

Comm. Walker asked when was the cutoff for picking up the plans. Mr. Woodside said that originally the cutoff date was Friday and the mandatory meeting was tomorrow - preconstruction mandatory meeting was tomorrow.

Comm. Walker said that only the people who picked up plans by last Friday are eligible to go to the preconstruction meeting. Mr. Woodside said that is why we are doing this, basically as it states in the front cover sheet, legally addendum need only be sent to the contractors that have responded or taken out plans, therefore you have a list of all the contractors who have taken out plans and some who have responded but not taken out plans, now by allowing the broadest base meaning that the ones who have responded but not come for a set of plans yet, if I said no to this or the board was not to go along with this, then two or

three other reputable companies that have responded that they would like to have a set of plans but the time frame for that original bid - they did make the phone calls- I believe if they made the phone call they should have that right that why we extended the time.

Comm. Barka said the Motion was made but was it seconded? There was no response, so Comm. Barka seconded.

Comm. Henderson asked for discussion and to stick to the issue.

Comm. Walker said we are setting a double standard. We advertise one thing and certain people call and say they want an extension and we extend it, we knew July 2nd was 2 days before July 4th when we set the dates, and had the extensions been part of the original bid we might have had twice as many people bid so she has a concern that by changing the conditions after the bids are in.

Comm. Henderson asked Comm. Walker that if this motion is voted down would she want us to go with the ones we have or start over.

Comm. Walker response was to start over.

Mr. Woodside stated that he was looking at approximately, if everything goes well, 180 days for turnover, so each day, each week that goes by - 180 days gets closer and closer to the winter and completion date. If I thought that we were doing legally something incorrect I would never bring it to the Board. I believe that this is correct. The ones that have responded I believe, they made a phone call - its like 4 days - maybe we should have been longer - we gave them 4 days and people picked up the phone and say they can't get here in the 4 days time frame but I would like to bid on the project.

Comm. Henderson asked, "by the time we re-send notices to the Dodge Report, etc. we would no longer be able to make the July 9th cutoff date." Mr. Woodside said we could still make the date, all you have to do is notify the Dodge Report. Comm. Henderson said then maybe this is not as large an obstacle as he thought. If it is already fixed and determined that we are not going to open these bids until Monday, July 12th and you can still get it in the Dodge Report and the other publications, why not just reopen it? Mr. Woodside said that it is basically still open until June 25th. Comm. Henderson asked Comm. Walker that if this motion fails will she have an alternate motion that will see that we stick to this July 9th, July 12th and not reopen the process.

Comm. Walker reiterated her concern about people who might have made bids but were put off because of the short time frame.

Comm. Henderson commented that everyone contributed to the time factor, but if he understood what Mr. Woodside is saying, we advertise this and since everyone who is supposedly qualified reads these publications anyway, give them an extra week with the window, it still receives the bids by the deadline of Friday, July 9th and opened by Monday, July 12th.

Comm. Barka said at another cost of \$1,000.

Comm. Henderson asked how much cost is involved.

Mr. Woodside said there is no more cost, the advertising in the Dodge Report and all them are free and by doing that you already extended the time to June 25th. Everyone who still wants to get a set of plans can get a set of plans up to 9:00 AM on the 25th of June.

Comm. Walker said that today is the 21st and by the time you get the notice in the paper, the 25th is going to be here so those people who might want the extension aren't going to know about until it the 25th has gone by so basically only the people on the list are being afforded that additional time frame

Mr. Woodside said whatever the Board likes.

Comm. Barka asked how many contractors have plans? Mr. Woodside replied that 6 have them. Comm. Barka said that anybody that could possibly be interested in bidding had the opportunity to read about this in the Dodge Report and the other publications, and those who didn't respond were not interested. Ernie agreed.

Mr. Woodside said that the 4 days was adequate in his opinion, but to many people this may not have been enough time to pick up a set of plans. I took the option to save the County money and said I would not mail plans, \$75 a set and picked up at his office and he stuck with that. But many made a phone call and said they were interested in getting a set of plans and made the call within the 4 day time frame.

Comm. Walker said lets back up a minute, when it was advertise how much lead days before the time to pick them up? You only gave them 4 days! Mr. Woodside said, "that's correct". Comm. Walker said you normally advertise something a couple of weeks in advance and say you can pick the plans up within this 4 day period, you don't just give them 4 days.

Comm. Henderson stated that he found Comm. Walker's position to be persuasive. He said that it seems reasonable that you could be a qualified bidder and yet read an advertisement that says that you only have a 4 day window and determine that time frame you couldn't meet but if you read the same advertisement and you had a broader time frame that you could meet that you might very well apply. If there are qualified bidders that are in that category we have to accommodate them and thus unless this motion is modified I am going to vote against it.

Comm. Barka stated the motion has been made and seconded. All in favor say Aye. Comm. Barka voted for. All opposed: No., Comm. Walker and Comm. Henderson voted No. The motion was not approved.

Comm. Walker moved that the project be readvertised with the following dates:

Pick up Plans by July 2, 1993
Preconstruction Meeting by July 9, 1993
Bids received in office by July 16, 1993
Open bids at Commissioners Meeting July 19, 1993
Award bids at Commissioners Meeting July 26, 1993

Comm. Henderson seconded the motion.

Comm. Barka asked that he be advised if there are any new bidders.

Mr. Woodside agreed to let him know and will furnish.

Comm. Barka said motion made and seconded, all in favor - Comm. Walker and Comm. Henderson voted aye and Comm. Barka said he would vote aye reluctantly.

Mr. Woodside said that the Sheriff's Department notified him on Friday and wanted to know if the Board was interested. Pease has what is called mobile homes, some of them are single and some are split, you put together and it is the size of a regular home double wide and they are about 70 feet long, his understanding last Friday was that there are approximately 12 or 13 left, some have furniture, they are not that old, don't know age, and they can be purchased for \$100 apiece, which does not include the moving cost and asked if the Board has any interest in his pursuing this further. The Sheriff's office has purchased or will purchase one and will leave it down there for the Seabrook program.

Comm. Walker asked if these were available to anyone or just government. Mr. Woodside said he was unable to find out if any one could purchase the units - probably no - because most of the stuff that comes from the Air Force or Army bases is offered to government facilities and usually a private entity can't purchase, but he will still try to find out.

Comm. Walker asked if Mr. Woodside had any estimate of what it would cost to move a unit and he said no he did not and that he had brought this to two of the commissioners last week to find out if they were interested in his getting more information. If there is no need for these units then he won't go any further.

Comm. Walker said that she knows that Headstart has been looking for a place to meet. Rockingham County Community Action Group, the head agency for Headstart, has been looking for space in the Hampton area and one of the programs that applied for the grant has been looking for space for a program. The programs requesting money through a grant, could we purchase the unit for \$100 and donate it to Headstart through the Rockingham County Community Action program, that's not an individual its a community group.

Several people discussed this.

Comm. Barka suggested that the matter be taken up with the Sheriff on Tuesday.

Comm. Walker asked if the County could purchase the mobile homes and lease or loan them to non-profit agencies who help to save tax payers money by offering their program to the community?

Comm. Barka said all these things have to go through the delegation. We may get in to trouble. let's try to find out more about any leases the delegation has to pass on.

Diane Gill said there are fire regulations to be concerned about also.

Comm. Walker asked is it possible for us to purchase these units provided these agencies are interested.

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Comm. Henderson said the bottom line of what you are suggesting is that we provide a pass through - if there is a worthy outfit that can use these trailers that doesn't get a shot at it then maybe that is worth doing. He said he is concerned about the leasing because he would rather have it pass right through our hands without ever passing go and by the way we are not talking about getting any of these for the County, but if we can help an agency that wants it, that can't get it without us, he would be willing to give it a shot.

Bill Vahey said he thinks you have to check with the government because he is in the process of getting some surplus government trucks to assist the town and give them to the recreational department and to plow snow but was advised that whoever purchases it must keep it.

Mr. Woodside said he just wanted to bring it to the Board's attention and Sheriff Vetter knows more about it and these units are going like "hotcakes", which tells him that this issue is closed out as of this Friday. It's up to the Board.

Comm. Walker said that's why she has made the motion to authorize the reserving of them provisional since it is closing Friday and that's the deadline and we won't be meeting again to approve it.

Comm. Barka expressed concerned over the legality of doing this.

Comm. Walker said if we can provide a pass through that could save the County money, we should look into it.

Comm. Henderson said that's all we are talking about, providing a pass through for an agency that can use this surplus resource and if we could help them to get it without incurring any liability or cost then I think we ought to explore it, so long as we are agreed that no one is talking about keeping any units here.

Comm. Barka suggested that they contact Sheriff Vetter tomorrow morning.

Mr. Woodside said that under continuing business they are still working on a finalization to bring to the Board for the phone system which is ICS. He is still getting a list of the ABDick computers before bringing it to the Board and this should be completed this week for your direction next week. Under Item 3 for cost estimates this entire package needs to get direction from Comm. Henderson for a new meeting of the space allocation and he will await until that time to address.

Comm. Henderson commented that under continuing business that one of the issues brought up at the last meeting, Comm. Walker had asked for some additional details on what is the pilot program to establish a position of County economic coordinator. He presented some documentation that is self-explanatory and in all ways consistent with his report last week. He stated that it would serve directly with the towns of Rockingham County. There are a lot of them that could use this kind of expertise. If we don't find someone, the REC, with adequate expertise to fill this function, then he believes they would oppose hiring anyone because if we can't get the job done then we ought not to be spending the money. He informed the REC that there are a number of steps to this process and this is step 1.

Comm. Barka asked something about a matching grant

Comm. Henderson said a portion of this money would be used to leverage a federal grant that is available through the U.S. Dept. of Commerce Economic Administration for technical assistance of exactly this type. The grant is actually a 4 to 1 match and the maximum is \$25,000 so that would permit us to carry this program to 1994. It is a smart buy and money well spent.

Comm. Barka said that this is similar to the Hazardous Waste where they contributed \$25,000.

Comm. Walker said that so your motion would be that on behalf of the Rockingham Economic Council to ask the Board to recommend to the Executive Board that this grant be considered as a non-county special and treated in the same way that other non-county specials are treated in the regular operating budget but that it be done in the supplemental appropriation budget.

Comm. Henderson said that's exactly right, in fact that is my motion.

Comm. Walker second the motion.

Comm. Barka asked for a vote on this motion which was unanimous in the affirmative.

Comm. Barka asked about the computers and Theresa said she is still waiting to hear.

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Mr. Woodside said that just for the record the three commissioners were at the construction meeting this morning at 10:00 AM but we issued a certificate of substantial completion as of 10:00 this morning for the entire project and I believe that they have done a fine job and staying on schedule.

There being no further business to come before the regular weekly meeting, Commissioner Barka made a motion to adjourn the meeting, seconded by Comm. Henderson. Meeting was adjourned at 3:50 PM.

Respectfully submitted by,

Arleen Jankowski
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/aj

MINUTES OF THE SPECIAL COMMISSIONERS MEETING

JUNE 24, 1993

A special meeting of the Board of Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH, at 9 AM. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bob Kidder, farm manager; Bill Sturtevant, Administrator of the Rockingham County Nursing Home, Ernest Woodside, Director of Maintenance; Arleen Jankowski, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Bob Lindon of radio station WMYF/WEZZ; Margeed Mohammed; Mr. Watson.

The meeting was convened at 9 AM for the purpose of meeting with Margeed Mohammed to agree upon the terms for the renewal of a lease at the Slaughter House located at the County Complex.

The terms agreed upon were:

1. All terms of the lease dated June 18, 1991 will remain in effect except the following changes and additions:

a. Should the United States Department of Agriculture (USDA) suspend it's inspection of operations at the slaughterhouse for any reason related in any way to the slaughterhouse operation or the operations of the Tenant, this agreement shall be immediately terminated.

b. The Tenant agrees to provide proper transportation, in accordance with applicable sanitation rules and guidelines, for all meat slaughtered under the provisions of Section 3 from the slaughterhouse to the Rockingham County Nursing Home, at no additional cost to Landlord.

c. All mention of slaughtering of hogs for the county will be deleted from contract.

d. Any damage to the Premises or the Equipment which results directly or indirectly from the failure of the Tenant to maintain the Premises and Equipment in good working order, including providing electricity, heating, and cooling adequate to prevent such damage, shall be the responsibility of the Tenant.

The Tenant request that the County repair any parts or equipment when it breaks as soon as possible, so as to prevent any loss of revenue as a result. The Commissioners agreed to try to comply with his request.

When the above items were agreed upon, Mr. Mohammed was asked to bring a certified or cashier's check for \$1770 for rent arrears, then the contract could be signed by the three commissioners. This was acceptable to Mr. Mohammed.

There being no other business to come before the Board of Commissioners, Commissioner Walker moved the meeting be adjourned at 9:45 A.M. Commissioner Henderson seconded the motion. Motion passed with a 3-0 vote.

Respectfully submitted,



Jane Walker, Vice Chairperson

Rockingham County Board of Commissioners.

Approved by Warren Henderson,^{WCH} Clerk

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
June 28, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Diane Gill, Director of Human Services, Pat Donovan, Superintendent of The Rockingham County House of Correction; Mr. Wayne Vetter, High Sheriff of Rockingham County, Charlene Roche, Business Office Supervisor Neil Parker, Chief Kingston Police Department, Amy Esty, Temporary Administrative Assistant to the Rockingham County Commissioners, Mr. Mohammed - Slaughterhouse, Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald.

Kingston Police Chief Neil Parker read the Commissioners a letter dated October 8, 1992. There was a meeting on October 7th with Mr. Paul Nugent, Director of the Youth Attendant Program for NHDCYS. At that meeting the development of the YAP Program at the County Complex in Brentwood was discussed. Mr. Nugent indicated that his office and Advisory Board for YAP would look favorably upon funding the YAP Program of Rockingham County to be located in Brentwood at the County complex. Chief Parker passed out a letter from Dr. Korn relative to state support of the Youth Attendant Program in Brentwood and ask for a vote of commitment to make space available at the Carlisle Building or other location. A second letter requested the Commissioners voted to authorize the use of the Carlisle Building at the County Complex so that funds may be applied for from the Feds. The spelling of Commissioner Barka's name was corrected. Commissioner Henderson moved that the Commissions draft a letter to Chief Parker, on Commissioners stationery, to express and convey their support for the Youth Attendant Program, seconded by Commissioner Walker, and voted on unanimously in the affirmative. Chief Parker agreed to this. Comm. Henderson asked Chief Parker if he had any idea of time frame, which he did not. Chief Parker stated that Mr. Nugent was going to DCYS and he doesn't know his replacement or what his criteria may be. Chief Parker was thanked for attending the meeting by Comm. Barka.

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Commissioner Henderson explained the condition of the Slaughterhouse and that both he and Mr. Mohammed had been in touch with the USDA on several occasions last week. The USDA has re-authorized inspection at the County Slaughterhouse which was expected. In discussions with Mr. Mohammed last week the Board indicated the conditions under which the Board would go back into business and re-authorize the opening of the Slaughterhouse. The Board has verified that he has met the physical conditions required. The new contract is identical to the original one signed in 1991, updated. It indicates four additional things which have been discussed at length in public meetings. One is that the tenant will provide transportation for the county's slaughtered beef. Mr. Mohammed asked that the County provide labor which seems reasonable. The second issue is that Item four states that should the USDA suspend its inspection of operation at the Slaughterhouse for any reason related to the Slaughterhouse or operations of the tenant this contract shall be immediately terminated. This is consistent with what has been talked about. The third item says that if there is nonpayment of utilities, heat or electricity or damage to the physical plant that payment would be the tenant's responsibility. The fourth item is that the mention of "pigs" be removed from the contract. These are the only changes. Comm. Walker asked Mr. Mohammed for a copy of the certificate for liability insurance for our files.

Comm. Henderson and Mr. Mohammed each independently verified with USDA that it is permissible for a new grant application which authorizes USDA inspection. That grant can bear the name of the tenant and not the name of the Commissioners which is preferred. It will take a few weeks for the paperwork. Mr. Mohammed asked if the Slaughterhouse was operational as of today. Mr. Kazim Mohammed's name has to be removed from the contract as he is no longer with the company. Comm. Walker asked Mr. Mohammed his present address which is 775 American Legion Highway, Roslindale, MA 02131. These corrections will be made on the contract.

All changes and pages on the contract will be initialed. Mr. Mohammed asked that should he submit in writing any problems that need to be addressed that they be addressed in a speedy manner. He ran into a situation which cost him \$5,000.00 for downtime for a week due to a problem with a boiler.

In the future he will address a letter to the Commissioners when he has a similar situation and asked for a speedy reply. Letter will also be sent to Mr. Woodside.

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Mrs. Kelley suggested that the Commissioners decide how they want to handle the checks, and she and Mrs. Young will write a policy. Comm. Walker suggested that they make recommendations to the Commissioners as they are more familiar with the details.

REPORT FROM DIRECTOR OF MAINTENANCE

Mr. Woodside, Director of Maintenance, wanted to make sure that it is on record that there was no construction meeting at 10 o'clock today. There are no construction related items, therefore, the meeting was cancelled. Things are going well and the new snack bar area should be open Thursday morning.

Commissioner Henderson made a motion to accept the minutes for the meeting of June 21, 1993. Comm. Walker seconded the motion. Motion passed unanimously.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME

Mr. Sturtevant, Director of the Rockingham County Nursing Home, mentioned there were two deaths over the weekend, and they are working on admissions for later in the week. There are 68 clients in the Adult Center and 40 children in the Children's Center. The summer program opened this morning. Two weeks ago they opened bids for laundry supply and are in the process of redoing the bids. Mr. Sturtevant is formally requesting that the County Commissioners reject the bids as submitted and put them back out to bid. Mr. Sturtevant recommends rejection because three of the bidders bid on products other than what they had specified. They felt the products were equal but they were not able to demonstrate that. Mr. Sturtevant recommends that the in the specs that go out that the product be specified and if they wish to bid on another product they must come in and do a site visit and demonstrate their product so we know what we are working with. They found that in one bid you had to actually double the amount of detergent used. Comm. Walker made a motion that the Commissioners reject the bids for laundry detergent and that Mr. Sturtevant resubmit the bids. Comm. Henderson seconded. Passed. Warrants mentioned were:

.....payroll warrant \$1,370.45
.....uniform allowance warrant \$793.38
.....farm maintenance warrant \$5,340.30
.....maintenance \$40,481.69
.....accounts payable warrant \$21,269.50

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REPORT FROM THE DIRECTOR OF ROCKINGHAM COUNTY HUMAN RESOURCES

Mrs. Diane D. Gill, Director Rockingham County Human Resources, reported that the panel that reviewed the 5% incentive fund grant last week awarded \$121,000.00 to fourteen different programs for the purposes of prevention and there will be a news release on that shortly.

REPORT FROM THE HIGH SHERIFF

Mr. Wayne Vetter, High Sheriff of Rockingham County, said that he was just checking in and stated that the little electrical boom was a direct hit on the radio system at the water tower and the system has gone down to include maintenance and the nursing home. The extent of the damage is not known at this time. He is leaving to attend a long range planning sessions on radios.

REPORT FROM THE TREASURER

Mrs. Patricia Kelley, Treasurer, mentioned that on Thursday she will be accepting bids on two borrowings, one for \$10,000,000.00 in revenue anticipation notes and the other for \$600,000.00 against the bond authorization which should complete the project and will leave us \$1,000,000.00 under the authorized amount. The second item is that Linda Hutchinson who is the appointed deputy treasurer at this point is unable to accept the appointment because of preexisting health problems. Applicants have been interviewed and the position offered to Michael Morin who is from Nashua, NH. He has a lot of experience with cash management and has an MBA. Mrs. Kelley asked the Commissioners to approve the appointment of Michael Morin as deputy treasurer due to Linda's health problems. This would be until June 1, 1994. Comm. Walker moved to accept the resignation of Linda Hutchinson as deputy treasurer. Seconded by Comm. Henderson. Passed unanimously. Comm. Walker moved to appoint Michael Morin as deputy treasurer effective July 6th. Comm. Henderson seconded. Comm. Barka opposed. Motion passed, 2-1. Mrs. Kelley raised the question of a policy concerning bad checks and recommended that the Commissioners institute a policy for checks returned due to insufficient funds. Mrs. Roche stated that in the past people have been charged for bad checks but there is no written policy. Also checks have been refused and the people paid by cash.

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These have all been signed. Mr. Sturtevant is also requesting a waiver on a bid for a stretcher used in bathing systems. The system to be replaced is well over 10 years old and one of the original purchased and is beyond economical repair. The purchase of a new stretcher will be \$4,100.00. However, Arjo currently has a sale for two weeks only for \$1,395.00. Comm. Walker made a motion to waive the bid and allow Mr. Sturtevant to purchase the stretcher for the Arjo bathing system for \$1,395.00 this week. Comm. Henderson seconded the motion. Passed unanimously. Mr. Sturtevant reminded everyone that the 4th of July is this weekend and the County will be co-hosting the annual fireworks celebration here at the County complex. The child care center will be selling a few things, Epping Brass Band will be performing. Festivities begin at about 6 and the fireworks to begin at 9 P.M. Workers should be here between 5:30 and 5:45 pm.

Mr. Sturtevant mentioned that on Monday July 26 the N.H. Association of County Nursing Home Administrators in conjunction with UNH will be holding an all day conference at UNH on Controls of County Nursing Homes. There are four slots, Director of Nursing, County Commissioner and County Commissioner Member of the Delegation and Mr. Sturtevant.

Commissioner Walker moved that we authorize Mrs. Gill to start signing Form 37A on behalf of the County. Seconded by Comm. Barka. Passed.

Commissioner Walker moved that a meeting not be held on July 5, 1993. Comm. Henderson seconded the motion. Passed.

REPORT FROM DEPARTMENT OF CORRECTIONS

Mrs. Donovan, Director of the Department of Corrections, mentioned the total count today is 185, 80 pre-trial, 96 sentenced, Mr. McDonald came back from the hospital last Friday. Mrs. Donovan had to rent an electric bed from Medical Mart. She attended the Supt. Affiliate Meeting last Friday in Strafford County and Walt Newcomb from Belknap County was going to check on an electric bed there. He has one that we can keep if maintenance can pick it up Tuesday or Wednesday. There is a serious problem getting nurses. Mrs. Donovan does not have any nurses for this prisoner after July 4th. Mrs. Donovan is looking into trying to reach the attendant who worked at his home to see if they might be available to work in helping care for Mr. McDonald. Comm. Henderson was asked if he had heard from the County attorney. He had nothing to report.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
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Mrs. Donovan mentioned that because of the population going up and the amount of sentenced people she will be opening E Block probably around July 14th or 15th. Interviews for correction officers are starting this week.

REPORT FROM DIRECTOR OF PERSONNEL

Mr. Morrisette, Director of Personnel, will be sending a survey out tomorrow to all departments regarding health insurance. July 6th is the return date. A letter will go to the department heads and they will distribute the survey.

Commissioner Henderson is prepared to make a motion relative to the beef herd at the farm operation of Rockingham County. However, based on discussion with Comm. Walker the Board would like to have further discussions in order to do the right thing and not the quick thing. There are 128 head of cattle that have to be processed. Comm. Henderson stated that even in the event that we phase out department operations we need to equalize the impact. Comm. Walker mentioned that closing the farm has a totally different meaning than closing out the raising of beef at the farm and that is why the Commissioners need to talk further about the situation such as what to do with the farm; the grounds have to be maintained, we have planted hay to feed the animals, etc. Comm. Barka stated, in his opinion, we would save \$50-60,000.00 a year. Most of the land is wetlands. Comm. Henderson mentioned that one or two people may lose their jobs and this is not a decision to be made lightly.

Steve Haberman of the Portsmouth Herald asked about Mr. McDonald and alternative sentencing. Comm. Henderson stated he had a discussion with the County attorney last week which was fact finding. He stated the Commissioners could not take action or even make a recommendation. Mr. Haberman stated that with the increase in prison population there is the possibility of having other people in Mr. McDonald's situation sent to the County jail and is there any allocation in next year's budget for materials or locations to handle this? Mrs. Donovan stated there was no money budgeted for these kind of expenses and the House of Corrections has an infirmary and they do not have a problem with paraplegics. This is an unexpected exception. There would be no place to add on - the infirmary rooms are 8x8 and with the amount of equipment needed it just wouldn't work. Commissioner Henderson stated that the time to address the issue is pre-sentence and not post-sentence. Comm. Walker stated that the additional cost to this year's budget, which hadn't been anticipated, will need to

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
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be discussed. Mrs. Donovan mentioned that she was in no way advised prior to Mr. McDonald's arrival at the facility, had no idea he was going to court or the possibility of sentencing. Commissioner Walker mentioned that she received a letter from the National Association of Counties asking her to preside at one of the sessions at the Annual Covention on July 19th

Under continuing business Mr. Woodside would like to address item number 3 - setting up a date for the ribbon cutting ceremony. Sunday August 22, 1993 will be the date for the ceremony.

Commissioner Henderson made a motion to adjourn at 3:40 P.M. Comm. Barka seconded. All in favor.

Respectfully submitted by,



Amy Esty
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/ae

MINUTES OF SPECIAL COMMISSIONERS MEETING
JULY 1, 1993

A special meeting of the Rockingham County Board of Commissioners was held on July 1, 1993, at 11:00 AM in the Delegation Conference Room, Mitchell 207, at the Rockingham County Complex for the purpose of accepting bids, authorizing and awarding the sale of Rockingham County Bonds.

Present at the meeting were: Commissioners Barka, Walker and Henderson and Deputy Treasurer, Irene Dodge.

Bids on \$10,000,000 RAN were received from Shawmut, Bay Bank, U. S. Securities, Bank of Boston, State Street Bank, and Fleet Bank. Commissioner Walker moved to award the bid to the following:

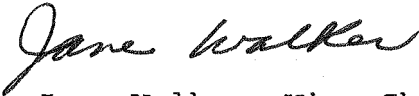
Shawmut	5,000,000 @ 2.35	Premium 1200	NIC 2.299
Bay Bank	5,000,000 @ 2.35	Premium 239.00	NIC 2.345

Commissioner Henderson seconded the motion. Motion passed 3-0.

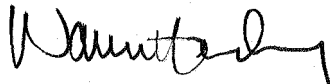
Bids on \$600,000 BAN-RCNH Addition were received from Shawmut Bank, Bay Bank, U. S. Securities, State Street Bank. Commissioner Walker moved that Shawmut Bank be awarded the bid of 600,000 @ 2.42%. Commissioner Henderson seconded the motion. Motion passed 3-0.

There being no further business to transact, Commissioner Walker moved the meeting adjourn at 11:10 AM. Commissioner Henderson seconded the motion. Motion passed 3-0.

Respectfully submitted,



Jane Walker, Vice Chairperson
Rockingham County Board of Commissioners



Approved by Warren Henderson, Clerk.

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Delegation Conference Room - Mitchell II
Brentwood, New Hampshire
July 7, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Delegation Conference Room in Mitchell II, Brentwood, NH. In attendance were the following: Commissioners Jane Walker, Vice Chairman; Warren Henderson, Clerk; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

The meeting began at 1:00 PM with the opening of bids for the Nursing Home for Frozen Foods.

Bids Received:

Shaheen Brothers
Associated Grocers
Hallsmith-Sysco
S.S. Pierce-Kraft
Northcenter Food Servie

Commissioner Henderson moved to have Bill Sturtevant shop the bid, seconded by Commissioner Walker and voted on unanimously in the affirmative.

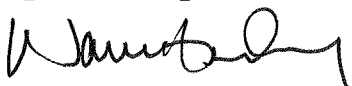
There being no other business to come before the Board, Commissioner Walker moved to adjourn the meeting at 1:15 PM, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

Enclosures: Bids/Frozen Foods

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 12, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Mike Morin, Assistant Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Al Pike of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representatives Donna Sytek, David Welch, James Rosencrantz, Mary Currier, John Connor, and James Gold from the Rockingham County Conservation District.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the June 28, 1993, July 1, 1993 and July 7, 1993 meetings of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Walker, seconded by Commissioner Henderson, to approve the Minutes of June 28, 1993, July 1, 1993 and July 7, 1993, as presented, and voted on unanimously in the affirmative.

Chairman Barka, at this point in the meeting, introduced Mary Currier from the Rockingham County Conservation District. Mary introduced John Connor, chairman of the Board of Supervisors of the Conservation District, and Jim Gold, another member of the Board of Supervisors. Mary reports that at her last visit to the Commissioners meeting she had mentioned that the District may be in financial difficulty and after assessing their finances after six months the District is in need of financial help. Mr. Connor reported that the appropriations for the last two years have been cut back which has not been altogether bad, since it has forced the District to try to raise those funds themselves. However, despite their efforts at fund-raising and the use of money that was left to the District 20 years ago, there is still a shortfall of about \$15,000. Upon questioning from Comm. Barka, John reports that there have been small projects that have been instituted in the last couple of years, but they are mandated by the State and cannot charge for a lot of things that are done. Comm. Henderson stated that the County does contribute money towards the District and do the calculations take that money into account? Comm. Barka asked what amount the County gives to the

District and Mary responded that it has been \$30,000 for the last two years and that the District had requested \$50,000 for this year, but it was level funded at \$30,000. Comm. Henderson said that he is aware that the District pursue grants to help others and were there any grants that could help them? Mary responded that the District had put forth a summary package of the grants and in the grants that were proposed, a small amount was set aside for administrative costs, but, she reports, normally a grant needs a specific project in order to receive the funds and the District cannot operate their standard, everyday office functions, on a grant. She adds that there is \$80,000 due from the EPA Grant and three of their projects will use that money and there is another \$100,000 available for 1994 and the District will submit a proposal for that money. Jim Gold reports that the problem with grants is that the government wants the money to be matched and that the \$80,000 that came into the District were spent within the County for contractors, etc. He adds that \$20,000 was received for the Stewart Farm Salt Marsh Restoration and although that money was managed, it essentially gets spent within the County - in this particular instance to remove a tidegate. He states there are a variety of situations where this money can be brought in and the District is a good conduit to do that, but it is not something which will fund all District programs, it gets earmarked. Jim reports that it will be difficult to accept grant money if the District is not open and that it should be open five days a week as an operating entity.

Comm. Walker asked what the District wanted from the Commissioners? She stated that the Commissioners budget is spent, also, and the shortfall for the County will be a lot more than the District's shortfall. Mary replied that the District felt the first place they should come to for assistance was the County because they are funded by the County.

Comm. Barka stated that Representative Sytek and Welch were in attendance at the meeting and that the District could address their concerns to them directly. Mary reports that the projected expenses for the next six months is \$30,000 with \$15,000 coming from the County which leaves them \$15,000 short. Comm. Barka said that as Comm. Walker stated, the Commissioners budget is already set and any additions must go before the Executive Board for approval.

Rep. Sytek said this situation was not like a County department where money can be transferred from one area to another. She adds this is an outside entity which is apart from the County "family" and is handled like other nonprofit agencies. Mary responded that the District is not a nonprofit organization, it is established by State law. She adds there are ten Conservation

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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Districts. Comm. Barka said the Districts were established but not mandated and he asked if this was correct? Rep. Sytek said it is a geographic situation established by the State. Comm. Barka said the Conservation District comes under the County's Non-County Specials category and around \$175,000 is contributed to those Non-County specials. He adds that the District may have to go to the Executive Board. Mr. Connor asked if there was any mechanism by which the District can tie into funds from the County? Comm. Barka replied that County government is set by Constitution and through the years the Non-County Specials have been cut down. Comm. Henderson would like to look at the situation further. He stated that he does not want to hold out false promise and that he does not know a great deal about the scope of the services provided by the District.

Comm. Walker stated that the only legal way to increase appropriations is to have a supplemental appropriation meeting which involves the Executive Board who must make the recommendation and a Public Hearing has to be held and the recommendation submitted to the Full Delegation and all of this is costly. She adds that last year the County had unexpected expenditures, but fortunately there was also unexpected revenues. In order to use those revenues, the Commissioners had to go before the Delegation and ask them to raise the expenditures and the revenues. Comm. Walker reports that this is the only avenue available for the District. Mary said that the District was aware of the process involved and she realizes the District is not mandated, but without the Conservation District, funds will no longer come into the County which has an impact on the economy of the County, as well. Comm. Barka suggested that the District go to the towns. Mary said she hasn't done that and visiting all the towns in the County is difficult. Comm. Henderson said that they are also caught in a calendar problem due to the fact that most town meetings do not occur until March. Comm. Barka thanked Mary and her representatives for coming to the meeting and expressed apologies that the Commissioners were unable to help at this time.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane reports that her department's budget is on target and not over on any particular category. Checks for the Incentive Fund Grants will be available by Wednesday and Diane will provide the Commissioners with the checks and a list of the programs and contact persons in their respective areas for distribution. Comm. Barka reports that there was good news on the 5% Diversion Funds and that the County did all right with funding at the same amount as Fiscal '92-'93.

Rep. Sytek reports that House Bill 613 and 614 was passed and it was designed to defray the County's cost of this program by increasing the State's share. Bill Sturtevant said that our share would go from 61.5% to 61.1%, effective December, 1993. Rep. Sytek believes that the programs are sunsetted. Comm. Barka said that though the County lost money on these two bills, it will gain \$490,000 on the savings from County's contribution to Medicaid and it will allow the County to break even.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley introduced Mike Morin, the new Assistant Treasurer, and reports that he has 15 years of treasury experience, including international cash management, and she states that he will find this job well within his capabilities and that he will bring a lot to the County's cash management and Treasury services and she hopes he will save the County money by effectively managing cash.

Treasurer Kelley also reports that the County borrowed \$10.6M that was funded today at 2.29% and Mike will invest those funds.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa attended the meeting but had no report to make.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Comm. Barka asked the Sheriff about a letter the Commissioners received from County Attorney Carleton Eldredge regarding the impound area. Comm. Walker said that the Commissioners received the letter but did not receive any backup documentation or report. Sheriff Vetter responded that the incident occurred while he was away and it was his understanding that there was another break-in at the impound area and he has not seen the actual report as to how many items were stolen, but he reports that it is a similar situation as the last time. He added that he had not seen the letter from Attorney Eldredge. Comm. Walker responded that Attorney Eldredge requests that the Commissioners do something about security, but he does not say what was stolen and what the costs are. Sheriff Vetter said he would provide the Commissioners with a report on what was taken and though he is unsure of the numbers he thought it was four or five radios that were taken. Sheriff Vetter said he assumed that Maintenance was notified (Ernie Woodside said this was the first time he heard about it), he knows Attorney Eldredge was notified and he was surprised that the Commissioners were not notified, as well. The Sheriff stated that all of these vehicles were impounded for the Grand Jury because of negligent homicide or drug cases and are

all under the County Attorney's orders. Comm. Walker said that they were on County property and therefore the Commissioners should have been informed. Sheriff Vetter said it is being investigated, that they have a good idea who did it, and that the problem was trying to prove it.

Comm. Henderson asked Sheriff Vetter if, in his judgment, it was possible to secure that area? Sheriff Vetter responded, no, not unless an alarm system was put in and that would cost a lot of money. He adds that the reason the impound area was put where it is was because it used to be behind the jail until the jail was expanded. He states that an impound area was established due to a bill for \$8,000 from a garage when a vehicle was stolen from the old impound area. He adds that the impound area is out of sight and sound and it was thought there would be no more problems. Wayne states that a light was put in after the first break-in and the light is not doing much good because this is not being done at night, it is being done during the day. Sheriff Vetter suggests an alarm or a relocation area where certain individuals would not have an opportunity to be around it.

Comm. Barka said that the next thing needed would be to find out the costs of an alarm system. Comm. Walker said the Commissioners have already received cost estimates on a couple of systems and asked if the cars' doors are locked? Sheriff Vetter responded that a lot of the cars are locked and a lot of them have damage to them which would prevent their being locked, such as a negligent homicide case where broken windows are involved. Comm. Walker asked how they were getting into the area and wasn't the area paved? Sheriff Vetter said it is paved, but the fence does not go down to the concrete on one side. Comm. Walker said it wasn't installed properly. Sheriff Vetter said that "you are not dealing with people that are singing in church choirs" and these people are inventive. Comm. Walker said that the past study of security systems was looked at in relation to the cost of the system vs. the cost of the items stolen and it did not make sense to install a \$50,000 security system to save a \$500 item. Ernie Woodside suggested that razor wire be installed.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no beef was sold to the kitchen this week. He adds that the total beef herd stands at 129, 70 loads of haleage was put in and 1,000 bales of hay so far, working on the vegetable garden, harvesting radishes and hopefully in another week summer squash will be ready.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie questioned the "Other Business" section of the Agenda which

references a discussion on comprehensive and collision deductibles on county vehicles. He reports that Theresa received a package on this issue and it showed that the line item would be overextended. Ernie said he is not sure whether it would be overextended but so far, after researching the issue, four or five vehicles have been duplicated from old vehicles going off the road and new vehicles being put on the road. He hopes that this information will be available before the Executive Session on Friday so that if there is a letter needed to overexpend on this line item it can be typed in time. He reports that if it was to stay as it is now, the line item would be way over the original bottom line for insurance. Ernie said there is another way to save money and that would be done as a recommendation after the actual duplications are found. He reports that the deductible could be raised from \$50 to \$500-\$1,000 which would make a big difference on the insurance. He states that after he has found out all the necessary information he will ask the insurance companies to breakdown the cost differences from a \$500-\$1,000 deductible and bring it to the Board for the Commissioners decision as to which would be in the best interests of the County.

Comm. Walker asked if Ernie remembered about last year when the Sheriff requested help in having his cars worked on and the Commissioners provided a second person in the garage and Ernie responded that he did remember. Comm. Walker stated that this year half of the fleet is brand new and under warranty which means half of the vehicles will not be worked on this year and with that in mind, would it be possible to decrease the manpower in the garage from two people to one? Ernie responded that he does not recommend this and stated that even though there are new vehicles, there are still old vehicles to be repaired and the people in the garage also take care of the upkeep and maintenance of the farm equipment, as well as 50% of the Sheriff's old vehicles and both men at this time are kept very busy with work.

Ernie Woodside spoke on issues under "Continuing Business" on the Agenda and reports that the final package for ICS is being prepared now and should be ready by next week. Ernie also states that he hasn't addressed the computers at the courthouse and the cost estimates are still open issues.

Ernie stated that the Pre-Bid meeting for the Water Treatment Plant was held last Friday, July 9, 1993, they toured the facilities and will present their bids accordingly. Comm. Barka asked how many attended the meeting and Ernie responded about fifteen, a percentage being subcontractors, not general contractors.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census today is 299 with an admission scheduled for tomorrow, 17 on the waiting list, 62 clients in the Adult Day Care Center and 37 children in the Children's Center.

Bill reports that he shopped the bids for frozen foods and recommends awarding the bids to the following:

Shaheen Brothers	\$ 1,879.15
Associated Grocers	916.75
S.S. Pierce	1,867.95
North Center Foods	351.00
Hallsmith Syscso	0.00
	<u>\$ 5,014.85</u>

Comm. Walker moved that the bids be awarded to the companies that Bill Sturtevant recommended, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bill presented copies of letters from Aaron Schroeder regarding professional liability insurance coverage for their work and for the Commissioners' review.

Bill also presented correspondence from Global Communications from Kath Mulholland and reported that one of their requirements in their contract was to review the telephone usage, both with New England Telephone and AT&T, and their letter states that the New England Telephone area is in good shape, but they recommend that the AT&T long distance calling be looked at further.

Mr. Sturtevant reminded the Commissioners about the July 26, 1993 workshop that is being cosponsored by the University of New Hampshire, the New Hampshire Association of County Nursing Home Administrators, the State of New Hampshire, and the Robert Wood Johnson Foundation on the future of county nursing homes in the state. He adds that one person from the County Commissioners is needed to attend this meeting, as well as one person from the Delegation.

Bill asked Comm. Henderson when the Space Needs Committee was going to meet again because the last meeting was cancelled because of other pressing county business and there is still a need to look at the space allocation.

Comm. Henderson responded that the Commissioners unfortunately received information on a grant that was applied for the Children's Day Care Center which was denied. He adds that there

is no money budgeted for the renovation of the Day Care. Bill stated that the purpose of the Space Needs Committee was not just for the Child Day Care Center, it was to look at all the space within the complex.

Mr. Sturtevant requests a non-public session under RSA 91A:3 II, (c), to discuss a personnel issue.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS - Mrs. Pat Donovan

Pat reports that the count today is 193, with 103/Pre-Trial and 90 Sentenced. She reports that her Subcommittee is meeting tomorrow at 9:00 AM. Pat also requests a non-public session under the same RSA as Mr. Sturtevant to discuss a personnel matter.

Pat announced that Bill Vahey's retirement is official as of July 30, 1993. She states that Bill has had twenty years of service to the county and that something is planned for September in his honor and she will advise everyone of that when the date and time is set.

Pat reports that she received an electric bed and she will return the old rented one.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Commissioners about the Personnel Commission meeting tomorrow, July 13, 1993, at 8:30 AM and Health Study Group will meet at 10:00 AM on July 15, 1993.

Comm. Henderson reported that Alan McDonald's attorney filed motions for appeal and his understanding is that he is trying to schedule to a meeting where the County Commissioners can participate in the deliberation which would allow the Commissioners to present any ideas they may have. Comm. Henderson asked that if this opportunity is available, does the Board want to make some determinations to present at that meeting and if they do, some alternatives should be laid out for exploration. Pat Donovan said that, according to the newspaper article she had read, it stated that the County Attorney's office was going to fight any motions whatsoever that had to do with alternative sentencing. Comm. Henderson said he is not inclined to support a reduction in sentencing but there may be alternatives available which may be a less costly. Several members of the meeting expressed uncertainty that the Commissioners would be allowed to attend this meeting and there was discussion about the costs and criteria of alternative

sentencing. Steve Haberman reported that there was an alternative sentencing study done which included, among other things, bracelets and house arrest and nothing has been done. He adds that judges will authorize this but don't without there is agreement from the attorneys involved. Comm. Henderson asked if the County Attorney was needed in order to do something about this and Pat Donovan responded, yes. Rep. Sytek said that the County Attorney is accountable to the voters and that he has to justify and explain why alternative sentencing is needed. Pat Donovan reported that she has just paid over \$10,000 for a hospital bill for Mr. McDonald. Comm. Walker asked about insurance and Pat responded that no governmental insurance such as Medicare and Medicaid will cover someone committed to a correctional facility. Comm. Henderson said there is a hearing on Wednesday that offers a window for remedy and right now every alternative should be looked at, including the possibility of other council. Rep. Welch said that caution should be used and that the victim's side of the issue has to be considered, if for no other reason than politically, before going "to bat" for someone convicted of a crime. Comm. Henderson said he is not recommending a reduction of sentence but that the inmate should be sentenced without over punishing the taxpayer.

Comm. Barka asked Roy about the Liability Certificate for Insurance from the slaughterhouse and Roy responded that he has not seen it. Comm. Walker said that one of the conditions of the contract for the slaughterhouse was that Mr. Mohammed was to have liability insurance and she had asked him for a copy. Mr. Sturtevant asked if he was operating for USDA slaughtering and Comm. Walker responded, no, not until the Commissioners contact the federal government. Comm. Henderson said that before the Commissioners renegotiated the contract, the USDA said that the slaughterhouse met their criteria and they are prepared to allow him to go back into business under the conditions of aggressive enforcement action. Comm. Walker said that Mr. Mohammed called her this morning to tell her that the department in Boston will not let him operate until they have a letter from the Commissioners stating that there is a contract and, she adds, one of the provisions of the contract was that he provide the Commissioners with a copy of the liability insurance certificate. Comm. Walker states that the other issue is that Mr. Mohammed has applied for a grant in his name only and Boston will not release the Commissioners' names and Bob Kidder from the grant until they receive a letter from the Commissioners asking to be released. Comm. Henderson moved that when Mr. Mohammed, the slaughterhouse operator, verifies that he has adequate insurance as per his contract, the Commissioners will write and sign a letter to the USDA which will state that there is a valid contract with Mr. Mohammed and are prepared to go back into operation, and that the

Commissioners would like the names of all the pertinent county personnel to be removed from the grant. Comm. Walker would like the motion to include proof that Mr. Mohammed has insurance by presenting the Board with a copy of the Certificate. The motion was amended to include Comm. Walker's recommendation, seconded by Comm. Walker, and voted on unanimously in the affirmative.

Comm. Henderson moved to instruct the farmer to begin phasing out the county beef herd, with the target date being the end of the '93 fiscal year, that he work with the nursing home personnel to see that the maximum reasonable number are liquidated by consumption, that the maximum number are prepared for storage in the freezers on the premises, that the remainder go to auction, and that no beef will go to auction without prior notification of the Board of County Commissioners. Comm. Walker asked Comm. Henderson for the dollars and cents justification for his motion. Comm. Henderson responded that he believes that despite the best efforts of the farmer, the County Delegation, and the Commissioners, that the County Farm as it is presently operated and funded, is the wrong kind of business for Rockingham County to be in and that even though he initially agreed to support the increase in beef and pork prices, his reason for the motion is not because of the shortfall because most of the government operates on a shortfall, but because the size of farm deficit cannot be reasonably controlled. He adds that the Commissioners, the Delegation, and others have spent a lot of time looking at the issue of how to target the lowest, reasonable, operating deficit of the farm and that, though they have all done a good job, since that time it has been discovered that because the wrong figure was used to project revenue from pork, the actual deficit rises by about \$13,000 and that because of the contamination of beef which likely had nothing to do with the farm (although that can't be proven), the appropriate place to take that loss was in the farm budget at \$10,000. He adds that if equipment repairs were looked at, the budget of \$8,800 for the last two years, has been significantly exceeded. He states that the equipment is old and aging vehicles and the likely source of decreasing the deficit over the next couple of years is one piece of farm equipment which is less than five years old, and that because of the type of operation equipment cannot be depreciated and it has to be used to its fullest and then replaced. Comm. Henderson said that the problem here is that as this equipment needs replacement, there is a significant price tag attached to it. All this, he adds, leads him to the conclusion that an active farm operation, funded and underwritten by county government is not viable under the present circumstances.

Comm. Walker countered Comm. Henderson's statements by saying that he has no facts and figures and that he is operating

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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strictly on belief. She reports that several years ago the Commissioners believed they could get more rent from the slaughterhouse if they leased it themselves and that belief was wrong, more rent was received before. She states that she did some facts and figures and there can be controls over a portion of the loss on the farm by proper bookkeeping. For example, she states, the \$12,000 of meat loss was charged to the farm and it shouldn't have been because it was not the farm's fault; the loss of rent for the December lease of the slaughterhouse will be charged to the farm when it was the Commissioners' office responsibility to collect it; five months of salary, plus benefits, was paid in error and that loss was attributed to the farm budget when it was an employee in the Commissioners' office who failed to implement the Commissioners' decision which resulted in that loss of \$9,000, plus benefits; the \$10,000 cost to operate the spray irrigation system is charged to the farm and that system is part of the Wastewater Treatment Plant which cannot operate without it and used as well by the House of Corrections, and it should be charged to all the departments who use the system just as other utilities are charged, but it is charged to the farm. She adds that the farmer and the workers on the farm did 2,500 hours of work maintaining the buildings, grounds, and equipment, whereas all the other departments in Rockingham County are maintained by the Maintenance Department and regardless of whether the farm is there or not, that property has to be maintained. She states that the 2,500 hours figure equates to 1 1/4 employees or \$25,000 - \$30,000, plus benefits and if this \$25,000 was charged to the Maintenance Department, like every other department, and if the \$10,000 was charged to the Wastewater Treatment Plant and the spray irrigation was charged to the appropriate departments, there would be a savings of over \$35,000 and the farm would be a break even situation. She adds that in 1990, 48,910/lbs. of beef were sold to the kitchen; in 1991, 57,477/lbs.; in 1992, 51,699/lbs. and in so far in 1993, 25,229/lbs. was sold. The farm, she goes on to say, has a two year supply of liquid manure which needs to be spread on the fields and if there is no farm operation what will the cost be to dispose of it? Comm. Walker said the spray irrigation system for the Wastewater Treatment Plant which cost approximately \$325,000 has to be maintained whether it is by the farmer cutting the grass or the maintenance department; the liability of letting someone else around that system with the possibility of damage, could be a problem and the approximate cost of maintaining the grounds is \$10,000; the cost of maintaining the equipment that would be needed to maintain the 30 acres would cost the County money whether it is in the farm budget or the maintenance budget. She adds that if the 175 acres of land were used to produce hay, it would take two people about 9 hours a day for one month and at the present selling price of

\$1.60/lb. per bale, the county would make \$24,000 in hay sales. Comm. Walker said if the farm were leased to someone else and they sprayed pesticides on the land, there was a possibility of damage to the water supply. Comm. Walker did a comparison of leased land from other counties and found that Strafford county leases their land to two different farmers with no wells on the property and no restrictions as to how they use the land. Farmer A, she says, leases the land for \$819.00/year and Farmer B leases the land for \$1,450/year and if Rockingham leased every bit of land they could get \$2,025/year. Comm. Walker stated that in the 1994 budget costs, without labor and if beef were continually raised, would be \$101,055 with the labor and benefits adding another \$70,000; the revenues from 55,000/lbs. of beef at \$2.00/lb. is \$110,000 and if \$9,000 was received from the slaughterhouse, \$1,600 from the sale of hay, \$4,800 from the rent of the trailer, and \$2,500 from vegetables, the revenue total would \$127,300 and if the maintenance figures were subtracted there would be a budget of \$136,000 for the farm, with revenue of \$127,000 and a loss of \$8,750. Comm. Walker reports that the UNH Extension Service Report states that if nothing was done with the farm land, it would still cost the county \$38,000-\$40,000. If there was a change from farm production taxes might increase. She adds that if the farm loss was \$8,755 and the loss from not using the land was \$38,000-\$40,000, keeping beef at \$2.00/lb. at a loss of \$8,755 would save the taxpayers approximately \$30,000 and if beef is sold for at least \$1.60/lb. it would save \$16,245. Comm. Walker said she cannot understand how Comm. Henderson can say money would be saved by closing out the beef production without looking at facts and figures and that her figures show there would be a savings to the taxpayer of at lease \$16,245 if beef is continually raised. She adds that she still cannot see how stopping the production of beef will save money.

Comm. Barka stated that if the newspapers wanted to meet with him tomorrow morning, he will give them ten years of actual budgets and revenues and they will find that over half a million dollars has been lost out over that period time. He adds that he has listened to Comm. Walker for the last four years about the farm and there has been no changes and the Commissioners should be ashamed of themselves for charging the nursing home \$2.10/lb. for meat when it can be bought for \$1.35/lb. Comm. Walker said there was no shame in charging the nursing home \$1.25/lb. ofr beef when meat on the open market cost \$2.00/lb. and that the fluctuating cost of meat is a known factor and with the flood in the mid-West, beef could possibly rise to \$2.50/lb. next year.

At this point in the meeting Comm. Barka seconded Comm. Henderson's motion and the motion was open to general discussion. Treasurer Kelley expressed the fact that she has no opinion as to

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whether the farm should be kept open or not, but that since a Fiscal Officer was hired who had expertise in financial management, she should be asked to do a cost study analysis to look at all the facts before a decision is made. Theresa Young asked if there could be some merit to the fact that the past ten years' budgets do not have the cost allocations that are being talked about? Comm. Barka said \$9,800 comes from the slaughterhouse, \$4,800 comes from the rental of the trailer, and what do these have to do with the farm, plus there is \$10,000 in the Maintenance Budget for the farm as there is money in the Maintenance budget for all department. Theresa agreed with Comm. Barka and said that when there is talk about pulling away revenues, there must also be a pulling away of expenditures, as well. Rep. Sytek said that the Delegation did look at facts and figures and that the reason why the farm appeared to be losing money was because of "unusual" bookkeeping which did not accurately reflect the true revenues and expenses of the farm and to say that the farm has lost hundreds of thousands of dollars over the years is a function of what was included in the expenses and revenues and the books could reflect a profit or a loss. She adds that the Delegation chose to fund the farm because as close as they could tell, from legitimate expenses of the farm, the cost shift would be more beneficial to the taxpayers to keep the farm open. She states that she was not a proponent of the farm, she voted against it 14 times, and it wasn't until she was on the Farm Subcommittee and looked at the figures with the help of the expertise of the Extension Service that she found it to be more beneficial to the taxpayers to keep it open and that it was clearly within the purview of the Commissioners to close the farm. Rep. Sytek said any decision about the farm was up to the Commissioners and Comm. Walker said there would not be a big savings if the farm were closed. Comm. Henderson said the farm's books could be made to look anyway that is wanted and historically the farm has undercharged the nursing home and recently the farm has overcharged the nursing home. He adds there are costs derived to the farm that should go into general government; there are expenses absorbed by the farm that should be paid by general government; and the reason he, reluctantly favors closing the farm is not because of the shortfall because the Delegation has found it is "a wash," but he believes that by phasing out the farm operation greater control will be gained and unforeseen expenses and debt will be eliminated. Rep. Welch asked Comm. Henderson if he agreed that it is not to save money and not to save the taxpayer's money? He adds that when the Executive Board read the subcommittee's report they realized that there was no justification to shut down the farm because of the bookkeeping because there never was a true accounting of what the farm was and when they did get those figures the Executive Board said the decision to shut down the farm will be made by the

Commissioners because the Executive Board found it to be a bonafide operation and not a loss. Commissioner Henderson responded that it was a loss but that it would be equal whether or not the farm was charged because of the cost of maintaining the property. Comm. Walker said if there was a \$40,000 loss whether there was anything produced or not, why not have the good quality beef, the vegetables, and a place for the inmates to work on the farm. She adds that no one has factored in the rehabilitation aspect of the farm for the inmates. Comm. Henderson repeated his statement that closing the farm closes out the avenues for unexpected expenses. Comm. Walker said that Comm. Henderson has not shown that. Comm. Henderson gave the example that if someone purchases meat in the grocery store and it is contaminated, they can be reimbursed for that purchase, but the cost of the contamination of meat on county property is borne by the county. Rep. Sytek asked about the employees of the farm and how long they could be expected to stay in their current positions? Comm. Henderson responded that subsequent motions would be to phase out the operations by the end of this fiscal year and that would mean the funded period for those benefits and salaries would be six months. Comm. Walker asked if jobs would be found for these employees at their present pay as had been done for other employees? Comm. Barka said no, not when the job has been eliminated. Comm. Walker disagreed and said that had been done with other employees. Comm. Henderson said the County's policy has been to try to find other appropriate positions for employees within these cases. Comm. Barka said if the job is eliminated, that is it. Comm. Walker disagreed and said that practice has not been done in the last month. Theresa Young said allocations could have been done in the last ten years and weren't. She added that other considerations were the pursuit of insurance in covering the cost of destroyed meat and establishing accounting policies and procedures that would ensure proper collection of revenues, all of which make a difference when compared with the last ten years. Rep. Welch stated that he doesn't think that raising the price of beef will erase the deficit and he asked Comm. Henderson if he was making a financial decision or a political decision? He adds that if it is a financial decision, the Delegation has never known what the true financial picture of the farm is and if the farm is closed he prefers that it be for a good reason. He stated that the subcommittee was changed this year because of all the problems in the last two years; new people were assigned to the committee who took a fresh look at it and their conclusion was to fund the farm fully and made the statement, in the newspapers, that if the farm was closed it would be a decision of the Commissioners, not because it did or did not make money. Rep. Sytek agreed with Rep. Welch and stated it was not until she became a member of the subcommittee that she found out why the apparent deficits on the

farm were not accurate and that the Commissioners can do what they want, but they will have to be accountable for their actions. Rep. Welch said the books on the farm have been made to look good or bad depending on whether the Commissioners favored or disfavored the closing of the farm. Comm. Henderson stated that one aspect of the Extension Service report that he did not agree with was the concept that the total cost of production becomes the basis by which you price your product, but under that formula, the farm machinery can be replaced by Rolls Royces and there still wouldn't show any greater deficit because it would become one of the costs of operations and any calculation that was subject to that level of abuse is not something he wants to rely on to make decisions. Rep. Sytek stated that the reason the Extension report suggested that all the costs of production be incorporated into the costs of the sale was to compare it with market price and the subcommittee found that the price that was charged for beef was arbitrary, and in order to make a comparison they had to find the actual cost and at the time they found that the County was competitive with the open market. Rep. Welch asked why there was a reluctance to take a closer look at the issue when the Commissioners are on the verge of making the decision when the possibility exists that having someone look at it can put the figures together in some way that makes sense to the taxpayers and anyone else who is interested? He does not understand the reluctance and those figures could possibly prove Comm. Henderson to be correct. Comm. Henderson responded that it is his belief that there has been adequate time spent analyzing the farm operation by opponents and proponents and there is a variety of budget and actual numbers, he has listened to interpretations from people who felt that costs should be in the farm that aren't there and people who felt that the costs should be factored out, he met early on in the process with area farmers to get their position, he has looked at the farm operating budget for last year as opposed to this year, he has met with the representatives of the Extension Service recently, he has met with area farmers who have indicated an active interest in leasing some or all of the lands of the farm and as long as the data can be manipulated, he is comfortable that the only way the amount of the deficit from the farm can be limited is to get out of the business of the farm. Comm. Henderson said he was comfortable that with the Delegation using the correct data, that they examine the budget line-by-line, that they look at the comparative alternatives including the phasing out of pigs and the selling of hay and since then several area have been discovered that have caused the deficit to double this year because there are some aspects that cannot be controlled and equipment breakdowns mean that equipment must be replaced and the cost of equipment for a closed farm will not be the same as an open farm and that the number of vehicles required will be less.

Rep. Welch asked if Comm. Henderson was suggesting that the farm will continue to operate as a farm but will be leased by other people? He adds that if that is done, equipment is still needed to plant the hay, cut it, and do all the other things needed to keep the fields open because they can't be allowed to grow back in. Comm. Henderson responded that the next step in the process would be to solicit proposals on other agricultural uses for the property and he does not feel that the land should be sold, developed, or allowed to go out of agricultural use as it would not serve the best interests of the county. He adds that he is aware that other counties lease their land and the main benefit is not that the county would capitalize on a great deal of rent, but rather that maintenance costs would be reduced, and that the lessee would be using their equipment, their time, and their labor, and he feels this is a reasonable option to consider, despite the complications of the well heads and spray irrigation system. Rep. Welch responded that a request for proposal says that someone else can operate at a profit and we can't. Comm. Henderson said that might be true and his sense from area farmers is that it would be used agriculturally, rather than for livestock. Treasurer Kelley asked if it would be possible for Comm. Henderson to wait until further information was prepared and Comm. Walker asked to table the motion until these figures could be looked at again. Comm. Walker added that proper accounting should be done and the things that are included as revenue that are not appropriate should not be there and expenditures that are not the farm's should not be there and the farm budget should not be treated any differently than other department. Comm. Barka said that was true, but we do. Comm. Walker said she does not feel that the same rules and regulations for the farm are used as for everyone else and if they were, the farm would either be making a profit or breaking even. Treasurer Kelley said she does not understand why Comm. Henderson would not do as a prudent manager would do which would be to do an exact cost benefit analysis where one of the benefits would include the results of a request for proposals. She adds that is a benefit and without that there is no bottom line and without a bottom line it is not a prudent management decision. Comm. Henderson responded that the next step in the process will be to look at exploring alternatives to maintain the property that is now managed by the farm one of the alternatives that will be looked at is the cost to ourselves not only as a whole, but individually. Comm. Walker said she met with the farmer this morning and the other Commissioners have not met with him. Comm. Barka said he and Comm. Henderson did want to meet with the farmer and that Comm. Barka had told Comm. Walker that Comm. Henderson would not be available this morning. Comm. Walker reminded Comm. Barka that she had asked for a postponement two weeks ago to meet with the farmer and gather facts and that the

other two Commissioners had not scheduled a meeting with the farmer and if she had not met with the farmer this morning the decision would have been made without anyone sitting down and talking with him and she doesn't think a decision would be made about any other department without first discussing it with the department head. Rep. Welch is this decision making process the same one that was used before the County became self-insured and will the results be as good? He adds that it appears that decisions are made around here based on political decisions not on facts and if the facts are unknown, they cannot be speculated. Comm. Henderson responded that the comparison was apt and the most compelling underlying reason to begin to limit the county's exposure on the farm as there was a need to limit exposure relative to health insurance and that when the decision was made to become self-insured, there was an acceptance of liability which was not accurately estimated. Rep. Welch said that was because there were no people like Theresa Young and Treasurer Kelley who would have sat down, gotten the figures and estimated the probability of whether it is a prudent decision or not and now that this expertise is available, it appears that you are unwilling to listen to it and he cannot understand what difference it would make if the decision was made today or thirty days from now and that those figures could prove that Comm. Henderson was correct and then Comm. Henderson would be politically perceived as being correct. Comm. Walker said the liability factors have not been looked at closely. Comm. Henderson spoke again about the self-insurance issue and stated that when there are cost overruns they must be absorbed and when there is a failure to accurately forecast expenses and revenues the Commissioners are held accountable and because of the size of the farm operation the Commissioners are in the same situation. Treasurer Kelley stated that was true of the jail as well and should the jail be shutdown because there is a quadriplegic there which will cost money that was unforeseen and this is true of anywhere in the County. Comm. Henderson said that there are options with the farm that are not available in other areas because the principle part of responsibility is dictated.

Comm. Walker moved to table the motion until there was further investigation. Comm. Barka said there already was a motion on the floor and Comm. Walker replied that a motion to table takes precedence over any other motion. There being no second, the motion died for want of a second. A vote of 2-1 was taken on the original motion with Commissioner Walker opposed.

Comm. Henderson moved to communicate with area farmers individually and collectively, as well as agencies that are involved in agricultural pursuits to ask to submit proposals for alternative uses for the farm property, primarily with reference

to land but with reference to building and equipment as well and that the Commissioners will post one or more open meetings where interested parties could examine the books and records, the equipment, and proceed with the proposals for the land, seconded by Commissioner Barka. Rep. Welch asked if the Commissioners wanted to present the information at hand, knowing that the information is not accurate? Comm. Henderson said that information can be provided on the amount of land, the topography, the buildings and their capacity, the equipment and its age, and it will be indisputable information provided that people have an interest in this or some ideas for alternative uses. Comm. Henderson said he also supports the examination of all the relative costs and adds that the Extension Service report indicates the bottom line costs for maintenance and he would like to see an update on that reports and alternatives for letting other maintain the land and/or buildings. Comm. Walker asked who was the "we" that is going to do this and that normally before a proposal is sent out the content is written and voted on before it is adopted. Comm. Henderson replied that he is presenting this to let the audience know the next step in the process and that he is looking for broad alternatives so that the Commissioners are not restricted by what they already know, that the land is not to be sold or developed, and is to be used for agricultural use. A vote was taken and was voted on unanimously in the affirmative. Comm. Walker asked that if, after the open meetings, information was found that would lead to a reconsideration of the issue, would there still be an opportunity to revisit the issue. Comm. Henderson agreed.

There being no further business to come before the regular weekly meeting, Commissioner Walker then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative at 4:45 PM.

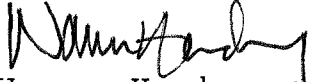
Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

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Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosure: Report on Information to be Considered for the Farm

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
July 12, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners went into Non-Public Session, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote on this date at 4:45 PM. The following were in attendance: Commissioners Barka, Walker and Henderson, Bill Sturtevant, and Pat Donovan.

Mrs. Donovan recommended termination of an employee. After discussion Commissioner Barka moved to terminate the employee, seconded by Commissioner Henderson, and voted on 2-1 with Commissioner Walker opposed.

Mr. Sturtevant recommended termination of an employee. After discussion, Commissioner Barka moved to terminate the employee unless a letter of resignation was received by July 17, 1993, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant also updated the Commissioners with information on an ongoing personnel issue. No action was taken.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 5:20 PM on a roll call vote.

Submitted and Approved by,



Warren Henderson
Clerk, Rockingham County Commissioners

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 19, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Mike Morin, Assistant Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Denise Breidegam of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representative Donna Sytek, Jim Rodden, Horne Construction, Inc.; Ralph Dumke, Waterline Industries; Jeff House, Atlantic States.

The meeting began at 2:30 PM with the Commissioners reviewing the Minutes of the July 12, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Barka to approve the Minutes of as July 12, 1993, as presented. Voted on - Motion passed.

The Commissioners reviewed and processed applications for admission to the Rockingham County Nursing Home. Accounts Payable and Payroll Warrants were approved and signed.

Bids were opened for the Water Treatment Plant. Ernie Woodside reported that a total of seven bids were received for the Water Treatment Plant. Attending representatives from a few of the bidding companies were present and asked if the bid amounts would be read aloud in public. Comm. Henderson responded that the dollar amount of the bid is not read aloud as sometimes the bids contain things that are not obvious and in order to avoid quoting an inaccurate figure, the bids are shopped. Mr. Woodside replied that he had stated at the pre-bid meeting that all of the bidders attended, that the standard procedure was for the Commissioners to open the bids at their meeting and they are then turned over to the appropriate department head to shop the bids with the award announced at the next Commissioners meeting. Ernie stated that the bidders were welcome to review the bids after they had been opened. Bids were received from:

TBuck Construction, Inc.
Water Line Industries Corp.
Puma Corporation

Charwell Construction
Westate State Construction Corp.
Keymont Construction
Horn Construction Company

Commissioner Henderson moved that Mr. Woodside shop the bids and report back to the Commissioners, seconded by Comm. Barka and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley stated that she would like to propose an incentive plan for the county and distributed copies of the proposals for the Commissioners and attendees. Treasurer Kelley explained that the basic thrust of the proposal is that if an employee could come forward with a proposal that could be implemented that would save the county \$1,000 or more, it would be reviewed by the Treasurer's office, the Fiscal Officer, and the department manager. At that point, she adds, if it was agreed that it could be implemented, it would be brought to the County Commissioners for approval and if the Commissioners approved and implemented the policy, the employee who proposed the savings would receive a \$50 bonus which would come out of the same line item where the savings occurred. Treasurer Kelley said that how the bonuses would be awarded is open for discussion and that it could be awarded quarterly with a small luncheon ceremony to make the employees feel like they are involved. Treasurer Kelley said that if the ideas could not be used, they would receive a written response within thirty days as to the reasons why the idea was not selected.

Comm. Henderson stated that one way to ensure that the county would come ahead is that the amount talked about is a percentage of the amount saved and that way if there was a cost savings idea, the more saved, the more benefit. Treasurer Kelley said that idea had been suggested but that she sees a problem in that if the suggestion is ambiguous as to the savings involved and if this could not be done until the suggestion was implemented, it might be difficult to attach a percentage to it. Theresa Young suggested that there might be a top dollar amount attached to it because the State of California ended up paying hundreds of thousands of dollars for ideas received. Superintendent Donovan asked how her department could be involved in this because of the fluctuating nature of the department. Treasurer Kelley responded that it may be possible that there isn't any way to save money in Mrs. Donovan's area and that it is running quite efficiently, but it is possible that an employee might be aware of something, somewhere, that could be changed to save money. Comm. Barka is not ready to vote on this and wants to table this discussion until Commissioner Walker returns.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter reported that he had distributed the report that the Commissioners had asked for last week regarding the break in at the impound area and suggested that the Commissioners might like to address the last paragraph of the report and meet about it at a later date.

Sheriff Vetter responded to the request from the Commissioners to cut 2.5% from departmental budgets and stated that this is putting an additional burden, not only on himself, but other department heads and the budget was pretty well "hacked" before the budget process was over and he hoped that in the future something will be done to correct the problem so this won't have to be addressed in the future. (A formal motion on this issue is presented below the Report from the Maintenance Director) Sheriff Vetter reports that last year it was \$400,000 because of Child Services and there was a big spending freeze and this year it is the self-insurance problem and he hopes the Commissioners pay more attention to what is in front of them and not the rest of the departments. He adds that the error in self-insurance should have been caught and it wasn't. Comm. Barka said every town and city in the country is examining health care costs. Sheriff Vetter responded that maybe they do, but they don't have the kind of health problems that the county has and if the county were on Blue Cross/Blue Shield this problem would not exist, it would be paid. Comm. Henderson agreed with Sheriff Vetter and spoke about the issues facing the county today on health care; one is the premiums go up, and the second one is that because the county has mistakenly, in his judgement, stayed with self-insurance, the county has been left open to uncontrollable losses based on the amount of claims and this is the issue of an extra layer of liability and it is a problem that the Commissioners can and should avoid in future years. Comm. Henderson said they were resolving the issue by one, working on recovering the money lost by not asking for additional money from the taxpayers and secondly, working on preventing the repeat of the problem next year and there is a health committee looking at alternatives in the health care field. Sheriff Vetter said he had voted against self-insurance when it was presented three years ago. Comm. Barka said that the Sheriff also wanted to add more coverage and the Sheriff said he wanted a 100% covered family plan for everyone in the county. He adds, that, yes, it would have cost more money, but Rockingham County is far behind in benefits as compared to other counties in the State and that Comm. Barka always brings up the cost of health care to the Derry school system and he doesn't disagree, but the Sheriff said the county has some good employees and they should not be penalized because they happen to work for Rockingham County.

Commissioner Henderson distributed figures from the Fiscal Officer that provide the total amount each county department will have to reduce and reported that the Commissioners want to see the impact of implementing a reduction in spending. Sheriff Vetter stated that, based on the figure presented for his department, he can save at least 50% of that figure by the savings in gasoline from the recent purchase of new vehicles. He adds that he will try to look for the remainder, but in the words of Commissioner Henderson last Friday at the Executive Committee meeting, "reluctantly so", and he feels that Comm. Henderson let him down "big time" when Comm. Henderson said that he was reluctant to approve the Sheriff's proposal for the Manchester Airport.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa referenced her Follow Up on the Agenda which involves working with Treasurer Kelley in drafting a policy for returned checks and that will be available for the Commissioners review on Friday, July 23, 1993.

Comm. Barka asked if Theresa had done anything on operating procedures. Theresa responded, yes, that disbursement procedures are in place. Comm. Barka asked if there would be a book done on this and Theresa said, yes, when it was all completed.

Comm. Henderson reports that there is no vacancy in the Central Business Office, but that there is an employee out on sick leave, duration unknown, and the Commissioners want to fill the position temporarily but they need to decide what skills they want to attract and how to best utilize the skills of in-house employees. Comm. Barka thought there was an open position in the Central Business Office and Comm. Henderson responded that the vacancy had been filled by the movement of a person from the Treasurer's office. Comm. Barka asked Treasurer Kelley to provide him with a copy of the job description for the Assistant Treasurer.

REPORT FROM THE FARM MANAGER - Mr. Robert Kidder

Bob reports that no beef was sold to the kitchen and the total beef herd is at 129. Bob reports that they have been selling most of the hay in the field and harvesting Swiss Chard and summer squash. Bob also reported that the slaughterhouse had been shut down again. Comm. Henderson responded that it was not again, but still, and that the USDA services had not been restored to the slaughterhouse due to the fact that Mr. Margeed Mohammed who leases the slaughterhouse, has not effectively implemented the changes that were required of him for reinstatement of inspection.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mrs. Nancy Lang

Mrs. Nancy Lang, Assistant Administrator of the Nursing Home, presented the report for the Administrator, Mr. William Sturtevant, who was not in attendance. Nancy reports that the census for today is 298, with two deaths over the weekend; there are 69 in the Adult Day Care and 37 at the Children's Day Care Center.

Comm. Henderson opened the bids for paper which were the following:

Banner Systems
Bay Colony Paper Corporation
Central Paper Products
Clean-O-Rama
James W. Daly, Inc.
Joseph Garland, Inc.
Portsmouth Paper
Towhill

Comm. Henderson moved to accept the bids and have Mr. Sturtevant shop the bids and report back to the Commissioners, seconded by Comm. Barka, voted on and passed unanimously.

Mrs. Lang presented Payroll and Accounts Payable for the record.

Payroll 6/27/93 - 7/10/93	\$ 241,348.39
Payroll 6/27/93 - 7/10/93	50.72
Payroll 6/27/93 - 7/10/93	2,452.65
Accounts Payable 7/15/93	35,672.91
Accounts Payable	476.40

Theresa Young asked Mrs. Lang if the nursing home would start submitting their warrants to the Central Business Office for processing and approval of the Commissioners.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie has no report to present but asked Comm. Henderson if there was a date yet for the Space Needs Committee and Comm. Henderson said he was waiting for Comm. Walker to return before a date was set up.

Comm. Henderson moved that the Board of Rockingham County Commissioners solicit the proposals from each and every department and agency in county government on how they would implement a 2.5% reduction from their remaining appropriations in

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order to offset an anticipated \$400,000 shortfall in the self-funded health insurance, seconded by Comm. Barka. Comm. Henderson distributed a sheet which indicated what the appropriations for each department were as of July 1, 1993 and the computed 2.5% reduction figures for each. The motion was voted on and passed unanimously in the affirmative.

Comm. Henderson moved that the County Commissioners implement a flexible hiring freeze for the foreseeable future, during which time the Commissioners would authorize only those positions which had received prior approval and that the Commissioners would be available to meet with department heads to discuss the necessity of filling a vacant position, seconded by Comm. Barka. The motion was voted on and passed unanimously in the affirmative.

Pat Donovan asked if this motion affected jobs that have already been posted and are in the process right now of being filled? Ernie Woodside also had a job posting in process. Comm. Henderson responded that these need to be looked at very carefully to ensure that they are absolutely necessary.

Comm. Barka announced that the governor has awarded Diane Gill, the Rockingham County Director of Human Services, a nomination for membership in the Children and Youth Services Advisory Committee. Comm. Barka said this is an honor for Mrs. Gill and he congratulates her for the Rockingham County Commissioners.

Rep. Sytek had a question on the motion regarding the 2.5% reduction and asked if at some point will the Commissioners need the authority of the Executive Committee to overspend line items with regard to health care? Comm. Henderson replied, yes, and Rep. Sytek asked for a time frame so that she can coordinate the timing of the meeting to coincide with another planned meeting and help to save money for the cost of meeting.

Comm. Barka said a newspaper called him this morning and said that if Sheriff Vetter is awarded the bid for the airport proposal that the Delegation has to vote on it? Rep. Sytek agreed, it would have to go before a special meeting of the full Delegation and that nothing can be spent that has not been appropriated and certainly money has not been appropriated for that purpose.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Mr. Morrisette presented a 5500 Form for self-insurance for Comm. Henderson's signature and the proxy vote for the deferred compensation. Roy reports that, regarding insurance, there are a

number of companies in the private sector who offer different plans and services and are expressing an interest in presenting their plans to the county for review. Roy reports that some of the current county insurance companies offer other types of insurances and are interested in presenting their plans to the Commissioners or the health committee. Comm. Henderson said he wants to keep the health insurance separate from other insurances and that the presentations should be for health insurance at this time, even if it means they have to come back at a later date, because it would be easier to make a decision on the health insurance issue first. Comm. Barka said his recollection was that when they asked for bids for health insurance last time, there were very few bids submitted. Comm. Barka wants the meetings with insurance companies set up for a time when all the Commissioners can attend. Roy reports that all insurance renewals come up on January 1st.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the count today is 186 with 97/Pre-Trial and 89/Sentenced.

Commissioner Henderson moved to switch the regular Commissioner's meeting from Mondays at 2:30 PM to Tuesdays at 1:00 PM, seconded by Commissioner Barka, voted on unanimously in the affirmative. The next meeting for the Construction Meeting will be on August 2, 1993 at 10:00 AM.

Steve Haberman from the Portsmouth Herald asked the Commissioners what "governmental cavity" are they filling temporarily? Comm. Henderson responded that there is no opening but that someone is out on sick leave. Steve spoke to the 2.5% reduction for the Human Services Department and said that looking at the sheet that was distributed it is about 1/3 of what was hoped to be saved and he thought Human Services was mandated. Comm. Henderson said that when the proposals come in from the different departments it may be that some departments will be cut more than others and there can be no exceptions if full compliance is expected.

There being no further business to come before the regular weekly meeting, Commissioner Henderson made a motion to adjourn the meeting, seconded by Comm. Barka. Meeting was adjourned at 3:30 PM.

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Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: County Employee Incentive Proposal
Appropriation Balances
Paper Bids

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
July 27, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Mike Morin, Assistant Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Jeanette Hauschell, Central Business Office; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Denise Breidegam of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Dan Hackett of the Rockingham County News, Douglas Tillotson, Senior Project Engineer, H.L. Turner Group.

The meeting began at 1:00 PM with the Commissioners reviewing the Minutes of the July 19, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson to approve the Minutes of the July 19, 1993 Commissioners Meeting, as presented, seconded by Commissioner Barka, and the motion passed, with Commissioner Walker abstaining as she was not in attendance at the meeting in question.

Commissioner Barka said the next item for discussion was the awarding of the bids for the Water Treatment Plant and turned the floor over to Ernie Woodside, Director of Maintenance.

Ernie introduced Doug Tillotson from the H.L. Turner Group, the company who was awarded the contract to draw the Water Treatment Plant, who has assisted Ernie in the bidding process. Ernie passed out Bid Summaries to the Commissioners and reported that there was a total response of seven (7) bidders for the Water Treatment Facility. Ernie reports that the bottom line figures for each bidder were:

Waterline Industry Corporation	\$584,991
Puma Corporation	617,455
Keymont Construction, Inc.	631,141
Charwill Construction, Inc.	673,291
WestState Construction	750,158
J.H. Horne Construction Company	754,631
T. Buck Construction, Inc.	706,359

Ernie reports that all of the bidders met all of the specs for the bidding and Mr. Woodside recommends that the bid be awarded to Waterline Industry Corporation at \$584,991.

Commissioner Walker moved to award the bid for the Water Treatment Facility to Waterline Industry Corporation for \$584,991, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. Comm. Barka said Waterline Industry's address is P.O. 276, Kingston.

Ernie presented the second issue regarding the Water Treatment Facility which is a request made at a previous meeting of the Board of Commissioners to approve having the Turner Group provide Construction Administration and Resident Construction Supervision at the Water Treatment Plant for a total of 180 days at \$17,500 for the Construction Administration and \$59,700 for 180 days for Resident Construction Supervision.

Comm. Walker does not want to vote on this because she hasn't seen any kind of backup documentation regarding this. Comm. Barka thinks it should be postponed until the next meeting. Comm. Walker said these two jobs are basically the same thing and there will be two groups hired to do the same job and the Commissioners need to see a contract as to what will be provided for the costs mentioned above. Mr. Tillotson responded to Comm. Walker's questions by saying that essentially the Resident Engineer or Resident Supervisor is there on the job 8-10 hours a day, five days a week, to ensure that all of the products that were specified on the plans and specifications are being placed where they are supposed to be and administered and all the codes are in compliance; the Construction Administration is the office administration of the project which includes shop drawings, general questions from the field, interfacing with the County, itself, and the administration and it takes care of the daily services that the Resident Engineer doesn't have time to do and that's why there is a distinction between the two. Comm. Barka asked if these would be people from H.L. Turner and Ernie Woodside responded, correct. Comm. Walker does not remember that division in the last bid. Mr. Tillotson replied that he and Joe Lowry ran Construction Administration on the Wastewater and Joe Ducharme was the Resident Engineer on the project for Wastewater. Comm. Walker said she would like to see a description of what is included in the above referenced jobs for the Commissioners' review and approval.

Ernie Woodside said he doesn't disagree with what Comm. Walker is saying and that he had planned to phrase the approval with the stipulation that the contract be reviewed and that there are breakdowns on job responsibilities. Ernie adds that when the

original contract was awarded to H.L. Turner, it was noted then that there would be a second phase that would occur after the contract was awarded and that these two jobs were contained in the first bid awarded to the Turner Group.

Comm. Walker said she just doesn't recall this and wants it put into writing so they do a comparison. Comm. Barka suggested a recess until Friday. Comm. Walker said there was time to look at this because the company awarded the contract would have to be notified and by the time the letter is received, there will be another Commissioners meeting. Mr. Tillotson asked if the Commissioners would like to have the contract prepared so that Waterline Industries would be present and it could be signed appropriately by everyone. Comm. Walker said, yes, if it could be looked at ahead of time. Comm. Barka hopes to see it before Thursday. Comm. Barka said he always thought that the Administrator should be someone not connected to the company doing the work in order to provide a second set of eyes. Mr. Tillotson said the problem with that is that there is a lot of re-inventing the wheel as happened at the jail construction.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane has no report to make today but wished to make corrections to Commissioners minutes from July 12, 1993. She referenced the Report from the Director of Human Services section of the minutes, Page 3, which reported the 5% diversion funds were at the same amount as Fiscal '92-'93. Diane reports that is not accurate and that there will be an increase from \$218,000/year to \$307,815/year. On Page 4, Diane referenced a statement by Comm. Barka on the county losing money from two House Bills and Diane wants to clarify that the \$490,000 in savings will be for all the counties in the state, not just Rockingham County.

Comm. Henderson asked Diane if it was her understanding that what Comm. Barka had referred to was designed to be a "wash" and Diane agreed. So, Commissioner Henderson said, the number is a state-wide number, but the concept is accurate and Diane agreed.

Comm. Henderson asked how soon the County would be receiving more money and Diane responded that there should be a check this week for the First Quarter '94. Comm. Henderson asked if it would reflect the increase and Diane responded, yes. Comm. Henderson asked if it would be figured proportionally and Diane answered that the check should reflect a quarter of the \$307,815 figure.

Comm. Barka asked Diane if she had sent her letter regarding the grant money for the Daycare to the press and Diane replied that she sent it to Rep. Donna Sytek and the Commissioners. Diane

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said she would present a copy of the letter to Steve Haberman and asked if Comm. Barka was referring to the awarding of grant money for the Child Daycare Center that had been discussed at the Executive Committee meeting for a summer coordinator's position? Comm. Barka said, yes, and Comm. Henderson said his recollection of that was that questions were raised at the Executive Committee as to the appropriate use of 5% diversion monies and subsequent investigation was done by Diane Gill and the results are that there was not an inappropriate use of the 5% diversion funds. Comm. Barka said it should be noted that Comm. Henderson also stated at that meeting that there were three people from the state included in the disbursing of the 5% funds and nothing was said at the time. Comm. Walker said it was a unanimous decision and no one objected and seven people were involved, with only three from the county, so that they had the controlling votes. Comm. Barka said it bothers him that sometimes there is wrong information printed.

Comm. Walker asked if there was more money that would be rewarded and would there be another review panel and Diane answered that she anticipated it to be in early October and that she felt there should be a meeting between herself and the Commissioners to set up guidelines in terms of what should be done with the increase in the allocation. Comm. Barka said this needs to be discussed because the state is recommending another direction. Comm. Henderson said the county is already working on tracking and accountability and if the county has this opportunity, he feels the county should use foresight and try to anticipate where the future needs are and direct the money accordingly. Comm. Barka said he was pleased to see that a lot of small towns had been helped the last time. Comm. Walker said it would be beneficial to look at mechanisms for judging which programs provide the most for the money because if one program does three times as much good as another for the same amount of money, the Commissioners need some type of measurement to show how productive the dollar figures are. Diane responded that Comm. Walker's request is difficult because sometimes groups like the CHINS and delinquent population are looking years ahead and she thinks one of the factors that can be looked at is caseload but with more abuse and neglect cases being reported every year, that's difficult to measure. Comm. Walker said it may not be possible to get those kind of mechanisms but it's worth looking at them and after all the programs the county has funded over the last few years, it would be nice to get guidelines as to which ones were most effective so that if there has to be a choice between two or more programs, there is a measure to go by.

Comm. Henderson moved to re-visit the minutes of the Commissioners minutes of July 12, 1993, seconded by Comm. Barka,

and voted on unanimously in the affirmative. Comm. Henderson moved that the minutes of July 12, 1993 be amended to reflect the changes as mentioned by Diane Gill in the beginning of this meeting, seconded by Comm. Barka and voted on unanimously in the affirmative.

REPORT FROM THE REGISTER OF DEEDS - Mrs. Betty Luce

Betty has no report to make but said that she is attending the meeting to see what is happening in the county and to see how work is progressing on the 2.5% reduction in departmental budgets.

Betty reports that collections are on target, but they are not in the same position as last year.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter reports that he just received a letter from the Administrative Assistant whereby the Commissioners had requested a copy of the bid proposal for the Manchester Airport. Sheriff Vetter reports that he has this report with him and he distributed copies to the Commissioners.

The Sheriff reports that the benefits and insurances are included within the salary figures and if he is awarded the bid, he will break that section down into a line item budget like the one that currently exists within the Sheriff's department and everything will be on an appropriate line. Sheriff Vetter said he has met with Theresa Young, Charlene Roche, and he has done his own budget for years and there is absolutely nothing that has been left out of the figures he has presented today.

Sheriff Vetter reports that the airport authority will be making a bid award within the next two weeks and that Rockingham County is the low bidder by about \$200,000, with Hillsboro coming in second, and the Londonderry Police Department, third. Sheriff Vetter states that if the County is awarded the bid, the funding mechanism problem must go before the Full Delegation, which he believes is August 26, 1993, and he would like a vote of support from the Commissioners on this issue, pending the Commissioners seeing a written contract that the County's legal counsel can look at. Sheriff Vetter said, if the bid is awarded to the County, he must start the application, posting, and screening process so that he can be prepared to hire right away because all of the new hires have to be enrolled in the Police Academy by September 6, 1993. He states that this is a deadline issue, that he has typed the job descriptions and that he is awaiting the vote of the Board at which time he will give the job descriptions to Roy Morrisette for posting.

There was general discussion among the Commissioners regarding this request. Comm. Walker wanted to give this bid proposal to Theresa Young to have the figures double checked. Sheriff Vetter said he believes the majority of liability questions have been answered, that there was a question about up front money and he thinks he has found a way to ensure that the County does not have to put up any money whatsoever, and that the airport's liability insurance is more than adequate. Comm. Henderson said that the figures were not the only concern and that the legality of the contract had to be looked at and he wanted to make sure that this contract is looked over by an attorney who has the county's interests at heart. Comm. Walker said the contract is what the Commissioners will vote on and that the bid proposal figures should be included or attached to the contract. Sheriff Vetter said there are footnotes on this proposal due to the ongoing negotiations about health insurance, worker's compensation, the retirement unknowns, which state that if there are any changes, these figures will have to be adjusted and the airport has agreed with all of this. Comm. Henderson said it is important to note that the Commissioners are voting on the appropriateness of the Rockingham County Sheriff's Department providing security for the airport. It is the concept, he adds, that is being voted on, not the bid or the contract. Comm. Barka asked about administrative costs? Comm. Walker asked why the Commissioners would vote on anything today before the Fiscal Officer had a chance to look over the figures? Sheriff Vetter responded that the reason he is asking for a vote of support was for the concept and he doesn't want the Manchester Airport Authority to award the bid to the Sheriff's Department if the Commissioners and a majority of the Delegation have negative feelings about this or do not want the Sheriff to get involved with this and what would be the purpose of them awarding him the bid and then finding that the airport had to go to the second lowest bidder because it was not approved? Comm. Henderson states that the Sheriff had a good point and though the figures are important, as long as the contract provides that the airport compensates for all costs, it will not reflect on the County, and that the concept is one the Commissioners are looking at. Sheriff Vetter said he would not ask the Commissioners to vote for a contract they haven't seen and at least they could vote for the concept. Comm. Henderson said he found out that federal law prevents private security services from providing security at airports and in this instance, there must be multi-jurisdictional authority and the bottom line is that it will be either the Rockingham County Sheriff's Department or the Hillsboro County Sheriff's Department. Comm. Henderson was assured that there will be no taxpayer's dollars invested here because the costs are borne by the airlines. Comm. Henderson states that the bid was competitive, the County's bid was 50% lower than the other bids

home and that the money for the Water Treatment Plant was to come out of that money. Comm. Walker said that was for \$350,000 and that that still leaves a balance that must be funded. Comm. Walker states that before the contract is signed the Commissioners need to look at the budget since she knows the Commissioners were given approval to borrow up to \$6.5M and that amount has not been borrowed, but in order to authorize the Treasurer to borrow, the Commissioners must vote to do that. Comm. Henderson stated that this is exactly the kind of big picture calculations that he wants to see and there are a lot of distractions to county government and he doesn't want to be completely distracted by them and wants to ensure that time is spent looking at the essential issues and big money items now. Comm. Walker suggested that this might be something that Mike Morin, Patricia Kelley and Theresa Young could look at this week and make a recommendation to the Commissioners. Comm. Henderson wants prudent management and Comm. Walker wants the input of the financial people from the Commissioners office.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports that the awarding of the bid for the Water Treatment Plant was the biggest item on his agenda. Ernie reports that he is ready to have ICS and the Commissioners meet to discuss a service contract for the county phone systems, excluding the new system, and he requests that the Commissioners provide him with a time frame when this can be done. Comm.'s Walker and Henderson said sometime this week or next week.

Ernie's next item for discussion was the trailers which were purchased through Pease Air Force Base and were bought by the County for \$100 each. Ernie reports that the trailers are still not here on site and he needs to know where the Commissioners want these trailers to go and that he has a potential site for one trailer. Comm. Barka asked if they could be sold and Ernie reports that these trailers cannot be sold for eighteen months. Ernie said that Wayne and Jude Gates approached him and asked if he could ask the Board of Commissioners for approval to lease one of these trailers at a higher rate than they are currently paying for the one they live in. Comm. Henderson said these are not new trailers and the County cannot sell these trailers for eighteen months, but the County could take the Gates' trailer, move it off the pad, install one of these newer trailers, and sell the old one. Comm. Walker feels that it would be an advantage for them to have one of these trailers and the old one could be sold. She reports that the Commissioners had intended to use one of the trailers for the Youth Attendant Program to start that off once a location was found. Comm. Walker said the first thought for those trailers had been the YAP program and that should be

which means that competition among government agencies had a payoff that benefitted the consumer, and that even though he'd like to see the name changed from Manchester Airport, the terminal is in Rockingham County and there is a substantial economic benefit to Rockingham County.

Commissioner Henderson moved that the Rockingham County Commissioners approve Sheriff Vetter's pursuit of the bid to provide security for the Manchester Airport Authority, seconded by Comm. Walker. The motion was voted on 2-1, with Comm. Barka opposed.

REPORT FROM THE TREASURER - Mr. Michael Morin

Mike has no report to make today.

Comm. Henderson feel that the main responsibilities of the County Commissioners is to run the County and to watch the budget for the taxpayers and he would like to have the county departments informally begin the budgeting process for Fiscal Year '94 now in order to take advantage of the time that it would provide to look at the operations. Toward that end, Commissioner Henderson stated that he hoped Mike Morin would help the Commissioners to identify those specific additional costs that can be anticipated for 1994. For instance, he states, there will be an interest and principle payment on the expansion of the nursing home that may be as low as "x" or as high as "x+" and if those special expenses can be anticipated, it should be looked at now, in order to prevent any future shortfalls as happened this year with self-insured insurance. Comm. Walker agrees with starting early but since the new computers are going to be installed any day now, she suggests that this be postponed for about a month to allow the employees a chance to get used to the new system and programs which should take them at least through August, before they begin looking at next year's budget. Comm. Henderson said this is not the budget process, but a look at something that should not take a lot of time. Mike Morin said that if all Comm. Henderson is looking at are incremental costs on the bond issue that will take place in November, that can be provided. Comm. Henderson said he is uncomfortable that the Commissioners are dealing with a shortfall and he would like to know about all the anticipated costs coming up. Comm. Walker said another issue to look at is that the Commissioners just awarded a bid for around \$600,000 without knowing where that money will come from and the Commissioners need to decide how to fund that expenditure since she does not remember voting on where that money will come from. Bill Sturtevant said that he thought the Board had been directed by the Executive Committee and Delegation to appropriate \$350,000 out of the money appropriated for the improvements to the nursing

decided first, one would be stored at the Ladd Farm, and the third trailer was not placed yet. Comm. Henderson said the first time the trailers are moved is at the owner's expense and the second time they are moved they are moved at County expense, and if there is a place to put them, let's do it now. Ernie said he has looked around for locations for these trailers and the closest location near utilities is not the best location because of the current county operations. The area is located behind Extension Services and this area is often used for county activities such as the Octoberfest and there is a yard sale that will be held there which will provide revenue for the nursing home. Pat Donovan asked about the old jail as a possible site? Ernie said he is going to take all three trailers and put them at the Ladd Farm beside the hay barn until the Board of Commissioners makes a decision as to where they will go. Comm. Walker doesn't want them moved there because the county will have to pay to move them up to the complex. Comm. Barka said this should be discussed later.

Commissioner Henderson reports that on July 16, 1993, a pile of incinerated medical waste was found in the dump behind the county complex by the Maintenance Department who reported it to the County Commissioners and the appropriate people in the nursing home. Comm. Henderson said that the area has been inspected by the State Department of Environmental Services and it is classified as decontaminated biomedical waste, which is not hazardous waste. Comm. Henderson, representatives from the nursing home, Mr. Sturtevant and Mr. Woodside met with the representatives of the DES Solid Waste Division last week to discuss the remedial steps needed to clean up the area. Comm. Henderson stated that the waste is over two years old, that it is not certain that it came from the county nursing home, and that current medical waste is disposed of under strict approved guidelines and is then stored in specially designated dumpsters from BFI which are sealed and locked until its removal. Comm. Henderson adds that when the last two years of debris, primarily construction debris, was moved off of the dump to allow additional test pits to be dug by the Dept. of Environmental Services, there was substantial evidence of additional piles of incinerated biomedical waste discovered.

Comm. Henderson reports that at this time, the scope of the problem is unknown, the origin of the waste is uncertain, and he has asked the Sheriff's Department to examine the available material found, consult with the nursing home and the jail, if necessary, to see if the products involved are consistent with those used on the county complex, but because of its age, it may not be easy to trace.

Comm. Henderson wants it to be noted that, again, county personnel handled the situation in an appropriate, professional manner by notifying all the appropriate parties, both county and state; took precautionary actions by blocking access to the site, roping and posting signs in the area, and preventing the public from entering the area. Comm. Henderson wants to reiterate that this is not infectious waste nor are the needles new; this was incinerated biomedical waste that was improperly disposed of. Mr. Sturtevant interrupted Comm. Henderson to say that, at the time it was disposed of, there were no specific guidelines for disposal. When the laws went into effect in 1991, Mr. Sturtevant adds, there was probably fifty years worth of waste sitting there because that's the way it was done back then and if the waste was examined closely, the items have not been in use for over 20-25 years. Comm. Henderson states that it will increase the cost of removing the dump material because of its special disposal procedures.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Mr. Sturtevant reports that the census today is 298, with one admission scheduled for tomorrow, there is 13 on the waiting list, 69 clients in the Adult Day Care Program and 39 children at the Children Day Care Center. He reports that Denise Laroche will be out next week because her daughter is having surgery.

Bill recommends the awarding of the paper bids to the following three companies:

Portsmouth Paper Company	\$5,554.65
Bay Colony	592.11
Central Paper	2,015.10
Total	8,161.86

Commissioner Walker moved to award the paper bids to the companies recommended by Mr. Sturtevant, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

Bill reports, for the record, that the nursing home had to purchase hamburger because the beef operation at the complex was still closed, and the low bidder on both items were Gooseneck at 2,000/lbs. of straight beef at \$1.32/lb. and 500/lbs. of hamburger at \$1.24/lb. Comm. Henderson noted that it would have cost the nursing home \$2.10/lb. plus the labor of breaking the meat down if it had been purchased from the slaughterhouse. Comm. Walker said the goosenecks still had to be cut down and the staff still has to cut down the meat, so there's not necessarily a savings on labor.

Bill presented warrants related to construction since there was no construction meeting this week. Bill presented Change Order #26 which the Board had approved for the extension of eight calendar days for the construction project and had not signed the proper document; and he asked the Commissioners to reconsider Application 15 which was approved at the last construction meeting and was for payment of \$174,546 and the reason for this request for reconsideration is due to a mistake and the right amount should be \$56,521.83. Commissioner Walker moved to reconsider the approval of Application 15, seconded by Comm. Henderson and voted on unanimously in the affirmative. Comm. Walker moved to approve \$56,521.83 for Application 15, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Bill reports that it cost \$619.30 to dispose of the contaminated beef reported on at an earlier Commissioners meeting and he asks the Commissioners where it should be taken out of, the nursing home operating budget or insurance? Comm. Walker said that as soon as the Certificate of Insurance is received from the slaughterhouse, it will be submitted, along with the other costs incurred, to the insurance company. Comm.'s Walker and Henderson stated that Mr. Mohammed has still not provided the Commissioners with a certificate of insurance. Comm. Barka said the question is did he have a certificate when the meat was slaughtered? He adds that if he didn't have insurance then, it's too late now. Comm. Henderson said if he has been insured, the bills will be submitted to the insurance company.

Bill requested authority to fill two vacancies in the nursing home, as per the instructions from the Commissioners regarding the 2.5% reduction and flexible hiring freeze that was instituted last week. The first vacancy is at the Child Day Care Center where there was a resignation and the position will not be filled for thirty days and there will be a four-week delay in the posting.

Comm. Walker asked if there could be some kind of procedures for these kind of decisions and that an explanation be provided for what the position is, its critical nature, and the reason why it should be filled.

Bill stated that it is a position in the Child Care Center and it will not be filled until the Fall. Comm. Henderson said that he just wants to make sure that department heads keep the 2.5% reduction and flexible hiring freeze in mind when recommending additional hiring. Comm. Henderson believes the hiring freeze will help department's in their efforts to reduce their budgets and being able to keep the position open and vacant for an additional month is a good thing and he assumes that if it was

possible to extend the hiring or keep it unfilled, it would be done, and there would be a greater savings.

The other position Bill recommends filling is for a Social Worker in the Social Service's Department because of a resignation the same day the hiring freeze was instituted. Bill reports there are four social workers in the department who carry a caseload of 70 cases apiece, the department was deficiency free and has been deficiency free for the last two years, they are advocates, and there are 240 residents who have either powers of attorney or guardianships and the department does off-sites, as well, prior to admission. Bill states that it will take about three weeks before the position is filled. Comm. Walker said this position is already posted. Bill responded, no, and Comm. Walker said she has seen one posted on the bulletin board. Bill said he did not authorize the posting of any positions unless it came before the Board of Commissioners and he had a meeting with department heads on this issue. Comm. Walker said there is a posting for a social worker position on the board and Bill said it's not supposed to be and he apologizes and will take proper disciplinary action against the person who posted it. Comm. Henderson said the Commissioners objective is to gather recommendations from each department for 2.5% reductions by Monday, August 2, 1993, and he would rather see how this vacancy would fit into the overall proposal from the nursing home, since that's the objective - to look at the bottom line of the remaining expenditures and make recommendations. He asks Bill if this is possible in this case? Comm. Barka said it has to be remembered that the nursing home gets reimbursed 69%.

Sheriff Vetter states, that since the subject is on the 2.5% reduction, could he address the issue? Sheriff Vetter said the figure he was given to reduce was \$559,222 and if 2.5% is cut from that it's \$13,980. The Sheriff states that of that \$559,000, \$512,880 is salary and benefit related which leaves \$46,342 of operating budget that the cut has to come out of and if about \$14,000 is cut, then the department would be cutting more than 30% of its operating budget for the remainder of the year. Sheriff Vetter said if he runs his budget with the same people for the rest of the year, those salaries and benefits will be used for that purpose. Sheriff Vetter said he is unsure whether he can cut his operating budget any more than he has and that he has already asked the Executive Committee to overspend one of his line items. Because of his new vehicles, he can probably find about a 50% savings in gasoline. Sheriff Vetter said that if you take out the salary line items and look at the remaining figures, it isn't much.

Comm. Walker said the intent was to have the department heads

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look at their budgets and the Commissioners stated that there may be some budgets where 2.5% cannot be found, but to look and see how much of the 2.5% can be found, before the Commissioners ask for supplemental appropriations. Sheriff Vetter said he understands but finds the figure ridiculous because 90% cannot be cut because of salaries. Sheriff Vetter said if the Commissioners had asked for 2.5% of his operating budget, it would be \$1,100 and he could give them that right now. Comm. Henderson said this is not being done arbitrarily and this is not the only governmental unit that may project a shortfall and for the county to have a substantial shortfall and not take appropriate action and bill the taxpayers, instead, is not a reasonable course of action and that's the only alternative. Comm. Henderson said there are other areas of government in New Hampshire who have laid off employees, furloughed employees, cut back on raises, cut out operations, closed operations, and the Commissioners are not suggesting these things. However, he adds, the notion that right off the bat that the Commissioners would take everything off the table that's personnel related is inappropriate for the Commissioners, as managers, to adopt. Comm. Henderson said there's a lot of personnel related expense in county government and to say that all of those things are sacrosanct and can't be touched, with over an estimated \$.5M shortfall, is not a presumption that he thinks is reasonable. Comm. Henderson believes the salary related items ought to be considered. Comm. Henderson went on to say that he cannot ask the voters for the shortfall money and then turn around and ask for more at budget time and that the county employees will be the ones who are most effected, because their salaries are one of the last things discussed by the Delegation. He reiterates that the money must be absorbed by cuts in spending and should include salary related items.

Mr. Sturtevant said he will still be coming before the Board for recommendations for hiring and he hopes that his reputation with the Board is enough in that he wouldn't be coming before the Board with a recommendation to fill a position that he didn't think was warranted. Comm. Henderson said that it is his recommendation that if Bill posts the position and it does not interfere with his finding the 2.5%, then it is part of his plan. Bill replied that he feels the same way as the other department heads and does not want to held to 2.5% because \$178,000 is a lot of money and he would like to know where this number came from because if he divides the \$178,000 by 178 employees that are in the health plan, he comes up with \$1,000 per employee and he does not agree with the number that it will cost another \$1,000 per employee for the rest of the year and he would like to see where this number came from. He states that no one asked the department heads for their input, that a number was arrived at

and the departments were told to cut 2.5%. Bill states that he will do the best he can, but don't hold him to \$178,000 and he will not gut his buildings to meet a number he considers inappropriate. Comm. Barka asked if there were only 178 people in the health program? Bill replied that there are 178 employees in the EBPA self-insured program in the nursing home building and there are 238 in the whole program for the whole county. Bill replied that's \$500,000 and \$2,500 between now and January and something is not right. Bill said these figures mean that each employee's health insurance costs \$5,000/year and that can't be the case because the state pays \$6,200 a year to cover family plans.

Comm. Walker said the figure was arrived at by using the present figures of what has been used and the anticipated figure if the claims come in at the present rate. Comm. Henderson said this is basically the first five months of claims and it also tracks the \$200,000+ that the county was off last year from the same insurance plan. Betty Luce said it's two years, not one. Comm. Henderson said the \$200,000 is a separate issue and that last year the shortfall was taken care of by borrowing from the Workers Comp. fund and a separate issue is, is that to be paid back? Comm. Henderson said the projection is not year-to-date, it's an annual FY '93 projection based on current trends expected of expenses in excess of revenues. Comm. Walker said to consider that there were also bills from December that were not paid until January in addition to the \$150,000 borrowed. Bill Sturtevant said it would be nice if someone sat down with the department heads and explained where the numbers were coming from so that the department heads can offer an explanation to their employees as to why cuts are being made. Bill said that every piece of equipment that is cut on this year's budget will go back into next year's budget plus. The Commissioners expressed no disagreement or problems with having Theresa Young explain the figures to the department heads, as a group or individually, so that they can explain to their people. Comm. Henderson does not want the issues confused and that the 2.5% still has to be looked at and Bill said he understood but wants his word taken that it is critical when he asks to fill a vacant position.

Commissioner Henderson said that what the Commissioners want to see is how cuts of this magnitude would impact each of the departments and for the department heads to report this to the Commissioners. Bill Sturtevant and Betty Luce disagreed with Comm. Henderson's statement and said that the letter said "cut" not what the impact would be if it were cut.

Betty Luce asked what if it was impossible to cut? Comm. Henderson said it was not impossible. Betty said her budget was

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already short due to a clerical error and it comes to more than 2.5% because of that. She states that she is banging her head against the wall trying to figure out how she will conform to the Commissioners request and nobody wants to hear it. Betty said that she has to run the Register of Deeds by statute and there are things she has to do and she would like to feel that she won't be persecuted if she cannot find areas to cut.

Pat Donovan also expressed concern about being able to cut her budget by 2.5% due to the changing nature of her department and she is concerned about the bottom line of her budget.

Comm. Walker said a good portion of budgets are guesswork because the costs are not know ahead of time and the Commissioners are just looking for the department heads to do the best they can do. Comm. Henderson said that Comm. Walker's memory of the Commissioners intent and his intent are different and what is wanted is the plan that each department would put forth for how their budget would be impacted by a 2.5% reduction. Sheriff Vetter said that Comm. Henderson, then, is not asking for a cut, but a developed plan? Comm. Henderson said he expected to use these plans as a guide toward future cuts and to say "do the best you can" is irresponsible, he thinks, because if the number is as bad as projected, the best efforts will not do it and he doesn't think the taxpayers should pay for it. He adds that the actual cuts may be less than 2.5% in some areas and greater than 2.5% in other areas, but the benchmark is 2.5%. Sheriff Vetter said that he doesn't think that any department head will disagree that this is an appropriate step to take, but that if the right figures were used in the budget last year, this wouldn't be necessary.

Treasurer Patricia Kelley spoke up at this point and asked the Commissioners to look at her proposal for an Employee Incentive Program. Comm. Barka stated that he thought this was an issue the Commissioners should decide on as it is a management issue. Treasurer Kelley stated that she wanted to know whether the Commissioners are interested in putting together an incentive plan to save taxpayers money. Comm. Barka is not ready to discuss this issue at this time. Treasurer Kelley commented that there is a need to save taxpayer's money and cut back on budgets and anyway that can be found to do it is the way it ought to be done. Treasurer Kelley said she has found waste in her department and since she has been elected she has cut back significantly on waste and her department and budget is small. She adds that employees are the ones who will notice ways to save money and bring it to the attention of their department heads and she is asking the Commissioners to vote on this today as it is the responsible thing to do and it's already been put off once. Comm. Walker thinks employees' may have good ideas that would

save the county money and the bonus would come from the line item saved on. Treasurer Kelley said the suggestion had to be one that could be implemented, it would go through the department head first to see if it's reasonable, and then the department head would sit down with the Fiscal Officer and the Treasurer's department and then it would come to the Commissioners. Comm. Walker said Rules and Regulations would have to be written for implementation. Comm. Walker addressed the other Commissioners and said that the Treasurer is asking for permission to put rules into effect which the Commissioners would agree on before any bonus was given. Comm. Barka said this was the Commissioners prerogative and a similar policy was in effect ten years ago. Treasurer Kelley asked if it was still in effect? Comm. Barka responded, no. Treasurer Kelley said she is asking that it be reinstated. Comm. Henderson said he doesn't feel this needs a vote in concept, it needs to be more specific, and he agrees with the concept; it's not new, but it's a good idea, and he has problems with the way the proposal is written and he would like to have more time to review the issue. Treasurer Kelley stated that this is the second time she has brought this before the Board and she thinks they are being irresponsible to the taxpayers of this county and if there is a problem with it, they should look at it, let her know what the problems are, and allow her to address them right away. Comm. Walker asked if the Commissioners wanted to have a motion to approve the concept with the stipulation that rules and regulations be set up? Comm. Barka asked how can the Commissioners vote on something without specifics? He adds that he is not opposed to the idea, he just doesn't think it works and if this is done it is the Commissioners job to write the rules. Comm. Henderson agreed in that this is an essential part of ongoing management and he is not prepared to vote on this today, he has taken it under advisement, he has given it consideration, and he wants to get back to the business at hand. Treasurer Kelley said the business at hand was saving money this year and waiting until September or October for implementation means it will take the Commissioners longer to make up the shortfall. She adds that asking departments to cut 2.5% is punishing those department heads who were able to correctly estimate their budgets, the better managers, and further you are asking that next year when they estimate their budget, that they pad it 2.5% just in case it happens again. Comm. Henderson said that Treasurer Kelley is inflating the issue to press her point and he wants to stay on track. Comm. Barka said that the Commissioners have such a full agenda now that this issue can be postponed till a future date. Treasurer Kelley said let the record show that the Commissioners do not want an employee incentive plan this week. Comm. Henderson asked to get back to the departmental reports.

Pat Donovan reports that her revenues are now at 94% and can she use those for her 2.5% cut? Comm. Walker said that the Delegation states that revenues over 100% cannot be spent unless they are budgeted and that the Delegation can increase the revenues at their meeting in August as this has been done in the past. Comm. Henderson said that all aspects of the budgets are being looked at; looking for mistakes, miscalculations, unanticipated revenues, and not just cuts.

Bill Sturtevant requests a non-public session to discuss a personnel issue. Comm. Walker asked about Bill's request for the social worker position and the Comm.'s Barka and Henderson decided that it would wait until next week's meeting.

Commissioner Henderson opened bids for underpads which were received from:

TotalMed Company
Atlantic Health Care Products - Sample Enclosed w/Bid
Daily Cardinal Health - Sample Enclosed w/Bid
Central Paper Products Company
Adco Surgical Supply Company
Professional Medical Products - Sample Enclosed w/Bid

Commissioner Walker moved to have Bill Sturtevant shop the bids for underpads and report back to the Commissioners, seconded by Comm. Barka and voted on unanimously in the affirmative.

Commissioner Henderson opened bids for laundry chemicals which were received from:

Benda Products
Diversey Corporation
John Donais Co., Inc.
Nova Chemical Sales, Inc.
Van Kittredge
Eco Labs
Lever Industries

Commissioner Henderson moved to have Bill Sturtevant shop the bids for Laundry Chemicals and report back to the Commissioners, seconded by Comm. Barka and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the group that there is an Insurance Study Committee on Thursday, July 29, 1993 at 10:00 AM in the Commissioners Conference Room. Roy reports that the Insurance Exchange will

provide someone to speak on the cafeteria and Section 125 which has been asked for. Roy also reports that he is receiving calls from companies interested in making proposals and he is asking for a meeting time during the week of August 9, 1993 to hear from those companies.

Comm. Walker asked about the Policy for Returned Checks which was on the agenda. Bill Sturtevant and several other department heads said they had received a memorandum from Theresa Young regarding this issue asking them to comment on the "draft" she had drawn up before she submits it to the Commissioners.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat Donovan reports that the count today is 177 with 97/Pre-Trial and 80/Sentenced. She reports that she talked with the Business Administrator for the State Prison after she had received a letter stating that the county's medical costs for female inmates should be a lot less for the rest of the year. Pat reports that the State went out for bid with different insurance companies to provide claims and utilization management for their inmates and they did enroll with Blue Cross/Blue Shield. Pat emphasized that she is talking about inmates, not staff, and the charge is 12.5% of the medical bill for administration costs, but their problem is the same as any other medical facility in that bills are received from hospitals which, even if they are itemized, do not show what the rate should be and what the going rate is through insurance companies and all the claims that go through Blue Cross/Blue Shield are handled by Blue Cross/Blue Shield; they make the arrangements with the hospitals and they pay according to what their rates are. Pat says the State expects to realize a lot of savings and is based on 1,800 inmates. She presented the whole informational package for the Commissioners to review and look over.

Comm. Barka asked Pat about the meals that the prisoners get and has something been done on that issue? Pat reports that Bill Sturtevant and Pat Donovan will be setting up a meeting and addressing this issue.

Commissioner Walker moved that the retainage of \$4,199.00 for Charwill Construction be released. This will close out the Wastewater Treatment Plant, seconded by Commissioner Barka and voted on unanimously in the affirmative.

Samples of the medical waste products were brought into the meeting in glass jars for the benefit of the press. Comm. Henderson stated, once more, that the waste does not constitute a

health hazard because of its age and that it has been incinerated and he wants to present the best impression of the situation.

Comm. Henderson reported that there hasn't been a decision on the Seabrook case and that \$600,000 has been set aside. The motion, he reports, were motions for summary judgements from the Plaintiffs and motions to dismiss from the Defendants, the County, and there has been no time frame given for a decision on those motions.

Steve Haberman asked about the Seabrook case which involved abatement of property taxes from 1978-1982. Steve was under the impression that Seabrook had made a settlement on this issue last year and was the county involved in that and Comm. Walker said the Town of Seabrook was involved and not the county. Comm. Henderson said the \$600,000 set aside could be used in a number of ways if the case is won. Comm. Barka said his understanding was that Seabrook said they held back on their taxes and the County took them to court and the court ordered them to pay it and then it was decided to set the money aside just in case. Comm. Walker said the Town of Seabrook had overcharged taxes and had to rebate the utility a large amount of money, but the County was not involved. Comm. Henderson said the impact on Winnacunnett School would be \$1.4M and as it relates to the county, \$600,000.

Steve Haberman asked what the amount budgeted for the Water Treatment Plant was? Ernie Woodside reported that there was no particular amount budgeted and when it was first planned it was close to \$400,000 and that a cushion of \$350,000 was set up with the understanding that financing it would have to be looked at. So, Steve asked, what came in for a bid is what will be spent? Comm. Walker said it was anticipated that the bid would be higher and money was set aside and that when bond money from past projects was looked at, and because this related to the water and the pipes put into the jail and the fact that those pipes had to be prevented from corroding, it was found that the only way to do it was to treat the water at the well which would save money for years to come and the Commissioners designated \$350,000 which they knew the source of and the rest would have to be found elsewhere.

Steve asked about the dump and was it currently being controlled? Ernie Woodside reported that it is posted with No Trespassing Signs as it had been posted previously. Steve asked if there was a periodic review of the site to ensure that the signs were being obeyed or added to the dump? Ernie said there was nothing added to the dump and Comm. Walker said she assumed there would be periodic reviews of the dump to make sure that nothing is added.

Steve asked if there was a figure of the cost to clean the dump? Ernie Woodside responded that without the waste found today, it would have cost \$25,000-\$30,000 to clean up solid waste, and now that this waste has been found those figures are no longer applicable. Steve asked if there was a time frame set up to clean it up? Ernie Woodside responded, no, that's being negotiated with the State. Comm. Henderson said it's worth noting that the Maintenance Department and nursing home personnel handled this issue in the most appropriate and professional manner possible, notified all the right authorities, disclosed fully what was going on, and complied speedily and completely with the Department of Environmental Services and their conduct was, in every way, professional. Comm. Henderson said he finds it is reassuring to know that the people involved in the process can be counted upon to handle these situations in the correct manner. Mr. Sturtevant cautioned the press about photographing the area due to the children in the area and he doesn't want them to be aware of the location of the site. Steve Haberman asked if there was a fence around the area? Ernie Woodside responded, no. Steve asked if there are any plans to install a fence? Comm. Walker said the plans are to get rid of it. Ernie Woodside said that issue will be addressed at a later date. Comm. Henderson said the area is thoroughly marked, but not fortified.

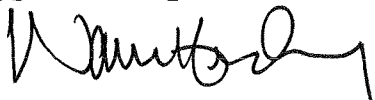
There being no further business to come before the regular weekly meeting, Commissioner Walker then moved, seconded by Commissioner Henderson, that the Commissioners go into Non-Public Session under RSA 91-A:3 II (c), to discuss personnel issues. This motion was so voted unanimously in the affirmative at 3:45 PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enc: Bids/Laundry Chemicals
Bids/Underpads
Bid Award/Water Treatment Facility
Sheriff's Bid Proposal - Manchester Airport Authority

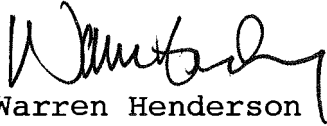
MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
July 27, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session at 3:50 PM, per the motion made by Commissioner Walker, seconded by Commissioner Barka, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker, and Henderson, and Mr. Bill Sturtevant.

The discussion centered on a proposal for a voluntary wage reduction for a county employee. No action was taken.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative at 4:00 PM on a roll call vote.

Approved by,



Warren Henderson
Clerk, Rockingham County Commissioners

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
August 3, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Mike Alden, Deputy Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Mike Morin, Assistant Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Denise Breidegam of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; Representatives Donna Sytek and David Welch, Doug Tillotson from the Turner Group; and Ralph Dunke, Waterline Industries.

The meeting began at 1:00 PM with the Commissioners reviewing the Minutes of the July 27, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Henderson, seconded by Commissioner Walker, to approve the Minutes of July 27, 1993 as presented.

Commissioner Henderson reports that the departments have submitted their proposals for 2.5% reductions, as previously requested, and the Commissioners will take the next week to review and examine the submitted material, to differentiate between cost savings and cost deferments, with the latter being money deferred to next year's budget which is not as desirable as cutting spending. The Commissioners will be meeting with Department Heads and will also be looking at other aspects of the budget for additional savings and will present a proposal at next week's Commissioners' meeting. The Commissioners expressed confidence that the shortfall from self-insurance can be accomplished without a supplemental appropriation.

Commissioner Henderson went on to say that the Commissioners are not only interested in this particular shortfall, but also the '94 budget since they already know there will be significant expenses in the '94 budget that were not in the '93 budget. For instance, he adds, the Fiscal Officer and the Treasurer's office report that the principal interest payment for the nursing home expansion may cost the County \$700,000 next year or it could cost more than \$800,000, depending on how much is bonded and the length of time and interest rate of that bond. Comm. Henderson

states that there is the possibility of upwards to \$1M that would have to be accommodated and this puts pressure on the County to budget "lean and mean," not only to cover the current shortfall, but to prepare for 1994.

Pat Donovan states that her staff has come to her regarding the newspaper accounts on the 2.5% reduction and she has been asked to present the idea of using Group II where the savings could be realized this year. Comm. Barka said that negotiations were still going on and Pat responded, yes, this part has already been negotiated and is not part of the fact finding. Comm. Barka said it seemed to him that since negotiations were still ongoing, nothing should be given away and Comm. Henderson said he thought this should be discussed with the County's negotiator. Comm. Henderson said the point was well taken.

Comm. Barka asked about the meeting Pat had with Commissioner Walker and Bill Sturtevant on possible savings on jail meals. Comm. Walker said she preferred to wait for Linda Andrzejewski to review the information and provide a cost amount of savings before she presented any proposal. Bill Sturtevant reports that one cost savings has already been implemented and that is the elimination of muffins for morning coffee breaks.

Bill Sturtevant said that last week he was very vocal regarding the reductions and one of the things he talked about was an explanation of the numbers that had been submitted by the Fiscal Officer. Bill reports that he has since sat down with Theresa Young and spent a lot of time looking at the figures and even though he does not like them, he understands where they are coming from and he wants to thank Theresa for the time she spent with him. Bill adds that one item that was mentioned in his proposal came from his Department Heads and has been put into effect already and that is to allow employees to take voluntary furlough days without pay, if it can fit the needs of the department. He states it is voluntary, not mandatory, and a sign-up sheet has already been started.

Commissioner Walker addressed the assigning of parking spaces which has been on the agenda and recommended that the employees use the right side of the parking area near North Road, with secondary parking for employees directly across the street, and the left side is to be used for visitor parking. Comm. Barka asked Ernie Woodside about the delivery date of additional signs. Ernie Woodside said there has not been an order for signs yet. It was his understanding that designated spots should be provided for the three Commissioners, the Administrator of the Nursing Home, the Assistant Administrator of the Nursing Home, the Director of Nursing, the County Treasurer, and the Director of

Personnel and that the other side of the parking area would contain a sign that said "Visitors" with arrows pointing left and right to encompass the entire left side of the parking lot. Comm. Walker stated that the latest recommendation from the Commissioners was that there would only be four designated spots on the right hand side and the others would be left open. Bill Sturtevant said that when "employees" is referred to it is open to everyone and it should be specified "employees of the business office" because he has employees who come into work at 5:00 and 6:00 AM and they could take those available slots. The Commissioners clarified for Ernie Woodside that there only be four designated signs and a Visitors sign posted.

Commissioner Walker moved to waive the bid for the printing of the Annual Report and the County Directory. She reports that over the last several years this has been put out to bid and consistently, the State Prison has been awarded the bid for the lowest price. The motion was seconded by Commissioner Henderson and voted on in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley addressed her Incentive Plan and provided the Commissioners with more specifics. She states that the plan would be under the direct control of the Commissioners, with the Commissioners providing the final decisions on implementation. Commissioner Kelley said that the Department Head, the Fiscal Officer, and the Treasurer would pre-screen the submitted ideas for merit and feasibility. She adds that she spoke with Rep. Sytek to see if it needs to be brought to the attention of the Executive Committee and her understanding is that since the \$50 bonus would be paid out of the line item where the savings occurred, it would not need to be approved. Treasurer Kelley said she has not found evidence of a prior incentive plan at the County and the reasons why it did not work, but she has checked with business leaders elsewhere and she has quotes from them that show that it has worked well to promote team spirit and that employees had felt they were part of the decision making process. Treasurer Kelley said that the Commissioners would have control, but the employees would have a "say" in the process and she feels that because the employees do the day-to-day work at the County, they may have ideas on saving. Treasurer Kelley said all employees who submitted ideas that are not selected would receive notification within 30 days with reasons why the idea could not be implemented and at this time re-submitted her plan for the Commissioners' approval. Commissioner Walker moved that the Rockingham County Commissioners develop an Incentive Program geared toward saving money, with suggestions coming from employees with the details of the program and the rules and regulations to be adopted by the Commissioners, seconded by

Commissioner Henderson, and voted on unanimously in the affirmative.

REPORT FROM THE SHERIFF'S DEPARTMENT - Deputy Sheriff Mike Alden

Deputy Sheriff Mike Alden presented the report for the Sheriff's Department in the absence of the High Sheriff who was on vacation. Dep. Alden brought Al Durso with him to the meeting.

Mike reports that the deputies and all personnel in the Sheriff's office have volunteered to pull back on overtime as much as possible by using compensatory time. Mike reports that this will put a burden on the department because the time has to be honored when it is requested, and that they would like to do this within the Personnel guidelines. He asked if the Commissioners would consider an extension or waiver of the time frame in which compensatory time could be used so that employees would not be forced to use the time within 20 days.

The Commissioners questioned Roy Morrisette about the time limit on compensatory time and Roy responded that he was unaware of this in the policies, though it is covered by the Fair Labor Standards Act. Roy said he would have to research this. Commissioner Walker said she, personally, has no problem with relaxing the time limits. Comm. Walker added that the intent of the guidelines was to prevent employees from building up compensatory time and taking it all at an inappropriate time.

Deputy Alden reports that on July 27, 1993 the Manchester Airport Authority issued a letter to Sheriff Vetter stating that the Rockingham County Sheriff's Department had been awarded the bid for airport security. He reports that this is subject to a contract being worked out between the Manchester Airport Authority and the County, the Delegation for final approval of funding, and the hiring of positions which was posted last week, with a closing date of the accepting of applications for August 6, 1993. Mike reports that there has been an excellent response with about 50 applications received, to date, which range from Bachelor's degrees down, and Pre-Certification with years in the system.

Mike reports that he received a second letter from the Manchester Airport Authority, dated July 29, 1993, but received today, which spoke to the recent negative press. He quoted, "...Any intimidations to the contrary by a person or persons unfamiliar with or ignorant to the Federal and Manchester Airport regulations may lead to actions taken by the airport against that person or those persons." Deputy Alden said that the authority has become very sensitive to the "smoke and mirrors" put out

there versus the reality that the Sheriff's department or other agencies can or can't supply for this service. Upon questioning from Comm. Henderson, Deputy Alden said the letter came from Director Testa of the Manchester Airport Authority.

Rep. Sytek reports that she is working on getting a meeting of the Delegation for August 26, 1993 to vote on this and two other issues that have recently come up. Comm. Barka asked if there would be a problem getting a quorum and Rep. Sytek said it would be a problem and that she has written a letter to be sent to the Delegation describing the reasons for the meeting.

Deputy Alden said that the Sheriff's department has been able to procure some trailers at a very low cost for different assignments throughout the county and they have been placed off-site at Pease Air Force Base. He states that a mover was supposed to move them last week, but his truck was not large enough (73-ft.) and he is working on obtaining a larger vehicle which should be done in the next week or so.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane presented her July monthly report to the Commissioners and reports that her APTD categories are running a little higher than budgeted, but the other line items are on-target.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie presented three copies, for signatures, of the awarding of the Construction Administration and the Resident Inspection Services to the Turner Group. Ernie reports that he has reviewed the contracts along with Commissioner Walker who asked for changes on the original contract. Ernie states that those changes have been made and the most significant change was the uncertainty expressed by the Turner Group about a 10% retainage being held until completion of the project. Ernie reports that the Turner Group has agreed with the change and that the contract has been adjusted accordingly to reflect that the 10% will be held. The two other changes made were: 1) Deletion of the word "periodic" with regard to resident inspection services and 2) The addition of "Notification of the owner whether there is a cost or not" with regard to minor variations approved by the Construction Administration even though costs would not change. Comm. Barka asked Comm. Walker if she agreed with these changes, as stated. Comm. Walker said these were the requests regarding the Resident Engineer and the Administration, not the contract. The Commissioners signed the Award for Construction Administration and Resident Inspection.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

August 3, 1993

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Ernie next spoke to the awarding of the contract to Waterline Industries which was approved at the last Commissioners meeting. He reports that a FAX of the agreement was received for the Commissioners signatures and that the FAX had been sent to Attorney Steve Hermans for his review. Attorney Hermans recommended his changes to Comm. Walker and Ernie reports that those changes were incorporated accordingly. There is one additional issue that needed to be addressed in regard to the concerns for retainage and Ernie reports that Doug Tillotson from the Turner Group spoke with Comm. Walker about this being included as part of the contract.

Doug Tillotson reported that the Turner Group had agreed, at the request of the Commissioners, in a variation of the contract regarding a 10% retainage which would be held until the project was done. He adds that when the contract was 50% done, money is not retained and paid in full so when the job is complete, 5% is withheld. Doug stated, as an example, that at the 50% point \$30,000 will be held on a \$600,000 job. Doug reports that the Commissioners wanted the 10% to run the full length of the project so that \$60,000 would be held when the project ends. Doug reports that Mr. Ralph Dunke from Waterline Industries has agreed to this on the condition that interest be paid on the amount of money Mr. Dunke would have to borrow as it was not part of the original contract. Doug reports that Comm. Walker has agreed to this. Comm. Barka asked how much the interest would be and Doug replied that on \$30,000 it would be \$1,000. Comm. Walker asked if it was agreeable that interest be paid up to \$1,000. Doug said that it has been written up to state that "interest shall be paid to the contractor on accrued retainage held. Interest rate shall be at the contractor's rate to borrow." Comm. Henderson said that the Commissioners are asking for "reasonable assurance" which is greater assurance than asked for in the bid specs and the Commissioners will provide some compensation up front because the contractor is asked to maintain the availability of this money. Comm. Barka said he would go along with this, but he doesn't like it and this is the first time in his sixteen years here and twenty years on a school board that interest has to be paid on retainage - he's never heard of it. Doug responded that this is an amendment to the original spec of contract documents. Comm. Walker stated that the Commissioners and the Turner Group are looking at two different things. The Turner Group is talking about specs as a contract and Comm. Walker said the specs were simply specifications for companies to bid on and the contract is not a contract until put into writing. Comm. Walker said it was an oversight that it was not put into the specs and the contractor will hold retainage to the subcontractors until the job is finished and so the contractor will not be borrowing on the full \$600,000.

Therefore, she says, she cannot see how the interest will run over \$1,000, but because it was not in the specs and the Commissioners' preference is to have the protection of retainage as the only leverage available over a contractor to ensure that the quality and finishing of the work is to the Commissioners' satisfaction, the Commissioners are willing to pay up to \$1,000. Comm. Barka said the motion should read no more than \$1,000. Comm. Henderson said that the Commissioners are simply changing one of the criteria listed in the bid specs. Doug Tillotson, at Comm. Walker's request, reread the contract which stated, "Interest shall be paid to the contractor on accrued retainage held. Interest rate will be at the contractor's rate to borrow." Comm. Walker said that reading says that the Commissioners will be paying interest on the first \$30,000 and that first \$30,000 retainage was in the specs, but the Commissioners are saying that they will pay the interest on the second \$30,000. Doug Tillotson agreed. Ralph Dunke from Waterline Industries said the wording now is probably not right, but he would like to say that when projects are bid at 15% and 20% profit, withholding a retainage is not a problem. He adds that now the retainage is held over the profit that a lot of companies are bidding at. Mr. Dunke said the industry norm for the State of New Hampshire is 10% for the first 50% and then none after that though some states around here hold 5% retainage straight through the job. Mr. Dunke said if the Commissioners want to put a \$1,000 limit on this, it is fine with him, but what happens is that he has subcontractors and suppliers who also received the same spec book that was quoted to him and they expect everything to be as per the plans and specs unless there is some change and they expect to be paid accordingly. Comm. Barka said the subcontractors do not get the interest money, the contractor does. Ralph replied that the only reason that he is doing that is because if he has to go out and borrow money to pay the subcontractors because 10% is retained, he has to pay them when 50% of the work is done. Comm. Barka said he's never seen this before, Ralph Dunke said he has never seen it done this way, and Comm. Walker said it's normal in county projects. Comm. Walker said the Commissioners agree that there's a change and they are willing to pay interest up to \$1,000. Comm. Walker asked about the other changes requested, with one being the surety bond and the other being insurance. Ernie Woodside said the performance bond is for the total of the project and the insurance was for the project at \$1M coverage. Comm. Walker wanted assurance that these were written into the contract. Ernie assured her they were. Comm. Walker read the change on the contract regarding the interest on the retainage talked about earlier and quoted, "Interest will be paid to the contractor on accrued retainage held beyond 50%. Complete interest rate will be at construction rate to borrow with a maximum limit of \$1,000." Comm. Walker moved to sign the

contract, seconded by Comm. Henderson, and voted on unanimously in the affirmative. The Commissioners signed all three contracts presented and Comm. Walker instructed the other Commissioners to initial the areas where changes were made.

The Commissioners were formally introduced to Mr. Dunke and he expressed gratitude in being awarded the project and Comm. Barka expressed gratitude that his company was from Rockingham County.

Comm. Walker presented a proposed outline for a Ribbon Cutting Ceremony for the completed renovation of the Mitchell building.

Theresa Young spoke to the contract just signed with Waterline Industries and asked that the Central Business Office get a copy of the contract's financial requirements and funding source.

Comm. Henderson moved that Ernie Woodside conduct a two-part fact finding study regarding the county farm. The first part would be to have Mr. Woodside inventory the existing equipment and assess its value and condition, using outside expertise if necessary; and the second part is to prepare a plan which would detail how the Maintenance Department would undertake the responsibility of the remaining operations and the costs involved, once the farm is phased out and fall under the direction of the Maintenance Department, seconded by Comm. Barka. Comm. Walker said she is not sure the Maintenance Department is qualified to do this as it is outside their area of expertise. She adds that there has been an appraisal done on the value of the property for the insurance and that could be used as a benchmark. Comm. Henderson said he is interested in the equipment and Comm. Walker said the value of the equipment is also included on the insurance. Comm. Henderson said the insurance does not say if the equipment is running or not and what the value of it is in its present condition and this has to be done in order to make important decisions. Comm. Walker feels the best person to do this is the Director of the Farm and Comm. Henderson said the motion includes getting expertise. A vote on the motion was 2-1 with Commissioner Walker opposed.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Mr. Sturtevant reports that the census today is 300 with 11 on the waiting list, 71 clients in the Adult Center and 40 children in the Children's Center.

Bill provided the figures for the bids for underpads which were opened at last week's meeting.

Central Paper	\$17.95/Case
Daily Cardinal Health	\$18.12 and \$18.60/Case
Total Med	\$18.73/Case
Addco	\$22.00/Case
Main Surgical	\$23.45/Case

Commissioner Walker moved to award the bid for underpads to Central Paper at \$17.95/case, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

The figures for the one year contract for laundry chemicals were:

Unx	\$17,461
Lever Industrial	\$27,550
Bender Products	\$20,900
Nova Chemicals	\$24,985
John Danais Company	\$32,110
	\$33,060

Commissioner Walker moved to award the bid for a one-year contract of laundry chemicals to Unx, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

Bill is requesting permission to purchase 1,500/lbs. of boneless chuck beef at \$1.24/lb. for \$1,860 with Associated Grocers. Bill reports there were only two other bidders, Monarch Foods at \$1.37/lb. and Poultry Products at \$1.25/lb. Comm. Walker moved to allow Bill Sturtevant to purchase the beef at \$1.24/lb. from Associated Grocers, seconded by Comm. Barka and voted on unanimously in the affirmative. Bill would like some direction on future beef purchases as he has been buying in small quantities pending a decision on the slaughterhouse?

Commissioner Walker asked when the slaughterhouse would be opened again? Comm. Henderson responded that there are two issues involved. He reports that they cannot do USDA inspection because their inspection has not been reinstated due to questions on procedure and the physical plant and the Commissioners are addressing the issues related to the physical plant and work is underway. Ernie Woodside said it is his understanding that the slaughterhouse will be open tomorrow, pending USDA approval. Comm. Walker said the vote of the Commissioners was that the slaughterhouse would not be opened until a couple of conditions were met and one was that the Commissioners receive a Certificate of Insurance which they have not yet received. Comm. Walker said they should not be allowed to slaughter anything until that certificate was presented and reports that a letter to the USDA regarding the reopening of the slaughterhouse has not been sent yet because the certificate has not been received. Ernie

Woodside suggested that the Commissioners put a deadline on the receipt of the certificate of insurance. Comm. Walker said there was a question on whether they could do this as he pays rent and she asked if this month's rent had been received? Theresa Young replied that she has not seen a rent payment for this month and she does recall seeing a receipt for July. Commissioner Henderson will call the USDA. Comm. Barka said Mr. Mohammed should be given until Friday.

Bill reports there will be the E.F.F.O.R.T.S. Annual Ice Cream Smorgasbord on August 19, 1993 at 6:00 PM and he is looking for volunteers to scoop ice cream. He adds that it includes a visit from the Shriners.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Board that on Thursday, August 12, 1993 at 9:30 AM the Insurance Committee will be meeting to hear presentations from Blue Cross and he extended an invitation to Rep.'s Sytek and Welch and any other member of the Delegation who may wish to attend.

Roy presented an Amendment to the Retirees Health Insurance for the Commissioners to sign. Roy reports that this request is made because of a recent case involving a retiree who retired under State Retirement Disability and EBPA, in reviewing claims notified Roy that this person did not qualify because the person was under 55 years of age and they were disallowing the claim, based on the current Planned Document. Roy said there is a need to correct the Planned Document to state that disabled employees eligible for Medicare and/or approved for a disability retirement under the State Retirement Plan be eligible for continuation of coverage. Comm. Walker didn't think this was something that could be done midstream after premiums have been set. Roy replied that this person has paid the regular single membership, not the retirement rate covered by Medicare. He states that the county retirement section was meant to be available for anyone who retired from the county services under the state retirement and also anyone who retired and was eligible for Medicare and what was overlooked was an employee who might not qualify for Medicare because of their age, but they do qualify for the State Retirement Disability Retirement. Comm. Henderson asked for some clarification on this issue. Bill Sturtevant replied that this person has been in the retirement system and has been paying health insurance and EBPA is saying that this person is not eligible for health insurance because she is not 55 and not under Medicare. He adds that even though this person is deceased the premiums have been paid. Roy said that anyone can qualify for retirement under the state retirement plan, but because this is a

disability retirement and the person is not 55, the insurance company states that according to the county's documents, this person should not be eligible. Comm. Walker said the intent of Roy's amendment was to make it possible for this individual and any future individuals who may fall into this category to be included in the plan, but she is not sure that when EBPA gave projections for rates, they did not plan on these cases receiving anything in the rate they gave. Roy responded that he did not think it would make any difference and this was a rare occurrence to find a person out on disability retirement at 55 years of age. So, Comm. Henderson asked, this is broadening the classification for retiree participation? Roy replied, right. Comm. Henderson asked for a guesstimate on the fiscal impact of this? Roy replied that this is the first case he has seen. Roy reported that when the retirement section was set up it was tied into the qualifications for the state retirement to be part of the group and never took into consideration that someone under 55 could qualify for a disability retirement. The Commissioners want an opportunity to look over the insurance documents before they vote on this. Roy showed the Commissioners a section of the insurance booklet which pertains to this issue. No decision was made on this.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that count today is 182 with 102/Pre-Trial and 80/Sentenced. She asked if the Commissioners had an opportunity to look over the proposal she brought in last week regarding the insurance administration costs that go to the insurance companies for inmates. Commissioner Walker replied that she had not looked at it. Comm. Henderson said it would be nice to have someone walk them through how this plan she is talking about and the present plan differ. Pat replied there is no comparison, the county has no plan in place, the medical bills are paid as they come in. This plan, Pat says, takes care of all the bills for administrative costs and they pay the going rate and take care of all the paperwork.

Commissioner Henderson extended thanks from the Commissioners to all the Department Heads who had submitted their 2.5% reduction proposals. He stated that it was not easy for them to go back to a budget that they thought was taken care of at the beginning of the year and look for places to cut, but it is important and the Commissioners have seen a lot of examples and innovations that different departments are making and it is all for a good cause and is appreciated.

Steve Haberman asked if every department had submitted a plan? Comm. Walker replied, no, almost everyone did. Steve asked if

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the Commissioners were willing to state which department had not submitted a plan and Comm. Henderson responded that all departments will pay a share of the costs involved in covering this liability. Steve asked if that meant that even if a department had not submitted a plan, the Commissioners would assess their charge against them? Comm. Henderson replied that to do otherwise would penalize those who are cooperative and reward those who are not.

Rep. Sytek presented the Delegations proposal for reductions and said that she would give it to the Administrative Assistant for typing. She also has written a letter to the Delegation to notify them of the meeting for a supplemental appropriation and she states that the law states that the supplemental appropriation has to be called either by the Commissioners or the Delegation and she asked who would call the meeting? She reports that a notice has to go out to cities and towns stating that a public hearing has to be held on the specifics of the appropriation and when will the exact number be known for inclusion in the notice? Rep. Sytek said she is specifically looking for the figures from the Manchester Airport Proposal. It was decided that in the spirit of mutual cooperation both the Commissioners and the Delegation would call for a supplemental appropriation meeting. Rep. Sytek asked about whether the insurance shortfall would need to be included in the appropriation and Comm. Henderson said a definitive answer could be given in five working days, but that it is consistent with the Commissioners resolve that there not be a supplemental appropriation. Comm. Walker said another question was to find out from the courts how soon an answer would come on the Seabrook case because that money was put into a special account by a vote of the Delegation and once that case is resolved in the county's favor, that money would be available but would need a vote of the Delegation to release that money. Comm. Henderson asked if the juggling of money with reference to the reduction proposals had to be okayed by the Delegation and Rep. Sytek said the Executive Committee could do that. Theresa Young said the changes would have to be done before September 1, 1993 and that some line items would be overextended by over \$1,000 which cannot wait until September 30, 1993.

There being no further business to come before the regular weekly meeting, Commissioner Barka made a motion to adjourn the meeting, seconded by Commissioner Henderson. Meeting was adjourned at 2:40 PM.

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August 3, 1993
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Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
August 10, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance; Patricia Kelley, Treasurer; Captain Charron, Department of Corrections; Theresa Young, Fiscal Officer; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Denise Breidegam of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; John Hart of The Union Leader; Dan Hackett of the Rockingham County Newspapers; Representative Donna Sytek; Representative David Welch.

The meeting began at 1:00 PM with the Commissioners reviewing the Minutes of the August 3, 1993 meeting of the Board of Rockingham County Commissioners. A motion was then made by Commissioner Walker, seconded by Commissioner Henderson, to approve the Minutes of August 3, 1993 as presented.

Commissioner Walker spoke about the recent purchase of air conditioners for the day room in the nursing home which were bought to provide a level of comfort for the residents during the heat wave this summer. Comm. Walker said price quotes were sought, but there was no time to waive the bid and at this time Commissioner Walker moved to waive the bid for the purchase of the air conditioners, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. Comm. Henderson added that the decision to buy the air conditioners was for emergency health related reasons at the request of the Assistant Director of Nursing.

Comm. Henderson presented the Commissioners' proposal regarding the 2.5% reduction and distributed a sheet from the Fiscal Officer on each department's share of the reduction in their budget. Comm. Henderson reports that the Commissioners took the recommendations of the department heads except for a few adjustments in order to provide equitable distribution. Comm. Henderson added that the Commissioners had identified several lines that were proposed and were cost "deferment" rather than cost "cutting" and the Commissioners declined to defer that spending for next year. Comm. Henderson said that the

Commissioners would be providing the Delegation leadership with a line by line report which indicates how the savings were realized. Comm. Barka said that some people might suggest that there was a lot of fat in the budget, but in this case it was not so, and a lot of these items that were cut will be back in the budget for next year. Comm. Walker said she does not consider any of the budget items to be "fat" and there was sacrificial giving in many places and everyone cooperated with the same goal in mind, but the department heads will have to look very closely at their operations in order to sustain these cuts. Comm. Walker added that the Commissioners appreciated the sacrifice and diligence that the departments exhibited and there have been some positive results in that looking at cost savings has forced the Commissioners to look at every aspect of the budgets for cost savings which were helpful in this situation and will be helpful in future budget preparations. Commissioner Barka said all the departments deserve credit for the job they have done.

Ernie Woodside asked the Commissioners if the flexible hiring freeze that was instituted would be lifted? Ernie needs to have the Commissioners approval to hire those people who were contained within his budget. Comm. Walker said her interpretation of the freeze on hiring was that once the deficit was taken care of, the hiring process could continue for those already in budgets. Comm. Henderson agreed and noted that some of the savings were from keeping vacant positions open and reducing the hours of some positions. Comm. Henderson said the Commissioners have accomplished their objective and he hopes every department continues to use restraint as their are additional issues that will be looked at in the 1994 budget.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane was in attendance but had no report to make, but asked if the Commissioners could set a date for reviewing grant proposals. Comm. Henderson talked about setting up a meeting before the grant date to review issues related to the process of the grant cycle since there has been a substantial increase in the appropriations. The Commissioners would agree that the date should be in late September or early October and that it should be done as soon as possible to give people ample opportunity to apply.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Treasurer Kelley and Mike Morin, Assistant Treasurer, were present at the meeting but had no report to present.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter has no report to make but spoke about the Commissioners' views on the cuts made in the budgets. Sheriff Vetter hopes that the legislative delegation does not get the wrong idea that there was too much money in the budgets to start with because he knows all the departments are suffering. He adds that it showed that if everyone works as a team a lot can be accomplished and he thanks the Commissioners for their support in the past and hopefully in the future.

Comm. Walker asked the Sheriff if the Commissioners could meet with him and Mr. Testa regarding the Manchester Airport Proposal. She states that a lot of the issues that came up as the Commissioners reviewed the proposal were things that would be included in a contract. Comm. Walker wants to make sure that the concerns of the Commissioners are included within the contract. Sheriff Vetter replied that he has asked for a draft copy of the contract which he has not received yet. He reports that there will be two contract; one for the remainder of 1993 and the other will be for January 1, 1994 for three and a half years. Comm. Barka said the meeting should include the Chairman of the Delegation and the Chairman of the Executive Committee. Sheriff Vetter agreed and that when he receives the draft copy of the contract, he will let the Commissioners know and a meeting can be set up. Comm. Henderson asked who the second lowest bidder was for the airport and Sheriff Vetter replied, Hillsboro County. Sheriff Vetter also stated that he has heard that if the Delegation does not approve of this it will be awarded to Hillsboro. Comm. Henderson said he heard that Hillsboro already has the mechanism in place to receive the contract. Comm. Barka said it appears that the Sheriff will have a lot of work to do with the Delegation. Sheriff Vetter agreed but said that he has not done anything yet because he is waiting for the draft of the contract and that a lot of delegates in the Executive Committee who voted against it because they had no background information that they could review and vote on.

Rep. Sytek stated that there are briefings and tours that the Delegation has scheduled at 9:00 AM and 11:00 AM on August 17 and August 24, 1993 at the airport. Rep. Welch said the Executive Committee voted on whether the Sheriff should be involved in the airport proposal not whether they accepted it and that it was basically a vote of confidence. Rep. Sytek said the Executive Committee will vote again on this issue before the meeting with the Full Delegation on August 26, 1993. Comm. Walker stated that the Commissioners had also voted on the "concept" on the project, not on the final contract.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reports that at last week's meeting, Mike Alden brought up the issue of waiving the CTO (Comprehensive Time Off) 28-day period and she is asking the Commissioners if that waiver could be done as she is also running into the issue of CTO, as well. Comm. Henderson asked if this was a positive thing if the waiver was granted? Theresa said it would be in her area because the help is needed now and there will be lulls when comp. time can be taken at a later date. Comm. Henderson stated that this was one of the areas that departments had come up with as a cost savings. Sheriff Vetter said that according to Garcia unless there was mutual agreement, the 28-day period could be waived. Sheriff Vetter reports that he has a lot of problems if the 28-day period is not waived and it would be helpful to have it waived. Commissioner Walker moved to waive the 28-day period for Comp. time to extend for the remainder of the year and authorize the OA to monitor the accumulation of comp. time to see that it was not abused, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Theresa asks where the accounting will take place for the Water Treatment Plant, the nursing home or the maintenance budgets. Comm. Henderson asked for her recommendation. Theresa responded that the money is already set up in the nursing home budget, but she is not sure that is the proper place to do it because maintenance is not the nursing home. Theresa stated that part of it will come from bond money and is set up in the nursing home's bond account. Comm. Walker said less than half was bond money. Bill responded to this issue by saying that he was unaware that it was not all bond money and that his concern is based on the situation with the Wastewater Treatment Plant with regard to the necessary records kept for the cost report. He wants to make sure the records are complete so that there will be reimbursement on it. The Commissioners decided that Theresa, Bill, and Ernie Woodside would get together to discuss this.

Comm. Henderson commended Theresa on the report she prepared for the 2.5% reduction distribution.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reports that construction for the Water Treatment Plant has started with the topsoil being removed currently and he asked the Board about a date for construction meetings for the plant? It was agreed among the Commissioners that they would have construction meetings on Tuesday mornings from 10:00 AM-12:00 PM in the conference room at the Maintenance Department.

Ernie reports that on Monday the slaughterhouse reopened with USDA approval and that the slaughterhouse had conformed to all guidelines, rules and regulations, including the certificate of insurance. Ernie hoped that the newspapers would report on this as favorably as they had previously reported negatively. Comm. Henderson said that it was the consensus of the Board that because the lingering areas of deficiencies in the facility helped to delay the opening of the slaughterhouse that the rent for July would be waived. Bill Sturtevant asked if he could start the process for purchasing beef from the slaughterhouse and the Commissioners authorized Bill Sturtevant to do so.

Ernie reports that this department has instituted voluntary furloughs as a cost saving measure and revolves around his discretion.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill Sturtevant reports that the census is 298 with an admissions today. There are 71 clients in the Adult Day Care and 40 children in the Day Care.

Bill presented the nursing home and construction operating statements for July to the Commissioners. Bill requests a Non-Public session to discuss an application for admission. Bill requests that Construction Meetings be set up for the nursing home landscaping and other issues not involving Stable Construction. Bill reminds the Board about the E.F.F.O.R.T.S. Smorgasbord on August 19, 1993 and the Ribbon Cutting Ceremony on August 22, 1993.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy reminded the Board that the insurance proposals will take place on August 12, 1993 at 9:30 AM. Companies making presentations are: Matthew Thornton, Blue Cross, Health Source and Preferred Choice (EBPA).

Roy reports that he has re-drafted the letter regarding the amendment for retirees insurance that was presented to the Board at last week's meeting to show a signature line for EBPA. Comm. Walker explained to the other Commissioners that she had reviewed the material and had asked Roy to include a line for EBPA's signature of agreement.

Roy reports that Mr. Hout from Insurance Exchange has expressed a willingness to meet with the Commissioners to discuss his company and the insurance they currently provide. Comm. Walker

said the Board has requested that she take on this project and she will discuss appropriate dates with Roy.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Captain Charron

Captain Charron presented the Department of Corrections report in the absence of Superintendent Donovan who was on vacation.

Captain Charron reports that the count is 192 with 179 males and 13 females and 11 federal prisoners. Comm. Henderson asked if Captain Charron had a breakdown on the sentences. Capt. Charron said it was probably 60-40. Comm. Barka asked if the summer would bring more prisoners? Capt. Charron replied that he thought so with the trend reflecting 1989. Comm. Barka asked Captain Charron if he had a comment about the recent newspaper article which reported on the cutting of muffins for the inmates as a cost savings measure? Capt. Charron responded that he would reply honestly and that this had the potential to create a riot and that something that was humorous and noteworthy for the public could create serious problems within the Correction's blocks. Capt. Charron said that you can laugh about muffins, but what more are the inmates going to do and where will they be put if they create more disturbance? Capt. Charron reports that the blocks were very tight last week. Comm. Barka said he agreed with Capt. Charron and that's why he asked about it. Capt. Charron showed the Board a copy of a newspaper article that was in the Enquirer about a recent incident regarding a Rockingham County prisoner.

Capt. Charron said that Pat Donovan had asked him to remind the Commissioners about her motion to look at an insurance issue. Comm. Walker responded that the Commissioners had already looked into this.

Steve Haberman from the Portsmouth Herald asked the Commissioners if there was any plan to pay back a \$150,000, 1992 loan from the Workman's Comp. fund and were they required to pay this back within a specific time frame? Comm. Henderson replied that there are no current plans to pay that loan back and that, to his knowledge, there was no specific time frame. Steve asked if the Commissioners had any discussions with County Attorney Carleton Eldredge about his share in the 2.5% reductions? Comm. Henderson replied that all departments were given an opportunity to develop and provide proposals on the 2.5% reduction and Mr. Eldredge had ample opportunity to do so, but did not. Consistent with the Commissioners' original recommendation and intent, the Board had analyzed his budget and recommended a reduction on specific

line items that helped the Commissioners realize their goal, both the dollar goal and shared sacrifice. Steve asked if, without Carleton's involvement, he could overspend his budget? Comm. Henderson said there are at least two restraints on that scenario. Steve said that the Commissioners, then, could make that choice without him? Comm. Henderson responded that the Delegation was the appropriating authority. Steve then asked about the Incentive Proposal that Treasurer Kelley had submitted. Comm. Walker replied that the Board had agreed to institute an Incentive Proposal with the Commissioners creating the guidelines and rules and regulations which they are in the process of doing.

Commissioner Walker announced that she would like to donate a 7-ft. cactus to the nursing home atrium provided the county can find a method of transportation from her house.

There being no further business to come before the regular Commissioners' meeting, Commissioner Walker moved to go into Non-Public Session under RSA 91A:3 II (c), seconded by Commissioner Henderson at 1:50PM and so voted on a roll call vote.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosure: 2.5% Spending Reduction Disbursement

MINUTES
NON-PUBLIC SESSION
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
August 10, 1993

As per RSA 91-A:3 II (c), the Board of Rockingham County Commissioners then went into Non-Public Session at 1:50 PM, per the motion made by Commissioner Walker, seconded by Commissioner Henderson, and so voted unanimously in the affirmative on a roll call vote. The following were in attendance: Commissioners Barka, Walker and Henderson and Bill Sturtevant.

The Board considered an applicant for admission to the Rockingham County Nursing Home. The outstanding issue was county of residence. Based on the circumstances presented, Commissioner Walker moved to waive the residency requirements, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

The Board was informed that an employee in the Rockingham County Nursing Home who had been the object of numerous disciplinary measures was terminated. No Board action was taken.

There being no further business to come before the Non-Public Session, a motion to adjourn was made by Commissioner Henderson, seconded by Commissioner Walker, and so voted unanimously in the affirmative at 2:10 PM on a roll call vote.

Submitted and Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
August 17, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Bill Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Ernest Woodside, Director of Maintenance; Mike Morin, Assistant Treasurer; Pat Donovan, Superintendent of the Department of Corrections; Theresa Young, Fiscal Officer; Diane Gill, Director of Human Services; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Denise Breidegam of Foster's Daily Democrat; Steve Haberman of the Portsmouth Herald; John Hart of the Union Leader; Representatives Donna Sytek and David Welch.

The meeting began at 1:50 PM. It was noted for the record that the Minutes of the August 10, 1993 meeting were available, but had not been reviewed and signed by the Clerk of the Board of Commissioners.

On behalf of the Board, Commissioner Henderson publicly responded to a recent newspaper editorial in the Portsmouth Herald entitled, "County Officials Blind to the Many Warning Signs." Comm. Henderson stated that he believes there is a substantial misconception being made in the aforementioned editorial. One misconception, he stated, is perception and the other is context. Comm. Henderson quoted lines from the editorial which stated that the shortfall of health insurance and recent county slaughterhouse incidents were evidence of improper vision, supervision, management, etc. Comm. Henderson said that in his judgement the way those two incidents had been handled were evidence of just the opposite of what the editorial claimed. He stated that although the two issues are dissimilar, the actions taken by the current Board of Commissioners in both cases were alike and demonstrates how this Board handles problems and situations when they arise. He adds that in both cases the problem was properly identified by county personnel who promptly notified the appropriate authorities and the Board of Commissioners took immediate action to remedy the situations.

He reported that an employee of the nursing home reported the recent meat contamination to the Nursing Home Administrator, Bill Sturtevant, and that the Commissioners and the USDA had been notified and that the USDA had brought in investigators and reviewed the situation whereupon the Commissioners took remedial

steps. He reported that the shortfall in the insurance was noticed by the Fiscal Officer who reported her findings to the Personnel Manager and the County Commissioners. The County Commissioners responded by announcing their intention to reduce county budgets by 2.5%, rather than a tax increase, at the mid-year point which enabled them to take effective, corrective action. The Commissioners had also instituted a Health Committee who have spent a great deal of time in research and have met with top four providers of health insurance in order to ensure that this year's problem is solved in next year's budget.

Comm. Henderson then expanded upon the core issue, the inmate lounge that was recently found on the County Farm. Comm. Henderson said the article suggested that there is a broad, widespread absence of authority as evidenced by an altercation in the nursing home and an incident involving intoxicated inmates. Comm. Henderson states that although both of those situations are true, neither one is evidence of a widespread problem. The incident regarding the intoxicated inmate involved the inmate striking a correctional officer and that is a serious offense, but the nursing home staff was notified and they eliminated every potential source of alcohol, and notified the Commissioners of the problem and the solution. The incident involving the striking of the correctional officer is not a frequent one and he has not found evidence that this has happened before. Comm. Henderson did some investigation of his own and asked Pat Donovan, Bob Kidder, Ernie Woodside, Wayne Vetter, and Bill Sturtevant what they thought about the adequacy of supervision of county inmates working on the county complex, what standards they used for supervision, and what alternatives they used if they felt the supervision was inadequate. Comm. Henderson stated that it is the Board's belief that the standards for supervision of county inmates is generally adequate and the incidents are relatively infrequent because there is adequate departmental standards and supervision. He adds that when there are problems, and there will be problems, the Commissioners will address them.

Comm. Henderson spoke about the incident of break-ins in the impound area and said that the Board cannot anticipate every type of possible misdeed or mishap and that all they can do is investigate the incidents as they arise and when there is reason to act to resolve the short term problem and prevent reoccurrence.

Comm. Henderson said there are thirty inmates who work around the county complex, nine work for maintenance and the balance work in areas within the nursing home. There are, he adds, twenty-five inmates who work around the jail. He states that the Board estimates that the inmates working around the complex, not the

jail, provide about \$500,000 worth of labor to the county and eliminating this form of labor is a serious consideration because there is a substantial cost factor. Further, he adds, the work is a positive factor for the inmates who might potentially be disruptive if left in the jail all day.

In summary, Comm. Henderson said that he believes that while county government is fortunate to get a lot of media attention he thinks this is part of doing the public's work in the public's eye, but when editorials are factually inaccurate wholly or in part, it is appropriate to also bring that to the public's attention.

Comm. Barka spoke about another article which had referred to a farm employee as being a former inmate. Comm. Barka said the employee was not a felon and that his crime was related to a motor vehicle offense. Comm. Henderson reported that the employee was recommended by the farmer and that the Board had met with this individual and had agreed to let him stay on at the farm as a county employee. He states that this person made an impassioned plea for employment, he was experienced, he came well recommended and Comm. Henderson supported his hiring. Comm. Henderson said that now there is evidence to suggest that the hiring may not have been a good idea, based on the situation at the impound area, and apparently if the correction's department had been aware of this hire, they would have recommended otherwise. Comm. Henderson admits that this hiring was a bad decision and if it turns out that this person is implicated in the impound area it is an example of good intentions gone bad.

Comm. Walker spoke about using the inmates for labor and pointed out that just because there are occasional incidents it is not sufficient evidence to eliminate the whole program because eliminating the inmates from working would create additional problems within the correctional facility. Comm. Barka said that there are bound to be problems with inmates because they are not "choirboys" but county departmental heads have been known to handle those incidents immediately. Comm. Barka adds that county government still works and that the county has the lowest tax rate in the state which he, personally, is very proud of and he thinks the Delegation should be proud of it also.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Diane Gill was in attendance but had no report to make. She asked the Board if they had set a date for grant applications yet? Upon discussion the Board decided to set the grant date for Thursday, October 14, 1993. Diane asked if the Board wanted to meet before that date to review the grant process as had been

suggested at an earlier Commissioner meeting and Comm. Barka responded, yes, but a date was not given at this time.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa reminded the Board that Mary Ashcroft would be meeting with the Board on Monday at 9:15 AM to discuss workmen's comp. She asked the Board when they could meet with Jude Gates to discuss building allocations? The Board told Theresa they will meet with Jude Gates on Friday, August 20, 1993, between 9:00 AM and 11:00 AM.

Theresa reports that the Policy for Returned Checks is in the process of being reviewed and can be discussed at the next Commissioners meeting.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mike Morin, Assistant Treasurer, was in attendance for Treasurer Kelley and had no report to make.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter responded to the Portsmouth Herald editorial by stating that he thinks it is unfortunate that something like this is written because of lack of supervision in one department. Sheriff Vetter said that when something happens he is normally called to investigate and though there is an obvious problem with supervision occurring on the County Farm, there is not "rampant" problems occurring within the county complex. Sheriff Vetter stated that he had provided the Commissioners with the final report on the incident at the County Farm.

Comm. Walker responded to the Sheriff's statement within his report that states the inmates on the farm are not properly supervised. Comm. Walker said that is a broad statement. Sheriff Vetter replied that he had done some further investigation and had been told that the farmer has dropped the inmates off at the Ladd Farm and then gone to Concord leaving them there alone and, in his opinion, that is not proper supervision. Comm. Walker said that in all areas of the county complex there are time when inmates are not in the sight of county employees. She adds that consideration must be given to the sheer logistics of farm acreage and the number of farm employees (four out of seven days there is only one employee on the farm) and that there is no way that one person can be in two places at the same time. It is true, she says, that the farmer takes the inmates down to the Ladd Farm, assigns them a task and checks on them at a later time but that the farmer maintains they

were never unsupervised for more than one hour at a time. The Sheriff said he was asked to investigate and report back to the Commissioners and that he looked into the break-in at the impound area and although the exact person or persons has not been found, he did find that some of the items that were stolen from vehicles in the impound area were found hidden underneath cushions at the piggery. He adds that the farmer admitted that he was aware they were there and said they were there for a year. Sheriff Vetter said they could not have been there for a year because the vehicle was not broken into until late June or July. The Sheriff said that the farmer also stated that things were not hidden, but stored, and that he allowed an inmate to put up an antennae on the roof for a TV and brought his own TV from home so that the inmates could watch TV. The farmer also allowed the inmates to go over to a junkpile behind maintenance and take out old weights that had been junked when the jail received new weights and put them in at the piggery as a weight room, he adds. Sheriff Vetter said that he does not think these are examples of good management supervision. Comm. Walker replied that there may be irregularities in some areas of the farm, but to say that the whole farm operation is improperly supervised is not fair. Sheriff Vetter said he is only giving the Board his opinion and that if other department heads had seen inmates doing something improper they would be returned back to the jail. The Sheriff adds that it is unfortunate that Mr. Kidder chose to be friendly with the inmates and that he lacks proper management skills for supervising this type of labor. He adds that inmates must be supervised; they are supervised in the jail but once they leave it is the responsibility of the department head. He states that other department heads appear to be able to properly supervise the inmates, but that Mr. Kidder and Mr. Dill, his helper, cannot. He adds that the inmates are transported to the Ladd Farm by a county vehicle as they are not allowed to walk on the road and how could forty tapes be brought to the piggery without being noticed by the driver? The Sheriff said there is an inmate up at the state prison who might shed some light on this incident, but as far as he is concerned the investigation is completed, some of the stolen property was returned and that is it. Sheriff Vetter stated that if inmates are used at the farm they need proper supervision and Pat Donovan would have to provide extra correctional officers to supervise them. Comm. Barka said that it would not be cost effective then if further personnel was needed. Comm. Walker stated that her concern was the blanket statement that supervision was poor at the farm when examples of incidents at the nursing home have been presented here today and there was no blanket statement of poor supervision at the nursing home. Bill Sturtevant spoke with regard to Comm. Walker's statement and said that the incident in the dining room was the first incident in twelve years were two inmates had a

fight. It was taken care of immediately and he feels they were properly supervised. Bill adds that the issue of the intoxicated inmate involved wine which had been stored in a refrigerator in the conference room for ten years. The room, Bill stated, was always locked and the inmates had no knowledge that the wine was there. However, he says, there were inmates working in the corridor the day of the Executive meeting and from his understanding a state representative made a "scene" and placed the wine on the conference table. Bill states that if you put temptation in their way, the inmates will find a way to get it. Comm. Walker responded that she was not accusing Mr. Sturtevant of anything and was only using the nursing home as an example to prove her point. Comm. Henderson said the issue of supervision does not just mean visual identification. The issue, he says, is does the Board condone maintaining a remote farm building with a color TV, stereo, refrigerator, weight room, couch, chairs, and pornography on the tables and walls. Comm. Henderson said that he hopes he speaks for the Board when he says we do not condone this and it is a fact that the Farm Manager and Assistant Farm Manager were aware of all of these things. Comm. Henderson said that when he says inadequate supervision he does not just mean they don't have their eyes on them, but that they made bad management decisions by maintaining this "clubhouse" for the use of inmates. The bottom line, he states, is that these inmates had access to a variety of creature comforts that are not available to them or others at the jail and this is inappropriate. Comm. Walker said she is sure that everyone remembered the newspaper articles last year about the farm. All the press people went in the clubhouse, she said, saw the surroundings, the refrigerator, coffeepot and sofa, and it has been a long standing custom for the morning coffee breaks to be taken in the piggery instead of the nursing home. Comm. Henderson said he wants to see steps taken to see that all of the articles in the piggery that led to this misuse be removed, that there be improved supervision over the farm crews, and that the farm personnel be informed that the Commissioners do not feel that maintaining this kind of building is adequate supervision. Comm. Walker said her point is that she wants the Farm Manager treated the same way as every other department head and given the same courtesy. Sheriff Vetter responded that the farmer should be given the same courtesy but he should be criticized when he's wrong and it is the Sheriff's opinion that he's wrong.

Pat Donovan said that there have been problems with the farm supervision in the past and the problem is that the jail is not notified of any problems at the farm. Pat said she was not notified about these problems and first heard of it in the newspapers. She adds that the Sheriff did not communicate any of this with her. The Sheriff responded that he would not have

known about this if he hadn't gone there to look for the missing tapes. Pat responded that when there are problems with inmates who are working in other county departments, the jail is notified and it is taken care of, with proper procedures followed. As it stands, she states, she cannot do anything about this if she is not aware of it.

Comm. Walker repeated that she feels it is unfair for the farmer to be talked about in the newspapers instead of the Commissioners calling him in and talking with him as would be done with any other department head.

Sheriff Vetter reported that unless additional information is received from a state inmate there will not be any charges brought forward. Comm. Barka said the press should be aware that as of today, there is no evidence of anybody's wrongdoing. Comm. Henderson clarified that there is not sufficient evidence to bring charges.

Comm. Walker stated that in order to ensure that this clubhouse and others are not accessible to anyone, she moves that the Commissioners ask Ernie Woodside and Bob Kidder to inventory all unused buildings, make sure they are secure and take whatever steps are necessary to secure them. These buildings should have the pipes drained to prevent damage in the winter.

Pat Donovan said the buildings can be secured but she has a problem with a former inmate being hired to supervise other inmates. Comm. Walker said Pat needs to sit down with the Commissioners to discuss this. Comm. Walker states that Pat is the one who decides which inmates are allowed to work in the complex and she would look for guidance from Pat as to what type of supervision is needed. Comm. Henderson said that is another issue and that Pat's issue is that when an inmate is released from the jail, he/she is not allowed to visit anyone in that jail for six months and that hiring a former inmate to supervise other inmates is in violation of those standards and that if there is any other remedial action taken it should be taken shortly. Pat Donovan agreed with Comm. Henderson's statement. The Commissioners decided that, separate from this motion, they should sit down with Pat Donovan to further discuss this issue. The motion was seconded by Commissioner Henderson and he asked Comm. Walker if the intent of her motion was that inmates would no longer have routine unsupervised access to those buildings? Comm. Walker replied, absolutely, the buildings should be locked and used only by authorized personnel.

Ernie Woodside had a question about securing the hay barn which is open on both ends and used daily for the sale of hay or hay

storage. Comm. Walker said she does not think an open ended barn can be secured and she is talking about other buildings. Comm. Henderson said he assumed that the inventory and securing would start with the Ladd Farm which started this in the first place. Comm. Walker said there were two buildings used for pork and when the pork was phased out they are now empty and need the pipes drained and she sees no reason why they should be left open. Ernie said that Comm. Walker is correct in saying that they are no longer being used but they both have a definite strong odor as a result of their previous use as a piggery and the doors and windows have been opened to ventilate the building. Ernie is not sure it's advisable to close these buildings up until they have been properly ventilated. Comm. Walker modified her motion to state that Ernie is to provide an inventory and a report as to how and when these buildings should be closed and secured. Comm. Henderson seconded the modified motion and it was voted on unanimously in the affirmative.

Pat Donovan asked Sheriff Vetter to clarify, for the press, that one of the Sheriff's deputies caught two inmates trying to break into the radio van two weeks ago. Sheriff Vetter replied that there were two inmates working on the maintenance crew who were trying to get into the back of the door by the radio shop and one of his deputies was putting gas in his car and caught them. Sheriff Vetter said the deputy mentioned it to the Sheriff last Thursday because there was also a boat stolen and a newspaper article misleadingly stated that the inmates stole the boat. To the best of the Sheriff's knowledge the incident was reported and the inmate was returned to the jail. Pat said she was on vacation last week and that Capt. Charron was taking her place and that she knew that Capt. Charron was unaware of this because he had not left her a report on it. Sheriff Vetter said the Deputy should have reported the incident to the Sheriff immediately and that inmate would have been taken back to jail, but that wasn't done. The Sheriff said his deputy is as much at fault for not reporting it immediately. Pat asked the Sheriff if the inmates were trying to break in or were they looking? The Sheriff said he didn't know, the Deputy has said "break in" but he is unsure.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Ernie reminded the Board that he will be on vacation next week. The Board decided that the construction meeting will be postponed until he gets back from vacation. Ernie reports that the first construction meeting for the water treatment plant was held today and that construction is going well.

Ernie presented copies of letters for the Commissioners to sign

which thanked the bidders for bidding on the water treatment plant.

Ernie requested a bid waiver for stair treads made by Stair Master. The stair treads are for the stairs that go from the lower parking lot to the top parking lot and the main entrance of the House of Corrections. He reports that they are in bad disrepair and are deteriorating rapidly. There have been reports of injuries on these stairs and the Maintenance department has tried many different processes in an attempt to repair them, but he has found that the sample unit he had bought which was a Stair Master corrected the problem. He reports that the work would be done in-house and Stair Master is a trademark name and there are no alternatives for this product. The cost for this product is \$2,356.52 and the money would come from the Capital Fund, Type C Account. Ernie requests that the Board consider this waiver as a safety issue.

Comm.'s Walker and Henderson were not comfortable with waiving the bid. Comm. Walker asked why it couldn't be put to bid. Ernie responded that he did a quote sheet with four or five companies and found one with the lowest price. Comm. Walker said that getting quotes is not competitive bidding. Comm. Walker said she has a problem with getting quotes over a telephone and that often the pricing is different when a bid is requested. Ernie said that he has documentation to back up the prices he received. Pat Donovan spoke to the real need to repair these stairs. Comm. Henderson asked if it was an emergency? Pat replied that she thinks it is, that people have twisted their ankles using the stairs, they are chipped and broken, children have tripped on them and that it is an emergency liability issue. Comm. Henderson asked the time frame for putting it out to bid? Ernie responded about 30 days and that he understands the Board's wishes on putting things out to bid, but that he has done the necessary research to verify the pricing and if he could buy it directly from Stair Master, he would. Comm. Henderson said he is concerned with the safety issue and would vote no on this if it were not for that. Comm. Walker asked how long it has been a problem? Ernie replied four or five months and that is only because he has been trying to correct the problem with three different products at the least cost to the county before he had to come to the Board. Ernie states the problem is not one that can be corrected at this time without purchasing this product. Comm. Walker said she has a problem with Ernie reporting this now for the Board's action when the issue has existed for four or five months without the Board's knowledge. Comm. Henderson shares Comm. Walker's concern but he is persuaded by the knowledge that the time was spent not in delay, but in trying to remedy the situation with less costly alternatives. Ernie states

that he tries to do the best he can for his department and the county and that if he has to report every thing that he does to the Commissioners he will not be productive. Comm. Henderson moved to grant the bid waiver, seconded by Comm. Barker. The motion was voted on 2-1, with Comm. Walker opposed, and the motion failed for lack of unanimous vote.

REPORT FROM THE DIRECTOR OF THE ROCKINGHAM COUNTY NURSING HOME -
Mr. William Sturtevant

Bill reports that the census for today is 299 with one person in the hospital, 18 on the waiting list, 71 clients in the adult center and 39 children in the children's center.

Bill reminded the Board of the 10th annual Smorgasbord which is on Thursday, August 19, 1993 and Sunday, August 22, 1993 is the Open House for the nursing home construction. Bill asked the Board to set up a date for landscaping construction meetings and the Board chose to meet on Monday, August 23, 1993 at 11:00 AM.

Bids were opened for latex gloves and received from:

Pinnacle Gloves
Beautiful Rags
Central Paper Products
Atlantic Health Care Products

Comm. Walker moved to have Bill Sturtevant shop the bids and award it to the lowest bidder, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Roy stated that last week he left the amendment for the contract for retirees for the Commissioners' signature and he asked if they had it? The Commissioners said that it was signed and that they would check their offices for it.

Roy talked about the Insurance Exchange coming in for the Health Insurance Committee and discussing Requests for Proposals process. Roy said he thought that the Insurance Exchange had some good suggestions and that they could work with the Committee to help facilitate the paperwork. Comm. Walker said the Committee should meet as a Committee and come up with an understanding of what should be put into a proposal before an outside organization comes in. Roy said he thinks the Committee needs to meet with the Insurance Exchange because he doesn't think anyone in-house has the qualifications to set up the Request for Proposals. Comm. Henderson said he thought Roy's

idea was a good one because it's easier to rewrite the proposal and that the Committee has an idea of what they want but no one has the experience in this area and the Insurance Exchange can provide the proper language that can be used as a foundation to work with and it could be changed later. Comm. Walker said that the Commissioners have done many RFP's and she would rather see the Committee agree on what should be contained within the proposal first, look at the existing RFP's and modify them accordingly. Roy said he did not think there was an existing RFP on insurance and this is a major decision and the Committee should be sure there are no mistakes. Theresa Young asked if the Committee really knew what they wanted included in the proposal and did the Insurance Exchange know that the Committee had no idea about what deductibles to ask for and did the Insurance Exchange know that the Committee may still be deciding on these issues? Roy responded that the Insurance Exchange wanted to meet with the Commissioners to explain how they see the process working and then there would have to be a meeting to explain the process to the group. Comm. Henderson suggested that the Committee meet and then have the Insurance Exchange come after the meeting for their discussion. The Board decided that the Insurance Exchange would come in at 10:00 AM on Thursday, August 19, 1993 to talk with the Health Committee.

REPORT FROM THE SUPERINTENDENT OF THE DEPARTMENT OF CORRECTIONS -
Mrs. Pat Donovan

Pat reports that the total count is 206 with 118/Pre-Trial and 88/Sentenced with 11/Federal prisoners. Comm. Henderson said the count is up and does Pat see an increase across the board or in specific areas? Pat responded that it is a gradual increase in all categories.

Pat said that a motion had been made about securing farm buildings and she wanted to know if the petting barn would be secured so that the inmates would not have access to it. Comm. Walker said that was one of the issues that needed to be addressed. Another issue to be considered, Comm. Walker said, is that if the farm is phased out is it profitable to keep that barn open?

Comm. Walker moved that the Board of Commissioners have their construction meetings at 10:00 AM on Tuesday mornings and that they recess until the regular Commissioners' meeting at 1:00 PM, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Commissioner Walker also said that Ernie Woodside had notified the Commissioners that he would be overspending three line items,

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Roy Morrisette had one line item he would overexpend, Pat Donovan had one line item that would be overspent and she moved that the Commissioners needed to notify the Executive Board and ask for approval to overspend, seconded by Commissioner Henderson, and voted on unanimously in the affirmative.

There being no further business to come before the regular weekly meeting, Commissioner Walker made a motion to adjourn the meeting, seconded by Commissioner Henderson, and voted on unanimously in the affirmative. The meeting was adjourned at 3:30 PM.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant
to the Rockingham County Commissioners

Approved by:



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
 Delegation Conference Room
 Mitchell II
 Rockingham County Nursing Home
 Brentwood, New Hampshire
 August 24, 1993

A meeting of the Board of Rockingham County Commissioners was held on this date, August 24, 1993, in the Delegation Conference Room, Mitchell II, of the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were: Commissioners Barka and Walker; Jude Gates, Administrative Assistant/Maintenance Department; William Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; and Charles Minutelli from Midway Oil Company.

The meeting began at 10:10 AM and the purpose of the meeting was to open fuel bids and bids for reuseable underpads.

Fuel bids were received from:

- Bulk Oil
- Proulx Oil Service
- H&H Oil Company
- Buxton Oil
- C.H. Sprague & Sons
- Midway Oil
- MacDuffie Petroleum/Coastal
- Difeo Oil Co., Inc.

Commissioner Walker moved that the Director of Maintenance, Ernie Woodside, shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

Reuseable Underpads bids were received from:

Best Manufacturing/N.E. Company(\$4,679.50)....	\$ 66.85/Dozen
Boston Trade International	\$ 61.10/Dozen
Star Silk Woolens(\$4,630.50)....	\$ 66.15/Dozen
Victor Rome Company(\$5,232.50)....	\$ 74.75/Dozen
Boston Textile(\$4,788.00)....	\$ 68.40/Dozen
Textile Sales	No Bid
Signature Sales(\$4,483.50)....	\$ 64.05/Dozen
Totalmed Company	\$ 74.35/Dozen
Walter Mayer Company	\$ 59.70/Dozen
Star Linen(\$4,255.30)....	\$ 60.79/Dozen

Commissioner Walker moved that Bill Sturtevant shop the bids and report back to the Commissioners, seconded by Comm. Barka and voted on unanimously in the affirmative.

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Commissioner Walker moved to adjourn, seconded by Commissioner Barka and voted on unanimously in the affirmative. The meeting adjourned at 10:20 AM.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners

/pjt

Enclosures: Reuseable Underpads Bids

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
August 31, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Pat Donovan, Superintendent of the Department of Corrections, Representative David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:00 PM. Commissioner Walker moved to accept the minutes of August 10, 1993, August 17, 1993 and August 24, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mrs. Nancy Lang presented the report in the absence of Mr. Sturtevant. Nancy reports that the count for today is 299 with 70 clients in the Adult Day Care and 34 children in the Children's Center.

Upon Mrs. Lang's recommendation, Commissioner Walker moved to award the bid for reuseable underpads to the low bidder, Walter Mayer, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Diane reports that all of the numbers for the State Bill are up this month and that DCYF is higher than ever. Diane asked the Board if they had set a date yet for grant review and they responded that they had not. Comm. Henderson moved that Diane Gill check with Connie Archambeault to see if she is willing to attend another round of grant reviews, seconded by Comm. Walker and voted on unanimously in the affirmative.

Diane mentioned to the Board that the NH Job Training Council is starting a program on a Small Business Start-Up Training Program and distributed copies to each of the Commissioners and suggested they contact their local welfare department. The program

encourages unemployed or low income people to start their own businesses and will begin on October 25, 1993 and run for eight or nine months.

Comm. Barka asked Diane to go over the Breakdown of State Bill in each category. Diane report that there were 265 cases in Old Age Assistance for a cost of \$15,229.99; 656 cases in the Aid for the Permanent and Totally Disabled for a cost of \$63,837.50; 858 cases for Intermediate Nursing Care for a cost of \$594,709.94; 391 children in the DCYF for a total cost of \$176,965.54.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Theresa has no report to make today. Comm. Henderson reported that one of the options that the Insurance Committee had looked at to help prepare proposals for different carriers was the employing the services of a consultant/broker/agent. The Commissioners interviewed a number of consultants and received proposals. Comm. Henderson moved to accept the bid of the Sedgwick James Consulting Group with the condition that it not exceed \$5,000. Comm. Henderson said the fee will cover the county through the selection process for the carrier for '94, but their services will end around the first of 1994, at the conclusion of the health insurance carrier selection process. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Patricia Kelley

Mike Morin, Assistant Treasurer, was in attendance but had no report to make.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Ernie presented the Minutes of the first construction meeting to be officially included as part of the Commissioners Minutes. He reports that construction is going well and there are no major problems.

The Commissioners requested more time to review the Building Allocations that had been drawn up by Jude Gates, Administrative Assistant of the Maintenance Department and it will be placed on the agenda for the next Commissioners meeting.

Ernie spoke about the awarding of the fuel bids. He reports that the #2 Diesel, Gas, and #6 Oil have been reviewed and Ernie recommends that the #2 Diesel be awarded to Phoenix (Proulx Oil) pending Ernie's receipt of letters of reference from Phoenix. Ernie said that Phoenix was not familiar to him and there have been some bad experiences in the past with fuel companies. Ernie recommends that #6 Bulk Oil be awarded to Sprague and

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Gasoline be awarded to McDuffy. Comm. Walker moved to award the #6 Bulk Oil to Sprague and the Gasoline to McDuffy, and that the awarding of the bid for #2 Fuel will be postponed until Ernie Woodside has had a chance to check on their references, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Regarding a previous request from the Board, Mr. Woodside and Bob Kidder are evaluating the closing of farm buildings and will make a definite report on his findings at the next Commissioners meeting. He adds that on Wednesday, September 1, 1993, he will be locking up both piggery buildings including the 4-H area and the petting zoo area. He reports that, as of Wednesday, September 1, 1993, all of the access roads will be locked down to include the road to the Water Treatment Plant and the Fire School, to the piggery and to the wells.

Ernie presented the Board with binders containing the EPA laws regarding well heads and requests that there be a workshop on this material next week. He reports that the original radius of 400 feet for well head protection has been increased to 4,000 feet. Ernie adds there will be a need for a Public Hearing with the Board of Selectmen in Brentwood on this issue due to the fact that notification must be given to all abutters and Rep. Welch recommended that the State Representatives from this area be notified of that meeting

**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF
CORRECTIONS** - Pat Donovan

Pat reports that the count today is 204 with 124/Pre-Trial and 80/Sentenced and 4 Federal prisoners.

Commissioner Walker reports that she was asked by the Board to look at the option of putting all of the County's insurance needs out to bid. She reports that the Insurance Exchange has stated that if the County extends the current contract for a full year, they will provide the County with quotes from alternative companies and allow the Commissioners to review them and provide the final decision. Commissioner Walker moved to extend the contract with Insurance Exchange for another year and early next year to start looking at putting all of the County's insurance needs out to bid with the understanding that the Commissioners review the quotes provided by the Insurance Exchange, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Comm. Walker also reports that she has reviewed and analyzed the material given to her at a past Commissioners meeting regarding health insurance administrative costs for inmates and that the three Commissioners decided that a bid can be created using that material as a guideline for the County's bid.

Board of Rockingham County Commissioners
August 31, 1993
Page 4.

Commissioner Henderson moved to have the regular Commissioners meetings on every other Tuesday through October, 1993, seconded by Commissioner Walker and voted on unanimously in the affirmative.

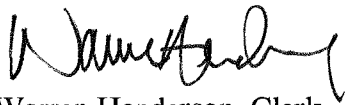
There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 2:30 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Human Services Monthly Report
NH Job Training Council Start Up Training Program
Construction Meeting Minutes - August 17, 1993

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
September 14, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Henderson moved to accept the minutes of August 31, 1993, seconded by Comm. Walker and voted on unanimously in the affirmative.

Ms. Pam Tessier informed those assembled that the date on the Agenda for this meeting was typed incorrectly and that it should state today's date, not September 21, 1993.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Mrs. Gill received the State Bill for the month of August and everything is still on target with no surprises and lower than July's. Upon questioning from Comm. Henderson, Mrs. Gill stated that this is consistent with previous year's trends.

REPORT FROM THE FISCAL OFFICER -Mrs. Theresa Young

Mrs. Young spoke in regard to two items on the Agenda under New Business. Mrs. Young states that the Standard Operating Procedures have been completed and accepted by the Commissioners and she asked the Commissioners if they were going to vote on the issue of Building Allocations. Comm. Walker moved to approve the Building Allocations, as currently submitted, with the option of doing additional research next year with regard to one particular category, seconded by Commissioner Henderson and voted on unanimously in the affirmative. Comm. Walker explained that she did not want to hold up the vote on the Building Allocations, but wanted an opportunity to revisit a certain category next year.

REPORT FROM THE SHERIFF OF ROCKINGHAM COUNTY- Wayne Vetter

The Sheriff presented the Board with a request to purchase equipment and other items for the start up of the Manchester Airport Unit and explained that if this is voted on that there be a stipulation to include a completed, signed contract. Sheriff Vetter reports that he is still awaiting the completion of the contract which is still in the hands of the lawyers. Comm. Barka questioned the purpose of this and the Sheriff responded that this will allow him to proceed immediately upon the signing of a contract, rather than having to wait until the contract is place before ordering what is needed. Upon questioning from Comm. Henderson the Sheriff assured the Board that there are some time issues involved with some items such as uniform purchases. Comm. Walker asked the Sheriff if he would let the City of Manchester know that there is an urgent need to have the contract completed because she is concerned with paying bills without a completed contract.

Sheriff Vetter had a check for \$8,569 from the City of Manchester for the private worker's compensation which he handed to the Fiscal Officer and he added that this check was issued before the completion of the contract which shows that the City has good intentions.

Comm. Barka asked the Sheriff why it was taking so long to complete the contract and the Sheriff responded that it is in the hands of the lawyers who are still working on small details within the contract. Comm. Walker asked the Sheriff if the current contracts he has could be extended to include the things he needs to purchase and the Sheriff responded that in some cases he has found new suppliers at a lower cost.

Comm. Walker moved to waive the bid for the equipment that is needed for the start up of the Manchester Airport which will not take effect until there is a signed contract and shall pertain to those purchases which are directly necessary to start up the Airport unit, seconded by Comm. Henderson, and voted on unanimously in the affirmative. Comm. Barka wished to go on record that he is voted yes reluctantly.

The Sheriff presented a bill from the State Surplus office for trailers which were recently purchased. The cost of getting the trailers to the County was split with the Office of Emergency Management and the Sheriff's department.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Mike Morin, Assistant Treasurer, stated that he has no report to make and that he extends apologies from Treasurer Kelley who was unable to attend today's meeting.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Mr. Ernest Woodside

Mr. Woodside presented the Board with Minutes of the last Water Treatment Plant meeting and a listing of the buildings and areas his department has secured as of this date.

Mr. Woodside referred to the last Commissioners' meeting with regard to the awarding of a fuel bid, pending a reference check. He reports that he has checked the references and requests that the Board award the bid for #2 bulk oil, #2 small drops on oil, and the diesel to Phoenix. Comm. Walker moved to award the bid as per the recommendation of Mr. Woodside, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Mr. Woodside reports that bids for stair master were received from:

McMaster Carr
Worcester Products
American Hotel and Register Company

Comm. Walker moved that Mr. Woodside be allowed to shop the bids and award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside stated that, as the Sheriff has previously indicated, the trailers are now on site. Because one of the trailers will be used as a Juvenile Detention Center, Mr. Woodside asked the Board to contact all interested parties for the pursuit of a grant to address the issue of hookups and connections for these trailers. Mr. Woodside said that Chief Parker had stated there would be grant money available. Comm. Henderson said the trailers would not be used for a Youth Detention Facility, but for the Youth Attendant Program which provides a temporary holding area for juveniles and added that the Chief has received information from the Board and had already applied for grant money. Mr. Woodside stated that his understanding was that Chief Parker had not applied for grant money and Comm. Henderson said he would contact the Chief to determine the status on this issue.

Mr. Woodside reported that the Department of Transportation has again canceled their meeting with the Board to discuss the Red Line (fire line) that goes across Route 101. Mr. Woodside requested that the Board and Rep. Welch assist him in getting the D.O.T. to provide a firm date to discuss this issue. Rep. Welch suggested that the Board go directly to Commissioner O'Leary and that they describe the Red Line and indicate that if this disrupts the link to the Exeter Fire Department, that the State will be held responsible.

Mr. Woodside presented a report on the inventory of the farm equipment and he gave one copy of a portfolio of pictures to the Board for their records. The Board stated that Mr. Woodside had done a good job on this and Comm. Henderson asked about the estimated costs to maintain the closed farm operation? Mr. Woodside responded that he would provide the Board with those figures next week. Comm. Walker stated she was unaware that the costs of maintaining the farm were part of the original motion to inventory the farm equipment. Comm. Henderson disagreed and said that the request was part of the original motion.

At this point in the meeting, Commissioner Henderson requested that all Department Heads who bring documentation to these meetings for the Commissioners also provide an extra copy for the record.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reports that the census today is 300 with 27 on the Waiting List. There are 70 clients in the Adult Day Care Center and 32 children in Children's Day Care.

Mr. Sturtevant presented the Application to Renew the License for the Nursing Home to the Chairman for signature. Comm. Walker moved to authorize the Chairman to sign the Renewal Application for the Board, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant presented bids to be opened. Bids for bulk cereals were received from:

Associated Grocers
Donahue Brothers
Jordans
Northcenter Food Service
Shaheen Brothers

Comm. Walker moved to have Mr. Sturtevant shop the bids and to award the bid to the low bidder, or the one deemed to be in the best interests of the County, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Bids for bread were received from:

Continental Baking Company
LePage Bakeries, Inc.

Board of Rockingham County Commissioners
September 14, 1993
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Bouyea Fassetts, Inc.
J.J Nissen Baking Company
Fantini Baking Company

Comm. Walker moved to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or the one deemed to be in the best interests of the County, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Bids for typewriters were received from:

Merrimack Valley Business Machines
Vertronics, Inc.
L&L Office Equipment
MacDurgin Associates
Officeland
Merrimack Business Machines, Inc.

Commissioner Walker moved to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or the one deemed to be in the best interests of the County, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant requested that the Commissioners set up a date to meet to clear up some outstanding construction items from the nursing home project. The Board decided to meet on Tuesday, September 21, 1993, at 9:00 AM.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Pat Donovan

Superintendent Donovan reports that the count for today is 189 with 106/Pre-Trial and 83/Sentenced and 1/Federal prisoner.

Comm. Walker presented copies of a report on Jail Meals which implements the recommendations to use bulk purchasing, reduce meal portions to match, but not exceed the portions served to County employees, eliminate muffins served during breaks, reduce the frequency of eggs to twice a week, and expand the jail menu to include ham, turkey and chicken salad. Comm. Walker states that doing this will reduce the cost per meal from \$3.73 to \$3.26 and will provide an approximate savings of \$11,146/month depending on the actual prison count and the costs of food. Comm. Walker states that this is a substantial savings and that next year the government commodities may not be available which may cost the county money. However, she adds, the savings should offset any increase that may occur in food. Comm. Walker stated that these recommendations will

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be retroactive as of August 1, 1993 and that this report was a cooperative effort between Mr. Sturtevant, Mrs. Andrzejewski, Mrs. Donovan, and the Dietary Department and that there will be continued effort to look at minimizing costs in other departments.

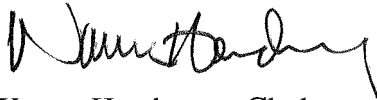
There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 2:30 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Sheriff's Department Request for Bid Waiver
Inventory of Farm Equipment
Bids: Bread/Cereal/Typewriters
Press Release - Jail Meals Savings
Report on Major Changes to Jail Meals

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
September 28, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Treasurer Patricia Kelley; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative's Donna Sytek and David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat; Mary Currier, Rockingham Conservation District.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Walker moved to accept the minutes of September 14, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Mrs. Gill presented her report on the State Bill and reported that everything is still on target although there are four Brattleboro placements right now which is costing over \$1,200/day. She also reports that the Mediation programs are busy.

Mrs. Gill stated that she has received six grant proposals so far and she is expecting three more by the end of the week. The deadline for proposals is October 4, 1993 and the Grant Meeting is on October 13, 1993. Mrs. Gill reports that she and Dawn Barnes have worked on criteria for rating the proposals which is attached to the report she presented to the Commissioners. It is her intention to attach the criteria to each packet mailed out so that people will have an opportunity to read the proposals and their merits. Mrs. Gill has been scheduling appointments which are filled up to 2:00 PM so far. Mrs. Gill asked the Commissioners to review the criteria and present any changes to her by Monday, October 4, 1993.

REPORT FROM THE TREASURER - Patricia Kelley

Treasurer Kelley has no report to present but she asked the Board to consider a possible increase in interest rates when they determine when they want to bond the nursing home funds. She reports that there has been a lot of pressure recently and the interest rates may be higher in February or March. Comm. Walker asked about bonding before the project is

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

September 28, 1993

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completed and Treasurer Kelley stated that it is possible to do this by using a "best estimate" and bond before the project is finished and then the money can be spent from the permanent bond funds. Treasurer Kelley suggests using a best estimate and locking in at a low interest rate.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young reports that she is submitting a letter to Rep. David Welch which will state the the 3rd Quarter Executive Committee meeting will be on October 22, 1993.

Mrs. Young states that she is trying to get someone from the Central Business Office and the Sheriff to take a ride up to Manchester to coordinate the payment process for the Manchester airport security detail..

Mrs. Young also reports that she has finished the job description for the open position in the Central Business Office has been prepared and Comm. Barka said he would like a copy of it.

Commissioner Walker reports that the Board has received a signed copy of the Manchester Airport Proposal and Mrs. Young asked for a copy for her records.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Comm. Walker asked Mr. Woodside when he would be finished with the bids for the parking lot for the nursing home and Mr. Woodside replied that it should be ready by the first of next week, October 4, 1993.

Mr. Woodside reports that the bid for the stairmaster was awarded to American Hotel Register with a low bid of \$2,163.19.

Mr. Woodside also reports that he and Comm.'s Walker and Barka had met this date at 9:00 AM with the Department of Transportation and received a good sense of the direction to take for the moving of the Red Line. He reports that a full report on the impact of this to the County will be done after he has done some more research.

Mr. Woodside stated a Water Treatment Construction Meeting was held this date at 10:00 AM with Comm.'s Barka and Henderson in attendance and he wished to note a payment for the record, Payment #2 for \$73,093.50 which was approved for Waterline Industries.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

September 28, 1993

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Mr. Woodside presented the Board with a copy of a Report on the Costs of Maintaining the Farm and stated that there are not dollar figures contained in the report. He is waiting for the Commissioners to review his report before a budget is created for this purpose.

Comm. Henderson moved to have the Commissioners prepare and distribute a RFP which will summarize what the County has available for land, buildings, and equipment, and solicit the proposal to the private sector to ascertain how they could best use some or all of the areas involved in the County Farm operation, seconded by Comm. Walker who suggested that the University Extension Services be contacted for guidance in the preparation of the RFP and agricultural areas for the distribution of the proposal. Comm. Henderson asked Mrs. Currier of the Rockingham Conservation Commission to help the Board to find the broadest agricultural mailing list for the proposal. Comm. Walker cautions that the proposal be looked at very carefully in order to ensure that consideration is given to existing installed conservation measures on the land. The motion was voted on and passed unanimously. Comm. Barka reports that the Farmer had presented a report on his suggestions for keeping some of the farm equipment and Comm. Walker said that whether equipment was kept or not would be contingent upon what the Board decides to do with the land and this determination cannot be done until the RFP process has been completed.

Mrs. Mary Currier from the Conservation Commission reports that there is an existing Conservation Plan on the Farm that had been done and is available for the Commissioners if they wish and that the County has installed conservation practices such as the subsurface drainage system, waterways and installed diversions which must be kept intact and maintained.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reports that the census for the nursing home today is 297 with admissions scheduled for later today and tomorrow and a waiting list of 28. There are 72 clients in the Adult Day Care Center and 30 children in the Children's Center.

Mr. Sturtevant recommends that the bid for bread be awarded to Bouyea Fassets, effective October 4, 1993. Commissioner Walker moved to award the bid for bread to Bouyea Fassets, effective October 4, 1993, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

September 28, 1993

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Mr. Sturtevant recommends that the bid for bulk cereals be awarded to Associate Grocers. Commissioner Walker moved to award the bid for bulk cereal to Associated Grocers, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant spoke regarding the bids for typewriters. He explained that a bid for an alternative typewriter, other than IBM, was received at a lower bid. IBM's bid was \$419.25 and the alternate was \$350.00. However, he adds, that even though there were good reports on the alternate from state and county agency staff, more research showed that the supplies are not interchangeable with IBM, the current typewriters, and the supplies are also not available at the State Warehouse. Mr. Sturtevant stated that buying stock for the alternate would bring the price up to the same as IBM and his recommendation is that the bid for typewriters be awarded to MacDurgin Associates. Commissioner Walker moved to award the bid to MacDurgin Associates, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant mentioned to the Board that they had probably read about the award given to Rockingham County Sheriff Wayne Vetter at the recent meeting of the New Hampshire Association of Counties and he wished to announce that Mrs. Beverly Rohr, the nursing home Geriatric Nurse Practitioner, also received an award as the New Hampshire County Employee of the Year. Commissioner Walker stated that the Board extends their congratulations to Mrs. Rohr. Mr. Sturtevant also wanted to recognize four long time employees of the nursing home who were LPN's and went back to school, on their own, to get their RN's and he was notified that they passed their State Boards for RN's and they are: Janet Britton, Anita French, Patricia Crowe and Mary Wilson. Commissioner Walker recommended that the Board submit a letter of congratulations to these four individuals, Mrs. Rohr and the Sheriff, voted on unanimously in the affirmative.

Mr. Sturtevant reported on his schedule for the next two weeks and reported that he will be in Concord on Thursday, November 30, 1993 from 9:00 AM to 12:00 PM; he will be in Washington D.C. on Sunday, October 3rd and Monday, October 4th to participate in a review of Clinton's health reform and he has a tentative appointment with the staff at Congressman Zeff's office on Monday. Mr. Sturtevant also reports that on October 23rd he will be speaking in Washington at the Coalition of Nursing Home Reform on the Perspective of Public Nursing Home Facilities and the financing and reimbursement of those facilities.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

September 28, 1993

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**REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF
CORRECTIONS** - Patricia Donovan

Mrs. Donovan reports that the count for today is 202, with 116/Pre-Trial and 86/Sentenced with 1/Federal prisoner.

Commissioner Henderson reported that this is the time of year when the United Way has their fundraising effort and he has volunteered to be the regional coordinator for the Exeter area which encompasses eleven towns. Commissioner Henderson stated that the County normally does a campaign and traditionally Mr. Sturtevant and Mr. Morrisette have headed up the county campaign. Commissioner Henderson moved that Mr. Sturtevant and Mr. Morrisette be designated to head up this campaign once again, seconded by Comm. Walker and voted on unanimously in the affirmative.

Commissioner Henderson stated that in the past the Board has offered incentives for those employees who agree to contribute through payroll deductions. He reports that all of those names will go into a hat and there will be a drawing on the last working day before Thanksgiving. Comm. Henderson will either do that person's job for a day or, if that's not possible because the job requires certification, he will contribute an amount equal to one day's salary which will provide that employee with a day off with pay at no cost to the County.

Mrs. Mary Currier from the Rockingham Conservation District spoke at this point and reported that the District is still currently open and that the plans for using county property for a student field day for fourth graders is canceled due to the poor financial situation with the District. Mrs. Currier stated that the contract with the EPA Cleanwater Grant, 319 money, is coming through for a total award of \$80,000. Mrs. Currier talked about using grant money for a compost facility. She reports that she has grant money for three compost facilities in the Exeter River Watershed area, with one possibly being located at the county complex. The other issue Mrs. Currier is presenting is the Stormwater Erosion Controls Training Site. Mrs. Currier reports that she needs to start working with someone at the complex with regard to the training site if the Board is still interested in this project, even though the financial contract is not in place. Mrs. Currier states that there has to be a non-federal match for this grant and most of the match will be in time and materials.

Comm. Henderson suggested that a meeting be set up with Mrs. Currier, Mr. Kidder and Mr. Woodside to ensure that there is an appropriate site. Mrs. Currier said she has recently been in contact with a gentleman from the private sector and there are possible

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

September 28, 1993

Page 6.

public/private entities who are also interested in the composting and may be interested in joining this effort in a larger way, but there is a need to have all involved sit down and discuss the options and alternatives. Mrs. Currier cautioned the Board that the composting was not strictly yard and leaf waste but would also include horse manure as one of the components of the compost facility. Comm. Henderson asked Mrs. Currier if the materials needed would come strictly from the county and Mrs. Currier responded that it would be a regional effort with multiple towns involved. This brought some surprise to Comm. Henderson who thought the project was limited in scope and was unaware of the need to solicit surrounding towns for composting materials. Comm. Henderson expresses the need to research this before he agrees to the project.

Mr. Woodside suggested that the Board postpone a decision on this until he and Mr. Kidder ascertained the best use for the farm land which will provide a better understanding of what will be available. Mr. Woodside reminded the Board that a workshop needs to take place with him, the Board, and the water treatment operator with reference to EPA guidelines which specify what the land can be used for from this point on. Comm. Walker stated that she felt that Mrs. Currier was trying to initially receive approval from the Board and that the Board could not make a decision on this until all future reports were reviewed.

There was general discussion at this point between the Board and Mrs. Currier on the scope and time frame of the project and the need to sit down together to discuss this and to get the expertise of the UNH Cooperative Extension. Mrs. Currier stressed the need for the Board's decision in a timely fashion due to the time constraints of the grant and the possible need to look at other sites if the county is not interested in this. Rep. Sytek cautioned the Board about the possible reaction from the county's neighbors due to the resulting increase in traffic and the need to look into the market for the material that is composted. Comm. Henderson added that he felt it was a good idea to do this regionally but his understanding was that it was difficult to do due to the lack of value for the waste. Mr. Woodside expressed a concern with his department's ability to take on any more projects and stressed, for the record, that he is not ready to address these issues and until the Board makes their decision on other factors that have a bearing on this he is unwilling to take on further responsibility. Comm. Henderson said one of the factors to consider here was that the county should be involved in areas where there are tangible, regional benefits and he would favor participation. The Board agreed that they would meet with Mrs. Currier and that she let them know the date and time.

Mrs. Currier has one last issue to bring before the Board and stated that the District has spent a lot of time going over their funding problems and she is asking, at this time, if Rockingham County wants a Conservation District. Mrs. Currier states that someone has

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

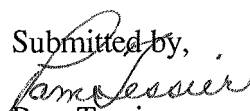
September 28, 1993

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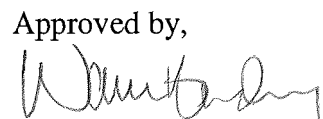
to decide whether the county will have a Conservation District and at what level it will be funded. She adds that the purpose of the District was to oversee the natural resources of the county and this is not being done. Mrs. Currier talked about the District's efforts to raise money and stay in business and expressed the need to know what the future of the District is. Comm. Henderson stated that he need more information and that he would volunteer to participate in a review of the Conservation District operations to weigh the costs and values of the District for 1994. Mrs. Currier said that before the Delegation is approached there is a need to get the approval or disapproval of the Board of County Commissioners. The Board agreed that Comm. Henderson would participate in a review of the District and report back to the Board.

Comm. Walker reported that the Board has received the new lease for the courthouse and although it is a new form it basically contains the same material as the old form. Comm. Walker said she has discussed the lease with Mr. Monahan on several changes and there is one or two changes that still need to be clarified. Comm. Walker moved that the Board sign the contract for the courthouse lease for \$20,582.84/month, plus a percentage of the operating expenses for the building, to extend to the 1st of July, 1995 with the provisions and changes made, seconded by Comm. Henderson and voted on unanimously in the affirmative. Comm. Walker stated that there was also a request for a current floor plan and Comm. Walker has told them that the floor plan will follow at a later date when Mr. Woodside has had an opportunity to review and modify the plans.

There being no further business to come before the Board, Comm. Henderson moved to adjourn the meeting at 2:30 PM, seconded by Comm. Walker and voted on unanimously in the affirmative.

Submitted by,

Pam Tessier

Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,

Warren Henderson, Clerk
Rockingham County Commissioners
/pjt

Enclosures: Copy of the Manchester Airport Security Agreement
Proposal for Future Farm Disposition

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Delegation Conference Room- Mitchell Building - 2nd Floor
Rockingham County Nursing Home
Brentwood, New Hampshire
October 5, 1993

The Board of Rockingham County Commissioners met on this date in the Delegation Conference Room of Mitchell II in the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were: Commissioner Ernest Barka, Commissioner Jane Walker, Commissioner Warren Henderson, Roy Morrisette, Patricia Donovan, Renee Perry, Pam Tessier.

The meeting opened at 9:00AM with the purpose of the meeting to discuss the Jail's Fact Finder's Report for union negotiations and to decide whether to accept or reject the Report.

At 9:10 AM Commissioner Walker moved to go into Non-Public Session, pursuant to 9-A II (c) for negotiations, seconded by Commissioner Henderson and voted on unanimously in the affirmative on a roll call vote.

Commissioner Walker moved to go out of Non-Public Session at 10:35 AM, seconded by Commissioner Henderson and voted on unanimously in the affirmative on a roll call vote.

Commissioner Henderson moved that the Board of County Commissioners reject the Fact Finders Report to the Rockingham County Commissioners and the State Employees Association (SEA) on this date, October 5, 1993, and recommended that the Delegation reject the Report as it pertains to fiscal issues, seconded by Commissioner Walker. Renee Perry reminded the Board that the authorization of the Delegation is restricted to cost items only. A roll call vote was taken and voted on unanimously in the affirmative.

There being no further business to come before the Board of Rockingham County Commissioners, Commissioner Henderson moved to adjourn the meeting at 10:45AM, seconded by Commissioner Walker and voted on unanimously in the affirmative.

Submitted by,



Pam Tessier

Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
October 12, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, Mrs. Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Steve Haberman of the Portsmouth Herald; and Chris Drobek of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Walker moved to accept the minutes of September 28, 1993 and October 5, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Mrs. Gill presented the Board with a breakdown of statistics from the September, 1993 State Bill for their review. Mrs. Gill reports that the budget for Human Services' third quarter looks good. Mrs. Gill states that her department will be able to pay a bill in December this year, instead of January. Comm. Barka asked why they are able to pay this in December? The Fiscal Officer responded that this is because the year end adjustments from the auditors were posted which is usually done after the year ends. Comm. Walker added that this is due to the Fiscal Officer's good work.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Mike Morin, Assistant Treasurer, reported that he completed a Child Day Care Study which was requested by the Treasurer and Fiscal Officer. Mr. Morin presented a copy of his report and his recommendations for the record.

Mr. Morin provided a summary of his report and stated that the study was done to see if the current daycare program's subsidy from the county could be reduced and if the program could be more viable financially. Mr. Morin recommends offering a flexible spending account option to county employees who have children in the county daycare program; consider offering this benefit to other county employees who have children in other approved daycare facilities as this applies to all county employees who have children in daycare; a \$2.00/day increase in fees for those families whose adjusted gross income is

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over \$22,370/year; a nominal fee increase for all other participants to ensure that there is no discrimination. Mr. Morin explained that the \$22,370 figure is the figure where it would be more beneficial to use a flexible spending account versus the tax credit available for child care. Mr. Morin further recommends that the daycare be moved to one building in a central location and if all of the above items do not produce the desired result, offer no further subsidy and consider opening the daycare to the general public and/or accepting only those children whose parents can afford the break even rate for the services provided.

Comm. Walker asked Mr. Morin how much the county would save by offering the flexible spending account? Mr. Morin replied that if the parent(s) are over the \$22,370 figure, the employee could save between \$500-\$1,000 and if the rate was increased by \$2.00/day that would be the county's savings. Mr. Morin went on to say that the county would save due to the fact that the FICA is not paid on that portion of the flexible spending amount chosen to contribute which could amount to \$382.50 for every \$5,000 contributed to the flexible spending account (\$7.65 per \$100). Upon further questioning from Comm. Walker, Mr. Morin stated that this would be a payroll deduction on a bi-weekly basis, which is put into a specific account and the employee turns in a bill from the daycare facility which is taken out of their reimbursement account and paid to the daycare center. Comm. Walker asked Mr. Morin how close the daycare program would come to breaking even if the flexible spending program was instituted, along with an increase in fees? Mr. Morin responded that this was dependent upon the daycare moving to one, central location and increasing the enrollment and if that was done, the county would do better than breaking even.

Comm. Henderson stated that there is a couple of considerations: the current policy would have to be changed to allow the daycare to be opened to the general public and that there is currently no one, central location for the daycare without contemplating renovations to buildings which could be used for that purpose.

The Board, after general discussion on the merits of the study, complimented Mr. Morin's efforts on the report.

Treasurer Kelley asked the Commissioners about the status of the Incentive Plan and offered her assistance, if needed. Comm. Henderson responded that it is currently in draft stage and he is not ready to release it at this time and he is willing to discuss it with the Treasurer.

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REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young asked the Board to approve the Rockingham County 1994 Budget Schedule. Comm. Henderson moved to accept the schedule as presented and distribute it on or by October 14, 1993 to the Department Heads along with a cover letter summarizing the expectations of the County Commissioners as it relates to departmental budgets, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mrs. Young asked Comm. Walker if the courthouse lease had been signed yet and Comm. Walker responded that she still has a few questions on it and is waiting for the contact, Mr. Monahan, to return her call.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside presented an invitation to bid for signature of the Board for the disposal of county vehicles. Comm. Barka asked if the advertisements would cost more than the revenue received from the sale of the vehicles? Mr. Woodside said that he has received numerous calls for the vehicles and that some of them do have value. Mr. Woodside planned to advertise in the Manchester Union Leader, the Portsmouth Herald and Foster's Daily Democrat. Comm. Henderson moved to approve the invitation to bid with the stipulation that a copy of the invitation to bid be distributed to the governing boards of every municipality in Rockingham County with the hope that it will be posted publicly to ensure the broadest distribution of the bid and offer the public a chance to bid on the vehicles, seconded by Comm. Walker. Mr. Woodside asked about the need to advertise in the newspapers if the bid was being sent to all municipalities and Comm. Walker suggested that both be done because not everyone checks town and city bulletin boards. It was agreed that Mr. Woodside's Administrative Assistant would provide copies of the bid for the newspapers and the Commissioners Administrative Assistant would distribute the bid to the Rockingham County municipalities. The motion was voted on and approved unanimously in the affirmative.

Mr. Woodside presented for signature an invitation to bid for snow removal equipment and stated that there are only three companies who can supply the necessary Kubota equipment. Comm. Walker questioned the fact that there were only three companies on the bid. Mr. Woodside explained that there are a lot of companies who handle Kubota equipment, but not all of them have the capabilities of handling the large equipment he needs. Comm. Walker asked that Mr. Woodside broaden the bid list. Comm. Henderson moved to authorize the invitation to bid with the stipulation that any additional Kubota dealers located within a reasonable area be included on the bid list, seconded by Comm. Walker, and voted on unanimously in the affirmative.

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Mr. Woodside presented a follow up letter to the Seacoast School of Technology (which concerned equipment that the school stored on the county complex). Mr. Woodside reported that the buildings which housed the equipment were closed down and he distributed a list of the equipment in those buildings and asked the school to let him know which equipment belonged to them. Mr. Woodside presented the Board with a list of equipment which belongs to the school and stated that there was a post hole digger which had previously been itemized on a list of farm equipment submitted to the Board earlier and this post hole digger belongs to the school and should be removed from the farm equipment list. Comm. Walker asked Mr. Woodside to place the school's equipment in a separate area, in the barn, from county equipment to avoid confusion when the school comes to pick up their equipment.

Mr. Woodside presented the Board with the final version of the 1994 Operations and Maintenance Budget for the Farm Land Management. Mr. Woodside stressed that the Board review the report which itemizes the expected expenses and revenue from the farm in 1994 (under the Maintenance Department's control). Mr. Woodside reports that these figures do not include labor and that he has given the Board an estimate of the labor involved on the cover sheet of his report. Mr. Woodside summarized the budget by stating that he estimates that it will cost his department \$35,800 to maintain the farm land plus one employee, with an estimate of \$37,401 in revenues.

Mr. Woodside spoke in regard to the site for trailers. Mr. Woodside said he has spoken to Chief Parker from Kingston and it is up to Chief Parker as to what direction he will follow with regard to the Youth Attendant Program. Comm. Henderson said he has also spoken with Chief Parker and has let him know that there is space available at the complex and there will be costs involved for hook up and maintenance. Comm. Henderson said that he asked Chief Parker if he had obtained grant money and at that time, Chief Parker had not received grant money.

Mr. Woodside reports that the Kingston Police Department is responsible for the upgrade of their police station and that the Chief had asked Mr. Woodside if there were any used, available items that could be donated by the county for this project. Mr. Woodside states that there are several items the county has stored which were leftover from the old construction of the jail and they are of no use to the county. Mr. Woodside suggested that the Board donate those items to Chief Parker. Comm. Walker stated that her only concern is that there are other departments who may need the same thing and she suggests that the Board write to the police departments in each town of the county to see if they could use these items.

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Comm. Henderson stated that there does not appear to be a specific policy regarding the disposal of county property which has value. Comm. Henderson believes that county property should be itemized in writing and notification should be given to the public to ensure that the general population has an opportunity to bid on the property. Consistent with that premise, Commissioner Henderson moved that no county property with value in excess of \$25.00 may be sold, traded, transferred, or in any way pass out of county ownership and control except with the prior written approval of the Board of County Commissioners. A list of all county property so approved for liquidation shall be made and distributed periodically to the Town Councilors or Boards of Selectmen for every municipality in the county in the hopes that they will be publicly posted. These lists should also be read into the record of the County Commissioners minutes at their scheduled meetings and advertised in other ways appropriate to the occasion. Additional rules may be developed and adopted as need be. The motion was seconded by Commissioner Walker and voted on unanimously in the affirmative.

Comm. Henderson spoke with regard to the surplus property from the old jail which Mr. Woodside referenced above and instructed Mr. Woodside to create a list of the property and distribute it to all county police departments.

Mr. Woodside asked if the Board has approved of moving one of the new trailers onto a site for a current tenant which will involve an increase in rent. Mr. Woodside explained that the tenant's existing trailer is old and does not meet the current standards for trailers. Mr. Woodside stated that he cannot find anyone interested in the trailer because of its age, against the new policy just instituted on the liquidation of property, but Comm. Walker expressed reluctance to sell it or donate it to anyone because of its condition and the liability that Mr. Woodside stated that S&J Transport is willing to take the old trailer in trade for relocating the new trailer onto the site. Comm. Henderson moved to allow Mr. Woodside to move the new trailer onto the aforementioned site and to allow S&J Transport to keep the old trailer with the stipulation that S&J writes a letter to the Board stating that the old trailer will not be occupied as a dwelling, seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Walker asked Mr. Woodside about the status of the bids for the nursing home parking lot and windows? Mr. Woodside responded that he was behind schedule and he would present those bid requests for the Board's signature tomorrow.

Mr. Morrisette reminded the Board that with reference to the trailer he would have to notify the Insurance Exchange and the Town of Brentwood. Comm. Walker said that the Insurance Exchange will be notified due to the transfer of insurance when the shifting of trailers takes place and that the Board would be responsible for notifying the Town of Brentwood.

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**REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY
NURSING HOME** - William Sturtevant

Mrs. Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home presented the report for Mr. Sturtevant who was not in attendance at this meeting.

Bids received and opened at today's meeting were as follows:

DISHES:

Northeast Food Service Equipment
United Restaurant Equipment
Interstate Restaurant Equipment
Metropolitan Restaurant Equipment Company
Philbrook's Restaurant Supplies

PAPER PRODUCTS:

Portsmouth Paper
Interboro Packaging Corporation
Joseph Garland, Inc.
Central Paper Products
James W. Daly, Inc.
Clean-O-Rama
Beautiful Rags

Commissioner Walker moved to have Mr. Sturtevant shop the bids and report back to the Commissioners at their next meeting, seconded by Comm. Henderson and voted on unanimously in the affirmative.

PROVISIONS (FOOD):

S.S. Pierce/Kraft
Shaheen Brothers
Jordans
Associated Grocers
Donahue Brothers
Hallsmith-Sysco

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Commissioner Walker moved to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or to the one which is in the best interests of the county and to let the Commissioners know who the bid was awarded to at their next meeting, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mrs. Lang presented warrants for the Board's signature. Mrs. Lang reported that the census for today is 300 with 76 clients in the Adult Day Care and 30 children in the Children's Day Care Center.

Mrs. Lang requested a Non-Public session under RSA 91A:3 II, (c).

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Patricia Donovan

Mrs. Donovan reports that the count today is 196 with 103/Pre-Trial, 93/Sentenced and 1/Federal prisoner.

Mrs. Donovan asked about the status of the insurance and Comm. Walker responded that she has met with Blue Cross who provided her with some suggestions and information on what needs to be included in the bid such as history over the last two years and the Fiscal Officer is putting this information together so that Comm. Walker can include it with the bid.

Mrs. Donovan reported that she will be on vacation the last two weeks of November and Captain Charron will be acting on her behalf during that time.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Mr. Morrisette reports that Costco will be here during the lunch periods of Wednesday, October 20, 1993 and Thursday, October 21, 1993 to allow interested employees to sign up for membership. Mr. Morrisette stated that he is trying to set up the United Way on that day. Comm. Henderson wished to state, for the record, that if similar inquiries are received from other companies such as Costco, those companies would have the same opportunities available to them to as Costco has had.

Comm. Walker referred to an earlier Commissioners meeting where the Board had voted to give all county attorneys the title of "Assistant County Attorney." Comm. Walker reports that County Attorney Carleton Eldredge has recently hired a new attorney and that he has sent the Board the necessary forms for the Board's signatures. Comm. Walker moved that the Board approve the hiring of Attorney John L. Williams as an Assistant

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County Attorney, effective October 1, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

At this point of the meeting, Mrs. Denise LaRoche, Director of the Rockingham County Child Care Center presented to the Board a draft of a proposal for the future direction of the Children's Day Care program which was done with the assistance of Mr. Warren Leavitt from the Seacoast Economic Development program.

Mrs. LaRoche explained that the proposal is to set up a private, non-profit agency which will require the filing of appropriate state and federal paperwork and will eliminate direct county subsidy for the center and free Mrs. LaRoche to solicit outside funding sources such as United Way and private foundations. This would also, Mrs. LaRoche stated, allow the county to provide on-site child care services for county employees as well as non-county employees. Mrs. LaRoche summarized the proposal in more detail at this time for the Board and explained that the Board's approval would be necessary and also the approval of the Delegation for construction on the Carlisle Building as a future site for the Center. Mrs. LaRoche explained that the county's involvement in the Center would be limited to overhead services such as housekeeping and maintenance. Mrs. LaRoche also presented a *sample* of an agreement, created by Mr. Warren Leavitt, which was modeled on the Strafford County Child Care Center.

Comm. Henderson reiterated that Mrs. LaRoche was here to seek the Board's approval for privatization of the Children's Day Care Center and Comm. Walker stated that she does not feel this proposal was for privatization, but for a public, non-profit, agency which is not privatization. Comm. Walker said privatization involves projects by companies which allow the public to manage them. Comm. Walker went on to say that at last year's budget discussions, it was unanimously agreed by all parties involved that all had objections to privatization of the program and the fact that the Board is looking at privatization is contrary to the last decision of the Board on the center.

Comm. Walker's view is that she disagrees with allowing anyone but the County to operate the day care program, but if the County is to go in this direction, they should offer a Request for Proposal to provide an opportunity for all day care centers to bid on operating this center. Comm. Walker stated that she felt sure there were more day care providers in the county who might be interested in an RFP than there are farmers, and the farm will be put out to bid.

Mrs. Young, the Fiscal Officer, asked if Mrs. LaRoche had reviewed Mr. Morin's analysis and said that it appeared that the Child Day Care Task Force had been split in two with

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both sides working toward the same goals, with differing approaches and suggested that the two reports be looked at more closely for their value.

The Board instructed Mrs. LaRoche to meet with Mr. Morin and work on submitting a unified proposal with emphasis on bringing down the renovation costs by utilizing volunteer help and by looking at the figures with different enrollment levels and bring the proposal back to the Commissioners so they can advise the sub-committee chairman, Rep. Woods, and Representatives Sytek and Welch, thus allowing the delegation to know what is going on before they read it in the press.

Comm. Walker requested a Non-Public Session under RSA 91A:3, II (c).

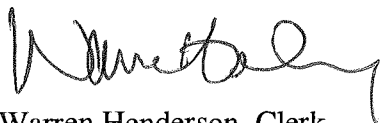
There being no further business to come before the Board, Comm. Walker moved to go into Non-Public Session at 3:35 PM on a roll call vote.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Report from Human Services
Child Day Care Analysis
Rockingham County 1994 Budget Schedule
Bid for Snow Removal Equipment
Bid List for Snow Removal Equipment
Bid for Use Vehicles
1994 Operations & Maintenance Budge for Farm Land Management
Memo to Board Re: Seacoast School of Technology
Proposal to Board for Future of Children's Day Care Program

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY BOARD OF COMMISSIONERS
October 12, 1993

At 3:35 PM the Board of Rockingham County Commissioners went into Non-Public Session under RSA 91A:3, II (c). A roll call vote was taken and those in attendance were Commissioners Barka, Walker and Henderson and Mrs. Nancy Lang, Assistant Administrator of the Rockingham County Nursing Home.

Discussion centered on concerns over the promptness of payments by an insurance provider serving Rockingham County government. Mrs. Lang will communicate with the company.

The Board also discussed developments related to a worker's compensation case and evaluations for two department heads.

Commissioner Henderson moved to adjourn the Non-Public session, seconded by Comm. Walker and so voted on unanimously in the affirmative at 4:25 PM on a roll call vote.

Approved by,



Warren Henderson
Clerk, Rockingham County Commissioners

WH/pjt

MINUTES
ROCKINGHAM COUNTY COMMISSIONERS
October 26, 1993
Delegation Conference Room
Mitchell II
Brentwood, New Hampshire

A meeting of the Board of Rockingham County Commissioners was held on this date in the Delegation Conference Room of Mitchell II at the Rockingham County Nursing Home in Brentwood, New Hampshire.

Those in attendance were: Commissioners Barka and Henderson, Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home, Theresa Young, Fiscal Officer, and Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman Ernest Barka opened the meeting at 1:00 PM. The purpose of the meeting was to open various bids for the Nursing Home and Maintenance Departments. Bids were opened for:

Used Vehicles - Maintenance

Jess Claridge - City Motor Service
Harley Cole, Kingston
Robert Murphy, Kensington
Earl Carter, Kingston
N.E. Homes, Greenland
Heavy Truck Sales of N.E., Berwick, ME
A.P. Buxton, Epping
Tom Battles, Kingston
R. Gibb Electrical Heating, Lee
David Belanger
Wayne Gates, Brentwood
James Gould, Brentwood
Daniel Mastroianni, Newton
Hillside Auto Sales, Fremont
Roland Lambert, Fremont
Tom Tapscott, Somersworth
Auto Market, Ltd., Somersworth
Makie & Sons, Weare
Dan Davis, Exeter

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Paul Ford, Rochester
George Jodoin, Manchester
Ray Twombly, Epping
Whitney's Garage, Kingston
Demarais Env., Barrington
Richard Russell, Salem
Robert Marshal, Epping
James Dills, Brentwood
Peter Keugel, Kensington
Norman Mayrea, Brentwood
Byron Walker, Fremont

Commissioner Henderson moved to authorize Ernest Woodside to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

Snowblowers - Maintenance

Hawkensen Enterprises
Chappel Tractor
Mears Tractor
East Eliot Garage

Commissioner Henderson moved to authorize Ernest Woodside to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

Nursing Home Audit:

Grzelak & Company
Smith, Batchelder & Rugg
Mason & Rich
Deloitte & Touche

Commissioner Henderson moved to authorize Mr. William Sturtevant and Mrs. Theresa Young to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

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FAX Machines - Nursing Home:

Kemco
Vertronics
L&L Office Equipment
Conway Office Products
Officeland
Granite State Office System
MacDurgin Associates

Commissioner Henderson moved to authorize Mr. William Sturtevant to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

Curtains - Nursing Home:

Total Med
Boston Textile
Victor Rome
Star Silk Woolens
Walter Mayer

Commissioner Henderson moved to authorize Mr. William Sturtevant to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

Chairs - Nursing Home:

Victor Rome
Sunrise Medical

Commissioner Henderson moved to authorize Mr. William Sturtevant to shop the bids and report back to the Commissioners, seconded by Commissioner Barka, and voted on unanimously in the affirmative.

The Board has received a waiver request from Mrs. Patricia Donovan, Superintendent of the House of Corrections and Mr. William Sturtevant provided

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an explanation for the request, Mr. Sturtevant stated that the jail medical unit was recently inspected by the State Board of Pharmacy whose recommendations were to be implemented by December 1, 1993. One of their recommendations was for a medical cart and Mrs. Donovan was asking to purchase the cart from Lionbille Systems of Exton, PA in the amount of \$2,153.60. Mrs. Donovan requests a waiver of competitive bidding because of the time factor involved. She would not be able to make the deadline of December 1, 1993 if she did not purchase the cart at this time and she will be purchasing the cart directly from the manufacturer.

Comm. Henderson moved to waive the bid in this instance because of the deadline imposed by the Board of Pharmacy and to note that the purchase will be made directly from the manufacturer, seconded by Commissioner Barka, voted on unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public Session under RSA 91A:3 II, (c) to discuss a personnel issue. There being no further business to come before the Board, Comm. Henderson moved to go into Non-Public Session at 1:40PM on a roll call vote.

Respectfully submitted by,



Pam Tessier
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Bids for Chairs
Bids for Privacy Curtains
Bids for FAX Machines
Bids for the Nursing Home Audit
Request for Waiver of Bid

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
October 26, 1993
Delegation Conference Room - Mitchell II
Rockingham County Nursing Home
Brentwood, New Hampshire

At 1:40PM the Board went into Non-Public Session under RSA 91A:3 II (c) to discuss a personnel issue. A roll vote was taken and those in attendance were: Commissioners Barka and Henderson, Mrs. Nancy Lang, Assistant Administrator to the Rockingham County Nursing Home and Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home.

Discussion took place on the resolution of a Worker's Compensation case. Attorney Stephen Schulthess who represents Rockingham County recommended a resolution. Comm. Henderson moved to approve Attorney Schulthess recommendation to resolve the case, seconded by Commissioner Barka and voted on unanimously in the affirmative.

Comm. Henderson moved to adjourn at 1:49PM, seconded by Comm. Barka.

Submitted and Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
October 28, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Representative David Welch, Dan Hackett of the Rockingham County Newspapers; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Henderson moved to accept the minutes of October 12, 1993, seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Walker suggested that future Commissioners meetings continue to be held every other week on Tuesdays at 1:00 PM with the exception of November, 1993. Commissioners meetings in November will be held on Tuesday, November 9, 1993 at 1:00 PM; Tuesday, November 16, 1993 at 1:00 PM, and Tuesday, November 30, 1993 at 1:00 PM. There will be no Commissioners meeting during the week of Thanksgiving because two of the Commissioners are not available during that week.

Mr. Mike Morin, Assistant Treasurer stated that a meeting would be needed in November for Bond Anticipation Notes. Commissioner Walker suggested that this could be done at the November 16, 1993 meeting and Mr. Morin said he would let the Commissioners know about that date.

Comm. Walker talked about her recent meeting with NAACO and reported that a survey was done on what the biggest problems were with different counties and the #1 problem was solid waste with youth at risk as #2.

At this point in the meeting, Mr. Sturtevant presented an award from the New Hampshire Association of Counties to Mrs. C. Beverly Rohr for County Nursing Home Employee of the Year for the State of New Hampshire. Mr. Dan Hackett of the Rockingham County Newspapers was present at the meeting to take a picture of Mrs. Rohr being presented her award by Mr. Sturtevant and the Board of Commissioners. All present congratulated Mrs. Rohr on this honor.

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REPORT FROM THE SHERIFF - Mr. Wayne Vetter

Sheriff Vetter had no report to make but he did provide a brief on the radio situation by stating that he has been talking to Mr. George Iverson from the Office of Emergency Management and there is a good possibility that the county can get \$1M from FEMA to offset the cost of the new communication system. Sheriff Vetter said there is a lot of work to be done and a thorough research is needed. Comm. Barka stated that the Executive Committee had appointed a special committee to research this issue. Comm. Walker suggested working with the municipalities so that if they could not afford to make one large purchase an arrangement could be made to purchase over a period of time. Rep. Welch stated that consideration should be given now to location of the dispatch center and the possibility of changing its location to give the Sheriff's department more room. The dispatch center, he states, should be accessible from the law enforcement point of view.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young was present at the meeting, but had no report to make.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside reported on the results of the snow removal equipment bid. Mr. Woodside recommends that the bid be award to Mears Tractor for a low bid of \$5,290 and stated that the highest bid was for \$ 5,842. Comm. Walker moved to award the bid to Mears Tractor in the amount of \$5,290, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside reported the results of the legal bid notice for used vehicles that went out to Rockingham County municipal offices. He stated that 32 bids were received, with the total amount of amount at \$9,446.02 and that the bidders bid on each vehicle individually. Comm. Henderson asked Mr. Woodside if the number of bids and the amount of money received as a result exceeded his expectations and Mr. Woodside replied, yes, way over his expectations. Mr. Woodside presented a sheet of paper to the Board that showed the high bidders on each vehicle. Comm. Walker moved to award the bids for used vehicles to the highest bidder as shown on Mr. Woodside's list, seconded by Comm. Henderson and voted on unanimously in the affirmative. The results of the awards were:

1971 International: Ray Twombly - Epping	\$ 250.01
1978 GMC: Hillside Auto - Fremont	\$1,532.00

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1981 Olds: Jess Claridge - City Motor Service	\$ 50.00
1981 3/4 Ton: Ray Twombly	\$ 351.01
1982 Van: R. Gibb Electrical	\$ 310.00
1983 Dump Truck: Tom Tapscott - Somersworth	\$3,753.00
1986 GMC - Daniel Mastroianni - Newton	\$3,200.00

Mr. Woodside reported that the bid letter contained specific instructions that the individuals who were awarded the bid were to pick up their vehicles within seven days and if they were not picked up by that time, the bid would be awarded to the next highest bidder. Comm. Henderson moved that if the vehicles were not picked up within seven days from October 30, 1993, to award the bid to the next highest bidder, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Woodside presented a copy of the minutes of the last construction meeting for their records. Mr. Woodside also presented five applications for Certificate of Payment for Waterline Industries with this payment in the amount of \$76,237.20. Comm. Walker moved to approve Certificate of Payment #3 for Waterline Industries in the amount of \$76,237.20, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside presented the Invitation to Bid for replacement windows for the Underhill building which will go out in two parts, either supply and installed or supplied and owner installed.

Comm. Walker moved to grant an easement for New England Telephone to install their wiring underground for the Water Treatment Plant and to authorize the Clerk to sign on behalf of the Board, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker moved to approve the Invitation to Bid for the installation of replacement windows in the Underhill building and that the bid go out ASAP, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker moved to go into Non-Public Session under RSA 91A:3 II, (c) to discuss negotiations, seconded by Comm. Henderson, on a roll call vote at 1:55PM.

At 2:15 PM Commissioner Henderson moved to go out of Non-Public Session and back into the regular session, seconded by Comm. Walker on a roll call vote.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

October 28, 1993

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REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reports that the census today is 300 with 30 on the waiting list, 76 in the Adult Day Care Center and 30 in the Children's Center. Mr. Sturtevant also reported that the new Medicaid rate has been set at \$102.45, effective October 1, 1993, which is an increase of \$3.97. Based on that, Mr. Sturtevant recommends that the private pay rate reflect the \$3.97/day increase bringing the total to \$132.66. Comm. Walker moved to authorize the increase of the private pay rate to \$3.97/day bringing the total to \$132.66, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reports that the Children's Christmas Party will be held this year on Saturday, December 4, 1993 from 2:00 - 4:00 PM and will include the children of the nursing home, maintenance, human services and the commissioners floor. Mr. Sturtevant is looking for donations and has shortened the age requirement to age eight due to the cut back on costs. Mr. Sturtevant also reports that the Annual Staff Christmas Buffet will be on Wednesday, December 22, 1993.

Mr. Sturtevant presented the awarding of the bids for provisions, opened at a previous Commissioners meeting, which went to:

Associated Grocers - \$837.72
Shaheen Brothers - \$1,936.10
Kraft - \$3,892.65
Hallsmith Sysco - \$2,169.74
Jordans Foods - \$170.40
North Center Food Service - \$1,356.25
Donahue Brothers - \$1,666.33

The bids for dishes were awarded to:

Northeast Food Service Equipment - \$89.60
Interstate Restaurant Supply - \$199.84
United Restaurant Equipment - \$1,335.20

The bids for paper were awarded to:

Central Paper - \$1,298.85
Portsmouth Paper - \$6,027.77

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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The privacy curtain bids were received from::

Victor Rome at \$5/yard for a total of \$5,500
Total Med at \$4.04/yard for a total of \$4,447.76
Boston Textiles at \$3.36/yard for a total of \$3,025.00
Star Silk Woolens at \$2.75/yard for a total of \$3,025.00
Walter Mayer at \$2.00/yard for a total of \$2,000

Comm. Henderson moved to award the bid for privacy curtains to Walter Mayer for \$2.00/yard, seconded by Comm. Walker and voted on unanimously in the affirmative.

The low bids for chairs was:

Sunrise Medical at \$164.72/chair - 48 chairs - \$7,906.56

Comm. Walker moved to award the bid to Sunrise Medical at \$164.72/chair, seconded by Commissioner Henderson and voted on unanimously in the affirmative.

FAX Machines:

Conway - \$1,695.00 - Dana-FAX - 1.53 cents a copy
Granite Equipment - \$2,000 - Canon - 2.50 cents a copy
L&L - \$899.00 - Brother 90M - 4.09 cents a copy
Chemco - \$1,150 - Toshiba - 5 cents a copy
MacDurgin - \$1,887.97 - Muratec - .9 cents a copy
 \$1,340.40 - Muratec - 1.4 cents a copy
Officeland - \$729.00 - Brother 900 - 5.9 cents a copy
Vertronics - \$695.00 - Brother 900 - 5.9 cents a copy
 \$795.00 - Brother 950M - 5.9 cents a copy

Mr. Sturtevant recommends granting the bid to MacDurgin for the Muratec \$1,340.40. Comm. Walker wished to compare the pricing to Hewlitt Packard at Sam's Club. The Board decided to postpone a decision on the FAX machine bid until Comm. Walker can compare the price on the Hewlitt Packard. Comm. Walker moved to award the bid to the least costly and if the Hewlitt Packard is substantially less costly, Comm. Walker moved to reject the bids and purchase the Hewlitt Packard, seconded by Comm. Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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Rep. Welch spoke to the issue of the Dispatch and asked for direction from the Board on possible sites for the center. Rep. Welch mentioned the old administration building, the courthouse, the farmer's house, or one of the two houses vacated by the Children's Day Care if they move to the Carlisle building. Rep. Welch suggested that the old administration is a good site for this as it is handicapped accessible, among other things.

Mr. Sturtevant reports that there is an outstanding invoice from Aring Schroeder, the architects for the nursing home construction, for \$1,419.25. Comm. Walker recommends that this invoice not be paid until there is a resolution to the recent odor problem which has occurred on the Commissioners floor and which she considers to be a design problem.

Mr. Sturtevant referenced a problem with cars parking in front of the old administration building. Mr. Sturtevant explained that there is not sufficient visibility for vehicles leaving the Mitchell building parking lot because it is blocked by cars parked in front of the old administration building and it provides an unsafe situation. Comm. Walker moved to have the Board of Commissioners authorize Mr. Woodside to eliminate any parking on North Road in front of the old administration building, that the Board promptly notify people in that building that they are to use the parking lot on the other side of the building next to the old jail, seconded by Comm. Henderson and voted on unanimously in the affirmative. At this point in the meeting Comm. Henderson had to leave for an appointment.

Mr. Woodside informed the Board that the trailers received from Pease were never winterized and that he has had to replace all the copper piping and tubing and just about all the plumbing. This factor, Mr. Woodside stated, probably exists with the other trailers. Mr. Sturtevant asked Mr. Woodside to board up and secure the trailers to prevent individuals from using them. The Board directed Mr. Woodside to secure the trailers.

Comm. Walker stated that she had checked with the Town of Brentwood with regard to the trailers and they told her they would get back to her and that they assumed the trailers would be listed on the inventory at the end of the year. Comm. Walker also checked on whether the current use could be changed if the farm produced and sold hay and if the tax rate would be affected. Brentwood will get back to Comm. Walker on this. Regarding the insurance on the trailers, Comm. Walker sent out a form several weeks ago for each department to delete and add and Jude Gates will take care of this.

Comm. Walker stressed the importance of the parking lot bid being issued ASAP, so the nursing home bond can be issued while the interest rate is low, saving thousands of dollars. Comm. Walker urged Mr. Woodside to make the parking lot bid his top priority.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

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Comm. Walker stated that two years ago \$55,000 was received from the federal government and \$179,000 was budgeted for the repair of the Ice Pond Dam which was damaged by Hurricane Bob and Comm. Walker does not want the time frame to pass which would bring a loss of that money.

Comm. Walker further reports that the bid for the management of health care for inmates has been done and FAXed to Mrs. Patricia Donovan, Superintendent of the House of Corrections, for her review and that when it is returned she will mail those bids.

There being no further business to come before the Board, Commissioner Barka moved to adjourn the meeting, seconded by Commissioner Walker. The meeting adjourned at 3:00 PM.

Submitted by,



Pam Tessier
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Bid Abstract - Snow Removal Equipment
Bid Abstract - Used Vehicles

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 9, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Denise LaRoche, Director of the Rockingham County Child Day Care Center; Representative David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Walker opened the meeting at 1:10 PM. Commissioner Henderson moved to accept the minutes of October 26, 1993, seconded by Comm. Barka and voted on in the affirmative. Comm. Walker moved to approve the minutes of October 28, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Michael Morin presented the report for the Treasurer, Mrs. Kelley, who was not in attendance at this meeting. Mr. Morin stated that there is \$2.6M in Bond Anticipation Notes to be rolled over and Shawmut Bank will call in the bids for approval at the next Commissioners meeting on November 16, 1993. Mr. Morin explained that the notes will be rolled over until April 1, 1994 with bonding anticipated in early March, 1994. Mr. Morin reminded the Board that at least two Commissioners and the Treasurer must be present on November 18, 1993 to sign the notes and paperwork for return to the bank the following Monday.

Mr. Morin provided the Board with an updated Child Day Care Study that was done in conjunction with Mrs. Denise LaRoche, Director of the Children's Day Care Center. Mr. Morin explained that the Study contains expected revenues for the upcoming year. The data, Mr. Morin states, is broken out by the number of children, their attendance, their pay rate, and the suggested increase. The study, Mr. Morin added, also contains possible solutions to the day care deficit. Mrs. LaRoche spoke about her constraints imposed by state regulations and the study showed that there was a need to have the children housed in one building as part of the solution in solving the deficit.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
November 9, 1993.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside presented the Board with a copy of a letter from Luchini Milfort Goodell & Associates, Inc. with the costs of the structural survey services for the Carlisle Building. Mr. Woodside report that their fee is \$2,400 and does not include additional services such as the actual design of structural modifications, which will be priced separately. Comm. Henderson spoke of the need to respond to this as soon as possible due to the late date and the request from the State Fire Marshal. Comm. Henderson moved to waive the bid and accept the proposal from Luchini Milfort Goodell & Associates, Inc. in the amount of \$2,400, seconded by Comm. Walker and voted on unanimously in the affirmative. Mr. Woodside requested that the Board provide a letter to document their acceptance of the engineers proposal.

Mr. Woodside presented the minutes of the eighth meeting of the Water Treatment Facility.

Mr. Woodside presented a request for bid waiver for the installation of a *live tap* on one of the county's water mains. Mr. Woodside reports that E.J. Prescott performs this service and has serviced the county in the past. Comm. Walker moved to waive the bid for the valve that must be replaced in the water line due to the emergency time factor involved, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Woodside reports that his department's budget was turned in yesterday, November 8, 1993. Mr. Woodside also reports that there 12-15 contractors toured the Underhill building to look at the replacement of windows. Mr. Woodside noted that he and Rep. David Welch attended a meeting today at 10:30 AM with the Department of Transportation at North Road and Rt. 101 with regard to the Red Line and that this represents the fifth plan that has been established. Mr. Woodside said he does recommend that the county do anything further on this issue until a letter is received from Public Service which will document the direction they intend to take. Mr. Woodside will keep the Board informed on the progress of this. Comm. Henderson asked Mr. Woodside if the costs he had projected in his budget for the work that needs to be done on the Red Line have changed and Mr. Woodside responded, not at this time.

Mr. Woodside reported that the county's Well #1 has not been cleaned since July, '89 and that turbulation has occurred in the cavity of the well causing a "silting up" of the well system which was due to the fact that the well pumps ran 24/day, 7/days a week when the water tower was off-line. Mr. Woodside explained that the pump was pumping 54/gallons per foot after the cleaning in July, '89 and the well is currently only pumping 10/gallons per foot. Mr. Woodside stated that the well needs to be cleaned immediately and that a company called Hydrocrew, who installed the wells and has serviced the wells, provided a

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 9, 1993.

phone quote of \$8,000 to do this work. Comm. Henderson stressed the need to demonstrate an emergency situation and there was general discussion among the Board on this issue. Upon questioning from Rep. Welch, Mr. Woodside stated that if anything were to happen to the water tower, he would not be able to maintain a supply of water without the reservoir using this well in its present condition. Comm. Henderson summarized the Board's feelings by stating that it made sense to have continuity of service on items such as this and it is advantageous in some instances that the service provider know the history of the item being serviced, but there is also concern that all qualified service providers have a chance to bid on county work. Mr. Woodside stated that he cannot predict how long the well will last if it goes out to bid, that the water pressure had dropped to this level in the last three days, and that running it like this puts more stress on the pump. Mr. Woodside added that Well #2 would not be able to take up the slack for a great length of time if Well #1 went out of commission. Comm. Henderson moved to waive the bid in this instance and to have Mr. Woodside contact Hydrocrew to repair Well #1, seconded by Commissioner Walker and voted on unanimously in the affirmative.

Mr. Woodside made a statement about the recent articles in area newspapers which stated that the County Courthouse was receiving poor service from his department and Mr. Woodside wanted to stated that the articles are inaccurate and it questions his integrity and that of his department. Mr. Woodside said his men do a good job at the courthouse and that he has never seen any kind of report or memos to state otherwise. Mr. Woodside wanted the Board and the attending journalists to know that he is upset at these articles. Comm. Henderson clarified Mr. Woodside's statement by saying that the remarks made by people in the courthouse on the condition of the building was inaccurate, not the reporter's stories. Comm. Walker agreed with Mr. Woodside and said that the Board has never received any kind of communication from individuals within the courthouse building complaining that maintenance was not being done correctly. Comm. Henderson added that because the Board does not know the future of this building, due to the discussions regarding a new courthouse, it would not be wise to spend money on this building at this time.

Comm. Walker asked Mr. Woodside about the status of the old jail. Several months ago the Board had requested that Mr. Woodside to put out a bid on the jail to see if it could be demolished for the brick, copper and steel located within it. Mr. Woodside responded that he has had two demolition/salvage companies look at the building and neither one of them had responded back to Mr. Woodside although he is still pursuing this. Rep. Welch mentioned that Kingston is renovating their police station and that there are probably other towns who are in the process of renovating their stations and there may be useful items within the old jail that could be used by those towns. Comm. Henderson moved to have Mr. Woodside itemize the equipment which could be liquidated as surplus in the vacant Carlisle Building formerly used to house the work release program, present that list

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
November 9, 1993.

to the Board and after their approval, the Board will distribute the list to Rockingham County communities whereby if they want any of those items they will be delivered to them by the county at not cost, seconded by Comm. Walker, and voted on unanimously in the affirmative.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant presented the Board with bids for frozen foods which were:

Kraft/S.S. Pierce
Jordans
North Center Food Service
Hallsmith-Sysco
Associated Grocers

Comm. Walker moved to have Mr. Sturtevant shop the bids and award the bid to the lowest bidder or the one deemed to be in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reports that the census today is 299 with an admission scheduled tomorrow, 30 on the waiting list; 76 adults in the Adult Day Care and 31 children in Children's Day Care.

Mr. Sturtevant presented the Board with the operating statements for the month of October which showed 82.7% in revenues and 79.7% in expenditures.

Mr. Sturtevant request a Non-Public Session under RSA 91A:3 II, (c), to discuss personnel issues.

REPORT FROM THE DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Mr. Morrisette presented the Board with certifications for Group II for the special Deputy Sheriff I's on security at Manchester Airport.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mrs. Patricia Donovan

Mrs. Donovan reported that the count for today is 202 with 100/sentenced and 102/pre-trial. Mrs. Donovan also reported that she attended the Correctional Officer's Academy Graduation yesterday and that three years ago the Academy established a Graduate With

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 9, 1993.

Distinction Award which started with the 36th Academy. Mrs. Donovan stated that one of Rockingham County's officers was awarded that honor at the 36th Academy and this year one of Rockingham County's officers was also awarded this distinction which means that Rockingham County has won two out of the three awards given in this category. Comm. Walker asked Mrs. Donovan to convey the Board's congratulations to Mr. Ron Farrell for being recognized with this year's Graduate with Distinction award.

Comm. Walker stated that the Board has previously voted on an insurance buyout which stated that if the spouse of a county employee was covered under another health insurance program, the county would provide 50% of the cost of the count plan if they chose not to be covered by the county. Comm. Walker reports that the practice has been that if the spouse was also a Rockingham County employee they have been given 100% of the county plan as opposed to the 50% given to an employee whose spouse does not work for the county. Mr. Morrisette said that it is not a *buyout* - the two county employees are each treated as single employees even though they are in a family plan, entitled to single membership, and therefore, eligible for the allowance they would have received if they were not married. Comm. Walker stated that the argument is that an employee with a spouse who is not working for the county is only getting half of their costs paid, whereas an employee with a spouse who is also working for the county gets the full amount applied towards insurance which makes it more difficult for those employees who have spouses working elsewhere to afford family membership. Mr. Morrisette added that the reason this was established was that the county paid for single membership where all employees received that single membership as a benefit and everyone participated in it. Mr. Morrisette then stated that some employees were married to people who also had full coverage provided to them and because there was no benefit to them in not taking it, they took the county's plan. Mr. Morrisette explained that the county saw an opportunity for the county to save money and also provide an opportunity for the county employee. The Board decided not to make a decision on this issue at this time and that they would review financial evidence on how different formulas are being applied to see if there are inconsistencies

Comm. Barka reported that there would be a Commissioner's meeting next Tuesday, November 16, 1993 at 1:00 PM.

There being no further business to come before the Board, Comm. Walker moved to go into Non-Public Session under RSA 91A:3 II, (c) at 2:50PM on a roll call vote.

Submitted by,

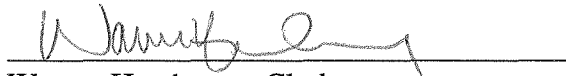


Pam Tessier

Temporary Administrative Assistant to the
Rockingham County Commissioners

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
November 9, 1993.

Approved by,

A handwritten signature in cursive script, appearing to read "Warren Henderson", is written over a solid horizontal line.

Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Child Day Care Study
Letter from Luchini Milfort Goodell & Associates, Inc.
Request for Bid Waiver - Valve Live Tap
Pre-Bid Meeting Attendance - Windows/Underhill Building
Bids - Frozen Foods

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY COMMISSIONERS
November 9, 1993
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire

At 2:50PM the Board of Rockingham County Commissioners, on a roll call vote, went into Non-Public Session under RSA 91A:3 II, (c), to discuss personnel issues. Those in attendance were: Commissioners Barka, Walker and Henderson; Mr. William Sturtevant and Mr. Roy Morrisette.

Discussion took place with regard to an update on a charge related to misconduct of an employee. The charge could not be substantiated and Mr. Sturtevant will reinstate the employee who was placed on suspension during a review of the charge.

Mr. Sturtevant suggested that every nursing home assistant who is on regular duty, as opposed to light duty, receive a 20% *floor bonus*, when the floor is busy, as permitted by the Rockingham County Board of Commissioners.

At 3:10 PM Comm. Henderson moved to adjourn, seconded by Comm. Walker and voted on unanimously in the affirmative.

Submitted and approved by,
ROCKINGHAM COUNTY COMMISSIONERS



Warren Henderson, Clerk

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
November 16, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Ms. Jane Jackson, Staff Accountant/Central Business Office; Mr. Ernest Woodside, Director of Maintenance, Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Mrs. Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Comm. Walker spoke about the Minutes of October 26, 1993 which had been approved last week at the Commissioners Meeting. Comm. Walker specifically spoke about a request to waive the bid which had been presented by Mrs. Patricia Donovan, Superintendent of the Department of Corrections. Comm. Walker stated that the meeting was posted to open bids only and that the motion made to waive this bid was illegal. Comm. Walker reported, for the record, that she had checked the RSA's and that a Bid Waiver had to be done by the unanimous vote of the *Board* of Commissioners which was not done in this case as she was not in attendance at the October 26, 1993 meeting. Comm. Walker maintains that two Commissioners do not have the authority to waive a bid and that if there was an emergency situation involved in this instance, she should have been informed that such a situation existed. Comm. Walker stated that if the purchase was already made, it was an illegal purchase, and she wants the Assistant Treasurer to refuse payment on this because it was an improper procedure. Comm. Walker added that the request was made on October 26, 1993 and there was a regular meeting on October 28, 1993 and that 21 days have gone by and she still has not been informed of this emergency. Comm. Barka responded that Comm. Walker was not in attendance at that meeting and that there have been instances when he, Comm. Barka, has not been in attendance at meetings when decisions are made. Comm. Barka added that there was no intent to disregard Comm. Walker and that to stop payment would only cost the county money in litigation. Sheriff Vetter stated that his understanding of the law was that the vote had to be unanimous for those in attendance, not that all three have to be there. Comm. Barka stated that he has no problem with two Commissioners making a decision if he is not in attendance because county government has to keep operating.

Commissioner Walker explained that this law has been discussed at least 25 or 30 times this year, and not less than 2 months ago the bid was put out for stair treads at the HOC

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 16, 1993

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because one commissioner failed to waive the bid. Each time the bid waiver has been discussed, it has always been interpreted as all three commissioners must waive bid.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Michael Morin presented the report for the Treasurer who was not in attendance at this meeting. Mr. Morin presented the bids on the rollover of Bond Anticipation Notes (BAN's). Comm. Walker moved to award the rollover bids to State Street Bank for \$2.6M at 2.62%, seconded by Comm. Barka and voted on unanimously in the affirmative. Mr. Morin reported that there were five bidders with Shawmut at 2.85%; AH Williams at 3%; Fleet Securities at 3% and Bay Bank at 2.90%. Upon questioning from Comm. Barka, Mr. Morin stated that he felt this was a good bid and compared it with the \$600,000 BAN that the Board had done in July of this year. Mr. Morin said this is due on April 1, 1994 and the interest through April 1st will be \$24,031.22. Mr. Morin said the Commissioners will have to rollover a \$3M BAN in January, 1994, until April 1, 1994 and it is anticipated that the \$6+M bond will go out the beginning of March, 1994.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter presented a request for an overexpenditure of a line item for \$7,696 which involved radio problems in the northwest part of the county, Auburn, Candia and Deerfield. Sheriff Vetter reported there have been problems in this area for a period of years and this cost has been figured into the budget for 1994, but because of the emergency nature of the problem, it cannot wait until 1994. Comm. Walker explained to Sheriff Vetter that these overexpenditure requests do not have to be brought before the Commissioners' meetings and that the process is to submit the request to Mrs. Theresa Young who will forward it for the Commissioners approvals and signatures and then it will go to the Executive Committee for approval at their next meeting.

Comm. Henderson entered the meeting at this point and explained that there had been a meeting in Candia which was attended by the Candia Selectmen, Police Chiefs, Fire Safety Representatives, and members of the Delegation and the Governor's Council. Discussion centered on problems with the inadequate radio coverage in the Auburn-Candia area. Comm. Henderson reports that it represents a public safety issue and is an emergency situation that needs to be remedied.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside was in attendance at this meeting but had no report to make.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 16, 1993

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REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. William Sturtevant reported that the census today was 296, with 22 on the waiting list, 76 adults in the Adult Day Care and 31 children in the Children's Day Care Center.

Bids were received and opened for:

TRAYS:

G&C Restaurant Equipment
Interstate Restaurant Equipment Corp.
Northeast Food Service Equipment
N.H. Restaurant Equipment Company
Heritage Food Service Equipment
Metropolitan Restaurant Equipment Co.

Comm. Walker moved to allow Mr. Sturtevant to shop the bids and award the bid to the lowest bidder or the one deemed to be in the best interests of the county, seconded by Comm. Henderson, and voted on unanimously in the affirmative.

GARBAGE DISPOSAL:

G&C Restaurant Equipment
Northeast Food Service Equipment
Metropolitan Restaurant Equipment Co.
N.H. Restaurant Equipment Company
United Restaurant Equipment Company
Heritage Food Service Equipment

Comm. Henderson moved to allow Mr. Sturtevant to shop the bids and award the bid to the lowest bidder or the one deemed to be in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reported the results of the frozen food bids which were opened at last week's meeting.

Shaheen Brothers	\$ 788.81
Jordans Foods	\$2,070.26
Associated Grocer	\$ 597.00
Northcenter Food	\$ 578.00
Hallsmith/Sysco	\$ 774.16
S.S. Pierce/Kraft	<u>\$ 337.50</u>
	\$5,145.63

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 16, 1993

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Mr. Sturtevant reported on the results of the Nursing Home Audit:

	<u>1993</u>	<u>1994</u>
Deloitte Touche	\$24,600	\$26,000
Mason & Rich	\$ 9,705	\$10,705
Smith, Batchelder, & Rugg	\$16,500	\$17,000
Grzelak & Company	\$ 6,500	\$ 4,500 (Bid on Audit portion, only)

Mr. Sturtevant stated that he and Mrs. Young met with each of the bidders and considered having Grzelak and Company just do the audit portion, not the cost report, and their recommendation is that there be a combined audit/cost report with Grzelak & Co. and Deloitte Touche at \$17,500 for 1994 and \$15,900 for 1995. Comm. Henderson moved to award the bid as recommended by Mr. Sturtevant and Mrs. Young, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Sturtevant asked the Board to officially set the new rates for the Child Day Care Center in order to provide the parents adequate notice. Mr. Sturtevant recommended that the Board increase the Child Day Care rate to \$2/Day, effective January 1, 1994. Comm. Henderson moved to notify the parents with children in the County's Child Day Care Center that the rates will increase to \$2/Day as of January 1, 1994 and that the notification should include the Board's wish to have those parents go from post-tax to pre-tax payments, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Sturtevant requested a Non-Public Session under RSA 91A:3 II, (c) to discuss personnel issues.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young had no report to make but introduced the Board to the new Staff Accountant in the Central Business Office, Mrs. Jane Jackson.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mrs. Patricia Donovan

Mrs. Donovan reported that the count today is 212 with 103/sentenced and 109/pre-trial.

Comm. Walker moved to accept the minutes of November 9, 1993 with the following correction - that the words, "when the floor is understaffed," be added after *floor bonus*, to the Non-Public Session minutes, seconded by Comm. Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

November 16, 1993

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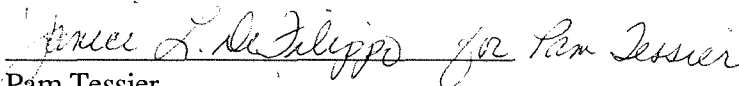
Comm. Walker spoke about House Bill 108 which passed last year and about the process to be implemented which is that the Commissioners approve it and then pass it on to the Delegation for approval. The Board decided that they would postpone a decision on this issue until a later date.

There being no further business to come before the Board, Comm. Walker moved to go into Non-Public Session at 1:55 PM on a roll call vote.

At 4:50PM the Board of Rockingham County Commissioners moved to go back into their regular session. Comm. Walker moved to select Blue Cross/Blue Shield's Health Choice for insurance for the county and to have Matthew Thornton as the Health Maintenance Organization and to have the buyout option of 50% of single membership (\$101) offered to any employee covered by their spouse through the county plan or any other health insurance upon completion of the Proof of Coverage Form, seconded by Comm. Henderson and voted on unanimously in the affirmative.

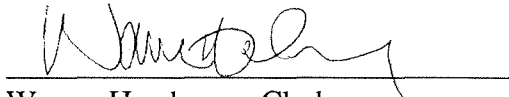
There being no further business to come before the Board, Comm. Walker moved to adjourn at 4:52PM.

Submitted by,


Pam Tessier

Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,


Warren Henderson, Clerk

Rockingham County Commissioners

/pjt

Enclosures: Bond Anticipation Note Paperwork
Bids: Trays/Garbage Disposal
Frozen Vegetable Bid Totals

**MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
119 North Road
Brentwood, New Hampshire
November 16, 1993**

At 2:00 PM the Rockingham County Commissioners, on a roll call vote, went into Non-Public Session under RSA 91A:3 II, (c) to discuss personnel issues. Those in attendance were: Commissioner Ernest Barka, Commissioner Jane Walker, Commissioner Warren Henderson, Mr. William Sturtevant and Mr. Roy Morrisette.

Discussion took place regarding nursing home duties which involved special considerations for those on "light duty." There needs to be a clarification of the classification which will be pursued by Mr. Sturtevant. Comm. Walker moved that the nursing home be allowed to implement Mr. Sturtevant's recommendation not to allow employees on light duty to receive the 2070 Floor Bonus, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant informed the Board of his intention to terminate an employee on extended probation, with justification.

There being no further business to come before the Board at this time, the Board recessed at 2:11 PM.

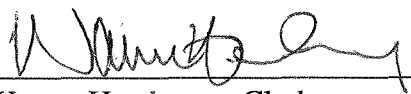
At 2:30 PM the Board of Commissioners re-entered the Non-Public Session under RSA 91A:3 II, (c), on a roll call vote, to discuss health insurance. Those in attendance were: Commissioners Barka, Walker and Henderson; Mr. William Sturtevant; Ms. Theresa Young; Mr. Roy Morrisette; Mr. Scott Averhill of Blue Cross/Blue Shield; and Mr. Ben Mancusso.

Discussion took place regarding health insurance coverage, premiums, and which Health Maintenance Organization the County would offer.

Those present had talked previously with representatives from Blue Cross/Blue Shield and Matthew Thornton.

There being no further business to come before the Board in Non-Public Session, Comm. Walker moved to adjourn at 4:50 PM on a roll call vote.

Submitted and approved by,



Warren Henderson, Clerk

MINUTES
ROCKINGHAM COUNTY COMMISSIONERS
November 24, 1993
Delegation Conference Room
Mitchell II
Brentwood, New Hampshire

A meeting of the Board of Rockingham County Commissioners was held on this date in the Delegation Conference Room of Mitchell II at the Rockingham County Nursing Home in Brentwood, New Hampshire.

Those in attendance were: Commissioner Jane Walker, William Sturtevant, Administrator of the Rockingham County Nursing Home, Janice DeFilippo, Temporary Administrative Assistant to the Rockingham County Commissioners.

Commissioner Jane Walker opened the meeting at 1:05 PM. The purpose of the meeting was to open various bids for the Nursing Home. Bids were opened for:

Gentle Rain Soap

Totalmed, Hudson, NH
Daly, Peabody, MA
North Shore Surgical, Danvers, MA
Adco Surgical Supply, Bangor, ME

Lounge Chairs

Adco Surgical Supply, Bangor, ME
Life Plus, Amesbury, MA
Medical Market, Portsmouth, NH
Dalys, Peabody, MA
Totalmed, Hudson, NH

Both bids were turned over to Mr. Sturtevant to shop. His recommendations and figures will be presented at the commissioner's meeting on Tuesday, November 30.

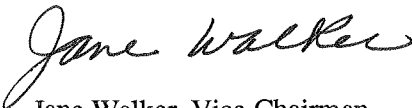
Meeting was adjourned at 1:12 PM.

Respectfully submitted by,



Janice L. DeFilippo
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners

/jld

Enclosures: Bids for Gentle Rain Soap
 Bids for Lounge Chairs

MINUTES
ROCKINGHAM COUNTY COMMISSIONERS
November 30, 1993
Delegation Conference Room
Mitchell II
Brentwood, New Hampshire

A meeting of the Board of Rockingham County Commissioners was held on this date in the Delegation Conference Room of Mitchell II at the Rockingham County Nursing Home in Brentwood, New Hampshire.

Those in attendance were: Commissioner Jane Walker, Commissioner Ernest Barka, William Sturtevant, Administrator of the Rockingham County Nursing Home, Jude Gates, Administrative Assistant to Director of Maintenance, and Janice DeFilippo, Temporary Administrative Assistant to the Rockingham County Commissioners.

Commissioner Ernie Barka opened the meeting at 1:00 PM. The purpose of the meeting was to open various bids for House of Corrections, County Cooperative Extension, and Rockingham County Nursing Home. Bids were opened for:

Maintenance of Health Care Costs

Blue Cross

Commissioner Walker moved to shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

Labeling and Folding Machine

Consolidated Business

Commissioner Walker moved to shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

Cranberry Juice

Associated Grocers, Manchester, NH
Donahue Brothers, Lawrence, MA
Jordans, Portland, ME

Commissioner Walker moved to shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

Garbage Disposal

Interstate Restaurant Equipment Corp., Manchester, NH
Metropolitan Restaurant Equipment, Co., Hackensack, NJ
N. H. Restaurant Equipment Company, Manchester, NH
Northeast Food Service Equipment, Concord, NH
United Restaurant Equipment Co., Woonsocket, RI

Commissioner Walker moved to shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

Dish soap

ZEP, Boxford, MA
ZIFF, W. Boylston, MA
Diversey Corp., Hudson, MA
Summit Supply, Chester, NH
Arnold T. Clement Co., Inc., Rochester, NH
UNX Incorporated, Barrington, NH

Commissioner Walker moved to shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

Replacement Windows

General Home Improvement
Awinco
R. Basset T. Construction
Exeter Glass Co.
Brown and Horsch Insulation Co.
Kinney Roofing Co.
Mike Ryan Building and Remodeling
Portland Glass

Commissioner Walker moved the maintenance department shop the bids, and award the contract to the lowest bid, or to the ones deemed to be in the best interest for the county. Commissioner Barka seconded and it was voted on unanimously in the affirmative.

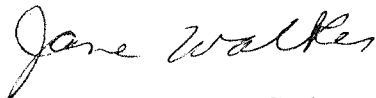
Commissioner Walker moved the meeting be adjourned, Commissioner Barka seconded and it was voted on unanimously in the affirmative. Meeting was adjourned at 1:12 PM.

Respectfully submitted by,



Janice L. DeFilippo
Temporary Administrative Assistant to
the Rockingham County Commissioners

Approved by,



Jane Walker, Vice Chairman
Rockingham County Commissioners
/jld

Enclosures: Bids for Maintenance of Health Care Costs
Bids for Labeling and Folding Machines
Bids for Cranberry Juice
Bids for Garbage Disposal
Bids for Dish soap
Bids for Replacement Windows

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 2, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mr. Michael Morin, Assistant Treasurer; Mrs. Theresa Young, Fiscal Officer; Mr. William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Wayne Vetter, High Sheriff of Rockingham County; Mrs. Patricia Donovan, Superintendent of the Department of Corrections, Mr. Roy Morrisette, Director of Personnel, , Mrs. Diane Gill, Director of Human Services, Ms. Jude Gates, Administrative Assistant to Director of Maintenance, Representative David Welch, Mr. Ben Mancuso of Blue Cross/Blue Shield, Mr. John Hart of the Union Leader, Ms. Denise Breidegam of Foster's Daily Democrat, and Ms. Janice DeFilippo, Temporary Administrative Assistant to the Rockingham County Commissioners;

Chairman Barka opened the meeting at 1:08 PM.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. William Sturtevant reported that the census today was 300, 1 person who was at the hospital returned, with 20 on the waiting list, 72 adults in the Adult Day Care and 30 children in the Children's Day Care Center.

Saturday, December 6, is the Christmas party for the children from 2-4 PM in the Hilton Auditorium.

A letter was written to recognize Kenneth Lafond who has been employed since 1991 as a certified nursing assistant. He has gone to school and took his state boards to become an LPN and has passed those. He deserves congratulations for doing that and he will be moved into a position of an LPN the first of January.

Commission Walker said that they would be writing a letter. Mr. Labot is from Nottingham. Commissioner Henderson will write the letter.

Mr. Sturtevant will be bringing to the board a fee schedule for use and rental of rooms and equipment at the nursing home. There are more and more organizations that are coming in to make use of the facilities, where they have to set up the room in the center. Most areas like the schools and towns do have a rental fee. The issue will be brought to the board in the next couple of weeks to be looked at.

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Commissioner Barka stated that there were good policies set up in the school districts and those may be looked at. Commissioner Walker stated that it does cost money because the staff has to set up and clean up and it costs the employees time.

Bids were awarded to the following companies:

Cranberry Juice: Was put out to bid for 58 cases per month for a total of 700 cases per year. Bidders were Jordan Foods at \$21.14 per month per case; Donahue Brothers at \$22.92 per case; and Associated Grocers at \$19.75 per case. Mr. Sturtevant recommended Associated Grocers as the low bidder.

Commissioner Walker moved to award the bid to Associated Grocers and Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Garbage Disposals (1 of 2): These need to be replaced in the kitchen. The bidders were Northeast Food Service Equipment for \$1199; New Hampshire Restaurant Equipment for \$1189; Interstate Restaurant for \$1198; American Food Services Equipment Company for \$1300; and United Restaurant for \$1190. Mr. Sturtevant recommended New Hampshire Restaurant Equipment for \$1189 as the low bidder.

Commissioner Walker suggested that all the bids be gone over and then they would vote on all at the end.

Gentle Rain Body Wash and Shampoo: A new product being used in the nursing home which they picked up through the infection control program. There were four bidders (all figures are for annual cost): Totalmed for \$10,317.12; Daly for \$11,728; Adco for \$12,057.60; and Northshore Medical for \$10,964.16. Totalmed was the low bidder so Mr. Sturtevant recommends that Totalmed be awarded the contract.

Lounge Chairs: Bidders were: Totalmed for \$6077.55; Adco for \$7092.50; Medical Mart for \$7822.60; Daly Medical for \$7081.20; and Life Plus for \$8088.60. Mr. Sturtevant recommends Totalmed receive the contract for \$6077.55.

Garbage Disposal (2 of 2, the large one): Bidders were: Metropolitan Restaurant for \$1895; Heritage Food Service Equipment for \$1983; New Hampshire Restaurant Equipment for \$1647; Northeast Food Service for \$1675; Interstate Restaurant for \$1698; GFC Restaurant Equipment for \$1745; and United Restaurant Equipment for \$1644. Mr. Sturtevant recommends that United Restaurant Equipment be awarded the contract as the low bidder.

Trays: We talked about this when it went out for bid. The trays that we have for the residents are fiberglass and splintered and are now running into safety problems. There were six bidders: GNC Restaurant Equipment for \$96.96 per case (12 to a case); Metropolitan Restaurant Equipment for \$102 per case; New Hampshire Restaurant

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Equipment for \$146.40 per case; United Restaurant Equipment for \$98.45 per case; Interstate Restaurant Equipment for \$103.30 per case; and Northeast Food Service Equipment for \$96.55 per case; which would be \$2896.50. Northeast Food Service Equipment is the low bidder and Mr. Sturtevant recommends that they be awarded the contract.

Commissioner Walker moved that all the bids that Mr. Sturtevant read off be awarded to the one recommended by Mr. Sturtevant which were the low bidders. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Dish washing Materials for Kitchen: The bid was put out as a two-year bid but the figures reflect an annual cost. The bidders are: Arnold T. Clement Co., Inc. for \$7078.76; Diversey Corp for \$14,098.23; Summit Supply for \$11861.96; Ziff for \$12454.18; ZEP for \$9168.40; UNX (who is the current bidder, gave us two bids, one for each year) the first year being \$13,871.32 and the second year being \$16,719.27. While Clement is the low bidder they did not bid on all the products, they didn't meet all the specs. Nor did ZEP. The bidder that met the specs and is the low bid is Summit out of Chester. They are in agreement for two years, fixed. If we use more soap than what they were going to use, they eat it. If we use less they make out. Our current contract this year is \$14,000. So there is a savings of around \$2000 per year. Commissioner Barka asked if the same company handles the contract now. Mr. Sturtevant stated that UNX has the current contract. We would make the recommendation that Summit be awarded the contract with the same understanding that we did with UNX last year, that if their product does not meet the criteria in cleaning the dishes in the center, we would give them 90 day notice to correct it. If they don't correct it then we would go back to the board to rebid.

Commissioner Walker moved to award the bid to Summit with the condition that if the soap does not meet the specifications in the kitchen after sufficient notice to remedy the situation and they do not, we can go someplace else. We will rebid it. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Blue Cross/Blue Shield: Mr. Ben Mancuso attended the meeting with the contracts for the purposes of having the commissioners sign them. The contracts are divided up into sections: Nursing Home, County Government, Cobra, and Retirees. The contracts need to be delivered by December 3 in the afternoon. Commissioner Walker stated that they would work on signing the contracts by December 3 in the afternoon.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Copies were distributed of the state bill for the month. The report today is for the October state bill because they did not receive it until the third week in November. Their state computer had made some mistakes and they had to run it again. All of the expenses were within the budget guidelines. The only thing significant is the number of juveniles involved was up over 400. It has never been that high before. During the month of October, Donna

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Miller, who is the remediation program coordinator for Derry, submitted her resignation. The position was posted and Marie Call was hired. She will be starting on Monday, December 6. Mrs. Gill was elected the Vice President of the Human Services Affiliate of the NH Association of County. Mrs. Gill has also been appointed by the Governor's Council to the DCYF Advisory Board. Mrs. Gill also passed out updated job descriptions and a copy of a news article that appeared in the Carriage Town News this week. The article was about Cathy Francoeur and the Peer Mediation Program that has been instituted in the schools. She is currently working with the Epping Schools.

Commissioner Henderson requested that she talk a little more about the mediation program. Mrs. Gill stated that the Mediation Program Coordinator, Cathy Francoeur, who works out of Portsmouth for the Seacoast Mediation Program, covers the Hampton, Portsmouth and Exeter school districts. Ms. Francoeur has been asked by the schools in the area to develop a curriculum for training students to deal with student issues. Epping is the fifth school that she has worked in. She has also had contacts from Portsmouth High School and the Exeter High School. We're seeing this more and more. Donna Miller has just moved on to Haverhill, MA, where they hired four adults to do mediation in the schools, throughout the Haverhill school system. It is the coming trend in New Hampshire, especially following the suicide that we saw recently. There is more and more talk about handling disputes among students by their peers. Ms. Miller has developed her own curriculum and it is really going great guns.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Michael Morin presented the report for the Treasurer who was not in attendance at this meeting. There was nothing to report.

REPORT FROM THE SHERIFF'S DEPARTMENT - Mr. Wayne Vetter

Sheriff Vetter explained that the attorney's bill that came from the Manchester Airport, showed that the Manchester Airport was billed for normal services as well as \$1200 or \$1100, whatever the figure was Steve Herman's bills for the checking out the contract. They are very upset about the attorney's bills in as much as they felt they shouldn't have to pay for the lawyer because it was something that the County asked for. According to the contract, any cost, direct or indirect, is paid for by the Airport. Because this is a new relationship and it appears to be a fairly good one, the Sheriff asked the Commissioners to consider absorbing this cost in their legal line item. They have at the present time taken that \$1200 or \$1100 and set that aside and are going to pay the other \$24,000. They want to get that payment done right away but they want to find out what the County is willing to do about legal fees. Commissioner Barka asked how much the bill was for. Sheriff Vetter stated approximately \$1100, but we charged them a 5% administrative cost monthly on the personnel cost. The county will bring in somewhere in the neighborhood of \$20,000 to \$27,000 range for the cost of the administration for the twelve months. The Sheriff does not believe it is going to cost \$20,000 to \$27,000 to process that payroll with

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Jeannette's time, Sheriff Vetter's time and Theresa's time. There should be a window in there at least of \$1000 or \$1100 that can be applied to that legal cost and not charge them an additional \$1000 on the bottom line contract. Basically it is an administrative cost, cost that we incur because "we", normally you as the commissioners, but all need legal council and therefore an attorney is hired. The city attorney for the city of Manchester did the Airport's side and he isn't getting paid by them.

Commissioner Walker stated that if there was a staff person that was legal council, a lawyer working directory for them, there wouldn't have been the need to hire outside legal council. There are attorneys working for the county but not for the commissioners. Sheriff Vetter agreed, if there was a staff attorney working in the commissioner's office, the Sheriff's office or somewhere that problem would not have occurred.

Commissioner Walker asked that Mrs. Young look at the problem and decide what the cost is. Commissioner Barka asked if they would pay for half of the cost. Sheriff Vetter said that they would probably pay the whole thing if we really put the pressure on. However, the relationship began good and can potentially be soured by throwing something that could possibly be absorbed in another line in the County budget. They are happy to keep paying but for us to bill the legal fees for the contract and not just absorb it in the administrative costs could be a problem.

Commissioner Walker suggested that Mrs. Young take a look at how much the 5% might bring in a month and take into account how much time it will take to do the administration. Commissioner Barka asked for clarification that the \$25,000 or \$27,000 per year is being spent on administrative costs. Sheriff Vetter explained that the contract called for a flat 5% of personnel costs. Mrs. Young explained that the 5% was in there because when the county does the contract they charge the 5% administration fee regardless. The difference here is that there was another direct charge that was agreed to before the contract was signed to award the delegation \$2000. They were directly billed for that administrative costs and they didn't object to this. The difference between the two is that they did not agree to this direct when they signed their contract, it does not say that they will pay directly for administrative costs, it only says indirectly 5% of the total personnel. Sheriff Vetter again explained that if it looked like the expenditure was only going to be \$15,000 in personnel costs at this time to generate the \$25,000, it would be inadvisable not to put the money in the administrative costs. Commissioner Barka said that if they agreed to do it, it didn't have to be passed at the commissioner's meeting. He also stated that next week Sheriff Vetter would be given an answer.

For information only, Sheriff Vetter read some articles in the newspaper recently in reference to the radio problem. Sheriff Vetter did not know what the money figure was for the complete project. In talking with Rep Welch and other members it was decided to pursue the project at a pace that will uncover every phase. Sheriff Vetter met with the Deputy Commissioner of Safety for the state of Massachusetts. They have just completed the system for the Massachusetts State Police statewide. It cost millions and millions of

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dollars. Of course they were doing it on a statewide basis with more units so it would cost quite a bit more. The Deputy Commissioner was able to offset most of the cost with federal money. They will be meeting right after the holidays to draft the grant procedures for the federal funds. This would be taking a different direction than the Phenogram. Sheriff Vetter spoke with George Iverson and they just don't know what the amounts are going to be.

Commissioner Henderson asked if this was really a "two-track" issue. Part of it is maintaining the system that we have and make sure that the coverage that is pledged to provide is being given, which would be the short-term solution. The long-term is the other issue of replacement or upgrade of the existing system. Sheriff Vetter explained that the long term replacement or the upgrade is because of the FCC ruling that is coming down. The other reasons have to do with the technology and today's market with radio stuff. The goal right now is to prevent spending \$500,000 now, knowing that the whole thing will have to be replaced or thrown away. By using the bandaid approach, as little as possible is being spent until such time that the system can be replaced or upgraded. Commissioner Barka replied that it would be better if no figures were thrown out at this point. Sheriff Vetter explained that the state had \$7.5 million dollars to do the whole state to set the whole system up and put a radio and a portable in everyone of the state police cruisers and that can't even be compared to Rockingham County. And if the state does it first and then the county can tie in to that system, it will save more dollars.

Commissioner Henderson spoke about the meeting in Freemont. Rep Fred Kruse drew a design for the system and how it would work in Rockingham County, he drew the silhouette of the state and talked about this as a decision that should be made at the state level. Setting aside the issues of whether the state would pick up the whole tab or not is another question. However, it does make sense to be looking toward the state to provide some sort of direction so that at least, to the extent possible in our time frame, that everything is going in the same direction. All persons present agreed.

Sheriff Vetter talked about Erickson General Electric, who is the second major player in the radio communications field. They are now making contact and want to come to the Sheriff's office and do a pilot program so we'll know what the state police have done over in troop A. They want to use the county's office and all the law enforcement agencies throughout the county to pilot the general electric version of this digital program. They say if they do that and they already install all the sites, put it in as a pilot, it costs nothing, try it out for a year, then they will sell the stuff at a very minimal cost. That concluded the Sheriff's report.

Commissioner Walker asked that the Sheriff set aside time to schedule a meeting with all the commissioners to discuss the budget. They agreed upon Tuesday, December 7 at 10 AM. Commissioner Walker also asked if the impound area can be added to the agenda for next week. Sheriff Vetter will be prepared to talk about it, however, technically that area is Attorney Eldredge's area, so he should also be at the meeting.

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REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young reported that the slaughter house had no December payment and the November payment had been redeposited.

The health billing was an item that has to be discussed before signing the contracts. The way the fund works is that it is by itself with it's own revenues and its own expenses. The revenue comes from the general fund, it comes from cobra people and retirees. If there is to be ongoing accounting, the revenues need to be brought into this fund and the expenses need to be paid out of it. Ongoing accounting can be done now because the nursing home makes payments and the county makes payment and the status of the fund isn't known until year end. A request will be made to draw down all the health funds, all the dental funds and throw it in the right fund and account for it out of there and the Central Business Office would be paying the bills. It is it's own fund. That is setting the billing up in a way that the nursing home is not paying bills and the county is paying bills (two bills actually, it's kind of like retirees and regular). Commissioner Henderson stated that our ability to track and dissipate would be diminished. Mrs. Young agreed that it would be more time consuming. Commissioner Walker stated that she didn't have a problem with following Mrs. Young's recommendation for next year. Mrs. Young stated that she would be billing out at the beginning of the year and account for it all the way through.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Ms. Jude Gates made the report for Mr. Woodside was not in attendance at this meeting. She passed out the minutes from the Water Treatment Meetings on November 16 and November 23. Mrs. Gates also presented the application and certificate for payment for payment of \$48,848.17. Commissioner Walker requested that the commissioners receive the packet of information ahead of time so they have an opportunity to look at it. **Something** met on Tuesday as scheduled and things are going well.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Mrs. Patricia Donovan

Mrs. Donovan reported that the count today is 210, and there are 110 pretrial and 100 sentenced. As advised, Mrs. Donovan is requesting that the commissioners waive the bid process for the purchase of a charting system for the corrections medical department. The type of system required can only be obtained from the sole-source vendor. The system must be compatible with the nursing home system. The request for the waiver of bid is from Carson's Charting System for a total of \$4300. The jail has to be in compliance with the state and the AMA. Mrs. Donovan stated that this was a necessity. Commissioner

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Henderson asked if it was one of the things that the jail was being directed to do. Mrs. Donovan stated that it was. It was brought to the commissioner's attention a few weeks back. There was initially a payment system that could have been used which would have cost the county more money because the 6-month payment system would have cost over \$233 in interest. Commissioner Walker asked if the nursing home was using the same system, were they buying together? Mrs. Donovan stated that it came together through Janet the Pharmacist and Bill contacted the charting company. They came over and to set up the system is a one time cost, then all the supplies will be purchased at the same price as the nursing home. The deadline for compliance was December 1, but couldn't get the paperwork in place, so they have been given an extension until the first of the year. Commissioner Walker asked if there was money in the budget to pay for this. Mrs. Donovan explained that the Executive Committee did approve the overexpenditure.

Commissioner Walker moved that the bid be waived. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Mrs. Donovan is working on Policies and Procedures for the Electronic Ankle system. This program will not cost the county any money (if anything it will be minimal but there will be some revenue when directed by the court to do it.). Commissioner Henderson asked about a case of house arrest and if it would be the House of Correction's responsibility to monitor it? Mrs. Donovan explained that they supply the whole system. The individual that is out has to pay the cost for it. The House of Corrections monitors it at the main station, then they verify and get back to the jail if there is a violation. Mrs. Donovan has to meet with the Sheriff and the local towns to see if it would be problem for the local towns to pick up if there is a violation. Commissioner Barka asked if the subject does not pay for the house arrest who does pay for it. Mrs. Donovan explained that there is money built into the system for indigents but it won't cost the county any money. The system is in place at the facility. When the Policies and Procedures are in place Mrs. Donovan will set up a meeting with the commissioners for them to do a presentation of the whole system. This is being done at the main office. If an alarm goes off, they will first check with the person by phone to make sure it isn't a malfunction. If that person is not available they will call our facility and we will do it that way. Commissioner Henderson stated that this system only tells where the wearer is, it has no detainment capabilities. This system would be done mainly for people who only have a maximum of three months left on their sentences. It will be a low risk. There are four counties that have it working now and it is working out well.

Mrs. Donovan is working on a proposal to be submitted to the board. The reason the equipment is needed is because if a judge is sitting in court and orders it, by law it must be in place. If any superior court judge rules an inmate at a county facility to be released on that, we have to have it in place.

Commissioner Walker explained that a couple of years ago there was a task force that looked into alternative sentencing. Rep Welch explained that it was basically for the over-

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crowding issue. Commissioner Walker agreed but it was to find ways to alleviate the over-crowding. Mrs. Donovan stated again that this was just in the working stage. Everything will be submitted to the commissioners for approval before anything else can be done. They will have 3 different companies come in and do presentations. Four of the counties have already gone with one company because installation was all taken care of, it was no cost to the county. Commissioner Walker suggested there was a need for more than one presentation so that everyone could see the difference and the advantages of the company that the other counties have gone with. Mrs. Donovan explained that this was the only company that has a New Hampshire based representative.

Representative Welch stated that when the other committee met they were looking at forms of alternative sentencing measures because of the over crowding situation. It is possible that the reports that they did may have been reflecting the over crowding problem as to whether this was a good alternative. This could possibly be something entirely different. The over crowding problem is not existent anymore. Commissioner Walker explained that it was one of the things looked at for a remedy and the system should be fairly similar. Mrs. Donovan stated that they were court orders and there is no choice on them. There was already one court order but the inmate had to be transferred to another county that had it. To reinforce what Representative Welch said, these are only for superior court orders. Six months ago there was one, superior court ordered. He was moved to another county that has the electronic line.

DIRECTOR OF PERSONNEL - Mr. Roy Morrisette

Mr. Roy Morrisette reported that the amendment that had to be signed for the Health Insurance EPBA relative to that person who is not of retirement age but is on a disability retirement. It was voted on but now it needs to be signed off on. Commissioner Walker moves that the clerk sign the papers on behalf of the county. Commissioner Henderson seconds and it was voted on unanimously in the affirmative.

Commissioner Walker moves to accept the minutes as presented for November 16, November 24, and November 30. Commissioner Henderson seconds and it is voted on unanimously in the affirmative.

Commissioner Walker had the bids that were shopped for the labeling and folding machines for the Cooperative Extension. The Cooperative Extension is recommending Consolidated Business Products for both pieces of equipment for automatic labeler, less the training, for \$2495 and the service contract for \$385. The automatic folder, less the training for \$2477 and the service contract for \$385. Commissioner Walker moves to award the bids to Consolidated Business Products for the labeling machine and the folding machine for the price quoted. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

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Commissioner Walker stated that it was the only bid sent in. A review was done to see if it was a reasonable bid. After checking around it was felt that it was a reasonable bid.

It was reported that Mr. Woodside was not ready to make a recommendation on the bids for the replacement windows.

Commissioner Walker explained about House Bill 108 which sets up a fund which allows the register of deeds to charge a fee for certain types of work done. The fee goes into an equipment fund which can only be used for equipment by the Deeds. The law specifies that the commissioners have to approve it before the executive board. Then the executive board has to approve it and the delegation has to approve it at the regular annual meeting. If the delegation should approve it in February at their annual meeting, then the fund would not go into affect until January 1, 1995. The county could establish rules as to the process for what equipment is purchased. This legislation allows you to create a fund and hold it there until you have the money sufficient to buy what you want.

Commissioner Henderson wanted to know why this bill was necessary. Rep Welch explained that this bill does save the county money because the people who are using the equipment are paying a surcharge which is going to be used to replace the equipment that they are using. Commissioner Henderson asked if there was an ongoing responsibility? This bill says that the department could raise one half of a million dollars before you would even have to stop charging the surcharge. Half a million dollars could buy a lot of equipment. Commissioner Walker stated when you start looking at equipment and replacing or updating or if you wanted to change indexing to a different system, you're going to need your half a million dollars to do it. Rep Welch stated that this is also where you need the guidelines. Commissioner Walker explained that the county can set up guidelines as to the process and the policies and procedures. These can be for what has to be done in purchasing any major pieces of equipment. Commissioner Barka stated that putting it through the state this year, they could change it next year. Rep Welch stated that if that were initiated, they can't take it away from the people.

Commissioner Henderson quoted from the bill: "The monies in the account shall be appropriated only for the use of the office of the register of deeds, and any such appropriation shall require prior approval by a majority vote of both the county commissioners and the count convention." The question raised was if that money was intended to be one time annually or on a regular basis. Commissioner Walker felt that this fund was intended for major pieces of equipment. Rep Welch stated that if you were considering a major purchase, then it would be done like any other budget cycle. Then it is just a source to draw the money from rather than the tax payers. Commissioner Walker stated that this was a safety net that the register of deeds could not go out and spend the money on something without some sort of check and balance.

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Commissioner Walker moves to approve House Bill 108, the establishment of this fund and pass it on to the executive board for their approval at the next meeting. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Commissioner Walker talked about putting the Incentive plan on the next agenda. There are a couple of concerns to look at. Some guidelines have been given to the Commissioners to work from. The Board needs to discuss these guidelines and make modifications before accepting them.

Mrs. Donovan questioned the bids for the Maintenance of Health Care for the House of Corrections. Commissioner Walker stated that the bids were opened and there was only one bid from Blue Cross. It is being analyzed.

Commissioner Walker talked about the manifest for the Water Treatment Plant that needed approval. Commissioner Walker moves to approve the manifest total of \$24,228 to the American Hotel Register, HL Turner Group and Warnerlie Industries Corporation for the water treatment plant and for the payment number 4 for \$48,848.17. Commissioner Henderson seconded and it was voted on unanimously in the affirmative.

Mr. Hart asked about the RFP for the farm. Commissioner Henderson stated that the formal RFP has not been developed yet. It is not going to be a productive effort because having reviewed the documentation from Mr. Woodside, the material that Commissioner Walker put together and other documentation, our basic costs that we're going to have to maintain because of issues like well heads and spring irrigation. That is going to mean that those plus the fact that our earning potential according to Strafford County and others is extremely modest for what we actually get for the field. It is not going to be worth it. Our best approach is going to be maintaining control. Commissioner Walker stated that it was on the agenda because in the motion to eliminate beef and pork that was part of the motion that we put out an RFP to local farmers. So it was put on there as a reminder to us that these are things that we said we were going to do. Until we do it, we leave them on there.

Mr. Hart asked if the commissioners have had discussions with people other than Strafford County on possibilities for use of the land. Commissioner Henderson said yes, that they had, including uses that are not strictly agricultural. It is a big piece of land. When the largest piece of land sits on the water supply then the prudent person is very cautious about altering the uses that they attain. Not just because of EPA regulations and not just because of damage to the system, like wellheads and soon to be water treatment, but because if you do something that precipitates contaminating the water supply, there's no good alternative.

Commissioner Walker stated that Strafford County leases about 300 acres of land. They have no wells, they have no spray irrigation system so there are no restrictions and they get about \$3000 a year. When you factor in the spray irrigation system and the possibility

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of damage to it and the water wells, the amount you can get for leasing the land, and the damage you could do either one of those would far outcede your revenue.

Commissioner Barka stated that \$500,000 or so has been lost in the last ten year and they have been paying \$20,000 a year more for the meat than we could have got wholesale, that would be lost on executive board members too.

Mr. Welch stated that the bottom line that has come up with is \$36,000 a year in maintenance costs. Commissioner Henderson stated that the net according to the maintenance director's projections are about \$25,000 net cost but these projections are incomplete.

Mr. Hart stated that rather go looking for other alternatives, do you believe that the county should absorb that cost. Commissioner Henderson stated that the majority of those costs, because of the other considerations, we are going to have to. There is no alternative of saying somebody else is going to maintain the area around the well and someone else is going to maintain the field for the spray irrigation system. Because the systems were set up in years past, interdependent systems, there is an obligation that really can't be walked away from. That limits the options. It means that there will be embedded labor expense, there will be an embedded equipment expense and there will be other dependent costs. Those are inescapable. They are modest compared to the cost of maintaining an active farm in operation. It also means that there is no option like what Strafford County has done and that's going down to zero and now it doesn't matter if we don't make much money because it isn't going to cost us any money. Whatever money you get is positive. We have obligations that we can't recently turn over to somebody else. The main issue is how much are we talking about after the embedded costs. It is most of the cost. Commissioner Walker stated that the report that was given has not been analyzed and when it is looked at there are some additional costs in addition to what was given in the report. The commissioners need to sit down and discuss it.

Mr. Hart asked if the cost could be higher than \$25,000. Commissioner Walker stated that they would be costs that would be bore by the maintenance department instead of the farm. Commissioner Henderson said that it could be less and it could be more. Everyone agrees that we shouldn't walk away and allow the fields to turn to woods. Commissioner Walker stated that the cost factor (not as great as maintaining the field) but just the simple maintenance of the buildings will be a cost factor. This cost factor and supervision of employees was not included in Mr. Woodside's report which listed the cost at \$25,000.

Rep. Welch talked about the requirement of growing some type of a crop because of the spray irrigation. Commissioner Barka stated that the crop could be sold. Then there would be revenues coming in.

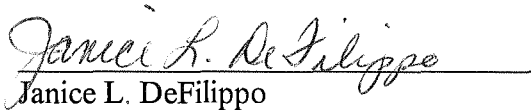
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There being no further business to come before the Board, Commissioner Walker moved to adjourn at 2:25 PM. Commissioner Henderson seconded and the meeting was adjourned.

Submitted by,



Janice L. DeFilippo

Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk

Rockingham County Commissioners

/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 7, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Jude Gates, Administrative Assistant to the Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, Steve Haberman of the *Portsmouth Herald*; and Diane Scarponi of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 1:10 PM. The minutes for the December 2, 1993 Commissioners meeting were typed but were not voted on in order to give the Clerk the opportunity to review them.

Rep. David Welch stated that the Executive Committee would be meeting on Friday, December 10, 1993, to discuss line item overexpenditures and unless there was some controversy on a particular line item, department heads would not be required to attend.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Morin presented a copy of the motion that will be presented to the Executive Committee on Friday, December 2, 1993, which is a request to borrow money to meet the demands of the Treasury. Comm. Walker moved that the Board of Commissioners request authorization to expend \$6.5M during the months of January and February, 1994, in anticipation of the Delegation's subsequent approval of the 1994 budget, seconded by Comm. Henderson and voted on unanimously in the affirmative. Comm. Henderson clarified, for the record, that there is a process involved in order to authorize the expenditure of county funds for the first two months of the year before the budget has been adopted.

REPORT FROM THE SHERIFF'S DEPARTMENT - High Sheriff Wayne Vetter

Sheriff Vetter stated that he had no report to make but there may be a change in his budget due to the meeting he had today with the Board and the Fiscal Officer which involved a miscalculation on shift deferential.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 7, 1993

REPORT FROM THE FISCAL OFFICER - Theresa Young

Mrs. Young was present at the meeting but had no report to present.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mrs. Jude Gates presented the report for the Maintenance Department in the absence of the Director, Mr. Ernest Woodside. Mrs. Gates presented the Board with the Minutes from last week's Water Treatment meeting. Mrs. Gates stated that Mr. Woodside requested that the awarding of the bid for window replacement be put off until next week as he needs additional time to review the bids.

FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reports that the census today is 297 with 20 on the waiting list, one person in the hospital and two deaths. There are 76 clients in the Adult Day Care and 31 children in the Children's Day Care.

Mr. Sturtevant presented the Board with the nursing home's operating statements for November. Mr. Sturtevant also presented the Board with a proposed 1994 budget for the nursing home for their review before their scheduled budget meeting.

Bids for rubbish removal were opened and received from:

Cates Rubbish Removal
BFI of New Hampshire
Waste Management of North America

Comm. Walker moved to have Mr. Sturtevant, Mr. Woodside, and the Commissioners shop the bids and award the bid at a later meeting, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant submitted a proposal for rental fees as discussed at last week's Commissioners meeting and asked the Board for their comments or suggestions.

Mr. Sturtevant requested a Non-Public Session to discuss personnel issues.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Patricia Donovan

Mrs. Donovan reports that the count today is 204 with 108/Pre-Trial and 96/Sentenced. Mrs. Donovan presented the Board with copies of the House of Correction population for their review before her budget meeting with them.

Mrs. Donovan requested a Non-Public Session to discuss personnel issues.

REPORT FROM THE DIRECTOR OF PERSONNEL - Roy Morrisette

Mr. Morrisette reported that Matthew Thornton will provide a contract by the end of this week.

Comm. Walker moved to authorize the Clerk to sign the Blue Cross/Blue Shield contract to Matthew Thornton contract, after the Board has reviewed it, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker spoke to Sheriff Vetter about the impound area and asked the Sheriff to look into the possibility of the using the existing barn as an impound area for those vehicles which would be otherwise open to the weather. Comm. Walker stated that she is aware that the barn is a wooden structure but suggested that there could be a way to house these vehicles in the barn if steps were taken to remove gasoline and any other necessary combustible materials from these cars before storage. Comm. Henderson stated that providing safe storage of these vehicles could prevent the county from lawsuits for damage to vehicles which were not protected from storm damage. Sheriff Vetter said he thought this was a good idea and his only question was to check with the Fire Marshall to see if gas tanks had to be emptied. The Sheriff said that the barn has doors on both ends and a wrecker could be driven in one end and leave by the other end which is an advantage. Comm. Barka stated that buying liability insurance might be worth pursuing.

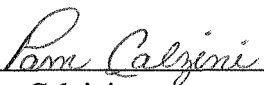
This issue brought about general discussion among the Board about the length of time cars were held, insurance company disputes, and legal ramifications. Sheriff Vetter stated that the insurance companies should be paying the County for storage because once the case is completed, the county should not have to continue storing these cars without reimbursement from the insurance companies. Comm. Walker and Comm. Henderson stated that the Commissioners need to set up a policy with regard to this issue. Comm. Walker asked Mrs. Gates to have Mr. Woodside provide the Board with a report on how many vehicles could be stored in the barn, how many vehicles are currently in the impound area, and the estimated costs involved to install a "snow guard" on the roof of the barn to help prevent the snow from falling off the roof.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 7, 1993

Comm. Henderson moved that the Board of Rockingham County Commissioners assert their authority to require that the Director of Personnel and the Fiscal Officer provide advance notification to the Board of County Commissioners of any personnel action taken by any office or department within Rockingham County government, if that proposed action would have a fiscal impact which results in a variance from the original appropriation before such actions are processed by the Central Business Office and before they take effect. Comm. Henderson stated that if he has to sign paperwork which involves employee compensation he would like to see that paperwork in advance. Comm. Henderson added he has no recommended policy and that the Personnel Commission should devise a uniform policy which is an issue that may be discussed at the next meeting of the Commission. The motion was seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Walker moved to go into Non-Public Session under RSA 91A:3, II, (c), to discuss personnel issues, seconded by Comm. Henderson. A roll call vote was taken in the affirmative and the Board went into Non-Public Session at 2:00 PM.

Submitted by,



Pam Calzini
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

**BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
NON-PUBLIC SESSION
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 7, 1993**

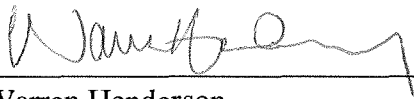
At 2:05 PM the Board of Rockingham County Commissioners went into Non-Public Session under RSA 91A:3, II, (c), to discuss personnel issues. In attendance were the following: Commissioners Barka, Walker and Henderson; Mr. William Sturtevant and Mrs. Patricia Donovan.

Discussion took place with the Superintendent of the House of Corrections, Mrs. Patricia Donovan, relating to a personnel issue involving termination of a probationary employee.

Discussion also took place with the Administrator of the Rockingham County Nursing Home, Mr. William Sturtevant, regarding personnel issues.

Commissioner Henderson moved to adjourn at 2:40 PM, seconded by Commissioner Walker and voted on in the affirmative on a roll call vote.

Submitted and approved by,



Warren Henderson
Clerk, Rockingham County Commissioners

WH/pjt

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 14, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Theresa Young, Fiscal Officer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Roy Morrisette, Director of Personnel; Steve Haberman of the *Portsmouth Herald*; and Denise Breidegam of *Foster's Daily Democrat*.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Henderson moved to accept the minutes of December 2, 1993 and December 7, 1993, seconded by Comm. Walker and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Mrs. Patricia Kelley

Mr. Morin, Assistant Treasurer, presented the Treasurer's report in her absence. Mr. Morin discussed a couple of issues regarding financing. The first issue was RAN's and BAN's and Mr. Morin stated that the County has \$3M worth of Bond Anticipation Notes that are due in January, 1994 and Mr. Morin suggested that there be a motion to roll these over until April 1, 1994. Mr. Morin reports that the bids for Bonds are scheduled for January 18, 1994 and requested that the Board be in the office and available on that date.

Mr. Morin reported that there is more work to be done and more projects that need to be done under this bond and it would save money if the Board borrowed money at the same time to prevent having to do another Bond Anticipation Note which would incur further costs. Comm. Walker suggested borrowing \$6.6M as Mr. Morin had recommended.

Mr. Morin reported that on Friday, December 10, 1993, the Executive Committee voted to approve borrowing in anticipation of revenues for 1994 and that has to be put into motion this month and it could also come to bid for January 18, 1994. Mr. Morin suggested that the County borrow between \$19M and \$20M in Revenue Anticipation Notes next year. Mr. Morin recommended borrowing \$10M in January, 1994. The Board agreed to go with Mr. Morin's recommendations on these financial issues.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

REPORT FROM THE SHERIFF - Mr. Wayne Vetter

Sheriff Vetter was in attendance and had no report to make today. Comm. Barka asked the Sheriff about the status of the investigation of a recent suicide at the jail. The Sheriff responded that the investigation is complete and is being typed. Comm. Barka asked if the report would go to the Board or to the County Attorney? The Sheriff replied that it would go to the County Attorney. Comm. Walker requested that the Board of Commissioners and Mrs. Patricia Donovan, Superintendent of the House of Corrections receive a copy at the same time the County Attorney does.

Sheriff Vetter reported that his personnel were at the jail the night the incident took place and he was in communication with his staff throughout that evening. He adds that instructions were given to jail personnel prior to Mrs. Donovan's arrival at the jail that night and that all involved personnel had been interviewed. Sheriff Vetter said any further investigation would be a repeat of what his office has already done and that his investigators did a thorough, complete investigation of this incident. Sheriff Vetter added that all procedures appear to have been followed.

Mrs. Donovan agreed with the Sheriff that everything was done professionally and that the jail has absolutely nothing to hide and that no one could have done a better investigation. Comm. Walker said her concern was that she did not want to read the results of the report in the paper and she reiterated that the Board and the Superintendent should have copies of the report before it is interpreted by the press. Comm. Barka said he was unhappy with a recent article in the *Lawrence Tribune* which quoted the County Attorney. Mrs. Donovan spoke to that issue by saying that she was very unhappy with the statements made by Mr. Eldredge. Mrs. Donovan stated that first of all Mr. Eldredge was making statements without the investigative report in his hands and that he also made statements about a recent fight at the jail which Mr. Eldredge said left the victim hospitalized. Mrs. Donovan said that this statement was totally untrue -- that there was a fight, one of the inmates was brought to the Exeter Hospital, treated and returned to the facility, and he was not hospitalized. Mrs. Donovan stated that every incident at the jail is investigated by the jail and the Sheriff's Department and if they were not, then Mr. Eldredge would be justified in his statements.

Comm. Henderson stated that he, too, was at the jail that evening as an observer and that he found the investigation in progress to be very thorough, methodical and professional. Comm. Henderson asked if the comments attributed to the County Attorney with regard to this incidents and other incidents are true, is it prejudicial and does it disqualify the County Attorney from performing his job in this case? Comm. Henderson went on to say that with or without just cause, if the County Attorney is openly prejudicial against the facility

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

or the Corrections personnel, then perhaps the Board should explore an alternative to see if the process is carried out in the most objective matter possible. Comm. Barka said this worries him and would the Attorney General be called in? Sheriff Vetter said there is no reason to have anyone else look into this and if the County Attorney is not going to accept the report from the Sheriff's Deputies, then why does he have to send the reports to him? Comm. Henderson stated that a reporter from another newspaper had quoted essentially the same statements from Mr. Eldredge that were reported in the Tribune and these comments were made with premeditation rather than in an offhand manner.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Mrs. Diane Gill

Mrs. Gill reports that she has received several calls with regard to application for grant money and asked the Board to establish a date for the next round. Comm. Walker stated that grants are awarded on a quarterly basis which the applicants are aware of and that the next date should be set to prevent those programs who rely on grant money from going beyond the expiration date. The Board decided on February 11, 1993 as the next date for the Commissioners to review grant applications and Comm. Henderson asked Mrs. Gill to set the appointments at 15-minute intervals.

Mrs. Gill stated that the State Bill is late again this month. Mrs. Gill asked the Commissioners if she could expect an answer on her request to have the old Administration building renovated. The Board agreed that they would be making a decision on this issue by the end of the year.

REPORT FROM THE FISCAL OFFICER - Mrs. Theresa Young

Mrs. Young presented the Board with three issues related to the Health and Dental Funds. Mrs. Young reports that after the Financial Statements had been done that the Dental Fund had money due from the Health Fund and the Board had previously wanted a decision in December as to whether to pay the Health Fund back.

Comm. Walker moved that the Fiscal Officer process the accounting increase that would require the Health Fund to pay back \$111,938 to the Dental Fund, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Walker moved that the Commissioners set the rate that the Dental Fund will collect for an employees' dental coverage during 1994 to be \$261.00 for a single plan coverage, \$521.00 for two-person coverage, and \$651.00 for the family plan, seconded by Comm. Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 14, 1993

Comm. Walker moved to authorize the draw down of all remaining balances in the health lines to be moved to the Health Fund, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mrs. Young reports that she is in the process of allocating the \$6.5M that was voted on at the Executive Committee meeting on Friday, December 10, 1993 and asked that the Commissioners distribute a memorandum to the County Departments stating that \$6.5M would be allowed to be spent in January and February and that the money will be distributed based on their department's budget. Comm. Henderson moved that the Fiscal Officer prepare the memorandum for the Commissioners review and signature, seconded by Comm. Walker and voted on unanimously in the affirmative.

Comm. Henderson stated that an unresolved issue remained from the Executive Committee meeting on Friday, December 10, 1993 which was the projection that the County Attorney's salary line items will not be sufficient to cover his expenditures. Comm. Henderson explained that the County Attorney had submitted a request for an overexpenditure of his salary line item which was not approved by sufficient members of the Board of Commissioners. He states that the Delegation took no action on his request and they asked the Commissioners to make a decision on this issue and then a telephone poll of the Executive Committee could be taken, if necessary. Comm. Walker cited RSA 24:15 which states that "no County Commissioner or Elected or Appointed County Officer shall pay or agree to pay or incur any liability for the payment of any sum of money for which the County Convention has made no appropriation or in excess of any appropriation so made except for the payment of judgments rendered against the County." Comm. Walker stated County Attorney Eldredge has incurred a liability by giving raises to his employees in excess of the money in his line item for salaries. Comm. Walker went on to say that Section 5 it states that if any County Commissioner or Elected or Appointed County Officer is found in prosecution for a violation of RSA 643:1 to have paid or incurred any liability for payment of any sum of money contrary to this section it shall be *prima facie* evidence that he has knowingly refrained from proper informing of duty imposed on him by law. Comm. Walker said that if the Board approves the overexpenditure of this line item, they are breaking the law and if the Board does not pay, the Department of Labor will intercede. Comm. Walker reported that the Dept. of Labor called her this morning and told her that the Board had no choice -- if the person authorizing the money had the authority to give the raises, the County has to pay.

At this point there was general discussion among the Board as to the meaning of the RSA's on this issue and whether it was meant to mean the individual "line item" or the "bottom line." Mrs. Young stated that there is a provision in the law for the Delegation to provide a resolution which they have done and the resolution was by "line item." Comm. Walker then read further in the RSA's and stated that there is a section which states that

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

the County Commissioners in a state of emergency may apply to the Executive Board which after a Public Hearing may grant to the County Commissioners or Officers the authority in writing to make such emergency payment. Comm. Walker added that the Dept. of Labor said it must be paid because it was already obligated even if it was in violation of the law and that the County Commissioners would have to hire an attorney to sue the County Attorney for breaking the law. Comm. Henderson cited RSA 24:15, III, which stated that "unless otherwise ordered by the County Convention under RSA 24:14, whenever it appears that the amount appropriated for a specific purpose will not be used in whole or in part for such purpose, the County Commissioners may use such sum to augment other appropriations, if necessary, provided the total payments for all purposes do not exceed the total sum of appropriations in any year made by the County Convention." Comm. Henderson states that the law does not say the Elected Officials can do this, only the County Commissioners.

Comm. Walker moved to hire legal council to advise the Board on this, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Comm. Henderson spoke about the need to prevent these kind of things from happening again and Mr. Sturtevant stated that the Board has already taken steps to ensure that with a motion at last week's Commissioners meeting which stated that the Fiscal Officer and Director of Personnel must report these before they are processed. Mr. Sturtevant further stated that because the Central Business Office has already issued checks to the County Attorney's employees they are obligated to continue paying them. Comm. Henderson moved that the County Commissioners approve the overspending of the County Attorney's line item by \$1,300 and that this action be conveyed to the Executive Committee, after this meeting, for their action, seconded by Comm. Walker, and voted on unanimously in the affirmative.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside presented the Board with a copy of the minutes from the Water Treatment Plant meeting.

Mr. Woodside reported on the status of the bids windows and stated that eight bids were received which ranged from a high of \$73,000 to a low of \$29,589. Mr. Woodside discussed each bid individually and recommended that the bid be awarded to Kinney Roofing who will supply a Harvey Classic window. Comm. Walker moved to accept the recommendations of the Director of Maintenance and award the bid to Kinney Roofing for the Harvey Classic Window at \$30,181 with the stipulation that the installation be done after January 1, 1994, seconded by Comm. Henderson and voted on unanimously in the affirmative.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

Mr. Woodside spoke about Comm. Walker's request for a report on using the barn as an impound area. Mr. Woodside stated that vehicles that were not intact should be placed on the left side of the building where the snow does not fall and further that covers be put on these vehicles to protect them. Mr. Woodside added that this would be more cost effective because snow guards would only hold back snow for a limited length of time and then the snow buildup causes it to come down all at once. He also reports that if vehicles are put in any building it must be a secure building with provisions for ventilation and exhaust, fire protection, and consideration must be given to five to six hazardous wastes such as gas, oil, etc. for contamination. Therefore, Mr. Woodside does not recommend this approach. Comm. Henderson responded to this by saying that though it appeared to be a rational approach, it does not appear feasible due to the work required on the building. Comm. Henderson recommends that the vehicles be moved to prevent snow damage and moved that the Board notify the County Attorney and any other appropriate parties that at the conclusion of all criminal proceedings related to a vehicle in the County Impound Area, arrangements should be made to have the vehicle removed and that a storage fee be levied in the amount of \$20/day, which will go to General Government, for any vehicle stored in the Impound Area after the time when all criminal proceedings have ended, seconded by Comm. Walker and voted on unanimously in the affirmative. Mr. Woodside asked if the County Attorney had made provisions within his budget for an alarm system which had been suggested at a previous Commissioners meeting and Comm. Walker responded that there may not be a need for this because prisoners will not be near this area any longer.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reported that the count today is 299 with 72 clients in the Adult Day Care and 36 children in the Children's Day Care Center.

Mr. Sturtevant reported on the bid for rubbish removal and stated that three bids were received and his recommendation was to award the bid to Waste Management for a total of \$25,121 with a new contract effective April 1, 1994. Comm. Walker moved to award the contract for waste removal to Waste Management beginning April 1, 1994 for an annual fee of \$25,121, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant spoke about beef deliveries for the month of December and stated that in the past the bill for this has been paid in January. Mr. Sturtevant asked if this bill will be paid out of the 1993 budget, rather than the 1994 operating budget, and if so, the Commissioners would need to approve the overexpenditure of the Provision Line Item.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

Comm. Henderson moved to approve the overexpenditure of the Provisions Line Item by \$14,873, seconded by Comm. Walker and voted on unanimously in the affirmative.

Mr. Sturtevant asked the Board if they had reviewed the proposal he provided them on rental fees for the conference room and auditorium of the nursing home. Comm. Walker moved that the Board approve the recommended fees for the use of the conference room, etc., effective January 1, 1994, as proposed by Mr. Sturtevant, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reminded the Board that the Annual Christmas Buffet is on Wednesday, December 22, 1993.

Mr. Sturtevant mentioned an outstanding invoice for Aring Schroeder and requested that the Board release that invoice for payment. Comm. Walker stated that she does not feel that this should be paid because the contract stated that the work was to be done by a certain date and it was not and that the full price was paid for the job. Comm. Barka suggested that it be put on the agenda for next week.

Mr. Sturtevant asked what the Board would be doing with regard to the child care center and Comm. Walker presented a letter that will be sent to all employees explaining the position of the present day care and moved that an RFP be issued to day care providers in the general area to see if there is any recommendations for providing on-site day care at no cost to the County, seconded by Comm. Henderson, and voted on unanimously in the affirmative. Comm. Henderson supports Comm. Walker's motion and stated for the record that the Board wishes to commend Ms. Denise LaRoche and her staff at the Children's Day Care Center for their wonderful and compassionate work with the children who attend the Center. It should be noted that at no time during the debate on this issue has anyone questioned the quality of the care that these children received or the professionalism of the providers."

Comm. Walker spoke about the report that had been presented to the Board on the Carlisle building and moved that the Board authorizes Mr. Woodside to proceed with the portion of the stress related issues pertaining to that building to be taken out of Bond money, seconded by Comm. Henderson and voted on unanimously in the affirmative. Comm. Henderson asked Mr. Woodside to contact the Fire Marshall to see if this course of action meets his recommendations.

Comm. Walker referenced the report that Mr. Woodside had presented to the Board regarding the inventory of the Carlisle building. Comm. Henderson stated that there has been an inquiry from a municipality regarding the surplus equipment from the Carlisle building. The Board will send this list of surplus property to Rockingham County

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 14, 1993

municipalities. Comm. Walker moved to send the list of surplus items to all the towns in Rockingham County too see if they could use this equipment, seconded by Comm. Henderson and voted on unanimously in the affirmative.

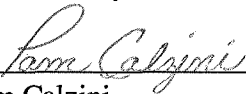
REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Patricia Donovan

Mrs. Donovan reports that the count for today is 195 with 107/Pre-Trial and 88/Sentenced.

Mrs. Donovan expressed concern over the recent newspaper articles and stated that she was concerned about the morale of her staff. Comm. Henderson commended Superintendent Donovan and her staff for doing a good job under very difficult circumstances.

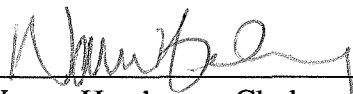
There being no further business to come before the Board, Comm. Walker moved to adjourn the meeting at 3:55 PM, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Submitted by,



Pam Calzini
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjt

Enclosures: Newspaper Article from the Lawrence Tribune
Motion from Fiscal Officer
Abstract - Window Bids
Abstract - Waste Removal
Letter from Board to Employees RE: Day Care
Report on Jail Incident

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 21, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Wayne Vetter, High Sheriff of Rockingham County; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, Representative Donna Sytek, Steve Haberman of the Portsmouth Herald; and Denise Breidegam of Foster's Daily Democrat.

Chairman Barka opened the meeting at 1:05 PM. Commissioner Walker moved to accept the minutes of December 14, 1993, seconded by Comm. Henderson and voted on unanimously in the affirmative.

REPORT FROM THE TREASURER - Patricia Kelley

Mr. Michael Morin was in attendance today but had no report to make for the Treasurer's office.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside presented the Board with Construction Minutes from the Water Treatment Meeting. Mr. Woodside, at the request of the Board, presented the Board with a report from the Fire Marshall on the Carlisle building which states that the work can be done by the Maintenance Department as long as it conforms to the recommendations of the engineering firm and that an engineer examines the work upon completion for final approval.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Mrs. Gill reports that the State bill came in last month and she reports that the DCYF figures/cases were down from the previous month and costs are pretty much in line. Mrs. Gill stated that predicting for next month, things will be fine except for the APTD line item and the Delegation will need to authorize transferring of monies. However, Mrs. Gill states that the budget is in good shape to pay December's bill this year.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 21, 1993

Mrs. Gill asked if the Commissioners had made a decision on renovating the old Administration building in order to provide space for the Human Service and Nutrition departments? The Board will make a final decision on this issue at a later date.

Comm. Henderson reported that he met with Mrs. Mary Currier from the Rockingham County Conservation District and her program is in a state of flux, not just from the county level and she expects an impact on her program within the next twelve months. Comm. Henderson reports that there may be a consolidation of conservation districts and one of the possibilities is that both the Conservation District and the Soil Conservation Service would be looking for space and would be rent payers. Comm. Henderson said he was reluctant to give up county space and preclude an agency who may be willing to pay rent and provide a small source of revenue to the county. Comm. Barka said existing county departments should be given first consideration on space before outside groups. Comm. Barka said that Human Services and Nutrition are two important parts of county government and there are other areas in the complex that can be considered for leasing purposes.

Rep. Sytek asked Mrs. Gill about the time frame for APTD. Mrs. Gill replied that APTD runs between \$60,000-65,000/month and Mrs. Gill thinks she may have \$20,000 left after the November State Bill is paid. That would leave around \$40,000 that would be needed.

REPORT FROM THE SHERIFF'S DEPARTMENT - Wayne Vetter

Sheriff Vetter asked the Board about the status of the meeting with ICS, the phone company because he has \$1,000 worth of unpaid bills that he has been holding until that meeting was held.. Mr. Woodside reported that ICS came in and presented a proposal for contracts for services for all the county buildings and Mr. Woodside did not think the Sheriff's Department was included in that proposal and he does not know why it was not included. Comm. Barka asked the Administrative Assistant to put the ICS meeting on the agenda.

At this point in the meeting Mr. Sturtevant introduced the Board to Mr. Mitchell and Ms. Pat Parent from Northhill Nursery who donated a large amount of poinsettias and Christmas cactus to the nursing home. The Board thanked Mr. Mitchell and Ms. Parent and wished them a happy holiday.

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reported that the census today is 299 with 21 on the Waiting List, 70 clients in the Adult Day Care Center and 33 children in the Children's Day Care Center.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 21, 1993

The Clerk opened bids for linen which were received from:

Best Manufacturing
Victor Rome Company
Star Linen
Walter Mayer Company
Boston Trade International
Wright Brothers

Comm. Walker moved to have Mr. Sturtevant shop the bids and to award the bid to the lowest bidder or the one deemed in the best interests of the county, seconded by Comm. Henderson and voted on unanimously in the affirmative.

Mr. Sturtevant reminded the Board about the Christmas Buffet on Wednesday, December 22, 1993 and he thanked everyone who contributed to the Giving Tree this year. He added that he has notified the press that Tree is behind this year compared to other years and further donations would be greatly appreciated.

Mr. Sturtevant reports that he sent out a bid for the purchase of pork but has had no response. He stated that he will telephone those on the bid list and find out why they did not bid and report back to the Board. Comm. Walker asked Mr. Sturtevant to have Ms. Andrewski prepare a chart each month on the costs of beef and pork for tracking purposes.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Patricia Donovan

Mrs. Donovan reported that the count today is 188 with 102/Pre-Trial and 86/Sentenced.

REPORT FROM THE DIRECTOR OF PERSONNEL - Roy Morrisette

Mr. Morrisette reminded the Board about the change in rules from the Police Standards and Training Council with regard to the people who were transportation officers and now they must be Deputy Sheriff I's. Mr. Morrisette stated that notification will be received so that they can be re-classified to Group II retirement. There will be three positions in the county effected by this rule.

Mr. Morrisette reported that the Matthew Thornton contract is ready for the Clerk's signature. Comm. Walker stated that the Commissioners, at last week's Commissioners' meeting, had voted to authorize the Clerk to sign on behalf of the Board.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 21, 1993

Comm. Henderson reported that Mr. Woodside has completed the list of surplus equipment from the old jail and that he has prepared a cover letter from the Board which will go to all Rockingham County municipalities to make that equipment available to any town or city interested in it. Comm. Henderson moved to have Mr. Woodside prepare a letter to accompany the list that will be sent which will provide the name of a contact person and the dates when municipalities may view this equipment, seconded by Comm. Barka, voted on unanimously in the affirmative.

Comm. Walker reported that on July 12, 1993 the Board voted to instruct the farmer to begin phasing out beef and pork and that, since then, that is the only action that has been taken with regard to the farm. Comm. Walker stated that on December 7, 1993 both employees of the farm were told that their last day of work would be December 26, 1993 and since the Board has never voted any change in the farm, Comm. Walker wanted to know how this notification could have happened. Mr. Morrisette responded to this by saying that these workers were not told it was their last day, that they had asked where the farm was headed, and the budget process was explained to them in which December 26, 1993 would be the last payroll of 1993 and that decisions would have to be made prior to that time so that they could be fully informed. Mr. Morrisette stated that these employees were not told it was going to be their last day only how the payroll process worked. Comm. Walker reported that she had a letter from these employees who stated that they were told that December 26, 1993 was their last day because that was the end of the pay period for 1993 and that any hours worked after that date would have to go into 1994's budget and the farm has no budget for 1994. Comm. Walker said that the farm must have a budget for 1994 because the Board has not eliminated these positions and they must be carried to the next budget year.

Comm. Walker cited RSA 28:11 which stated that the Commissioners of each county shall appoint a Superintendent for the farm, the nursing home and the Department of Corrections. Comm. Walker said according to the RSA's, as long as there is a farm there is a need for a Superintendent or someone in charge of that area. Comm. Barka stated that the Board could enact a different decision. Comm. Walker responded that the law cannot be violated. Comm. Barka said that a motion could be made to sever these two employees with owed benefits and why should the County pay \$35,000/year to be a Superintendent of the Farm when there are only eight cows there. Comm. Walker questioned the legality of dismissing the current superintendent so that someone else could be hired at a lower pay rate. Rep. Welch stated that last week the Executive Committee voted to extend the budget so there is a farm budget until the Delegation votes in the new budget in February and that everything will continue in the same manner as last year. Comm. Walker stated that there is not enough money in the 1993 budget to pay the accumulated sick time and vacation time owed to the farm employees unless the Executive Committee approves an overexpenditure of that line item. Rep. Sytek stated that if those benefits were paid it

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 21, 1993

would exceed the bottom line of the entire farm budget which cannot be done. Mr. Morrisette repeated that no decision was made for the Board, that the Board failed to take any action with regard to these employees, that these employees had asked questions which he answered based on the payroll periods, that the Board needed to make a decision on this and that was all they were told.

Comm. Henderson noted that the appropriate time to discuss personnel matters was during a non-public session. Comm. Henderson moved that the Board designate the Director of Maintenance, Mr. Ernest Woodside, as Superintendent of the Farm as of January 1, 1994, or earlier if it is deemed necessary by the Board of County Commissioners, seconded by Comm. Barka. The motion was voted on and passed 2-1 with Comm. Walker opposed.

Comm. Walker wants the Board to look at the job descriptions of the farm employees before anyone is terminated and added that policy states that if an employee is laid off when there is a reduction in the number of employees occasioned by the lack of work or lack of funding to do the work. Comm. Walker says there is no lack of funding and there is no lack of work because someone will be needed to maintain the existing farm lands. Comm. Barka noted that the only need the farm will have is to cut hay and that isn't done in the winter. Comm. Walker maintains that a new job description will be needed and that the current farm employees need to be considered before they are laid off because they may meet the qualifications for the new direction of the farm. Comm. Henderson said the Board needs to be mindful of the fiscal impact of their decisions regarding the farm and the way to resolve the issue of severance and a lay off is to wait until 1994 when there will be no overexpending of line items, more than adequate resources to provide the compensation necessary to actualize the severance, and the work force can be adjusted to accommodate the fact that there is a substantial reduction in work on the farm.

Comm. Henderson spoke about another issue which involved the recent overspending of a salary line item by an elected official and that the Board needed to take definitive steps to assure that the Board does not risk violating the provisions of RSA 24:15 regarding overexpenditure. Comm. Henderson moved that notwithstanding the provisions of the Rockingham County Personnel and Procedures Manual, the Board of County Commissioners asserts its authority to review and approve or disapprove, in advance, any proposed change in the compensation for any Rockingham County employee which would cause the ultimate overexpenditure of a salary budget line item, seconded by Comm. Barka. Comm. Henderson requested input on this and there was general discussion among the Board and those present on this motion. Rep. Sytek stated that the problem is not that approval must be sought for line items which will overspend by \$1,000, but the actions taken during the year which cause there to be insufficient funds to cover the last payroll period. Sheriff Vetter said that he could promote ten people on March 1st which

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 21, 1993

would not reflect an overexpenditure of any line item until the end of the year. Comm. Henderson said that his motion would mean that the Board would be notified of any such action before it is implemented. Mr. Mike Morin, speaking on behalf of the Fiscal Officer, said that this would force her to look at every change. Mr. Sturtevant suggested providing a Fiscal Note to these items. Upon questioning from Comm. Barka, Mr. Morin said that this might be unweildy for the Fiscal Officer and that the Central Business Office would literally have to look at each one, normal and abnormal, to verify the numbers. Mr. Sturtevant said that it would be up to the Department Head or Elected Official if and if a Fiscal Note were not attached, they would be held liable along with the Commissioners. Upon questioning from Rep. Sytek, Comm. Henderson stated that his motion would supersede the Personnel Commission and the Commissioners would taking back the authority granted them statutorily. The Board voted on the motion and it was unanimously approved.


The Board re-visited the issue of the County Farm with Comm. Walker stating that she is concerned about legality in eliminating the farm employees and then advertising for the same job that these employees were doing.. Mr. Morrisette stated that the Commissioners needed to meet and decide which direction they want to go in for the farm and if it means restructuring it so that it will come under the direction of Maintenance the job descriptions need to be updated to reflect those changes. There was discussion on laying off the farm employees and the time frame involved and Mr. Morrisette cautioned the Board to make sure that their decisions did not set precedents and that all employees should be treated in the same manner. Mr. Woodside reported that the Farm Manager came to the Maintenance office and told Mr. Woodside that his oil tank was on empty, that he did not intend to fill the tank and that he would be gone before the end of the month. Mr. Woodside stated that there are immediate, pressing issues with relation to the farm that require decisions before the first of the year. Mr. Woodside added that he will need an extra person if the farm is to be under his direction and someone should be there at the farm in order to protect the farm's assets. For instance, Mr. Woodside said, the equipment needs to be winterized and he is unsure whether the farmer has done this.

Comm. Henderson moved to resolve that the Farm Manager position, as presently described in the job description, will be phased out, effective January 24, 1994, and that the incumbent be notified immediately, seconded by Comm. Barka and voted on 2-1 with Comm. Walker opposed. Comm. Henderson further moved to direct the incumbent Farm Hand position, as of January 1, 1994 or earlier, to report to the Director of Maintenance, seconded by Comm. Walker and voted on unanimously in the affirmative.

At 4:10 PM Commissioner Henderson moved to go into Non-Public Session under RSA 91A:3 II, (c) on a roll call vote.


BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 21, 1993

Submitted by,



Pam Calzini
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pjc

Enclosures: State Bill for November, 1993
Meeting Minutes for Water Treatment Facility

MINUTES
NON-PUBLIC SESSION
ROCKINGHAM COUNTY COMMISSIONERS
December 21, 1993
Brentwood, New Hampshire


At 4:10 PM the Board of Rockingham County Commissioners went into Non-Public Session under RSA 91A:3 II, (c) on a roll call vote. Those in attendance were: Commissioners Barka, Walker and Henderson and Mr. Roy Morrisette.

Discussion took place with regard to an employee on a leave of absence. The Board decided to take no action on this at the present time.

The Board also met with the Farm Manager regarding the conditions of the elimination of the Farm Manager's position and his options as a county employee. In the course of this discussion, Mr. Kidder agreed to present the Board with a written report on the year end status of the farm. Mr. Kidder also told the Board that all farm buildings have been winterized with the exception of the barn because there are still animals on the farm who need water and that the barn will be winterized when all the animals are slaughtered.

There being no further business to come before the Board, Comm. Walker moved to come out of Non-Public Session and to adjourn, seconded by Comm. Henderson and voted on unanimously on a roll call vote.

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

RM/pc

MINUTES
BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
Commissioners Conference Room
Rockingham County Nursing Home
Brentwood, New Hampshire
December 28, 1993

A scheduled meeting of the Board of the Rockingham County Commissioners was held at this date in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, NH. The following were in attendance: Commissioners Barka, Walker and Henderson; Diane Gill, Director of Human Services; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance, William Sturtevant, Administrator of the Rockingham County Nursing Home; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners; Patricia Donovan, Superintendent of the Department of Corrections, Representative David Welch, and Steve Haberman of the Portsmouth Herald.

Chairman Barka opened the meeting at 1:05 PM. The minutes from the December 21, 1993 Commissioners meeting were typed but not voted on to allow the Clerk an opportunity to review them.

REPORT FROM THE DIRECTOR OF HUMAN SERVICES - Diane Gill

Mrs. Gill reports that the RFP for the next round of grants has been completed with a deadline of January 28, 1994 for responses. There will be \$75,000 available for this round of grants. Upon questioning from Comm. Barka, Mrs. Gill reports there will be a review in February, 1994 and another round in May, 1994.

REPORT FROM THE TREASURER - Patricia Kelley

Mr. Michael Morin was in attendance at this meeting in the absence of the Treasurer and reminded the Board that two Commissioners are needed on the morning of January 18, 1994 to receive the bids for the rollover of \$4M in BAN money.

Comm. Henderson suggested that since the Commissioners meetings on Tuesdays will be in conflict with the Delegation which also meets on Tuesdays, as of January, 1994, the Commissioners will return to Monday meetings in order to accommodate members of the Delegation who may wish to attend Commissioners meetings. The Commissioners all agreed to this and the next Commissioners meeting will be on January 3, 1994 at 2:00 PM and will be held on a weekly basis thereafter.

REPORT FROM THE DIRECTOR OF MAINTENANCE - Ernest Woodside

Mr. Woodside was present at the meeting but had no report to make today.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 28, 1993

REPORT FROM THE ADMINISTRATOR OF THE ROCKINGHAM COUNTY NURSING HOME - William Sturtevant

Mr. Sturtevant reported that the count today is 299 with 23 on the waiting list, 70 clients in the Adult Day Care and 32 children in the Children's Day Care.

Mr. Sturtevant stated that a draft of the RFP for child care was complete and asked if the Board had reviewed this? Comm. Walker responded that the Board has received it, but has not yet reviewed it.

REPORT FROM THE SUPERINTENDENT OF THE HOUSE OF CORRECTIONS - Patricia Donovan

Mrs. Donovan reported that the count for today is 172 with 89/Pre-Trial and 83/Sentenced.

Comm. Barka reported that he is in receipt of a report from the Bar Association on Correctional facilities in New Hampshire. Mrs. Donovan stated that she, too, had received a copy and that this was done two years and is just now completed.

Comm. Henderson spoke about material which had been distributed throughout the complex by the State Employees Association. Comm. Henderson stated that claims were made that the Board felt were inaccurate. In response to that material, Comm. Henderson read the following into the record: "It has come to our attention that a flyer recently distributed at the Nursing Home by the State Employees' Association (S.E.A.) contain inaccurate statements which are obviously intended to inspire union interest at the Nursing Home. The statements were as follows:

Workers at the County Jail unionized and just settled their first contract which.....

- ♦ Gives them direct input into the raises they got.
- ♦ Givens them a voice in their health insurance.
- ♦ Eliminates merit review to qualify for raises.

This is what they should have said to reflect the true situation:

Workers at the County Jail unionized and there is nothing until a tentative agreement is ratified by the Union membership and the County Commissioners and the County Delegation has funded the cost items. There has been no ratification by either party and the County Delegation has not seen the agreement.

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 28, 1993

- ♦ The Jail employees have been negotiating for a year and have no contract and have received no raises.
- ♦ The Jail employees have had no more voice in their health insurance than any other County employee group.
- ♦ Until there is a ratified, funded and signed contract, no provision of the current County plan is changed, and until the contract is signed, anything negotiated to date can change if either party refuses to ratify a tentative agreement.

It sounds like the union is "counting its chickens before they hatch."

Be Informed -- Get Both Sides of the Story."

Comm. Henderson added that the names of the County Commissioners and their home telephone numbers would be listed on the above statement. The Board extends an invitation to anyone who has questions to call any or all of the Commissioners. Comm. Henderson moved to have the above statement entered into the record and authorized its distribution to Rockingham County Employees and to have it posted on County bulletin boards, seconded by Comm. Walker. The motion was voted on unanimously in the affirmative.

The Board next discussed an invoice from Aring Schroeder, the architect for the nursing home construction project.. Mr. Sturtevant provided background information on this invoice by stating that the bills is for services rendered and the Board had decided not to pay this until all the outstanding issues being looked at and finished with the contractor are complete. Mr. Schroeder has talked with two of the Commissioners and has asked that the invoice be placed on the agenda which has been done. Upon questioning from Comm. Barka, Mr. Sturtevant stated that the incomplete work was by the contractor. Comm. Walker stated that the project has not been closed as of this date. Comm. Henderson stated that until the project is completed satisfactorily this invoice will not be paid. Mr. Sturtevant added that the problem with the architect is that the contract did not include retainage which the contractor's agreement had.

Comm. Walker stated that the Commissioners have been trying to take steps to guarantee that all employees are treated uniformly throughout the county regardless of which department they work in and toward that end, Comm. Walker moved that the Board of Commissioners take the following action:

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS

December 28, 1993

1. That the present Personnel Commission be dissolved.
2. That the current policies be kept in place and that the words *Board of Commissioners* be inserted in every page that say Personnel Commission and that the wording in Chapter 3-1 be changed to state that the administration of personnel and policies and procedures be administered by majority vote of the Board of Commissioners.
3. That the Commissioners create an Advisory Committee made up of employees, elected officials, and department heads to have their first meeting no later than January 15, 1994. The Commissioners would be exofficio members only.
4. That the Advisory Committee meet on a regular basis to discuss issues which pertain to all county employees and advise the Board of Commissioners who would have the decision power with input from everybody.
5. That the Board of Commissioners decide the makeup of the Committee (size, who, how many selected from each advising group) before January 15, 1994 so that the Committee can meet before that date.

The motion was seconded by Comm. Henderson for discussion. Comm. Henderson stated that before the advisory committee can meet, the Board would have to determine the makeup of that committee. Comm. Walker responded that the January 15, 1994 date provided ample time to form a committee. Comm. Henderson asked if all the elected officials would be members of that committee and Comm. Walker responded, yes. Comm. Henderson stated that his concern is that employee department heads would be represented and Comm. Walker replied that the committee would encompass elected officials, department heads, appointed officials, and representation from the employees. Comm. Walker said it would take a little time to decide how many members the committee would have and that all issues would be addressed and answered by January 15, 1994. Comm. Henderson requested that Comm. Walker adjust her motion so that the words that were substituted for *Personnel Commission* were the *Board of County Commissioners* for accuracy and Comm. Walker replied, yes. Comm. Walker stated that this would mean that the wording in some of the policies would have to be immediately addressed, but substituting Board of Commissioners for Personnel Commission allows all policies pertaining to harassment, ADA, vacation, sick time, etc. to stay in place, though there may be a need for additional changes in wording other than the substitution but the substitution would take care of the problem while other language is being addressed. Comm. Henderson asked Comm. Walker to amend her motion so that it is administration of personnel Chapter 3-1, Personnel Commission, which defines the members of the

BOARD OF ROCKINGHAM COUNTY COMMISSIONERS
December 28, 1993

Personnel Commission to state that the Personnel Commission shall consist of the three members of the Rockingham County Board of Commissioners? Comm. Walker responded that it was her assumption that her wording would accomplish that.

Comm. Henderson stated that he was sorry it came to this and it is his intention to support this motion. Comm. Henderson stated that he does not want this to be construed as being based on individual personalities or reflecting badly on the elected officials because he does not think it does. Comm. Henderson added that over the last six weeks he has learned more about the responsibilities of the Commissioners and the Board's legal responsibilities under statute which told him that the county cannot afford to maintain a system where the Board can be made unwilling parties to inappropriate, perhaps illegal, acts with regard to spending and the only way the Board can be assured that they have control over the spending that the Board is held accountable for, is if the Board is controlling the final decisions. Comm. Henderson stated that he is much happier with cooperative arrangements than with consolidating power, but he is not confident it will work in this case.

Comm. Barka agrees with the other two members of the Board. He stated that there was one elected official who got the Board in trouble over salaries which brought about trouble with the Department of Labor as a result of that action and he agrees with 99% of what has been said, but he did not want this done today and did not want the elected officials to read about this in the newspaper. Comm. Barka said that he felt the Board should talk with the elected officials first. Comm. Walker recommended that, immediately following this meeting, the Board contact the elected officials before they read it in the papers. Comm. Barka felt there was no rush to do this and he personally needed more time on this issue. Comm. Barka said that personnel policies have been here since he has been here for 17 years and the policies are not new to Rockingham County but what was new is that years ago the Board created the Personnel Commission and it worked well up until this year - though he admits there were problems because of the actions of one elected official. He also agreed that the Commissioners were blamed for that, but he will vote no on this motion.

Comm. Henderson said there are a couple of issues that everyone in attendance needs to know to bring back to their respective groups. Comm. Henderson said that one is that every single employee protection contained in the Personnel Manual is still in effect and will not lapse and he feels it is important that there be no misconception about that. The second issue is that one of the positive things that will arise out of this is that it will present an opportunity for employers and employees to discuss these issues on a regular basis and he thinks it is healthy.

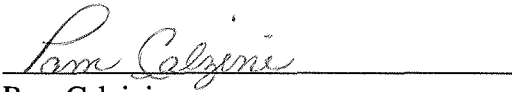
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Comm. Barka agreed with this, but said this was a heck of a way to do it and that it should be noted that the other elected officials were elected by 245,000 taxpayers and the Board was elected by 85,000 taxpayers and that the Board is "hitting them over the head" before they are told about it. Comm. Barka said that he suggested that the Board wait a little longer and he did not like rushing into this but the main concern of the Commission has been the employees of Rockingham County, that when he got here there wasn't half the fringe benefits available today. He adds that the Commission worked hard to get those benefits and that the current members of the Board have supported and added to the benefits and he gives his other two members of the Board credit for that.

The Chair called for a vote on the motion and the motion passed 2-1, with Comm. Barka opposed.

There being no further business to come before the Board, Comm. Henderson moved to adjourn the meeting at 1:30 PM, seconded by Comm. Walker and voted on unanimously in the affirmative.

Submitted by,



Pam Calzini
Temporary Administrative Assistant to the
Rockingham County Commissioners

Approved by,



Warren Henderson, Clerk
Rockingham County Commissioners

/pc