



ROCKINGHAM COUNTY  
NEW HAMPSHIRE

1993  
ANNUAL REPORT

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**DISTRICT 1**

Jane Walker, Vice Chairman

Atkinson	Greenland	Hampton
Hampton Falls	New Castle	Newington
Newton	North Hampton	Plaistow
Portsmouth	Rye	Seabrook
South Hampton	Stratham	

**DISTRICT 2**

Warren Henderson, Clerk,

Auburn	Brentwood	Candia
Chester	Danville	Deerfield
East Kingston	Epping	Exeter
Fremont	Hampstead	Kensington
Kingston	Newfields	Newmarket
Northwood	Nottingham	Raymond

Sandown

**DISTRICT 3**

Ernest P. Barka, Chairman,

Deffry	Londonderry	Salem	Windham
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**TREASURER**

Patricia O. Kelley

**COUNTY ATTORNEY**

Carleton Eldredge, Esquire

**CLERK OF SUPERIOR COURT**

Raymond W. Taylor, Hampton

**HIGH SHERIFF**

Wayne E. Vetter, Newmarket

**JUDGE OF PROBATE**

John R. Maher, Portsmouth

**REGISTER OF DEEDS**

Elizabeth Luce, Exeter

**REGISTER OF PROBATE**

Elizabeth Holland

**REPRESENTATIVES TO GENERAL COURT**

**DISTRICT 1**

(Northwood)

Robert A. Johnson

**DISTRICT 2**

(Nottingham)

Margaret A. Case

**DISTRICT 3**

(Epping)

William E. Williamson

**DISTRICT 4**

(Epping, Northwood, Nottingham)

Richard G. Newman

**DISTRICT 5**

(Auburn)

C. Donald Stritch

**DISTRICT 6**

(Candia)

Tom St. Martin

**DISTRICT 7**

(Deerfield)

Joseph E. Stone

**DISTRICT 8**

(Auburn, Candia, Deerfield)

Donald W. Gorman

**DISTRICT 9**

(Danville, Sandown)

Patricia L. Cote

**DISTRICT 10**

(Chester, Fremont)

Jon P. Beaulieu

**DISTRICT 11**

(Chester, Danville, Fremont, Sandown)

Charles H. Cote

**DISTRICT 12**

(Raymond)

Thomas C. Hemenway    Marian E. Lovejoy    Calvin Warburton

**DISTRICT 13**

(Derry)

Kathryn Aranda    Janet M. Conroy

Sandra K. Dowd    Patricia A. Dowling

Robert Fesh    George N. Katsakiores

Phyllis M. Katsakiores    Rebecca E. Lee

Maurice MacDonald    Don J. Miller

Robert A. Pullman

**DISTRICT 14**

(Atkinson)

Natalie S. Flanagan

**DISTRICT 15**

(Hampstead)

Vivian R. Clark    Edward M. Putnam

**DISTRICT 16**

(Plaistow)

Leroy S. Dube    Marilyn P. Senter

**DISTRICT 17**

(Atkinson, Hampstead, Plaistow)

Bill Johnson Peter M. Simon

**DISTRICT 18**

(Brentwood, Kingston, Newton)

Marjorie Battles John W. Flanders

David A. Welch Kenneth L. Weyler

**DISTRICT 19**

(Newfields, Newmarket)

Albert W. Caswell Betsy Coes Joseph Schanda, Sr.

**DISTRICT 20**

(Exeter, Kensington)

Sherman E. Chester, Sr. Carmela M. DiPietro

David A. Flanders Thaddeus Klemarczyk

James R. Rosencrantz

**DISTRICT 21**

(E. Kingston, Seabrook, South Hampton)

Charles H. Felch Sr. Benjamin E. Moore Patricia M. O'Keefe

**DISTRICT 22**

(Hampton, Hampton Falls)

Andrew Christie, Jr. Bonnie Groves

Sharleene P. Hurst Kenneth W. Malcolm

Katherin Pratt

**DISTRICT 23**

(Greenland)

David L. Richards

**DISTRICT 24**

(New Castle, Rye)

Herbert R. Drake Eugene Ritzo

**DISTRICT 25**

(North Hampton, Stratham)

Louis Gargiulo George R. Rubin Deborah L. Woods

**DISTRICT 26**

(Salem)

Stephen W. Buco Marilyn R. Campbell

Beverly A. Gage Fred A. Kruse

Richard Noyes Bernard J. Raynowska

Arthur W. Smith Donna P. Sytek

John J. Sytek

**DISTRICT 27**

(Windham)

Janet S. Arndt Patricia M. Skinner Carol A. Yennaco

**DISTRICT 28**

(Salem, Windham)

Arthur P. Klemm, Jr.

**DISTRICT 29**

(Londonderry)

Daniel P. Blake William P. Boucher

Martin N. Bove Robert G. Hazelton

Karen K. Hutchinson Betsy McKinney

Sherman A. Packard

**DISTRICT 30**

(Portsmouth Ward 1)

Laura C. Pantelakos

**DISTRICT 31**

(Portsmouth Ward 2)

Martha Fuller Clark

**DISTRICT 32**

(Newington, Portsmouth Ward 3)

Harold G. Crossman, Jr.

**DISTRICT 33**

(Portsmouth Ward 4)

Juanita L. Bell Anthony Syracuse

**DISTRICT 34**

(Newington, Portsmouth Wards 1,3,4)

Cecelia D. Kane

**DISTRICT 35**

(Portsmouth Ward 5)

Cynthia A. McGovern Charles L. Vaughn

**DISTRICT 36**

(Portsmouth Wards 2,5)

James R. Splaine

**ROCKINGHAM COUNTY  
1993 ADOPTED BUDGET**

**APPROPRIATIONS:**

Rockingham County Nursing Home .....	14,331,600.00
Public Assistance:	
Old Age Assistance.....	8,397,514.00
Board & Care of Children.....	1,842,201.00
Grant Programs .....	226,830.00
Department of Corrections .....	3,974,025.00
Maintenance Department .....	2,045,425.00
General Government:	
Payment on Bonds .....	335,000.00
Payment on Jail/Lagoon.....	730,000.00
Interest on Jail/Lagoon.....	696,368.00
Interest on Temporary Loan.....	470,000.00
Interest on Bonds/Notes .....	37,925.00
Insurance.....	170,000.00
Accrued Retirement .....	18,000.00
Audit Fees .....	20,000.00
Legal Fees .....	25,000.00
NH Association of Counties/Dues .....	8,964.00
Software Development/Maintenance .....	3,500.00
Property Taxes .....	23,000.00
Land Survey .....	1.00
Union Negotiations .....	15,000.00
Commissioners .....	212,907.00
Personnel .....	49,113.00
Fiscal Officer.....	54,462.00
Treasurer & Deputy .....	84,841.00
Sheriff:	
Law Enforcement .....	1,209,705.00
County Dispatch.....	470,316.00
Radio Shop.....	53,659.00
Register of Deeds.....	620,708.00
County Attorney .....	822,350.00
Medical Examiner.....	73,000.00
Cooperative Extension Services.....	294,438.00
County Farm .....	247,589.00
Delegation .....	24,365.00
Non-County Specials:	
Child Care Association .....	25,000.00
Area Homemakers .....	44,000.00
Rockingham County VNA .....	43,000.00
Conservation District.....	30,000.00
A Safe Place.....	15,000.00
Emergency Fire Training .....	10,000.00
Capital Improvements:	
Vehicle Purchase or Lease .....	115,100.00



Window Replacement - RCNH.....	30,000.00
Encumbered Funds .....	388,088.00
<b>TOTAL APPROPRIATIONS.....</b>	<b>\$38,292,994.00</b>

**ESTIMATED REVENUES:**

Rockingham County Nursing Home .....	12,150,315.00
Register of Deeds .....	1,750,000.00
Maintenance .....	572,760.00
Sheriff.....	597,000.00
Interest Earned .....	125,000.00
County Farm .....	226,888.00
Grants/Mediation.....	227,263.00
Superior Court .....	256,600.00
Department of Corrections .....	92,000.00
Personnel.....	35,112.00
Commissioners .....	2,000.00
Miscellaneous & Telephone .....	1,500.00
Fund Balance Grants Reserved.....	198,266.00
Net Budget Surplus.....	524,909.00
<b>TOTAL ESTIMATED REVENUES.....</b>	<b>\$16,759,613.00</b>

<b>TOTAL APPROPRIATIONS.....</b>	<b>\$38,292,994.00</b>
<b>TOTAL REVENUES.....</b>	<b>16,759,613.00</b>
<b>AMOUNT TO BE RAISED IN TAXES - 1993.....</b>	<b>\$21,533,381.00</b>

**PUBLIC HEARING FOR EXECUTIVE COMMITTEE  
FOR DELEGATION**

**Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
January 21, 1993**

The meeting opened at 7:00 P.M. In attendance were the following: Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; The following Representatives were also present: Natalie S. Flanagan, Janet M. Conroy, Margaret B. Terninko, Anthony Syracuse, Sherman A. Packard, Calvin Warburton, Arthur W. Smith, Jon P. Beaulieu, Kenneth W. Malcolm, Thaddeus Klemarczyk, George N. Katsakiores, David A. Welch, Betsy McKinney, Kenneth Weyler, and Donna P. Sytek; Ruth L. Griffin, Speaker.

It was stated to the public that this hearing is to hear the opinions of the public on the budget proposed by the county commissioners. Ruth Griffin, Executive Councilor, resident of Portsmouth, was then introduced. She stated that the figure for the 1993 budget is \$38,500,000. This is a 3.85% increase over last year. She stated that Rockingham County is a big expense to taxpayers, and it has been that way historically. She stated that she hopes people bad mouthing the operation of Rockingham County and its commissioners is long gone. She thinks the county should be looked at with pride. She stated there has been dramatic growth in Rockingham County. Therefore, a three and one half percent increase is not an astronomical figure.

Councilor Griffin stated that under Mrs. Wilson's administration as County Commissioner, an adult day care center was opened. At that time, it was decided that beds available could go to private pay people. Many people in the adult day care center are private pay people. She is looking to the day care center for children, in hopes that the Delegation will consider expanding the day care center to include private pay people. That way, if it is running a deficit, there will be additional funds coming forth.

Councilor Griffin showed that many other public branches of government, in many instances, have taken the example set down a long time ago by Rockingham County. For example, in Somersworth, NH, the housing authority there built a day care center there and put in an adult day care center very close to the day care center, like in Rockingham County. She emphasized how important it was for funding to continue for the day care center. She does not want people to get back on welfare because they cannot afford day care. She stated that she believes the employees of Rockingham County are working there from dedication and devotion. Everyone applauded this.

Lynne Crevoiserat, Director of the Hadco Child Care Center in Derry, NH, then spoke. Their business has been in operation for eight and one half years. They are licensed for fifty children. Their children range from six weeks to six years. They currently represent forty families. The parents work in Hadco Corporation sites in Derry, Hudson and Salem, NH. The parents pay sixty percent of actual cost. Hadco contributes remaining forty percent in the form of a child care subsidy. In fiscal 1992, Hadco subsidized \$140,000. She noted that is a lot to spend on one benefit, even for a successful corporation. They are trying to create a more equitable alternative child care benefit. The children are always the winners.

Lynn stated that they are currently working with other businesses in the town of Derry to create the first large scale child care consortium in New England. The goal is to create quality, affordable child care services that will enhance the lives of the families.

In 1992 the Labor Department report revealed that 57.7% of the female population in United States is employed or seeking employment. Unfortunately, only 20% of the families in America have a mother home and a father with adequate wages to meet the families needs.

Lynn stated that over thirty businesses in New Hampshire have established on-site child care for their employees. While cost factors remain, a critical issue is the return to the employer, The benefits to the employee and the children is immeasurable. To the employer, this means less turnover, less absenteeism and tardiness, shorter maternity leave and increased productivity. The employee can concentrate better, knowing their child is nearby and safe. It is very important for the child to know that they are loved and safe.

Lynn urges everyone to look at the center in Rockingham County as an asset, not a liability. She stated everyone should put a conscious effort into working with Denise LaRoche and her staff to developing cost-effective on-site child care services. She then requested everyone think about the children being served in the Rockingham County Child Care Center. She stated that if the children were not there, with the costs of a private sector, they may not be able to enter a licensed child care facility.

There was a question from a woman who lives in Derry regarding the closing of Hadco. Lynn answered that her staff, the parents and herself were nervous about it. They got together and had a public hearing with Hadco Management. They left the meeting knowing it would stay open, and they are currently looking to expand the center. The woman then asked about the fees. Lynn explained their fees as follows:

**ONE CHARGE FITS ALL FAMILIES:**

Infants to 6 weeks	\$70 per week
12 mths. to 24 mths.	\$70 per week
2 yrs.old	\$65 per week
Preschool children	\$60 per week

A man from the public audience asked Lynn what percentage was subsidized. She explained that the parents pay 60% of actual cost of child care and Hadco pays the remainder.

Peter Bresciano, a resident of Portsmouth, addressed the County Farm. He stated that the taxpayers keep the county going by paying higher taxes, and the county must do their part by trying to hold increases to a minimum. He suggested closing the farm, as there comes a time when changes are needed. He resents the notion that the price of beef will be raised to receive more Medicare dollars. He stated the report states that next year's debt will be \$30,000. He added that is only \$10,000 less than what it will cost to keep the farm closed. He suggested closing the farm and saving county residents \$60,000.

Edward Castle, resident of Exeter, NH, then spoke in favor of the Child Care Center. He said he hoped the county has done everything to save money to make this program work. He stated that the value of having the children around the nursing home patients is like medicine for the patients.

Karen Pettigrew of Exeter, NH, an employee of the nursing home spoke. She has a child in the day care center and is very worried about a possible closure. Her son is two years old and is very happy there. He has no complaints about being there. She stated that she has worked for the county for six years now. She started at a low pay and wanted to work her way up the scale. However, the raises haven't come through and a lot of the benefits are changing. She said she doesn't want to pay a lot more for day care.

Diane Gill, of Brentwood NH spoke next. She is employed by Rockingham County Human Resources. She has children in the child care center. She has heard rumors, and hopes that is all they are. She heard that the Sub-Committee will only fund the center to parents fees. This would cut the budget back to \$80,000 or \$90,000, making it impossible for the center to continue running. The alternative would be to raise parent fees. This would hurt the nurses aides who have middle range salaries. She added that people making six or seven dollars an hour and are paying out for to child care, would then have to decide on other ways to save money, such as health care, rent money, or quitting working and staying home and applying for other assistance. She stated that this represents two-tenths of one percent of the entire budget total 38,500,000 and should not be cut. There must be something else to cut besides this. She suggested expanding the program and taking in families from the public sector to increase revenues. She stated this is a very valuable program to county employees, who are doing a fantastic job. She hopes the Representatives will re-consider.

Representative Conroy asked what the charge would be to a non- employee family for child care. Diane responded that there is a sliding fee scale based on what the incomes are. She stated that it would be up to the director if they would use the scale or pay the full amount.

John Connor stated he would like to speak on two subjects. The first one is the Rockingham County Conservation District. He stated they are looking for an increase this year. He stated that ten or fifteen years ago, they were asked to charge for the services they do. At that time, the county was covering payroll. This year they are asking for an increase of \$50,000. They have been asking for three or four years now. He hopes they will look at the increase favorably, as they are losing government aides. The towns are losing aid for planning boards, they are losing aid for conservation and water and soil in this county. The organization works for nothing. They need the money for a couple of people in an office and some office space.

The second subject John Connor spoke about was the county farm. He is involved in agriculture with apple orchards and, although this isn't like beef and cows, he thinks the farm adds to the county. He stated the county has the open land, and it would cost to take care of it if the farm closes. He stated that it is beneficial to have fresh meat to the people of this facility. There are other ways to change, such as fruits and vegetables. Please evaluate it carefully before closing.

Bill Vahey of Brentwood, NH, an employee of county farm spoke. He asked the Commissioners how they stand on the farm issue. He wanted to know how they would close it, piece by piece, or how. He stated the budget shows a decrease of funds to run the farm.

Councilor Griffin said the budget shows phasing out the piggery. Comm. Henderson stated this was correct. Comm. Barka stated that the Farm Committee approved the budget of \$247,000, which is over what it was last year.

Rep Sytek stated that the hearing tonight is on the Commissioner's budget, and the Executive Committee has not taken any action on the budget yet.

Bill Vahey stated that he is in favor of listening to the differences on the closing of the farm by the Commissioners. Comm. Barka stated he would like to close it all together. Comm. Walker stated that she voted to eliminate the pigs, to get the price of beef up to \$2.10 per pound, which she stated is the price to raise it. She stated that if you eliminate the farm and the beef and pork, the prices may go higher, and we could end up paying more on the open market. She wants to make it as cost effective as possible. Bill wants the delegation to remember that the pig feed is purchased from a grain company, whereas there is nothing brought in from the outside that goes to cows.

Richard Park, Executive Director of Area Homemakers, a home health aide service and a member of a group called The Association of County Agencies. He addressed the public by saying he could give figures that show how much Area Homemakers save the county by enabling frail elderly people to remain at home rather than to be placed in nursing homes or other institutions in the county. He stated that Human Service agencies that the county funds, save the county money as a result of preventative services. He commends the Human Service agencies.

Michael LaRoche of Kensington, who has a daughter in the day care center spoke. He is in support of the Commissioners funding the \$67,000 deficit of day care. He wants everyone to look at this in a long term focus. He stated that the day care is still saving the county money. He stated that not a lot of credit has been given to the people at the day care for what they have done to reduce the deficit. He stated that the deficit this year is \$67,000, while last year it was \$100,000. That is a twenty-three percent reduction. The cost to the taxpayers is \$.60 per household. If the nursing home Sub-Committee proposal is adopted, then the parents fee would cover the entire cost. The cost would go up dramatically, then many people won't be able to use it. Then the cost per child would have to go up even more.

Hadco is a perfect example of how they found cost savings and were able to give a better product by not down-sizing the day care, but by trying to expand and work on it.

Thelma Hutton of Derry, NH, a retired social worker from Rockingham County, spoke. She read in the paper about the controversy of cows versus children. She stated Rockingham County was the first in the state to have a day care center. She stated that the commissioners saw the benefits of this to the workers and the residents. It is very valuable to those who are participating. She believes this will become a national project to provide reliable daycare for mothers.

Kenneth Styles from Hampton NH spoke. He has a daughter who attends the daycare. His wife works for the county. He is a school board member of Winnacunnet High School. He believes that a small amount of money put into the day care now, would end up saving him hundreds of thousands of dollars when it comes time for the children to attend upper level schools. Representative Warburton inquired as to how it would save money. Mr. Styles replied that his daughter has benefited from the day care. He believes the day care will create good, honest, hard working and knowledgeable children. Therefore, when they reach the upper level schools, they won't have special needs that cost thousands of dollars.

Comm. Henderson stated he would like to address the issues here. He said the farm and the day care are the most important issues. He asked everyone to take a step back and find a way to deal with these and other programs. He stated we need to find incremental ways to find reduction in the

budget. He thinks if we rely solely on parent fees, day care will close because parents will drop out because of raised fees. He suggested looking at ways to reduce other programs. He stated that more should have been done in 1992 to help the day care center. He suggested entering a public/private partnership rather than compete with the private sector. Then the facility could be expanded and the overhead could be lowered. He stated that there is an adjacent facility available for the day care. He believes there is an opportunity to come up with rational suggestions. He stated that the Commissioners are responsible for this situation.

James Nye from Raymond NH spoke. He stated that everyone was sent a letter to come to the day care center and see what it's about. The Sub-Committee was also asked, and only a few showed up. He stated it's not too late to go over and see what it's all about. He asks that everyone have an open mind when they vote on the day care.

David Frost from Portsmouth, NH spoke. He stated that he believes the day care should stay open. He wants the subcommittee to allow the people to put to work the goals and objectives that Denise LaRoche developed. He worries that the costs are placed on the parents to raise the revenues. He hopes that we can open it to the public. He stated it is very hard to leave your child with a stranger; having the day care gives him extra security. His son has been there a year, and he cannot emphasize how good it is. He believes the more you invest in a child, it will be worth it. He hopes that the children's potential will be maximized through the day care.

Michele Archambault of Kingston, NH spoke. She is employed by the Division for Children in Youth Services. She stated that Rockingham County takes pride in its prevention programs. She believes the day care is the foundation for prevention. The day care provides security, education and provides self-esteem. The future of the children is more important than dollars and cents.

Gene Ritzo, Representative, spoke next in favor of the farm. He has knowledge of government grants for experimental cattle raising. There are farmers today making good income raising cattle for the government for test experiments. He hopes everyone will use their imagination and expand ideas on the county farm.

John Hoar of the public audience spoke next. He stated that the prisoners working on the farm have not been addressed at all. The experience and outdoor exertion they go through is invaluable.

John Hoar spoke of the day care. He stated when he was on the Delegation years ago, all the day cares would come in with a different tale of woe. He stated the day care association has been an outstanding success. He supports the idea of a mix between public and private parents.

Bob Gilbert, Waste Water Treatment Plant Operator, spoke of the farm. He stated that last year a new sewer plant was built and it was the first year they used the irrigation system. The intent of the irrigation system was to use rotating crops. He found it was extremely effective. In the future, he is looking forward to better crops. He stated that even if the farm goes, somebody will still have to maintain the fields.

Bob Gilbert spoke next of the day care. He stated that the EPA has come up with new regulations for lead and copper. He believes many day care centers will go out of business because they won't be able to afford the tests. The children need to come to a well established, well run, day care center.

Bill Sturtevant, Administrator of Rockingham County Nursing Home, resident of Exeter spoke. He asked to please consider the child care center and the value it brings to us. He stated he has been associated with Rockingham County for nearly twenty years. He has heard the battle about the farm for twenty years. Every year before the Delegation, some say close the farm and others say keep the farm open another year to prove itself. He agrees with Commissioner Henderson to have an opportunity to meet the recommendations brought forward by Representative Wood's Committee last year. Some of these recommendations have already been implemented. He believes that everyone would be happy with the results.

Commissioner Griffin stated that Representative Pratt passed her a note stating that while the increase in spending last year is 3.85%, the amount to be raised by taxes, if the budget is passed, is about 10% to 12%.

Chairman Donna Sytek then closed the public hearing.

Approved by:  
Representative Patricia M. Skinner, Clerk  
Rockingham County Executive Committee/Delegation

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**Commissioners Conference Room**

**Brentwood, New Hampshire**

**January 29, 1993**

A scheduled meeting of the Executive Committee of the Rockingham County Delegation was held this date, January 29, 1993 at 9:00AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives: David Welch, Chairman, Executive Committee; Patricia Skinner, Clerk, Executive Committee/Delegation; Donna Sytek, Chairman Full Delegation; Jon Beaulieu; Andrew Christie, Jr.; Janet Conroy; Leroy Dube; Natalie Flanagan, John Flanders, Sr.; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth Malcolm; Sherman Packard; Laura Pantelakos; Arthur Smith; Anthony Syracuse; Margaret Terninko; Calvin Warburton; Kenneth Weyler; Deborah Woods.

**OTHER DELEGATION MEMBERS:** Honorable Representatives: Sandra Dowd; Charles Felch; John Flanders, Sr.; Don Miller; John Sytek; James Rosencrantz.

**OTHERS:** Commissioner Ernest Barka, Chairman, Rockingham County Commissioners; Commissioner Jane Walker, Vice Chairman Rockingham County Commissioners; Commissioner Warren Henderson, Clerk, Rockingham County Commissioners; Mr. Roy Morrisette, Personnel Officer for Rockingham County; Mrs. Irene Dodge, Deputy Treasurer, Rockingham County; Ms. Pamela Tessier, Temporary Secretary to the Board of Rockingham County Commissioners; Mr. Wayne Vetter, High Sheriff for Rockingham County; Mr. Michael Alden, Chief Deputy for Rockingham County; Mrs. Rebecca Tarleton, Administrative Assistant to the High Sheriff; Mrs. Patricia Donovan, Superintendent, Rockingham County Department of Corrections; Ms. Louise,

Administrative Assistant for the Rockingham County Department of Corrections; Mr. Ernest Woodside, Director of Maintenance for Rockingham County; Mrs. Jude Gates, Administrative Assistant to the Director of Maintenance; Mr. Carleton Eldredge, County Attorney for Rockingham County; Mrs. Elizabeth Luce, Register of Deeds for Rockingham County; Mr. Robert Kidder, Rockingham County Farm Manager, Mrs. Patricia Kelly, Treasurer, Rockingham County; Mrs. Diane Gill, Director of Human Services for Rockingham County; Ms. Erica Mantz of *Fosters Daily Democrat*; Mr. John Hart of the *Manchester Union Leader*; and Mr. Dan Hackett of the *Exeter Newsletter*.

The meeting began at 9:10AM, with the Chairman of the Executive Committee noting the purpose of the meeting was to review subcommittee recommendations for the proposed 1993 budget in order for the Executive Committee to vote their recommendations to bring before the entire Rockingham County Delegation on Saturday, February 6, 1993.

### COUNTY FARM

Rep. Anthony Syracuse presented his subcommittee report to the Executive Committee.

The subcommittee reviewed the Special Task Force Farm Report done on April 21, 1992. The Task Force, along with the help of the Rockingham County Extension Services, recommended to the Rockingham County Commissioners that: 1) The farm charge the actual cost of beef and pork, with the price adjusted annually; 2) Come up with a computerized farm record system for better accuracy; 3) Break down labor records to show how much would be charged to other departments; 4) Increase the beef herd; and 5) Commission a study to be done through the Agricultural Department to determine an appropriate crop mix.

Rep. Syracuse reports that beef and pork prices were adjusted from \$1.30/lb. to \$1.85/lb. He does not know about the computerized farm record system, the breakdown of labor, or the requested study, but reports that money has been appropriated to bring the beef herd "up to speed."

The committee looked over the Rockingham County Budget Option Sheet to determine which option would have the least impact on the taxpayer. The options were to : 1) have the farm charge \$1.85/lb.; 2) charge \$2.10/lb.; and 3) have a haying operation. The cost of maintaining the farm land which would include the buildings, fields, and upkeep of the irrigation system for sewerage would cost \$38,000.

Charging \$1.85/lb. for beef and pork would bring a loss of \$56,900. Charging \$2.10/lb. would result in a \$33,835 loss. To his knowledge the Commissioners had agreed to go with the price of \$2.10/lb. for the price of meat. Charging \$2.10/lb. will have the farm cost shifting to the Rockingham Nursing Home. But looking at the price of \$2.10/lb., along with funding from Federal and County sources, would cost the taxpayer around \$10,000. Eliminating the pork would cost them \$7,000, so that down-sizing and eliminating the pork produces little difference in cash flow to taxpayers.

The subcommittee approved the County Farm Budget at \$247,785 with the suggestion that the farm have a beef and pork operation at \$2.10/lb. with Projected Revenues of \$217,153.00. Rep. Syracuse abstained from voting.



Rep. Syracuse notes that there needs to be a decision made on the closing of the farm. If the Executive Committee wants to go to the Delegation with the recommendation to close the farm, Rep. Syracuse suggests closing it this year by budgeting 3/4 of the budget so that it can be phased out in a controlled manner over the next nine months of the current fiscal year. If it is to stay open, he suggested that this year be used to look at alternative uses for the farm and close it in 1994 or in a managed-conversion in 1994.

Discussion: Rep. Janet Conroy read in a newspaper that the Commissioners want the farm to close in order to receive revenue from it. How would the land produce revenue? Rep. Syracuse: Composting and hay. Rep. Calvin Warburton: What would farm get for meat if it were sold on the open market? Rep. Syracuse: The farm has never sold on the open market. All meat, vegetables, flowers, etc., have been consumed and used on the farm. Excess hay sales in the past have brought in around \$200 to \$300. Rep. Warburton asked what the nursing home pays for pork and beef on the open market? Rep. Syracuse answered that the study done by Extension Services show that we can buy good cuts of meat for less money and that we pay slightly more for cheaper cuts of meat. The meat market prices are cyclical and if we take into consideration the cost of maintaining the farm property at \$38,000, if closed, the price of beef could be factored at \$1.64/lb.

Rep. Syracuse/Flanagan moved to approve the farm budget at \$247,785. Rep. Natalie Flanagan stated that the committee recommendation would be the best thing for the taxpayer, leaving management decisions to the Commissioners. The motion was approved with one opposition from Rep. Warburton.

### ROCKINGHAM COUNTY NURSING HOME & DAY CARE

Rep. Deborah Woods, Chairman of the Nursing Home/Day Care Subcommittee presented her report to the Executive Committee.

Rep. Woods passed out material to the committee and reported that she would not be referring to the information from Mr. Sturtevant, Director of the Rockingham County Nursing Home, because it was received subsequent to the vote of the subcommittee and will be brought up for discussion after the subcommittee report.

Subcommittee changes to the Commissioner's budget were:

1. Rockingham County Nutrition - increase of \$1,000 over the 1992 appropriation due to increasing costs to the program.
2. Rockingham RSVP Program - increase of \$2,500 over the 1992 appropriation - subcommittee did not approve this increase, keeping this program level funded.
3. Day Care - Requested \$192,978.00 - Based on May 11, 1992 Task Force Report this was unacceptable to subcommittee because it still carried the burden of a large subsidy by the county taxpayers. While revenues had increased, the subcommittee felt the subsidy was still unacceptable.

Three proposals were discussed. The first was to eliminate the program - the subcommittee found this unacceptable. The second was to fund the program for \$32,000 which would take care of the program for two months, giving the program "shutdown" money. The third proposal was to fund

the program to the amount of estimated revenues which is \$90,000. This was voted on and unanimously accepted.

4. Elimination of a salaried position budgeted in the Maintenance Department - this was discussed at the subcommittee meeting, but not verified until the next day.
5. Change in Revenue - Accept the change of \$90,000 instead of \$125,000 - these were two revenue lines - one would have been the revenues if there had been a consolidation of the two buildings. When the subcommittee voted to cut the funding, Mr. Sturtevant suggested that the \$90,000 revenue figure be used.

The subcommittee voted to approve the Rockingham County Nursing Home/Day Care budget at \$14,328,338.00 with estimated revenues of \$12,108,953.00. This budget reflects a marked decrease in the expenditures of 1992.

Rep. Woods presented a report, approved by the County Commissioners, entitled, "Advantages of Revised Day Care Budget" to the Executive Committee for questions and input from committee. Rep. Woods stated that she wished this information had been available to her subcommittee prior to now, but should still be looked at.

Rep. Woods/Syracusa moved that \$14,328,238.00 be approved for the nursing home.

Rep. Syracuse: If we follow the Commissioner's proposal the capacity of the daycare center will go up and we will have to open to the private sector and bring non-employee children in. My other concern is if we are going to move, relocate, refurbish, etc., are the costs of that transition and the upgrading of the new facility to meet the standards for license in this budget.

Rep. Donna Sytek suggested that the committee move ahead to vote on the \$90,000 included in the budget figures today and come back to this on Saturday, February 6, 1993. She encouraged the members to vote for the proposal offered by the subcommittee who had done the most work and allow them the extra week to come in with any additional information and changes, if needed, at that time.

Rep. Syracuse: The figures we are working with include the pay raise as the Commissioners are proposing, which is not endorsed.

Rep. Terninko: She said it was her understanding the function of the Executive Committee was to approve or disapprove the numbers recommended by the subcommittees and any other decisions on the day care management are the decision of the Commissioners. The chairman said she is correct.

Rep. Smith asked if Rockingham County is the only county that provides subsidized daycare. Rep. Woods replied that she thinks Rockingham is the only county.

The Chairman, at this point, reminded the Committee that there was a motion from the subcommittee to approve \$14,328,238 which includes pay raises that the committee has not endorsed. The motion was approved with two opposed - Rep. Smith and Rep. Terninko.

## PUBLIC ASSISTANCE/GRANTS

Rep. Margaret Terninko presented the Public Assistance Subcommittee Report for Rep. Sandra Dowd who was not at the meeting. The subcommittee found an overall budget increase of 3% with an increase of 1 1/4% in the Intermediate Nursing Care due to an addition of ten new beds in the Nursing Home.

There is a \$.35/hour increase and a 2-3% merit raise included in the line item for salaries for six employees at the Dept. of Human Services. The insurance has also increased 10%.

The county has more control over the DCYS payments because the bills are actually seen, as opposed to the bottom line payments for Human Services. The increase in DCYS was discussed and the subcommittee needs to look at alternate ways to keep the raise increases down. Due to last year's supplemental budget increase, bills for last year, except for December, which are coming in now are all paid. One item not included in the budget is the cost of psychiatric treatment for three DCYS children. This comes to \$425/day each for a total of \$360,000 of which the County pays 25% (around \$90,000). Since there is no prediction on how long these children will need treatment, the subcommittee is asking for an amendment for \$90,000 to let the Delegation decide if additional money should be appropriated.

Rep. Dowd's subcommittee recommends approving this budget at \$10,376,248, adding \$90,000 to board and care for the children.

Rep. Sytek/Skinner moved to accept the Subcommittee report at \$10,466,248 - unanimously approved.

## DEPARTMENT OF CORRECTIONS

Representative John W. Flanders, Sr. presented his subcommittee report to the Executive Committee.

The subcommittee reduced the telephone budget by \$500.00 and increased Service Contracts for \$2,090 to cover the cost of the warranty for a surge suppresser. They decreased the line item for vehicle maintenance to \$500.00. They will lease two vehicles instead of buying one vehicle at a cost of \$14,000. At the end of three years the jail would own the leased vehicles. And, they reduced the jail laundry to \$500.00.

Representative Ed Putnam of the subcommittee made a motion to take the bottom line figure of \$67,926.00 and reduce it to \$0 and level fund the jail. It was seconded by Representative Don Gorman and approved by everyone but the Chairman of the Subcommittee, Rep. John Flanders.

In order to make up the \$67,000 the subcommittee discussed having the jail employees go into Group II Insurance (which eliminates Social Security payments) at a savings of \$80,000. Another consideration was that five positions for employees have not been filled yet because one wing of the jail is empty and there is no need for them at this time.

The Executive Committee was asked by Rep. Flanders to include a line item for \$2,500 for radio repairs for the jail. The Sheriff's department did it and their subcommittee said it would have to

come from the jail budget. There is no line item for this and the Committee needs to add this to the budget.

Rep. Calvin Warburton asked why the jail is not full? Chairman Welch responded that it is due to the economic downturn plus the proposal for Federal prisoners in which they increased the price they wanted to get for Federal prisoners. They went somewhere else - we didn't get those. The wing is empty and the choice was made not to hire the extra staff that would have been needed but to spread prisoners out within the system which was an economically good thing.

Rep. Flanders said the subcommittee did discuss the Federal prisoner issue and recommended that the report go to the County Commissioners - they dropped the price they wanted to charge to \$55/prisoner which might give us some that way. We are not competing with anyone else at this time because we're higher than anyone else, so no one will leave their prisoners here. It would be advantageous for us to take in prisoners.

Rep. Terninko asked how long the prisoners would be redistributed before the wing would be opened. She feels that it is not economically advantageous to double up on prisoners rather than open the wing. Chairman Flanders said the jail is large enough and if we got the Federal prisoners the wing would have to be opened.

Rep. Andrew Christie commented that the original budget showed \$14,000 to purchase one vehicle. The two vehicles the jail have now are a 1984 model with 107,000 miles on it and a 1986 vehicle with 150,000 miles on it. It would be more cost effective to put \$9,060 into the fund that would have bought a new vehicle and give them two brand new ones right now.

One of Rep. Christie's concerns is the cost of meals at the jail which is about \$10.90/day - the State prison feeds at \$2.83/day and this should be looked at more closely. The subcommittee also wants to ask the Commissioners to put the correctional officers into Group II retirement to save the social security costs.

Chairman Welch responded to Rep. Christie that he has in his files two studies of meals at the jail and he will give them to Rep. Christie if he wants them. When the jail was built, it was decided to leave the kitchen facilities there. The other issue Rep. Flanders mentioned is that it is his understanding that Group II retirement is a subject for negotiation by the Union and should not be taken into consideration as far as budgeting because no one knows what the outcome will be.

Rep. Laura Pantelakos asked if the meals are made up for the number of people there each day - is food taken and left for the day. Rep. Flanders said they are essentially the same meals as the nursing home with the jail's portions being larger. Pat Donovan said the cost per meal is \$3.73/day and if there are 150 prisoners, 150 meals are made.

Rep. Thaddeus Klemarczyk commended Rep. Flanders on level funding. However, in looking at the figures presented is it being cut too short, considering the fact that the retirement program is still being discussed. Rep. Flanders said the only one against the motion was the chairman - four other people on the committee voted for level funding - but, Mrs. Donovan has a lot of things that are not controlled by her such as prisoner hospitalization.

Comm. Walker said it was her understanding when the radio shop was funded, all the expenses for the county were in the radio shop budget. If we start charging each department, then you will have

to put it in every department budget and reduce the radio shop line item for that. We have never charged departments for radios - it is in the radio shop budget. If it's not enough for every department, then it should be addressed in the radio shop budget.

Sheriff Vetter commented that he asked for \$4,000 in the radio maintenance line item to cover the cost of jail radio repairs and maintenance radios. The sheriff's department received nothing from this - we paid for parts for everyone but ourselves. He asked to add \$4,000 to cover the cost of the other departments. He would like them in his budget and not fix radios like they've been doing. Chairman Welch asked if there are records kept about radio repairs - Chairman Walker responded that excellent records are kept.

Rep. Katsakiores/Syracusa moved to raise and appropriate \$3,951,678 for corrections.

Rep. Welch asked if the salaries in this budget included pay raises. Roy Morrisette answered that these reflect what they were getting as of February, 1992.

Rep. Katsakiores asked if there was an opinion from the auditors on how to handle interdepartmental moneys. Is each department charged its own expenses on its own accounts and the revenues accounted for in the other departments. Roy Morrisette said there is no policy now but may be addressed by the new auditor.

Rep. Pantelakos is opposed to level funding from last year. It is not good business. We need to tell the taxpayers what they will be paying and not using contingency funds to make up the difference.

Chairman Welch said the current motion is to level fund the Department of Corrections for \$3,951,678. Vote: 9 in Favor - 10 Opposed.

Rep. Sytek/Skinner moved to adopt the budget as presented by the Commissioners with their change for the van (less \$13,600) for a total of \$4,006,004. - Unanimously approved.

#### MAINTENANCE DEPARTMENT

Rep. Sherman Packard presented the subcommittee report for the Maintenance Department who voted to accept the Commissioner's budget with the condition that 1 1/2 persons be added. A person will be deleted from the Nursing Home budget to add to the Maintenance budget.

Rep. Packard reported that with the extra 1 1/2 persons the salaries and benefits come to \$909,799 and need to be added to the total payroll. There are increases in electricity, fuel, and the purchase of services which come to \$911,725 - leaving a balance of about \$245,000. The maintenance budget will be increased to \$34,390, with a grand total \$2,066,919 which is 10.68% over last year's budget.

Rep. Packard/Dube moved to approve the Maintenance Department budget at \$2,066,919. The motion was voted on and was unanimously approved.

## GENERAL GOVERNMENT - FISCAL OFFICER & TREASURER

Representative Betsy McKinney presented the General Government report to the Executive Committee.

General Government - New line item for Union negotiations for \$15,000 - new union and first contract is very important.

Rep. Sytek asked if the union negotiations are taken out of the legal fees line. Answer: Yes.

Rep. McKinney/Packard moved to approve the Commissioners proposed budget for the Treasurer at \$2,552,758.

Rep. Syracuse asked for clarification on the legal fees and just what we paid out of the \$62,314 that we expended in the 12-month period and what is it that we are not expected to do to bring it down to \$25,000 for 1993. Rep. McKinney said the big thing was the settlement of a possible court case - about \$40,000. The motion was voted on. Unanimously approved.

Fiscal Office - Subcommittee recommended decreasing budget for this to \$54,462 due to the fact that the new Finance Officer will not be starting until the beginning of March.

Rep. McKinney/Syracusa moved to approve the Fiscal Office budget at \$54,462, which reflects a reduction in the payroll for the two months she was not here. Voted on and unanimously approved.

Treasurers Budget - The Deputy Treasurer is full-time bookkeeper, as well as deputy treasurer. Her salary as a full-time employee has been moved into the treasurers budget. This person will report to the treasurer and is an internal restructuring. Rep. McKinney/Pantelakos moved to accept the budget figure of \$84,270. Voted on - No opposition.

## COMMISSIONERS/PERSONNEL

Representative Janet Conroy presented the subcommittee report.

Conference/travel budget line has been split into separate lines to distinguish expenses for travel office-to-office or home-to-office from other expenses such as conference/conference travel.

The Commissioners budget had several changes. There is a reduction in clerical salaries due to the Deputy Treasurer's position being moved to the Treasurers budget.

There are two new positions. The Business Office Supervisor, created in December, 1992 is being filled by the former payroll clerk with a salary of \$14.48/hour. Rep. Conroy asked for and received a job description for this position for clarification purposes.

The second position is for a full time position as Account Clerk. This person will do the basic bookkeeping and accounting that had previously been done by the Deputy Treasurer. Last year's budget listed this position as part time - the job has not been filled and will be posted.

There is a new line item - Training/Continuing Education. The amount is a guesstimate since it is new and has no history. The auditor suggested this in case the new fiscal officer feels the needs for staff training.

The salaries lines in both these budgets include a \$.35 COLA plus merit step.

Comm. Walker said that since the subcommittee met, the Personnel Commission has met and reported that, by law, there must be an ADA Coordinator and it must be posted by a certain date. The Commission recommended an individual and asked the Commissioners to ask the delegates for the Executive Board to fund \$5,000 for temporary/overtime help for potential future needs. It can be put in the Commissioners budget.

Rep. Sytek said there was money budgeted for staff in the Commissioners office and the person who usually fills that position has been out for a while. Is that position currently being paid and has there been a savings on that line because of her long-term absence? Comm. Walker said they have hired temporary help at less than the permanent position. Rep. Sytek then asked if the savings from that line item could be taken and applied to the new position which would reduce the clerical salaries line by \$5,000 and establish a new line. Comm. Walker said there has been a savings since January 1, 1993 but she does not know what that savings is.

Rep. McKinney made a motion to change the line item for temporary clerk to ADA Coordinator for \$1,000. The total budget will then come to \$216,555. Seconded - voted on - no opposition.

Personnel Services - Rep. Conroy recommended approval of \$50,159 for Personnel Services, duly seconded and voted on unopposed.

### SHERIFF'S DEPARTMENT

Representative Pat Skinner presented the subcommittee report for the Sheriff's Department.

The total budget is up \$37,000 due to increased costs of FICA, Health Insurance, Retirement, Workers Comp, and proposed salary increased for 20 employees in this department. \$2,000.00 is needed for upgrade of the memory in the Novel computer system. A new line item for conferences has been added in each budget.

The subcommittee recommends that \$57,000 be available for the lease purchase of ten cruisers and two transport vans under the Ford Motor Company Municipal Finance Program. If this is passed, these vehicles will be leased from the Irwin Motor Company in Laconia, NH. She has a list of the current mileage on the twelve vehicles we now have.

The line item for cruiser maintenance has been increased which will be offset by revenue of \$4,000 for installation and maintenance of communication emergency equipment on the jail vehicles.

A new line item in the budget for 1993 is for \$11,169.00 for meals for dispatchers.

It is recommended that a subcommittee be formed to look into a long range, time phased communication program.

Revenue estimates are \$647,000 and \$4,000 from the Department of Corrections and Maintenance.

If the Town of Atkinson decides to use the dispatch service of Plaistow, the county will have to assume the cost of a \$7,000 telephone line for communications in that area of the county and additional money will be required.

Sheriff Vetter explained that right now the Town of Plaistow's Fire Department has a transmitter and receiver which is ours. These are hooked up to our office by telephone lines. Right now the Town of Atkinson pays for this. He has been informed in the last few days that Atkinson is definitely going to Plaistow and will "pull the plug" on March 1, 1993 which means that our receiver and transmitter down there will need a telephone line for it to function. Pulling the plug cannot be done because there will be a lot of the towns in that area who would be left without coverage on our radio system.

Chairman Welch added that radio communication in this town has been very difficult and he suggested that a survey be done of our equipment so we know what's going on. A survey was done by Keith Clark and it has been passed to the secretary for the files. It will have to be looked at in the future. Atkinson has made a decision because of the inadequacy of our radio system.

Rep. Terninko asked if Atkinson pulled out, why do we have to do anything. Sheriff Vetter - we still have police and fire units in that area that depend on that transmitter. If we move that, we have to find another place to put it.

Rep. Kenneth Malcolm made a motion to add \$7,000 to maintain the source of communication for the western part of the county. Seconded by Rep. Pantelakos. Rep. Skinner opposed putting this in the budget at this time. She thinks it should be done at a later date - it will be presented to the budget committee as a possibility for the future. Sheriff Vetter appreciates the motion from Rep. Malcolm, but the full \$7,000 would not be needed anyway - that was for a year. Motion withdrawn.

Rep. Syracuse asked if we are going to go with a leasing program, why is there still cruiser maintenance in the budget. Does the lease include maintenance - what about guarantees and warranties? Sheriff Vetter responded that the vehicles would be carried under a normal warranty rather than a lease package. The lease will cost \$57,000 for a three-year contract. (\$57,000/year for Three Years) At the end of the third year, for \$1.00, the County can purchase everything on the contract. The vehicles we have now will be traded in and that is figured in the lease plan.

Rep. Skinner/Flanagan moved to increase the Sheriff's budget by \$4,000 and to pass the total budget at \$1,793,653. Voted on unopposed with Rep. Christie abstaining from voting.

Comm. Walker has a copy of a report from Keith Clark on the "Reportable Conditions of the Dispatch Center and Radio Shop Long Range Planning." There will a long-range planning committee which Rep. Malcolm will chair. The report will be copied and presented February 6, 1993.

### **REGISTER OF DEEDS**

Representative Calvin Warburton presented the subcommittee report and made a motion to accept the Commissioner's proposed budget of \$646,191, seconded by Rep. Christie seconded and voted on unopposed.



## COUNTY ATTORNEY/MEDICAL EXAMINER

Representative Eugene Ritzo was not at the meeting. Chairman Welch said there has been some controversy regarding the posting of the "Right to Know" law. There were two attempts to have a meeting and a third meeting took place. Chairman Welch would like to clarify for the Executive Committee that a legal meeting was held so the report can be accepted. The Chair's understanding is that the meeting was posted at two places in the County Courthouse. The Right to Know Law specifies posting in two appropriate places. If the Committee is satisfied that the two postings in the County Courthouse constitute an "appropriate place", then the report can be heard.

Rep. Donna Sytek gave the subcommittee report for the County Attorney's office and stated that the Assistant Attorney's salary included one additional position (Commissioner's budget). The subcommittee felt there would be new responsibility, a pilot program in Rockingham County only, which will have jury trials conducted at Portsmouth court. They are currently receiving cases from Portsmouth and Hampton courts and those numbers will grow. Presently there is a vacant position and so will be hiring two people this year. The subcommittee recommended he be given the amount of money for six months and if he had savings from vacancies that exist, he can hire sooner. This money would fund for half a year - it is their wish to add 1/2 position at \$18,000, not the full position reflected in the County budget at \$36,000.

The County Attorney had requested a line item for separation benefits. When an employee leaves they are entitled to 1/3 of their sick time. The Attorney is experiencing some turnover of help. His request was denied by the subcommittee.

The subcommittee reduced Office Equipment to \$6,200.00 which was about the same as last year. The subcommittee changed the Office Machine Supplies line item to \$5,500 which is a slight increase over last year. Service Contract/Repairs increased to \$11,600.

County Attorney Carleton Eldredge said that the Commissioner's budget is inadequate in regard to salaries of the attorneys. There are four attorneys who have been here for three or four years and we were competitive with the private sector at the time we hired them. They are now trained, experienced employees with three of them having new children or children on the way, and he feels that they will be unable to keep this trained staff with the figures in the Commissioner's budget. Mr. Eldredge added that when the subcommittee went over the figures, the only change they made was the \$18,000 decrease for 1/2 of the new attorney requested for the pilot program. The figures in the budget do not reflect the pay raises for those lawyers.

Rep. Sytek said the concern about the pay raises for the attorneys is a decision to be made by the Commissioners. Mr. Roy Morrisette, Personnel Director for Rockingham County, explained that the County Attorney's office had a policy of hiring attorneys with no experience and then created different pay grades so that after they were trained, he would review them and if he felt they were qualified he would promote them and they would move up in pay grade. Over the years, when Carleton came in, there was some time that went by whereby some of these attorneys were not promoted. Carleton looked at these factors and put his budget together based on promoting because the employee has improved. Rep. Sytek asked who decides when they get to another pay grade. Roy said it is the County Attorney's decision and after his decision is made, when they are evaluated again they would get a merit increase or a promotional increase. Comm. Walker said that when departments ask for promotions, the recommendation goes before the Personnel Commission who approves the upgrade to another step. The Commissioners gave the County

Attorney exactly what he asked for. Rep. Sytek said Mr. Eldredge just said he isn't getting what he asked for. Mr. Eldredge said the budget is about \$7,000 short. Comm. Walker said that if he had asked for more money, the Commissioners would probably have given it to him. Rep. Sytek asked how much Carleton would need to make the appropriate reclassification of the employees in question. Carleton said the total amount for Assistant County Attorneys should be \$323,783.52 which includes merit and takes off the \$18,000 decrease done by the subcommittee.

Rep. McKinney would like the Personnel Department to resolve the differences in the amounts discussed - to address whether the COLA's are included or not. Chairman Welch said they should have figures which exclude the Commissioner's pay raise so they can determine what it is and build from there. Rep. McKinney is asking for what the Subcommittee recommends.

Rep. McKinney/Sytek moved to accept the budget at \$849,531.

Discussion: Rep. Syracuse thought that it was clearly established by the judge running it that the pilot program is not supposed to be at any expense by the county taxpayers. They have a budget and the program is supposed to operate within that budget without any expense from the counties. He questions whether this 1/2 lawyer is needed for \$18,000 or \$36,000 on an annual basis. We are filling a vacancy and also giving the County Attorney an additional authorization on an annual base that he doesn't feel we need.

Rep. Terninko does not question the needs for competitive salaries for well-trained lawyers, but we need to take a look at the fact that there have been problems doing that with day care (supplementing income of employees in the county home).

Rep. Syracuse/Dube moved to amend the motion to delete the \$18,000 salary figure from the budget which would bring the total to \$831,531.

Attorney Eldredge asked that if the workload is there for another 1/2 person, why is the motion being amended. Chairman Welch responded that the justification being used for the extra attorney is for a pilot program which should be a neutral program. If he has a workload that warrants an additional attorney, then it should be justified for the additional workload and not for a pilot program that is not supposed to cost the county anything.

Attorney Eldredge explained that his present staff handles 300-600 criminal cases all the time as opposed to the Public Defenders who do not take more than 65 cases. When the bill was passed for the pilot program no one from the Prosecutor's office was asked what it would mean to the already overworked staff. No one addressed the constitutional mandate which states that when a new service is given in a municipality, it should be funded. The Delegation was left with this burden.

Chairman Welch asked if Attorney Eldredge felt that, in his opinion, the pilot program mandated a cost unanticipated by the State. Attorney Eldredge responded - absolutely.

Rep. Syracuse said the purpose of the pilot program was to reduce the workload on the County level and if what the County Attorney says is true, then the program is a failure and should be folded up. The delegation would be defeating the validity of the test if we change the manpower to make it look like the workload is being reduced, when it is not. He still feels that the delegation would be authorizing a person for the pilot program.

Chairman Welch asked if the County does incur costs that were not supposed to be incurred, and if it can be documented, can we use the information to go to the State for money? Attorney Eldredge said he would do it.

Rep. Sytek reported the contents of a letter from Judge Kelly, Administrator of the District Courts, which described the pilot program. It was his opinion that not everyone would be asking for jury trials. He urged the Delegation to support the reasonable budgetary requests of the County Attorney for the benefit of the citizens of the County and New Hampshire. The administrator assures that detailed statistics would be kept on this project and will be provided them as they develop.

The vote for the amendment to the motion to strike \$18,000 from the budget was called for and was defeated.

The vote for the original motion for \$849,531 which included \$18,000 was approved. The Subcommittee report was not accepted because it did not contain the final figure. The Executive Committee will await additional information regarding the request to define those positions.

Medical Examiner - Rep. Sytek/Skinner moved to recommend \$73,000 for the Medical Examiner. Motion approved.

#### COOPERATIVE EXTENSION

Representative Charles H. Felch, Sr. presented the Subcommittee Report. The Subcommittee voted to adopt the budget as placed before them for a total of \$299,047. Rep. Sytek asked about Line 3 - Extension Educators/Durham Expenses. It's her understanding that these people are not our employees, but the County compensates the University of New Hampshire. Rep. Felch replied that they are UNH employees and that there are nine extension educators, eight of them come under moneys from the County, with no increase on the County portion of the educator's salaries, and the ninth one is federally funded.

Rep. Skinner/Christie moved to accept the Subcommittee's recommendation for a total of \$299,047. Motion approved.

#### ROCKINGHAM COUNTY DELEGATION

Representative Donna Sytek presented this report. She and Rep. David Welch put it together and will need a full delegation meeting to do something with the contract received.

The Subcommittee increased Line Items #1, Delegates Per Diem Payment, from \$9,000 to \$10,000 and Line Item #19, Travel Reimbursement, from \$4,750 to \$5,500.

Rep. Sytek moved to accept a bottom line budget total for the County Delegation to \$24,365. Duly seconded. Motion approved.

#### CAPITAL IMPROVEMENTS

Representative Betsy McKinney moved to accept the budget figure of \$145,100. Duly seconded. Motion approved.

## ROCKINGHAM COUNTY ENCUMBERED FUND FOR 1993

Rep. Betsy McKinney Katsakiores moved to accept \$388,088 as the total of 192 items carried forward. Voted on - motion approved.

## REVENUE SUBCOMMITTEE REPORT

Rep. Donna Sytek reports that there was no quorum for the Revenue's Subcommittee. However, the committee did meet to review the revenues as projected and made changes which are being reported to the Executive Board for action today. The subcommittee revised their total to \$12,121,673 for the Nursing Home; the Interest Earned is \$125,000, not \$200,000 as the Commissioners estimated; a change in the County Farm totaling \$213,950 from \$236,980; Reserved Revenues total of \$198,266 and a Budget Surplus figure of \$524,909.

Rep. Sytek /Syracusa moved to approve \$16,718,033. Motion approved.

At this point, Sheriff Vetter requested to speak with the Executive Committee and reported that he has just been mandated by the court to transport prisoners to Portsmouth District Court. This is not in his budget and he will need an additional \$8,000 for this purpose. The Executive Committee requested that Sheriff Vetter come before the Committee at a later date with more information.

## NON-COUNTY SPECIALS SUBCOMMITTEE

Rep. John Sytek, Chairman of this Subcommittee presented their report.

Commissioner Warren Henderson gave a presentation to the Executive Committee regarding the Emergency Fire Training Unit. This agency did not make a budget request. They have a request for capital maintenance on the training facility located on county property which is used by two classes of firefighters. The operation expenses are absorbed entirely by fees - the space is leased from the County by the Firefighters Association. They want \$11,000 for various maintenance projects.

Commissioner Henderson said the subcommittee mentioned the center in Concord. Comm. Henderson said there are a couple of problems with that - it is geared toward professional firefighters, not volunteers. It is expensive, meets during the day when volunteer firefighters cannot attend because of jobs, and the type of training is more comprehensive than a volunteer firefighter can use.

The Commissioners voted to support this line item in their last meeting when they had received the paperwork. There was questioning about the status of the air truck. Comm. Walker explained the air truck is built in sections. The money is encumbered for this project in the budget. Chairman Welch said there is a request for money without paperwork so the Committee is unable to make a decision. Commissioner Henderson said the paperwork was delivered late to the Commissioners. Rep. Donna Sytek moved to accept the Non-County Specials Subcommittee recommendation for \$162,000. Duly seconded. Motion approved.

## SALARIES

Chairman Welch said that the figures the Executive Committee has been voting on include the Commissioner's increase of a \$.35 COLA plus merit. Due to the lack of insufficient information a dollar figure for salaries has not been provided. The Executive Committee is considering a 3% COLA increase, based on information previously provided. Because of the inconsistency of figures being presented, discussion of this item will have to be done at a later date. There was general discussion revolving around the Commissioners' figure and a percentage cost of living raise or across the board raise.

Rep. Sytek said that entry level personnel are adequately paid but that higher level employees are not and that the recommendation for a percentage cost of living raise for everyone would have different effects on the lower end versus the higher paid employees.

Chairman Welch said the Committee has to know what the percentage will cost before they can recommend it and it needs to be presented in the proper format.

Rep. Katsakiores raised the question that salaries will be dealt with in Concord and the Executive Committee will not have the opportunity to hear the reasons the Commissioners used in preparing their proposal.

Commissioner Walker said the recommendation came from the Personnel Commission which is made up of all elected officials. Commissioner Walker did not attend that meeting - Commissioner Henderson did. Comm. Henderson said he attended, but was not a Board member at the time. Comm. Henderson spoke in favor of giving an increase based on a dollar amount rather than a percentage figure. He said percentage figures profit the higher earning employees and that a dollar figure narrows the gap. Salaries will be discussed on Thursday when more information is provided.

RESOLUTION - Rep. Donna Sytek said that last year a policy was adopted whereby the Commissioners were supposed to let the Executive Committee know when they had overspent a line. It was not clear whether they were supposed to ask for Exec. Comm. approval before they did it or just let the Committee know afterward. In order to clarify, Rep. Sytek passed out a "Resolution" which spells out what is expected. Rep. Sytek cited RSA regulations which state that the Executive Committee can keep tighter control over the budget by asking the Commissioners to submit overexpenditures for approval before money is shifted from one line to another.

The resolution states:..... 'The County Convention hereby requires that the County Commissioners obtain prior written approval from the Executive Committee before overspending any account by an amount greater than \$1,000.

After discussion about exact wording on the resolution, Rep. Malcolm moved to accept the resolution as amended. Seconded by Rep. Sytek. Motion approved.

Representative Malcolm/Sytek moved to adjourn. Motion approved.

Approved by:  
Representative Patricia M. Skinner  
Clerk/Rockingham County Delegation/Executive Committee

## **EXECUTIVE COMMITTEE MEETING MINUTES**

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

A scheduled meeting of the Executive Committee of the Rockingham County Delegation was held this date, February 6, 1993 at 9:00AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives: David A. Welch, Chairman, Executive Committee; Patricia M. Skinner, Clerk, Executive Committee/Delegation; Jon P. Beaulieu; Andrew Christie, Jr.; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth W. Malcolm; Sherman A. Packard; Laura Pantelakos; Donna P. Sytek; Margaret B. Terninko; Calvin Warburton; Kenneth L. Weyler; Deborah L. Woods.

**OTHERS:** Rockingham County Commissioners; Jane Walker, Vice Chairman; Warren Henderson, Clerk; Mr. Roy Morrisette, Director of Personnel; Mrs. Irene Dodge, Deputy Treasurer; Pam Tessier, Temporary Secretary, Rockingham County Commissioners.

Chairman David Welch called the meeting to order at 9:00AM. The purpose of the meeting was to briefly review any last minute items for discussion regarding the Rockingham County Budget for 1993 before presentation to the Full Delegation. Chairman Welch stated that salary increases for 1993 total \$176,250 and the 1993 Budget has been adjusted to include Social Security adjustments. Chairman David Welch moved to approve the bottom line. Duly seconded. Motion approved.

Chairman Welch said \$150,000 has been transferred from the Health Benefits Fund. A committee was formed to look at this issue and report to the Executive Committee at their next quarterly meeting. The committee members are: Representatives: Andrew Christie; Leroy Dube; Anthony Syracuse; Sherman A. Packard; Kenneth L. Weyler.

Rep. Conroy was upset that notification of the Health Benefits shortfall came just two days before the Delegation will vote.

Rep. Donna Sytek asked about a \$7,500 check cut for the County Commissioners. Mr. Roy Morrisette explained the check was cut as a retainer to cover his legal fees for appeal on the Right-To Know Rule.

Chairman Welch/Malcolm moved to have the Executive Board ask the Board of County Commissioners to take a vote on whether they will confirm or not the approval of legal fees for Mr. Morrisette's appeal.

General discussion revolved around whether the Commissioners had authority to spend \$7,500 without the approval of the Executive Committee. Commissioner Jane Walker read minutes from the December 21, 1992 Commissioners Meeting to see if a formal vote was taken by the

Commissioners at that time to approve a lawyer for Mr. Morrisette to appeal. The wording of the Minutes for that December meeting suggested that a vote had not been taken.

Rep. Sytek said there was no decision on December 21, 1992 and the Executive Committee was not aware of it. Rep. Sytek moved to amend the original motion to have the Executive Committee ask the County Commissioners to re-address their decision on approving payment for Mr. Morrisette's lawyer to appeal the judgment received on the Right-To-Know lawsuit. Duly seconded. motion approved, as amended. The meeting adjourned at 9:55AM.

Approved by:  
Representative Patricia M. Skinner  
Clerk/Rockingham County Delegation/Executive Committee

**MINUTES  
ROCKINGHAM COUNTY CONVENTION  
FULL DELEGATION  
ROCKINGHAM COUNTY NURSING HOME  
BRENTWOOD, NEW HAMPSHIRE  
FEBRUARY 6, 1993**

A scheduled meeting of the Rockingham County Full Delegation was held on this date, February 6, 1993, at 10:00AM in the Auditorium of the Rockingham County Nursing Home in Brentwood, New Hampshire. Roll Call was taken by the Clerk, Rep. Patricia M. Skinner and the following were in attendance:

**COUNTY DELEGATION MEMBERS:** Honorable Representatives: Donna P. Sytek, County Delegation Chairman; Kenneth W. Malcolm, County Delegation Vice-Chairman; Patricia M. Skinner, Clerk, County Delegation/Executive Committee; Kathryn Aranda; Janet S. Arndt; Marjorie Battles; Jon P. Beaulieu; Juanita L. Bell; Daniel P. Blake; William P. Boucher; Martin N. Bove; Marilyn R. Campbell; Albert Caswell, Jr.; Sherman E. Chester, Sr.; Andrew Christie, Jr.; Vivian R. Clark; Betsy Coes; Janet M. Conroy; Harold G. Crossman, Jr.; William J. Crum, Jr.; Carmela DiPietro; Sandra K. Dowd; Herbert R. Drake; Leroy S. Dube; Charles H. Felch, Sr.; Natalie S. Flanagan; John W. Flanders, Sr.; Bonnie Groves; Sharleene P. Hurst; Robert A. Johnson; Cecelia D. Kane; George Katsakiores; Thaddeus Klemarczyk; Fred A. Kruse; Rebecca Lee; Marian E. Lovejoy; Cynthia A. McGovern; Betsy McKinney; Richard Noyes; Patricia M. O'Keefe; Sherman A. Packard; Laura C. Pantelakos; Katharin Pratt; Robert A. Pullman; Ed M. Putnam, III; Bernard J. Raynowska; David L. Richards; James R. Rosencrantz; George R. Rubin; Tom St. Martin; Joseph Schanda, Sr.; Arthur W. Smith; James R. Splaine; Donald C. Stritch; Anthony Syracuse; John Sytek; Margaret B. Terninko; Charles L. Vaughn; Calvin Warburton; David A. Welch; Kenneth L. Weyler; William E. Williamson; Deborah L. Woods.

**OTHERS:** Rockingham County Commissioners Jane Walker, Vice Chairman; Warren Henderson, Clerk; Roy Morrisette, Director of Personnel; Patricia Kelly, Treasurer; Irene Dodge, Deputy Treasurer; Pam Tessier, Temporary Secretary, County Commissioners; Ernest Woodside, Director of Maintenance and Engineering; Jude Gates, Administrative Assistant to the Director of Maintenance; Carleton Eldredge, Esquire, Rockingham County Attorney; Betty Luce, Register of Deeds; Robert Kidder, Farm Manager; Robyn Wojtusik, Corporate Extension Services; Denise LaRoche, Director Rockingham County Child Care; Diane Gill, Director of Human Services;

Debra Peru-Hermans, Director of Nutrition; Patricia Donovan, Superintendent of Rockingham County House of Correction; Louise Nash, Administrative Assistant to Superintendent of the House of Correction; William Sturtevant, Director of the Rockingham County Nursing Home; Nancy Lang, Assistant Administrator to the Rockingham County Nursing Home.

The purpose of this meeting of the Rockingham County Full Delegation was to vote on the Executive Committee's recommended 1993 Budget for Rockingham County. The roll call determined there was a quorum.

Representative Calvin Warburton led the Delegation in prayer, followed by Representative Natalie Flanagan leading the Pledge of Allegiance. Rep. Warburton called the meeting to order and introduced Rep. Donna P. Sytek, County Delegation Chairman who continued the meeting.

Rep. Sytek stated that before the Budget was voted on, the Delegation needed to make a decision on salary adjustments since this would have an impact on departmental budgets.

Rep. Welch/Syracusa moved to accept the sum of \$176,250 for a wage adjustment of two steps, with the provision that those employed at the top step be given a lump sum of 2%, effective on the anniversary date of their employment and does not include those in the bargaining unit at the County Jail. Motion carried.

Rep. Sytek stated the figures for payroll expenses such as Social Security and Retirement have been reflected in the bottom line of the 1993 budget.

**ROCKINGHAM COUNTY NURSING HOME/DAY CARE CENTER:** Rep. Woods/Welch moved to accept the sum of \$14,331,600 for the Rockingham County Nursing Home portion of the 1993 Rockingham County Budget.

Rep. Charles L. Vaughn asked where the County was going to get the money to expand/renovate the Day Care Center. Rep. Woods said Commissioner Warren Henderson will be heading a Space Utilization Committee which will determine where the space will come from. Costs for this have not been determined at this time. The Day Care center is included in the Nursing Home budget and Rep. Woods stated that although the subcommittee voted to fund the Day Care Center to the amount of revenues estimated, that figure does not include the cost of renovation.

Commissioner Warren Henderson reported that there is space available in the Carlisle Building which is currently vacant and there is space which may become available from the Commissioners Building when the Commissioners and staff move to the renovated section of the Nursing Home. Both of these spaces may be suitable to house an expanded day care center. If the Day Care Center moves, its overhead costs will go down (a consolidated operation would have lower maintenance and utility costs) and some or all of the children on the waiting list will be able to be housed within the program, thus increasing revenues by \$25,000-\$40,000 or more. This could be accomplished in one facility without increasing staff and the budget. All of this can only be possible if the County absorbs renovation expenses which are not in the budget. The Day Care Center does not rely on consolidation in order to survive and any increased costs would have to be approved by the Executive Committee.



Rep. Janet Conroy asked why the figures seen today are different than the ones she saw at the meeting held by the Executive Committee on Thursday, February 4, 1993. Rep. Woods replied that the figures presented today reflect the salary change previously mentioned.

Rep. George R. Rubin, among others, asked if the subcommittee had discussed privatization of the day care center as a means to increase revenue. Rep. Woods responded that there was discussion on various options, including privatization, which will be looked at in the future. She added the Executive Committee voted to fund this program for one year with the understanding that the subsidy must decrease. The Executive Committee, however, does not tell the day care center how to manage their program - their job is direct the Center to make their program fiscally responsible.

Rep. Marilyn Campbell questioned the County being in the business of running a day care center when local day care centers were not full. Rep. Bernard Raynowska's opinion is that the day care center is a job benefit.

Rep. Woods/Flanagan moved to divide the question. The first vote was for funding of the Day Care Center Home at the recommended total of \$164,334. Motion carried.

Rep. Woods/Malcolm moved to fund the Rockingham County Nursing Home for \$14,167,266. Motion carried.

**PUBLIC ASSISTANCE:** Rep. Dowd/Welch moved to accept \$8,397,514 for Old Age Assistance. Motion carried.

Rep. Dowd/Welch moved to accept \$1,842,201 for Board and Care of Children(DCYS). Motion carried.

Rep. Dowd/Welch moved to accept \$226,830 for the Grant Program. Motion carried.

**DEPARTMENT OF CORRECTIONS:** Rep. Flanders/Christie moved to accept \$3,974,025 for the Dept. of Corrections.

There were questions from Rep. Putnam on the increase in the budget. Rep. Welch replied that this budget is well-managed and is a budget which cannot be limited because of the nature of its business. Rep. McKinney said some of the increase was due to salaries.

Rep. Putnam asked about the cost of meals. Rep. Sytek answered that part of the reason was there was free labor provided. Rep. Welch mentioned that the cost of renovation to the kitchen was included in the cost of meals. He adds there have been several studies on jail meals - one of those states it is not wise to have a kitchen in a jail because of the potential problems it could cause. The second reason is that the kitchen in the Nursing Home was expanded to take care of this issue. He has copies of these studies available for the delegates if they are interested.

Rep. Pullman questioned what costs were included in the improvements of the kitchen in the Nursing Home. Mr. Bill Sturtevant, Director of the Rockingham County Nursing Home, answered that it includes the cost of building, equipment, utilities paid to the maintenance department and all costs related to preparing and operating the food service department in the nursing home which includes the size of the meals prepared for the inmates of the jail. He notes that if prisoners are well fed there is less difficulty for the Correction Department.

The motion to approve the budgeted amount of \$3,974,025 for the Department of Corrections was voted on. Motion carried.

**MAINTENANCE DEPARTMENT:** Rep. Packard/Welch moved to approve the amount of \$2,045,425 for the Maintenance Department.

Rep. Pullman asked Rep. Packard if the budget included the figure for 1 1/2 persons. Rep. Pullman replied that it does because it was voted on at the Executive Council and that's what the subcommittee voted to do, provided the person was taken out of the Nursing Home budget, which it was. The motion to approve \$2,045,425 was voted on and carried.

**GENERAL GOVERNMENT:** Rep. Weyler/Welch moved to accept the amount of \$2,552,758 for the General Government budget. Motion carried.

**COMMISSIONERS BUDGET:** Rep. Conroy/Welch moved to accept the budget total of \$212,907 for the Commissioner's budget. Seconded by Rep. Welch.

Rep. Charles Vaughn questioned the line item for postage in the Commissioner's office. He received a letter in the mail from a Commissioner which cost \$.98. Rep. Vaughn felt the item he received was unimportant and if several of these were sent it would be expensive to send. He added that the Commissioners are responsible for exercising budgetary control over the departments in the County and the type of spending he just mentioned should be looked at more closely. Rep. Putnam moved to reduce the Commissioner's budget by \$1,000. Seconded by Rep. Vaughn.

Rep. Sytek asked one of the Commissioners to respond to this issue. Mr. Roy Morrisette said he believed Comm. Barka sent those out to the new members elected in his district as a packet of information for their use. Several representatives said they received these and were not new members. Roy then added they were probably sent to all members.

The motion to reduce the Commissioner's postage budget by \$1,000 failed - 27-30. The motion to accept the Commissioner's budget for \$212,907 was voted on. Motion carried.

**PERSONNEL SERVICES:** Rep. Conroy/Welch moved to accept the sum of \$49,113 for Personnel Services. Motion carried.

**FISCAL OFFICER:** Rep. Weyler/Welch moved to appropriate \$54,462 for a fiscal officer. Motion carried.

**TREASURER:** Rep. Weyler/Welch moved to accept the sum of \$84,841 for the Treasurer. Motion carried.

**SHERIFF:** Rep. Skinner/Welch moved to accept the amount of \$1,733,680 for the Sheriff's Department. Motion carried.

**REGISTRY OF DEEDS:** Rep. Warburton/Malcolm moved to accept the sum of \$620,708 for the Registry of Deeds. Motion carried.

**COUNTY ATTORNEY:** Rep. Crum/Malcolm moved to appropriate the amount of \$822,350 for the County Attorney. Motion carried.

**MEDICAL EXAMINER:** Rep. Crum/Malcolm moved to appropriate the amount of \$73,000 for the Medical Examiner. Motion carried.

**COOPERATIVE EXTENSION SERVICES:** Rep. Klemarczyk/ Welch moved to accept the amount of \$294,438 for the Cooperative Extension Services. Motion carried.

**COUNTY FARM:** Rep. Syracuse/Welch moved to appropriate \$247,589 for the County Farm.

Discussion: Rep. Vaughn asked Rep. Syracuse to explain how much money might be lost this year compared to last year and how it will be improved. Rep. Syracuse responded that the subcommittee voted to keep the farm in operation with beef and pigs. The subcommittee wanted to keep the impact on the taxpayers as low as possible. He adds that closing the farm would cost the taxpayers \$38,000 to maintain the property as opposed to the loss of \$33,000 if beef and pigs were sold at \$2.10/lb. Rep. Syracuse passed a sheet of paper about farm options to the Delegation for their review which defines the operation, expense, revenue and loss for various options with regard to the farm.

Rep. Carmela DiPietro who represents Exeter said the number of people who have not been able to pay their taxes has increased over the last two years by three times that number. She is very uncomfortable with a budget that represents a 3.25% increase.

There was general discussion about the sheet of options presented by Rep. Syracuse and the suggested price of beef and pork versus current market prices.

There was a motion to limit debate. A vote was taken to adopt the amount of \$247,589 for the farm. Motion carried.

**DELEGATION EXPENSES:** Rep. Welch/Skinner moved to accept the amount of \$24,365. Rep. Vaughn moved to amend the motion to accept the subcommittee's proposed budget of \$22,615 for a reduction of \$1,750. Duly seconded.

Rep. Welch does not support the motion because the costs of the full Delegation coming back has to be figured into the budget. Rep. Sytek added that the delegate is 10% larger than a year ago. She adds that she just recently found that the legal fees line may be larger. Rep. Skinner is against the motion to reduce the amount of money appropriated.

The vote on the amendment by Rep. Vaughn was not carried. The vote on the original motion was carried.

**HUMAN SERVICES SPECIALS:** Each line on the Human Service budget will be voted on separately.

Rep. John Sytek/Welch moved to accept the amount of \$25,000 for the Child Care Association. Motion carried.

Rep. John Sytek/Welch moved to accept the amount of \$44,000 for the Area Homemakers. Motion carried.

Rep. John Sytek/Malcolm moved to accept the amount of \$43,000 for the Rockingham Visiting Nurses Association. Rep. Pullman said he feels the County is being double taxed because the Visiting Nurses are paid for on a town and county level. There was general discussion on this issue with the motion to approve the budget at \$43,000 for the Visiting Nurse Association carried.

Rep. John Sytek/Malcolm moved to accept the amount of \$30,000 for the Conservation District. Motion carried.

Rep. John Sytek/Malcolm moved to accept the amount of \$15,000 for a Safe Place. Motion carried.

Rep. Sytek/Malcolm moved to accept the amount of \$5,000 for the Women's Resource Center. Motion carried.

Rep. Raynowska/Pantelakos moved to appropriate \$10,000 for Emergency Fire Training. General discussion ensued over the need for this appropriation. It is requested for the re-lining of the pit used in training volunteer firefighters. Rep. Welch said the volunteer group failed to come to the Executive Committee with the proper paperwork for approval of this. Recently they did bring in paperwork for their request and he now votes for this. Comm. Henderson said he doesn't feel the firefighters should be punished for their inability to do the proper paperwork.

Rep. Syracuse summed it up with his support for this appropriation because of the environmental impact and the need to back up the volunteer firefighters with Delegation support. The money will be used to upgrade the pit with the assurance that they will use it well.

Rep. Fred A. Kruse said there are no cost estimates on this requests and no specifics for it. He asked the general delegation if money is being appropriated by guessing and because "we think it might be good" or is the money being appropriated because it is necessary and is backed up by fact. He adds he just received an estimated cost that he doesn't understand. He strongly disagrees with the whole budget process and urges no vote. Debate limited.

The motion was made to add \$10,000 to be used for the re-lining of the pit used by the volunteer firefighters was voted on. Motion carried.

**CAPITAL IMPROVEMENTS:** Rep. Welch/Skinner moved to accept the amount of \$115,100 for the Lease Program for vehicles. Rep. Vaughn/Aranda moved to deduct \$10,000 from the \$115,000 appropriation for the Lease Program so the bottom line on the County budget would not be increased.

Rep. Sytek responded that this line item was the work of three subcommittees. She said that every year the Delegation is asked to buy cruisers and to replace trucks and vans. The lease program allows the County to buy these vehicles on a three-year program and this payment this year is the first installment. That is the reason it is separated out and not included in the Sheriff's budget. Rep. Woods said she was opposed to moving on to line items and removing \$10,000 from it for no good reason. Each line item should be looked at on its merit. The motion to deduct \$10,000 from

the Lease Program was voted on and failed. The motion to appropriate the \$115,100 for the program was voted on and carried.

Rep. Welch/Skinner moved to approve \$30,000 for the replacement of windows in the Rockingham County Nursing Home. Motion carried.

**ENCUMBERED FUNDS BALANCE:** Rep. Donna Sytek reported that the Delegation has to approve an amount of money appropriated last year but not spent - it must be put aside and encumbered. Rep. Sytek/Welch moved the amount of \$388,088 to be encumbered. Voted on - Motion carried.

Rep. Welch/Skinner moved to vote on the bottom line of \$38,292,994 for total expenditures for Rockingham County. Rep. Welch/Vaughn moved to have a recorded, individual vote on the total budget. The roll call was called for vote with 45 voting yes and 15 voting no.

**REVENUE:** Rep. Sytek reported that subcommittees went through each revenue source, sat down with other subcommittees and department heads, and adopted revenue figures for each line.

Rep. Welch/Syracusa moved to accept \$16,036,438 as an estimate of revenues for 1993. Motion carried.

Rep. Welch/Skinner moved to accept \$198,266 for Reserved Revenue, Motion carried.  
Rep. Welch/Skinner moved to accept \$524,909 for Budget Surplus. Motion carried.

Rep. Welch/Skinner moved to adopt the figure of \$21,533,381 to be raised by taxes. Motion carried.

Rep. Sytek asked the Delegation to accept the Resolution presented by the Executive Committee which clarifies the moving of money from one line item to another by the County Commissioners for amounts over \$1,000. Rep. Weyler/Christie moved to accept the resolution. Motion carried.

Rep. Warburton/McKinney moved to adjourn. The motion carried. Meeting adjourned at 12:00 PM

Approved by:  
Honorable Patricia M. Skinner, Clerk  
Rockingham County Delegation/Executive Committee

**MINUTES - 1ST QUARTER  
EXECUTIVE COMMITTEE  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, Mew Hampshire  
April 16, 1993**

A scheduled meeting of the Executive Committee of the Rockingham County Delegation was held this date, April 16, 1993 at 10:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives, David A. Welch, Chairman, Executive Committee; Deborah L. Woods, Vice Chairman, Executive Committee; Patricia M. Skinner, Clerk, Executive Committee/Rockingham County Delegation; Donna P. Sytek, Chairman, Rockingham County Delegation; Kenneth W. Malcolm, Vice Chairman, Rockingham County Delegation; Representatives Jon P. Beaulieu; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Sherman A. Packard; Arthur W. Smith; Anthony Syracuse; Margaret B. Terninko; Calvin Warburton; Kenneth L. Weyler.

**OTHER PRESENT:** Rockingham County Commissioners Ernest P. Barka, Chairman, Chairman Rockingham County Commissioners; Jane Walker, Vice Chairman, Rockingham County Commissioners; Warren Henderson, Clerk, Rockingham County Commissioners; Representative James R. Rosencrantz; Representative Betsy Coes; Representative John W. Flanders, Sr.; Robert Kidder, Rockingham County Farm Manager, Theresa Young, Rockingham County Fiscal Officer; Robyn Wojtusik, Rockingham County Director of Cooperative Extension; Wayne Vetter, High Sheriff of Rockingham County; Patricia Kelley, Rockingham County Treasurer; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Larry Wahl, President, Interstate Emergency Unit; Robert Irish, Training, Interstate Emergency Unit; Charles Palm, Treasurer, Interstate Emergency Unit.

Chairman David Welch called the meeting to order at 10:00 AM. Roll call was taken and a quorum was present. The purpose of the meeting was to review the Rockingham County Budget for the 1st Quarter of 1993.

**SHERIFF'S DEPARTMENT:** Representative Patricia Skinner, Chairman for the Sheriff's Department Subcommittee reported that the Sheriff's budget for the first quarter is right on line and the only problem that may arise regards the dispatch services of the Town of Atkinson. They have contracted with Plaistow and the County will be facing additional costs for the telephone service. The Long-Range Planning Committee is looking into this situation. Sheriff Vetter reports that starting in June, 1993, the Sheriff's Department will have to pick up an additional \$507/month for telephone lines and because of this, his line item for the telephone will be overexpended by approximately \$3,500. In order to keep within Executive Committee order, Sheriff Vetter will be asking for permission to overspend that line item plus whatever else may be needed to keep the transmitter site on-line. Sheriff Vetter reports that he is looking at the Town of Hampstead as a site. He has a meeting with them on Monday, April 19, 1993 at 7:30 PM and they have initially agreed to allow a tower and radio transmitter site at their new Hampstead Fire Department. He adds the equipment will be purchased by us and it will be "our" site, even though it will be on Hampstead property. The site in Atkinson is also owned by Hampstead and they will allow us to stay there for one year which would be through March, 1994, but the phone bill must be picked up by June, 1993. At the end of March, 1994, the Town of Hampstead will eliminate the transmitter site in Atkinson so a decision must be made between now and then. Sheriff Vetter had two quotes, one from General Electric and one from Motorola, on the new site. Sheriff Vetter is unsure whether a lease-purchase is available, but the dollar figure is between \$25,000 and \$35,000 for the cost of the equipment for the site. This equipment will enhance the radio capabilities of all the units in the southern part of the County and without the site, some police units will not be on the air.

Representative Smith asked Sheriff Vetter if this estimate included the fire tower and the Sheriff responded, yes, it was a ballpark figure and included the tower.

Sheriff Vetter said there were two ways this could be done with the first being a "fix-all" approach which would involve doing as much as possible for the figure he mentioned above and have it done right, or a "Band-Aid" approach could be used which would cost less initially, but may cost more at a future date.

Chairman Welch asked the Sheriff if he had a definite proposal at this time. The Sheriff said he had these two proposals and the only thing he does not have is whether these companies would go along with a lease-purchase arrangement on this equipment. The Sheriff adds that he is just bringing this to the Committee's attention. There is plenty of time to make a decision, he wishes to do more research, and he needs the Committee's decision to overspend his telephone line item.

Chairman Welch said the Committee would address the overexpenditure of the line item at the second quarter meeting and thanked the Sheriff for his report.

**COMMISSIONERS/PERSONNEL OFFICE:** Representative Janet Conroy presented the Subcommittee Report for the Commissioners/ Personnel Office and stated that everything is on-line for the first quarter.

**COUNTY TREASURER/FISCAL OFFICER:** Representative Kenneth Weyler presented the Subcommittee Report for the County Treasurer/Fiscal Officer and introduced the new Fiscal Officer; Theresa Young, to the Executive Committee. Rep. Weyler reports that everything is on track for these areas.

Mrs. Young reported that she is working on several projects at this time. She adds that one of her main focuses has been to review and establish controls with things such as disbursements. From now on when a warrant is presented for payment, the appropriation balance is put on it to show if an appropriation is overspent. Another area of internal controls that is being looked at is the separation of duties within the Central Business Office. A third area is GAAP (Generally Accepted Accounting Procedures), a piece of which has been implemented and appeared on the cover sheet that went out with the budgets. The Business Office will be trying to show what is being appropriated during the year, what's actually being spent not what was just paid, so that when the budget process happens there will be a better idea of what was incurred during the year instead of what was paid during the year. Theresa cited an example that when bills that come in December they might not have made it into the reported budget and so appropriations might have been missed for additional expenditures. They will now be included within the report. Another change is that Theresa will be evaluating the accounting system, although she has not gotten far in this. It is her understanding that one of the focuses of the Executive Committee was to integrate and interface between departments so everyone is working off the same information. Theresa said GAAP would not be totally implemented this year and that she understood the Executive Committee wanted GAAP accounting reported monthly. She said that probably would not happen this year and that the figures would be presented at the end of the year when it is most important when the budget is being done.

Rep. Warburton addressed the Chairman and suggested that anything that has been obligated within the year, should be reported as an expense for that year, even though the money may not have been expended. Theresa responded that what was done instead was that encumbrances were used and it would not be counted as an expenditure but would show up as money that you do have.

Rep. McKinney questioned whether going onto an accrual basis would throw the budget off. Theresa responded that the auditors normally take care of this and that the County will now be taking care of it themselves, it is work that we should be doing.

**COUNTY ATTORNEY/MEDICAL EXAMINER:** Chairman Welch reported that the Chair for this Subcommittee, Rep. Crum, could not be available today and that he had received a report which he had copied. There being no subcommittee members present, the Executive Committee was asked to look the report over for review. Rep. McKinney said that everything looked all right but she would like to know about the prosecutors in Portsmouth and it is her understanding they will be in Salem, soon. She stated that the budget may be affected by this by the next quarter.

**REGISTRY OF DEEDS:** Rep. Calvin Warburton presented his Subcommittee report for the Registry of Deeds. Rep. Warburton reported that the line item he had given the Administrative Assistant to type was in error. Line Item 01-4120-0100 should have been 01-4120-0300 and the other line item mentioned was only one of several line other line items. He reports that the income has come in at a little under 15% of the total and should have been closer to 25%. If that continues, it is estimated there would be a shortfall in income of \$80,000. The second item mentioned was the item on salaries. The Registrar hired a new employee in December and the figures that went into the budget were taken off the computer for October and so that figure was not added in and there is a shortage of \$12,000 in the salary items that needs to be adjusted. However, he reports that the overall percentages are in good shape.

Representative Weyler asked Rep. Warburton if the first quarter was slow because of land transfers and if it will pick up in the second quarter? Rep. Warburton said that could be so and that what the Committee had done was adopt the figure of income given by the Registrar and added \$100,000 to that figure. He adds there is no way of knowing what the income will be, but if it still drags into the next quarter there will be a potentially serious situation developing.

**MAINTENANCE DEPARTMENT:** Representative Sherman Packard presented his report for his Subcommittee for the Maintenance Department. Rep. Packard is concerned about a couple of line items on the Maintenance Budget. One of those line items was the Overtime line item which is at 80%, and the Director of Maintenance has stated this was because of the 1992-1993 winter season in which the vast majority of snow occurred on the weekends. The Equipment Repair line item was another concern, but Rep. Packard reports that this equipment is 15-20 years old and there had been a lot of breakdowns. Today, Mr. Woodside, the Director of Maintenance, reported to Rep. Packard that the "Muffin Monster" had broken down. Mr. Woodside reported that the "Muffin Monster" is the actual name for the equipment which is a sewer pump that cuts up raw sewerage before it goes into the waste water treatment system. It consists of stainless steel blades that revolve and a bearing failed. When the bearing failed it dropped down and hit the blades and was ground up in the system. The Maintenance Department is unable to repair this type of equipment, nor should they be repairing it. Ernie said it goes back to the manufacturer who is in Pennsylvania and the estimated cost is \$8,000. He adds that he is still negotiating with them and as he has reported before when the waste water treatment plant went on-line, the figures were estimates and as every year goes by the figures will rise in order to maintain the plant.

Representative Conroy asked if the blades are not available to grind up the solids, what is being used? Ernie reported that it is done by hand. Representative Smith asked if new equipment should be bought, rather than repair the old equipment. Ernie responded that this equipment would cost \$30,000 if it were new. Representative Sytek asked what line item this would be charged to and



Jude Gates, Administrative Assistant for the Maintenance Department responded, the Wastewater Treatment Facility Equipment and Repairs line item. Representative Sytek said that Ernie, then, would need approval from the Executive Committee to pay this bill. Ernie said that was true since this would be over the \$1,000 limit and needed Executive Committee approval. Rep. Sytek asked if someone was going to put it into writing prior to authorization. Ernie reported that the Board of Commissioners have it in writing. Rep. Sytek/Malcolm moved to authorize the overexpenditure of the 01-4168-3600 line item for the repair of the "Muffin Monster," Rep. Smith wanted to know if there was anyone in New Hampshire who could repair this equipment and Ernie said, no. The motion was voted on and passed unanimously. Rep. Packard then reported that the rest of the budget is on-line.

Rep. Sytek asked Theresa if the Executive Committee could get a printout of those funds. She add that they receive a printout of revenues, but they do not receive a printout of these various funds and the Executive Committee was surprised last year to find that money was taken out of the Workmen's Comp. Fund to pay for Health and they had been unaware of these other funds. Theresa suggested that the Committee wait until the auditors were through with their work. Rep. Sytek said that if Theresa could send out the balance on each of these funds with the next quarterly report, it would be helpful.

**HUMAN SERVICES/OLD AGE ASSISTANCE:** Representative Sandra Dowd is the Chairman of the Human Services/Old Age Assistance Subcommittee and was not present at this meeting. Representative Margaret Terninko, who is a member of the Subcommittee, reported that she spoke with Representative Sandra Dowd this morning and that Rep. Dowd wanted the line item regarding dental insurance and workmen's comp. pointed out to the Committee.

Representative Sytek reported that House Bill 613 and 614 passed yesterday and asked if there was an estimate of what that would cost Rockingham County? Commissioner Walker said that the Commissioners have not been notified yet of what the cost will be.

**NON-COUNTY SPECIALS:** Representative Kenneth Malcolm presented the report for Representative John Sytek, Chairman, Non-County Specials. Rep. Malcolm reports that some of the line items are over because some of the groups do not take all of their money until the first quarter. Rep. Malcolm spoke with Rep. Sytek who suggested that the groups be notified that if the money is not used by December 31, 1993, the funds will not be carried over and will lapse. These groups must bring their accounting in line with the County.

Commissioner Barka states that some groups are on different calendar years. Rep. Malcolm has another suggestion to consider. He stated that Strafford County and Hampton were told by DRA that they must have a contract with these individual groups specifying what they are going to do, otherwise the money would not be released. He states that this might be a good idea for the County.

Representative Malcolm said there is a problem with the Mass Air Fire Truck. He reports that the Delegation appropriated \$11,300 and it was not encumbered. He reports that he had attended a County Commissioners Meeting where he heard that there is \$118,000 that the County will received in Escheat Funds from unclaimed bank accounts and the Commissioners had suggested the possibility of using this money to pay for the truck. Rep. Malcolm spoke with DRA and was told that the revenue cannot be used and must stay where it is until next year.

Commissioner Walker asked to explain this situation. She reports that the Executive Committee voted to allow the Commissioners to look into a five-year leasing or bonding for the Fire Truck. She adds that the \$11,300 was encumbered and carried forward to this year. Comm. Walker said that in the disturbance of last year, the Commissioners simply "goofed." She stated that the truck was put out to bid and the company that was awarded the bid for the chassis has invoiced the County for \$32,000 that has not been budgeted. She is asking the Committee to allow the Commissioners to overspend the Capital Improvement line item which is the line item that all the cars and trucks were leased from this year. Then, at the Supplemental Appropriation Meeting the Commissioners will ask the Executive Committee to appropriate the difference between the \$11,300 and the \$45,000 (the original total for the truck) which is \$33,700. She adds that regarding the discussion pertaining to the Escheat Funds, those funds were not appropriated as revenue, but at the Supplemental Appropriation the Committee can increase the revenue appropriation by \$118,000 which was what was done last year with the increase in revenue from the Registry of Deeds and used to offset the \$1M increase in the Old-Age Assistance that had to be paid. Rep. Walker said that at the Supplemental Appropriations, the Commissioners will ask the Executive Committee to increase the revenues by \$118,000 and ask permission to use that increased revenue to pay for the Air Truck.

Representative Flanagan said that she thought that the Executive Committee had allotted the \$11,300 to the firemen to buy the truck. She thought the firemen were going to borrow the money to get the truck and the Committee would allot money to the firemen every year for four years. She asked what happened to that decision. Commissioner Walker responded that the authorization was for the County to buy the truck - permission was given to the Commissioners to look into leasing or bonding the truck. She repeated that this was an error on the Commissioners, part. She adds that the truck is built and the vendor wants to get paid.

Rep. Syracuse said it was his recollection that the County would put up the \$11,300 for four years. He adds that what wasn't done in the last budget was to come up with the \$11,500 so there is a "hole" in the budget that he does not understand. Rep. Walker responded that "we goofed." The truck is in and the money is needed to pay for the truck. She again asked for permission to overspend the line item previously mentioned.

Representative Woods asked if the first allotment of \$11,500 hasn't been spent, can't it be used for this purpose? Comm. Walker said she subtracted that from the balance due.

Representative Welch stated that everyone knows what the truck is for and that the issue before the Committee now is how the bill will be paid. Rep. McKinney said the second issue is how to prevent this from happening again.

Commissioner Henderson spoke with the Executive Committee regarding this issue. He reports that the overall improvements in the accounting and fiscal systems that are being implemented, as explained previously by Theresa Young, would also apply to this kind of expenditure. He adds that by improving the system this issue and others like it will be prevented in the future.

Representative Conroy asked for clarification. She asked if this was the item, when the budget was being prepared, that was zeroed out and then came back for payment. She adds that she cannot understand if there were problems at that time, why it was not picked up at that time. Rep. Welch responded that the firemen did not come to the Executive Committee in the same way that the other groups had done and therefore, they were not considered. He added that they came, after the fact,

through the Convention. He feels that if this had come to their attention in the usual fashion, this would not have happened and it would have been processed in the normal way.

Representative Malcolm said he was on the Subcommittee and the Chairman had a hard time getting the group to come in with facts and figures because the organization is loosely run - they are all volunteers. Comm. Walker added that officers change and in the past the Administrative Assistant would send out the forms to the Non-County Specials so that they could respond. She adds that a lot of things happened last year and in the confusion of temporary help and change of officers, the forms from us were not sent to them so they could be filled out in time for the budget and this "fell through the cracks."

Representative Weyler asked if a lease to purchase arrangement had been made previously when the Executive Committee approved the funds for the truck? Comm. Walker responded that the Committee asked the Commissioners to look into a five-year lease or a five-year bond, instead of purchasing, and one year's payment had been appropriated at that time. Rep. Weyler asked if the Commissioners had inquired, when the bill was received, if there was an alternate method of payment that would be acceptable.

Rep. Malcolm moved to use the \$21,310 which is unexpended to reduce the \$33,700 needed to pay for the truck, minus last year's \$11,500 which was expended last year.

At this point of the meeting, Larry Wahl, Chief of Newington and President of the Interstate Emergency Unit, spoke to the Executive Committee on this issue. He stated that when the Committee gave the \$10,000 in February, they proceeded immediately to go out and remove the underground tank from the ground and \$1,600.05 has been expended already and is on the Commissioners desks for signature. He says that in order to use the pits this summer a concrete pad must be put in, oil tanks must go out there, the oil and water separator must be pumped out and this will cost \$1,700. All this must be within the next month or they will not be able to have any training classes and those classes have already been scheduled for the pits in the month of May. He adds that when he heard there was a problem with the truck, all operations have been stopped until the Commissioners let them know what will be done. Mr. Wahl is offering the remainder if the Committee wishes, but stated that it would hurt the organization if this was done.

Rep. Malcolm asked about the title on the current truck. Mr. Wahl thought it was in the name of the Interstate Emergency Unit, but is unsure. Rep. Malcolm said the title must stay with the County and the Interstate Unit could lease it for \$1 a year, with the Emergency Unit accepting the liability. Mr. Wall said that all of the insurance and maintenance was paid for by the Unit. Commissioner Barka said, speaking for himself, that once the truck is received, the Unit should get the title because the insurance and liability would leave the County open to suits.

Representative Woods spoke with regard to the motion on the floor and said that she speaks against it because to use the \$10,000 for that purpose would be wrong. She states that in good faith, albeit reluctantly, the \$10,000 was given to the Interstate Emergency Unit - there was a lot of discussion about it, the Executive Committee didn't feel they went through the proper procedures, but in the end the Committee gave it to them for that purpose and the error is not their fault and she would be more in favor of contacting the vendor, explaining the mistake, and ask if other arrangements can be made.

Rep. Welch said he did not believe a second had been made on the motion. Rep. McKinney said that she believed that a Full Delegation meeting will be needed and if the Committee wanted to, they could still finance this truck. She said it could be financed instead of leased, but a Full Delegation meeting will be needed to appropriate money out of revenues. Financing will give the option of paying over a four-year period.

Treasurer Kelley suggested that the money could be borrowed from another fund, for example, the Worker's Comp. account or the Reserve Account for the Seabrook issue, and to be paid back with interest over a period of time. She fears that it would cost money just to get the financing and that by the time it was completed, the amount of money spent doing it could be higher than necessary.

Representative Malcolm withdrew his motion and Rep. Welch called for a new motion. Rep. Malcolm/Smith moved to borrow from the Reserve Fund the necessary amount to pay for the truck and pay the Reserve Fund back, with interest, over a four-year period.

Discussion: Commissioner Henderson said that if this line was pursued and three-year financing was arranged, then the original intent would be met. Comm. Walker said that she realizes the Commissioners cannot pay the bill without overspending a line item and if the authorization is given today, there is time between now and the next quarterly meeting, to figure out how it will be paid back. Rep. Welch asked which line item Comm. Walker would recommend. Comm. Walker replied the Capital Improvement line item. Rep. Terninko wants the motion to include the fact that the Committee is not trying to set a precedent and this is a one time thing. Rep. Welch said that unfortunately, once this is done, a precedent is set, but he feels the record will show that the Committee had a lot of discussion on this subject and has agonized over the decision that must be made.

Rep. Conroy does not want to hurry and since this was placed before them today, she wants the Fiscal Officer and Treasurer to research this and come up with several different proposals that can be chosen. She does not want to make a decision today and said there were several items that were overexpended.

Rep. Malcolm withdrew his original motion and made a new motion to overspend the Capital Improvement Fund by \$33,700 for the Mass Air Truck and to report back to the Executive Committee, seconded by Rep. Sytek, voted on and the motion passed, with Rep.'s Conroy and Packard opposed.

**NURSING HOME/CHILD DAY CARE:** Rep. Deborah Woods, Chair of the Nursing Home/Day Care Subcommittee reports that the Nursing Home budget is under 25%. She reports that under Dietary there is a line item for a fuel line which occurred when there was a problem in the bakery heating system and the ovens were used to heat the area. Under Medical & Nursing the line item for Per Diem has been expended at \$2,261.43 due to nurses out on leave and the Per Diem nurses are from the Nursing Home and fill in on an as-needed basis. Rep. Sytek asked if the Per Diem nurses were paid more than if overtime was paid to the regular nursing staff. Rep. Woods did not know the answer to this, but suggested if the Per Diems were part of the Nursing Home, they may not be paid more. This needs to be answered by Mr. Sturtevant. Mr. Sturtevant stated that overtime is used and Per Diem is the "last resort." Due to the excessive snowfall this past season, the Labor & Grounds line item has already expended half of its budgeted amount. The Laundry's Salary line item is higher than expected due to an employee who resigned and there was an accumulation of sick time, vacation time and retirement paid. Rep. Woods added that a

new person will be hired at a lower rate. The Subcommittee had a question on the Recreation Therapy line item for Equipment and Repairs which showed that the entire line item had been expended. She reports that this is due to a van payment. The Medical Day Care Unit is also responsible for a van payment.

Rep. Welch asked the Commissioners about an article he read in the newspaper regarding the Child Day Care Center. He stated that the newspaper article stated the possibility of the Child Day Care Center moving into the old Administration building and he has been questioned about the cost of renovating that building. Commissioner Henderson responded that there was no money for renovation. He adds that the revenues for daycare are under projections, but so are the expenses, and that all budgeted figures do not rely upon consolidation. He went on to state that in his judgment it would be a good fiscal move to consolidate the daycare into the old Administration building which would allow an increase in the amount of children that will attend the center without increasing the staff, but that improvements on the building are needed. Comm. Henderson suggested two ways to fund renovation: 1) Through the normal budgetary process by vote of the Delegation and/or 2) Through grants. He reports that the Commissioners have authorized Denise LaRoche to apply for a grant which might provide the necessary funds for renovation with no costs to the County. He adds that if the grants do not come through, Ernie Woodside is looking at the costs involved in doing an adequate renovation on the old Administration building. Comm. Henderson states that if those costs can be picked up by increased revenue within the next twelve months, the Commissioners will recommend that the renovations be funded on that basis. He adds that another revenue option being looked at is opening up the daycare to the public without creating competition and this would be done only if the daycare providers in the area approved this plan.

Rep. Welch stated that any renovations or improvements over \$5,000 must be approved by the Delegation. Rep. Flanagan asked if the vacated daycare buildings could be rented? Comm. Henderson responded that he hoped that could be done. Rep. Conroy said that Comm. Henderson mentioned increasing children without increasing staff and that the State has standards in regard to this. Comm. Henderson responded that Denise LaRoche is well aware of those standards and that when the daycare is housed in two separate buildings, the staff ratios rise. If the daycare was housed in one building, that extra staff would not be needed.

Rep. Woods said she was just made aware of a line item under Administration for the Nursing Home. She states that Mr. Sturtevant told her that a bill was received for \$3,900 due to a change in Federal law and that it would mean overspending that line item (5100.94) by \$3,000. Rep. Woods/Sytek moved to authorize the overspending of line item 5100.94 by \$3,000. Mr. Sturtevant explained this bill. He states that residents have spending money which is kept at the nursing facility - it is around \$300,000 - and the State law requires that the Nursing Home maintain a bond to protect them 1 1/2 times the amount kept (federal law requires 1.4). He adds that in the past, seven individuals were named to handle the money within the building which covered the state and federal laws; the federal law has changed and anyone who is exposed to the residents, funds must be protected in case of theft. The motion was voted on and passed unanimously in the affirmative.

Rep. Conroy spoke about the dollar figures discussed at this meeting so far.

Mass Air Truck.....	\$33,700
Muffin Monster.....	8,000
Telephone/Sheriff.....	3,000
Repeater/Sheriff.....	35,000

Bond/Mr. Sturtevant.....3,000

She adds that this all amounts to almost \$100,000 which was unanticipated and in June/July union negotiations will add to this figure. Several delegates mentioned that the union negotiations will not be for another year. Rep. Sytek stated that the Delegation has not authorized a tax raise and that some departments will have to watch their spending on other line items in order to make up the difference.

**JAIL:** Rep. John Flanders, Chair of the Jail Subcommittee reports that the bottom line is on-line and that there are three line items he wants to make the Executive Committee aware of. He reports that Jail overtime is overexpended by 6%. He also reports that the Equipment Repairs and Replacement is high due to the replacement of the surge suppresser for the main console which had been talked about during the budget hearings. He also mentioned the Outside Medical Care line item which is high. He adds that the new wing is not being used which has saved on staffing and that there are eight federal prisoners being housed at the House of Correction at a per diem rate of \$55.00/day.

At this point in the meeting, Representative Deborah Woods, Clerk of the Executive Committee presided over the meeting for Chairman David Welch.

**COUNTY FARM:** Rep. Anthony Syracuse presented the report for his subcommittee and referenced documentation that he had passed to the committee from Theresa Young, Fiscal Officer. One of those memorandums reports on what the impact of the budget would be for the phasing out of the pork from the farm. He reports that the total expenditures of \$247,589 with the savings on supplies and personnel would make the new bottom line \$206,339. On the revenue side, \$226,888 had been planned and the loss of revenue from pork sales will be \$51,219. This brings the revenue projections at \$175,661. A comparison of these figures shows a loss of \$30,678 which would have to be made up by the taxpayers.

The next memorandum Rep. Syracuse presented was in regard to the cost of the use of available farm appropriations which states how the money obtained from the sell off of the pork operation may or may not be used. He reports that there will be \$23,188 of unanticipated cash as a result of the phasing out of the pork. Rep. Syracuse suggests tightening the resolution mentioned in this memorandum to ensure that any money made from the selling of the pork be held to reduce taxes. Comm. Walker said the appropriated revenue can't be taxed and that he may be referring to the money that was appropriated in the budget as an allotment for the expense of the pork and was he asking for assurances that the money would not be spent, although it was appropriated, for something else? She adds that revenues received would be inappropriate and therefore could not be spent unless or until the Delegation raises that appropriation and gives the authority to spend it. Rep. Dube asked if the Commissioners had the authority to phase out and sell the pigs after the Delegation had appropriated the money for the care of the pigs. Several members responded that they did have that authority. He also asked about the possibility of renovating the piggery for a garage and stated that the money was not appropriated for a garage. Comm. Henderson responded to Rep. Dube questions by stating that a Space Allocation Committee was assigned to report on how County land and buildings could best be used. He reports that the current motor vehicle repair facility is at the Ladd farm which brings a lot of vehicles up and down the road to the farm. This road constantly needs repair and will need to be eventually paved. Paving the road is expensive and will bring pressure to put more buildings out there which means more spending and more County growth. Comm. Henderson has asked that Ernie Woodside look at an alternative site for the garage on the County property and one of the alternate sites was the piggery. He adds that

it appears that so much would have to be done to the piggery that it is not economically viable. Rep. Dube stated that he is assuming that the money from the phasing out of pigs cannot be used for the renovation of the piggery for a garage and if that is so, he wants assurances that it can't be done. Rep. Woods stated that due to the resolution that was passed at the last Full Delegation Meeting she was comfortable with the fact that the resolution would take care of this issue. Comm. Walker responded that in addition to the Commissioners there was also a Fiscal Officer who could provide those assurances and that whatever expenditures come out of the budget will be done in the appropriate manner. Rep. Dube asked when the piggery would be closed and the pigs sold and would the help be reduced? Comm. - Walker responded that the sows and boars have already been shipped to Pennsylvania. Comm. Henderson said that the staff would be reduced. He reports that there are currently three full-time positions budgeted at the farm - Farm Manager, Asst. Farm Manager and a temporary position which was carried over from last year. He states that it is the Commissioners' intention to eliminate the temporary position and bring the staff to two people and perhaps look at extra help only in the summer when a third person is needed for haying.

Rep. Syracuse moved that any revenues gained or expenses saved from the sale or phasing out of the pork will be retained for the reduction of taxes in the next fiscal year and was duly seconded. Rep. Sytek stated that if any money was realized from the shutdown it should be used for shortfalls in other line items.

Theresa Young stated that the Executive Committee has already anticipated revenue received from the sales of piglets and this will not be excess money received. In fact, she adds, there will be less money. Theresa does not anticipate a surplus and there may be a need to make up for money lost. Comm. Henderson stated that there will be money left on line items. Rep. Sytek stated there will be a revenue shortfall and an under expenditure and it may be either a "wash" or to our favor. However, she adds, next year there will be a lot of overhead with only the beef herd to bring in revenue and a loss of money by phasing out the pigs. Comm. Henderson responded that it is easy to make that assumption based on the current information, however, he adds, there are two issues to be looked at. He states that the amount of anticipated revenue for pigs was overstated and could not be justified because the amount of poundage use to anticipate the amount of revenue was around \$42,000. This figure was total pork consumption and the actual pork consumption from the farm was not \$42,000 but \$38,000, thus giving a difference of \$8,000. On January 7th, when the first delivery came in, it was 2,000 pounds short and the following deliveries were also several thousand pounds short and at one point the farmer cut back due to the shortages. He went on to say that when you add a shortage of 2,000 pounds per month you are talking about an additional shortage in the revenue of \$4,000 per month. Comm. Henderson repeats that the estimated appropriation for pork was always wildly in excess of what could be expected to gain.

Rep. Warburton raised the fact that he had mentioned there were pork sales in the past and several delegation members said he was wrong. He states that in actuality there are pork sales, piglets are sold every spring. Comm. Henderson responded that the reason why the line item for pork sales was up significantly is because the pig operation is being liquidated.

At this point, Rep. Syracuse re-stated his motion that any excess revenue from the selloff of the pigs or savings from expenses not incurred, be retained to reduce taxes for the next budget session next year. Rep. Sytek is opposed to the motion and feels if there is a surplus it should be used for a shortfall somewhere else. A vote on the motion was taken and the motion failed. At this point in the meeting, Representative David Welch returned to chair the meeting.

**COOPERATIVE EXTENSION:** Rep. Charles Felch, Chair of the Subcommittee for Cooperative Extension, was not in attendance, but a report was passed out to the committee members for review. Rep. Klemarczyk asked why the figures for this department were so low. Rep. Sytek responded that they have not been billed from the university yet.

**COUNTY DELEGATION:** Rep. Sytek, Chair of the County Delegation Subcommittee, reports that the budget for the Delegation is at 25% because delegation expenses do not come at an even pace all year with most of the expenses coming in the first quarter when the committee meets. Rep. Sytek wanted to bring the Committee's attention to the legal expense line item. She stated that when the Commissioners fire an employee the employee has an opportunity to appeal to the Personnel Committee made up of the Chairman, Vice Chairman and Clerk of the Delegation. She reports that such a person was fired and an appeal was made to the Personnel Committee and a lawyer was hired to assist the Delegation and the lawyer said it would be a \$3,000-\$4,000 expense. She adds that fortunately the Commissioners and the employee are in the process of looking at a settlement and if the employee does not settle, lawyer fees will be incurred.

Rep. Welch stated that before the Committee looks at revenues, he asked Rep. McKinney if she has a report on health insurance. Rep. McKinney passed out a report on insurance and stated that when the County Health Plan was set up there was never a pool of money set aside to draw from and luckily the first year was in good shape. She reports that the second year it cost \$150,000 and that money was taken from the Worker's Compensation fund. It was Rep. McKinney's feeling that there will be a potential \$150,000 problem with the insurance. She adds that she received a notice from Mr. Morrisette, Personnel Director, which stated that the co-insurance has gone from \$59,000 last year to \$80,000 this year. The County has asked that the co-insurance be lowered or raised to \$30,000 before the co-insurance "kicks in," - it is currently \$50,000. She states that it would not be fiscally feasible to make changes this year due to the costs involved when plans are changed mid-year and that the new Fiscal Officer and the Commissioners should seriously look at an alternative insurance plan for next year and should be ready to advise the Committee for presentation for next year. Rep. McKinney feels that insurance should be looked at every quarter, especially this year.

Rep. Welch wanted to bring up the issue of the Central Business Office not paying bills on time which has caused bad credit ratings for County employees. Rep. McKinney had received a copy of a credit report for an employee and said that it would be looked at. Comm. Walker asked for a copy of the report and Rep. McKinney said she felt the Committee should take care of this first to ascertain if it has validity before it is given to anyone else and that there may be other reasons for the bad credit report besides the County bill paying issue. Rep. Welch explained that he gave this report to Rep. McKinney and that due to constant rumors about a multitude of things, he prefers checking into allegations before they are presented publicly. In reference to this subject, he reports that someone was talking about this and he asked to have someone brought in if there was a problem. This was done and it amounted to a medical procedure that was done at the Exeter Hospital that was not paid for in a timely fashion. Comm. Walker stated that if bills are not paid on time, the Commissioners should be aware of this. She adds that the Delegation does not like to read in the newspaper about issues they have no previous knowledge of and she feels that the problem cannot be addressed if the Commissioners are unaware of it. Rep. McKinney stated that it was a constituent concern of a Representative and that it should not be with the Commissioners until it has been legitimized. Rep. Welch reported that the Commissioners will be notified on the outcome of this issue.



Rep. Packard stated that the sheet they were given showed expenses up quite a bit and asked Rep. McKinney if they have leveled off. Rep. McKinney responded that they have not leveled off and are not getting better.

Rep. Welch brought up the issue of the road to the Ladd Farm which Comm. Henderson had commented on earlier in the meeting. He states that there is also the issue of the impound area which is located in the same general location which will mean the road will still be used and he asked if the paving issue will "resurface" at a later date. Comm. Henderson responded that if it did come up, he personally would recommend that the impound area be moved also. He adds that it doesn't make sense to pave that road and he is still looking at controlling government. Comm. Walker stated that the road could be graveled and that the Maintenance Director has repaired the road by using gravel.

Rep. Welch's other area of concern was the demolition of the old jail. Commissioner Henderson responded that the Director of Maintenance had reported that the old jail was not useful and was dangerous. At the Director of Maintenance's request a sign has been posted to keep people aware due to the exterior hazards involved. Comm. Henderson went on to state that the Director of Maintenance had suggested salvage demolition due to the fact that old brick, slate roof and steel would be valuable to an interested party. Rep. Weyler wants to make sure that the jail is not on the Historic Register before it is demolished.

**REVENUES:** Rep. Donna Sytek reported for her Subcommittee that there is less than 10% of revenues due to the fact that the bulk of the money does not come in until later in the year. She reports that the Nursing Home is another source of revenue and is close to what it should be. Rep. Woods reported that the Nursing Home revenue may be under due to the turnover of the population and the Nursing Home is in the process of negotiating new rates.

Rep. Donna Sytek reported on the unexpected \$118,000 in escheat funds. She stated that the Committee had put in \$-0- because they did not know what to expect. She also states that there will be adjustments in the revenue side due to the farm operation and that has not been completed yet. She adds that it is too early to worry about revenue as most of it does not come in until later in the year. Rep. Sytek's committee wanted to give special credit to Mrs. Patricia Donovan, Director of the House of Corrections,, whose revenue line for Federal prisoners is at 36%.

**LONG RANGE PLANNING COMMITTEE:** Rep. Kenneth Malcolm reported on the Long Range Planning Committee by stating that there was one organizational meeting and another meeting will be held on April 27, 1993 at 9:30 AM in the Commissioners Conference Room in Brentwood. He reports that he received past minutes and records from the previous Long Range Planning Committee and he wants to have his committee review this material. He adds that the primary discussion at the first meeting was the radio problem for the Sheriff because it was a major cost concern.

Commissioner Walker announced that the renovation of the Mitchell building was nearing completion. She reports that the Nursing Home will move into their new office space on April 27th, the Commissioners will move around May 8, 1993, and the end conference room will be divided between Theresa Young, Fiscal Officer, and the Delegation where the room will be designated as the Delegation conference room, available to them for small meetings. She adds that before the next Quarterly Report, she hopes that the Executive Board will have a chance to see the new offices.

*Exec. Comm. meeting to review the  
Rock County budget for the 1st Quarter of 1993*

Rep. Klemarczyk would like to see a Full Delegation meeting for the next quarter in order to keep them updated on County business. Rep. Welch stated that though that might be desirable, July is a very difficult time to do that and suggested that when this meeting's minutes were done they could be made available to Rep. Welch, Sytek and McKinney who could provide copies for the Delegation.

Rep. Weyler reports that the Brentwood Planning Board had a hearing on the proposed new County Courthouse that will be built on Rt. 125. It will be 100,000 square feet on three acres with four jury courtrooms, four non-jury and one probate courtroom on four floors and will be ready June, 1995. He reports that it will cost revenue but there is hope that the District Courts will move into the old Rockingham Court Building and will house the Register of Deeds and County Attorney for a rental fee, and also possibly the Sheriff who will have space rent-free provided security is provided.

There being no further business before the Executive Committee the meeting was adjourned at 12:35 PM.

Approved by,  
Representative Patricia M. Skinner, Clerk  
Rockingham County Delegation/Executive Committee

**MINUTES  
ROCKINGHAM COUNTY  
EXECUTIVE COMMITTEE MEETING  
CONCORD  
July 1, 1993**

The Executive Committee Chairman, Representative David Welch, called the meeting to order during a recess in House Session to consider the request of Mrs. Patricia Donovan, Superintendent of Rockingham County Department of Corrections, for permission to overexpend Line Item 01-6100-36, Equipment Repairs & Replacement, in the sum of \$1,950.50 for equipment repairs to the video camera at the correction facility and the matter could not wait until the July 16, 1993 Executive Committee meeting.

At the beginning of the meeting only one bill was submitted in the sum of \$950.00. Rep. John Flanders, the Subcommittee Chair, was not available to give further details relative to the equipment repairs and to answer various questions of the Executive Committee.

Rep. Welch recessed the meeting to the next break in session or upon adjournment, at which time Rep. Flanders gave us the exact amount and explained the necessity of this line overdraft.

It was moved by Rep.'s McKinney, Sytek and Syracuse, seconded by Rep. Malcolm, to approve the over expenditure of the amount of \$1,950.50 under Line Item 01-6100-36. The vote was unanimous and the Clerk was asked to advise Mrs. Donovan of the Executive Committee approval.

In attendance were Rep's Welch, Woods, Sytek, Malcolm, Syracuse, Skinner, Pantelakos, Katsakiores, Flanagan, Beaulieu, Smith, Packard, McKinney, Weyler, and Conroy.

Respectfully submitted,  
Rep. Pat Skinner  
Clerk, Rockingham County Executive Committee

**MINUTES - 2ND QUARTER  
EXECUTIVE COMMITTEE  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
July 19, 1993**

A scheduled meeting of the Executive Committee of the Rockingham County Delegation was held this date, July 19, 1993 at 10:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives, David A. Welch, Chairman, Executive Committee; Deborah L. Woods, Vice Chairman, Executive Committee; Donna P. Sytek, Chairman, Rockingham County Delegation; Kenneth W. Malcolm, Vice Chairman, Rockingham County Delegation; Representatives Jon P. Beaulieu; Andrew Christie, Jr.; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Sherman A. Packard; Laura Pantelakos; Arthur W. Smith; Anthony Syracuse; Calvin Warburton; Kenneth L. Weyler.

**OTHER PRESENT:** Rockingham County Commissioners Ernest P. Barka, Chairman, Rockingham County Commissioners; Jane Walker, Vice Chairman, Rockingham County Commissioners; Warren Henderson, Clerk, Rockingham County Commissioners; Representative James R. Rosencrantz; Representative Betsy Coes; Representative John W. Flanders, Sr.; Representative Charles Felch; Representative Dan Blake; Representative Bill Boucher; Representative John Sytek; Robert Kidder, Rockingham County Farm Manager, Theresa Young, Rockingham County Fiscal Officer; Robyn Wojtusik, Rockingham County Director of Cooperative Extension; Wayne Vetter, High Sheriff of Rockingham County; Patricia Kelley, Rockingham County Treasurer; Mike Morin, Assistant Treasurer; Ernest Woodside, Director of Maintenance for Rockingham County; Jude Gates, Administrative Assistant/Maintenance Department; Patricia Donovan, Superintendent of the Rockingham County Department of Corrections; Diane Gill, Director of Department of Human Services for Rockingham County; Al Pike, *Foster's Daily Democrat*; John W. Hart, *Union Leader*; Dan Hackett, Rockingham County Newspapers; Steve Haberman, *Portsmouth Herald*; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman David Welch called the meeting to order at 9:00 AM. Roll call was taken and a quorum was present. Representative Janet Conroy was the acting Clerk of the Executive Committee in the place of Representative Patricia M. Skinner who was not in attendance. The purpose of the meeting was to review the Rockingham County Budget for the 2nd Quarter of 1993.

Chairman Welch turned the floor over to Commissioner Warren Henderson. Comm. Henderson distributed a memorandum from the Rockingham County Commissioners to members of the Executive Committee. Comm. Henderson reports that there is a substantial problem with overexpenditures in the area of the self-funded health insurance plan. He states that the County has three main types of health insurance, two commercial carriers and one self-funded insurance

created three years ago. He states that there was a time when self-funded health insurance was an economic benefit to Rockingham County, but last year there was an excess in claims in the area of \$200,000. He states that the County has borrowed from Worker's Compensation in order to cover that overexpenditure and this year the rate of excess claims over available funds has increased since the start of January and based on half year projections the fund will be short an additional \$100,000 by year's end. Comm. Henderson said there were two ways of making up this kind of overexpenditure, by cutting spending or raising taxes and it is the Commissioners intention to cut spending and consistent with that, on Monday, July 19, 1993, the Commissioners will solicit proposals from every department and agency in Rockingham County to see how they would implement a 2.5% reduction in remaining available funds and in addition, implement a flexible hiring freeze. Comm. Henderson said that the Commissioners expect to see those reports by two weeks from Monday which would be August 2, 1993.

Rep. Donna Sytek commended the County Commissioners for their prompt attention to this problem and supports the actions recommended. She asked Comm. Henderson if this amount included paying back the Worker's Compensation fund? Comm. Henderson responded, no. Rep. Sytek then stated that the problem was then, this plus \$150,000 and Comm. Henderson responded, right, and he states that it was his understanding that the Commissioners are not compelled to pay back that fund at this time and that the focus was on the immediate problem first, then to revisit the correction of past mistakes. Comm. Henderson also reported that the Commissioners have convened a ten-person Health Insurance Committee with five representatives from management and five representatives from labor, who represent the largest employee group in county government, to review all areas related to health insurance and that the committee has met twice and so far has surveyed all county employees, with a response rate of about 40%, to find out what their families have, what their feelings are relative to health insurance, and what alternatives they would like to see explored. He reports that it is possible that a decision will be made, before the beginning of the next fiscal year, to no longer be a self-funded insurance group and thus, if the mistake is corrected now, the problem will not be compounded next year.

Comm. Natalie Flanagan asked Comm. Henderson to update the Executive Committee as to how this problem occurred due to the fact that there were new members on the Committee who might be unaware of the situation. Comm. Henderson responded that there were two ways to provide health insurance which is essentially pooling risk and one way was to go to an insurance carrier. He reports that the theory on self-insurance is that the premium cost can be cut by creating your own pool of insurers and that in this case Rockingham County assumes the risk and collect premiums. Comm. Henderson said that re-insurance kicks in and covers the County above a certain financial point so that there is not unlimited liability as it relates to each claim, but he reports, that the experience has been that the number of expensive claims there is responsibility for has far exceeded the money that has been taken in at this point. Comm. Henderson stated that this should have been addressed last year, in his judgment, but there were a lot of things going on, and if the situation had persisted at level, last year's experience showed the County would be in the red, and this year is worse than last year.

Rep. Janet Conroy stated that since Comm. Henderson was not here last year she would like to address this question to either Commissioner Barka or Commissioner Walker and asked why this was not addressed last year when the Committee was getting ready for this year's budget in order to prevent this kind of loss half way through the year? Comm. Walker responded that the insurance has been handled by the Commissioners, office, a specific employee within the office, and the insurance company gave an estimate of what the rates would need to be whereupon the

Commissioners' employee took the company's suggestion and plugged that figure into the budget. Comm. Walker said more should have been charged and that when the County charges themselves more a larger premium is paid, and also employees are charged more for their family plan and the higher the rate goes up for employees, the fewer are able to insure their families. Comm. Walker said that the County took the word of the company that quoted the figure for the rate setting and that figure was inaccurate. Rep. Conroy asked if the Commissioners were aware of this when the Executive Committee met in April and Comm. Walker said that the Commissioners were aware that the claims for January and February were more than anticipated. Comm. Henderson stated that in order to project any kind of financial figures there needs to be an adequate time frame and at the April meeting there was only two good months and while there was an excess of claims, there was also fluctuations, and he feels it would have been premature to take this type of action at that point.

At this point, Chairman Welch moved on to the next agenda item which was the approval of the Minutes from the April 16, 1993, 1st Quarter Executive Committee Meeting and the July 1, 1993 meeting in Concord where an overexpenditure of a line item was approved for the Department of Corrections.

Rep. Sytek referenced the April 16, 1993 Minutes and presented a few typos, mostly spelling errors, to the Administrative Assistant for correction. Rep. Sytek moved that the minutes be approved with the corrections, seconded, and voted on unanimously in the affirmative.

**REPORT FROM HUMAN SERVICES/OLD AGE ASSISTANCE** - Rep. Sytek reported that in the absence of Rep. Sandra Dowd who is the Subcommittee Chairman for this department, she would present the report. Rep. Sytek mentioned that the only account that is over 50% is the Health Insurance Line Item and that was to be expected. Rep. Sytek questioned the 5% Incentive Funds and Grants line item and asked either Diane Gill or Theresa Young to explain a \$23,000 item which had a minus sign next to it. Theresa Young responded to Rep. Sytek's question and said it was just the way the report was set up. Theresa said that at the beginning of the fiscal year, Diane's department was allocated approximately \$150,000, in addition she also had a \$130,000 carryover from the prior year. The \$130,000 does not appear in the budget report as being available for expenditure. So, what happens when you see the minus sign for total expenditures for the month is that the department had expenditures being charged for incentive funds but they are being backed out and charged against the \$130,000 that is being accounted for outside the current year accounts. The \$130,000 needs to be added in this report and shown as available for expenditure. What needs to be done is to ask the Committee to overspend by more than \$1,000 up to the amount available. Theresa asked the Committee to look at the Revenues sheet, Reserve Revenues, ADS Services Grant, where they will find the figure of \$131,355 which was the carryover from 1992. Typically, this amount should increase the amount that Diane could have expended this year. Rep. Sytek asked if these changes would be made by the next quarterly meeting to which Theresa responded, yes.

Rep. Sytek/Syracusa moved to authorize the overexpenditure of Line Item 01-4192-50, up to the amount of money received from the grants from the State. The motion was voted on and carried with unanimous approval.

Mrs. Diane Gill, Director of Human Services, said there was good news as a result of House Bill 454 the increased allocation for 5% funds will be upped to \$370,000 next year which will be spent on prevention programs.

**REPORT FROM COMMISSIONERS/PERSONNEL** - Rep. Janet Conroy, Chairman of the Commissioners/Personnel Subcommittee reported that she did not write a report because the figures were fairly consistent with the budget's bottom line and no meeting was called for the same reason. She stated that her only question, and she spoke with Commissioner Walker about it, was on Line Item, 01-4100-36, Office Equipment/Repairs, which was overexpended and Comm. Walker had told her it was due to an office copy machine that needed to be fixed before the new one arrived and there was no service contract on the old machine. Rep. Sytek noted that because the Commissioners did not renew the service contract related to the old machine, there would be a savings in the next line item so it should be a wash.

**REPORT FROM COUNTY TREASURER/FISCAL OFFICER** - Rep. Kenneth Weyler presented the report as Chairman for the Subcommittee on the County Treasurer/Fiscal Officer. Rep. Weyler distributed a two-page handout with his report and a three-page handout which was a job description and presented the Treasurer to speak before the Committee.

Treasurer Patricia Kelley introduced the new Deputy Treasurer and Assistant Treasurer, Mike Morin, to the Committee. She reports that Mike Morin is a cash management and treasury management specialist who has over 15 years of experience in his field with large corporations and with such subjects as international cash management and he will look closely at the County's cash management system, putting together requests for proposals from the different banks in the area to ensure that the County has the most protected cash management offered to us and looking at bank fees to see where money could be saved and investing the County's money on a daily basis to ensure that the County is maximizing interest earned. This will mean that the interest expenses will be lower than budgeted by the end of the year. Mr. Morin was welcomed by the Executive Committee.

Rep. Weyler read his report aloud for those who had not received a copy and said there were three motions he wished to make in conjunction with that report. The report contained reference to the reason behind the hiring of a Fiscal Officer and the need for instituting accounting rules and procedures. He reports that comments in the margins of the job description for the Fiscal Officer led the Subcommittee to believe that procedural reforms were underway but that the Fiscal Officer, Theresa Young, has encountered some problems. Specifically Rep. Weyler referenced Number 7 in the Fiscal Officer's job description which "clearly states that the Fiscal Officer directly supervises the Central Business Office's (CBO) accounting personnel, and during Theresa's hiring one of the clerks in that CBO had been appointed as supervisor and Ms. Young had not been consulted in the evaluation of this newly appointed supervisor, or any other bookkeeper, and that as a result these personnel do not give her assignments or requests much priority. Rep. Weyler said his second reference was to the creation of control structures. He reports that personnel who the auditor found to be unable to understand control structures, were mistakenly telling the Fiscal Officer that structures were in place when they were not and that Theresa has had problems implementing those structures. Rep. Weyler further states that one of the goals was to have a staff person assisting all departments in centralizing budget reporting and establishing GAAP and that one elected official insists upon his departmental independence which does not require him to cooperate with her. Rep. Weyler/Syracusa moved that the Chairman of the Delegation communicate to all elected officials how strongly the Delegation wants Generally Accepted Accounting Procedures (GAAP) to be implemented in all financial matters, and to inform them that the staff person to assist them in this effort is the Fiscal Officer.

Discussion: Rep. Katsakiores asked Rep. Weyler if he had a time limit on implementing GAAP? Rep. Weyler said a third motion would establish the time frame which would be by the next quarter. Theresa Young asked if it was expected that there would be GAAP instituted by the next quarter? Rep. Weyler responded there would be an idea of how long it will take once the Fiscal Officer has looked at the task and obviously the Delegation wants to get going on this as soon as possible with an established time frame but that is the third motion.

Rep. Weyler wants it emphasized that the Delegation supported the hiring of the Fiscal Officer for this very reason and would like their cooperation so that there are no financial problems and if everyone is on GAAP procedures it will streamline operations and answer financial questions. Rep. Welch said the Fiscal Officer reports to the County Commissioners. Comm. Henderson said the Commissioners are interested in responsiveness to the general goal by all departments, but it is hoped that as the County is better able to successfully and completely implement the GAAP procedures that the bookkeeping problems will be cleared up and will be a model for compliance and that by and large there has been a high level of cooperation. Comm. Henderson hopes that the Commissioners have the prerogative to institute these changes

Rep. Welch asked about the elected official who does not appear to be complying with the statutes and how is it handled, by the Commissioners who communicate with the elected official or is this something that is historically going to be ignored? Comm. Henderson responded that the issue is under review with discussion between the elected official and the Commissioners and there is some ongoing dispute as to the appropriate resolution. Comm. Henderson stated that it is the Commissioners belief that if there is to be assurances of centralized controls and that they are enforced, there must be central coordination through the Commissioners. Rep. Welch asked if this was, in fact, following the information that the auditor's had expressed should be done? Rep. Welch added that the statutes dictate how things should be done. Comm. Henderson agreed.

The Executive Committee voted on the motion on the floor and the motion passed unanimously in the affirmative.

Rep. Weyler further moved to have the Chairman of the Delegation urge the County Commissioners to allow the Fiscal Officer the authority to accomplish her job, the description of which we all agreed to. As a beginning she should be appointed as Supervisor of the Central Business Office, seconded by Rep. Dube. Rep. Beaulieu asked the County Commissioners if they, individually, had a problem with the motion by Rep. Weyler? Commissioner Barka stated that he didn't have a problem. Comm. Walker replied that since the Commissioners did not have the expertise in the office to accomplish what needed to be done and someone was hired to do the work in the proper manner, that person should be in charge of those individuals and if she's not they will not take direction from her and therefore you will not be able to accomplish what the job was created to do and she has no problem with her being in total control with the CBO as well as coordinating the bookkeeping efforts in every single department including elected officials. Comm. Henderson replied that he had a problem with the motion. He states that the management changes/improvements which he believes are necessary do include things fiscal, but they go far beyond fiscal things. He adds that the County Commissioners have relatively few personnel from which to draw and that pool includes an Administrative Assistant which has been filled temporarily for the last ten months and three people in the Central Business Office whose functions include fiscal matters as their principle responsibility and offering assistance to the management functions of the County Commissioners. Comm. Henderson said there has been a state of continual flux in the six months that he has been here with a revolving door in the Administrative Assistant position,

a bookkeeping position that had not been filled and the change in position for the Deputy Treasurer who had been in the position for many years in order to cooperate with the actions of the Treasurer and there may be additional changes ahead. Comm. Henderson states that he is reluctant to put the Commissioners in a position where they are able to respond to fiscal issues, but not management issues because first of all, he considers that to be a management prerogative and secondly, if progress is made in only one of those areas reform goals will not be accomplished.

Rep. Weyler responded to Commissioner Henderson's statement by saying he had no intent to change the management structure, but believes that all department heads work for the Commissioners, not just the CBO. He adds that the CBO is basically a bookkeeping function and many of the job descriptions and problems reflected in the auditor's report were due to the fact that no one on staff had the expertise in fiscal matters that are present with the Fiscal Officer and a big part of hiring her was to educate these people in the latest procedures and there has been reluctance, for years according to the auditor's report, to modernize the existing system and unless there is someone in a position of authority over these people to convince them that they need to modernize, it will not be done on a timely basis, without the person with the expertise having the authority over the people who must modernize. Rep. Weyler states that anyone who works in the County should respond to a Commissioner but when an evaluation refers back to a very specific job description and states that they must implement certain procedures, it may not be an area where the County Commissioners would know whether the job was being performed as described. Commissioner Barka said he wants no misunderstanding and agrees with most of what Comm. Henderson has said and his personal objective is to have a Procedures Manual created as the auditor had instructed.

Rep. Sytek/Conroy moved to amend the motion by striking the sentence of the motion which states that Theresa should be appointed as supervisor of the Central Business Office because there is a person who already has the title of Supervisor of the CBO, but she said the agreement of Theresa's job description should be underscored and include the supervision of the CBO, not to be the supervisor, and she should have jurisdiction and control over this group and further moved that the Chairman of the Delegation urge the County Commissioners to allow the Fiscal Officer the authority to accomplish her job, the description of which we all agreed to, which includes supervision of the CBO." The motion was supported by Rep. Weyler. The Chair called for discussion on the amendment to the motion.

A vote was taken on the amended portion of the motion and the motion carried unanimously in the affirmative. A vote was then taken on the amended motion and the motion carried as amended.

Rep. Weyler/Syracusa then further moved that the County Commissioners be requested to furnish a time line to the Delegation detailing when the Rockingham County financial management system will in compliance with GAAP and this time should be no later than the Delegation Executive Committee next quarter which will be in October, 1993. Rep. Weyler said this motion takes into consideration a time frame to implement GAAP and will help bring the other county officials into line because it provides a goal to work towards. Rep. Sytek wanted to amend the motion to state the furnishing of a time line to the "Executive Committee," not the Delegation. The Chairman opened the floor for discussion.

Comm. Henderson spoke with regard to this motion and said the reason why the Commissioners may view some of these issues differently than the Executive Board is because the Executive Board's view is toward fiscal responsibility and the Commissioners, view is fiscal and management



responsibility and from the management standpoint the reason why it is important that the Commissioners first perfect their own procedures is because all the rest of County government has procedures which are inadequate and not in compliance with GAAP that by implementing and perfecting their own system first, it will provide evidence for the other county departments of a better system than the existing one and if there are problems that are encountered in implementation it would be confined to the Commissioners, office. Rep. Weyler responded that there is room within the motion and that the motion does not demand that everyone be on it but if the Commissioners wish to first put a time frame on their own office after which the other departments will follow suit, that is fine, as long as there is a time line on it.

Rep. Welch asked if it would be appropriate to establish a time line goal, rather than a time line, as surely there must be some goals that the Commissioners are looking for. Comm. Henderson said he, personally, had no problem with complying with the request of the motion. Theresa said it was a good idea to look at the Commissioners office first and then go out to the other departments, and when things are implemented at the Commissioners level it will force the other departments to comply. Rep. Weyler responded that he believes there is room in the motion to allow the Fiscal Officer to do what she wants and the Commissioners, as managers, to develop it, but a time frame needs to be established. A vote was taken on the motion and the motion passed unopposed.

Rep. Smith suggested that one letter be written with regard to the above motions, not two or three. Rep. Sytek said she intended to write a letter to the elected officials under the current motion and to sit down and talk with others as she sees them every week at Commissioners meetings.

**REPORT FROM THE COUNTY ATTORNEY/MEDICAL EXAMINER** - Chairman Welch reports that Rep. William Crum, Chairman of this Subcommittee, could not attend the meeting but he sent along a report of which there is only one copy available. Chairman Welch read the report to the Committee. Rep. Welch reports that Rep. Crum cited the various line items that were over 50%.

Rep. Welch reports that Line Item 01-4110-03.01, Administrative Assistant, is 57.9% and when Rep. Crum asked County Attorney Eldredge about this account he was told that he was unaware of this and would check into this and advise Rep. Crum. Rep. Crum writes that to-date, Attorney Eldredge has not done so and he will speak to him again as soon as possible to try and determine exactly what is happening with this account and will advise the Committee.

Rep. Welch referenced Line Item, 01-4110-12.00, Employee Health Insurance, and said this was true of this account throughout the whole budget with 64% expended.

Rep. Welch said that Rep. Crum's comments on Line Item 01-410037.00, Service Contracts/Equipment Repairs, were that when he spoke to Mr. Eldredge regarding this account, he stated that a computer upgrade was done to provide faster service on some of the applications in the County Attorney's office and when Rep. Crum mentioned to him that he didn't recall this being discussed at budget time, Mr. Eldredge responded that he had planned it but may not have specifically mentioned the upgrade would be done. Rep. Welch states that, in essence, the bottom of the County Attorney's budget is at 48% and opened discussion on this account.

There being no discussion, Rep. Welch went on to the Medical Examiner's section with a bottom line of 21% and nothing that needs looking at. No discussion was offered on this account.

At this point in the meeting, Rep. Welch turned the meeting over to Rep. Woods, Vice Chairman of the Executive Committee, who presided as Chairman for this portion of the meeting.

**REPORT FROM THE REGISTER OF DEEDS** - Rep. Calvin Warburton, Chairman of the Register of Deeds Subcommittee, presented his subcommittee's report. Rep. Warburton reports that his subcommittee did not meet but they were sent a copy of his report, which he distributed to the Executive Committee, and told them that the Subcommittee would meet in October, 1993.

Rep. Warburton referred to Line Item, 01-4120-3300, Salaries (Clerical), and reported that when the salary account was voted on a clerical worker was left out and more money will be needed for salaries before the end of the year.

On the second Line Item, 01-4120-3300, Operating Expenses (Postage), Rep. Warburton reports that it is 71% spent to-date and will be totally expended by the end of this quarter. Rep. Warburton states that the good news is that the income is in good shape with 54% of the total estimated income amount collected.

Rep. Woods asked for discussion on the Register of Deeds department and there being none, moved on to the next report.

**REPORT FROM THE SHERIFF'S DEPARTMENT** - Rep. Jon Beaulieu presented the Subcommittee report for the Sheriff's Department for Rep. Pat Skinner who was not in attendance.

Rep. Beaulieu asked if anyone had any questions on the report that was distributed to the members of the Committee. Rep. Sytek asked about the Insurance and Bonds line item which was overexpended by over \$1,000 and she does not remember voting on this. Sheriff Vetter responded to Rep. Sytek's question by stating that he was given a figure by the CBO and found out later, after the budget had been done, that those figures were wrong. Rep. Sytek understands that for budget purposes he wasn't given the appropriate numbers, but she thought controls were in place that would not allow the Sheriff to spend that extra money without Executive Committee approval. The minutes of the April Executive Committee meeting were looked at to see if there had been a vote to approve this overexpenditure and no vote was found to be taken. Theresa responded to Rep. Sytek's questioning by stating that this type of incident will be covered by the disbursement process that she mentioned earlier in the meeting and now any warrants that come in are matched with the appropriate line item and the balance is looked up and given to the Commissioners so that they are aware of what's going on. She adds that when line items are overexpended by even \$10 the Commissioners are notified. Sheriff Vetter said that would work for the future but it does not take care of this particular case since there is no warrant; this was done by the Central Business Office and whoever handles the insurance automatically pays it and he has no knowledge of the payment ever being made; he never authorized it and this payment was taken out of his budget with no knowledge that it was being paid. Rep. Sytek/ Syracuse moved to authorize the Sheriff to overspend Line Item 01-4140-45.00, Insurance/Bonds, up to \$39,123.681 Rep. Sytek said that the Committee is automatically authorizing what has already been done. The motion was voted on and carried unanimously in the affirmative.

Rep. Beaulieu mentioned that the Subcommittee had talked about the Sheriff's proposal for the Manchester Airport Authority to provide security services with all costs to be paid by the MAA and the county receiving an administrative fee. He reports that the contract will be for a 3 1/2-year duration and he turned the floor over to Sheriff Vetter to expand upon those comments.

Sheriff Vetter reported that the Manchester Airport Authority requested that Rockingham County present a bid and this proposal is on the table now and is awaiting acceptance. He reports that all costs will be paid for by the MAA and the only responsibility of the Sheriff's department if the bid is won will be to make sure there are no problems in the terminals or the parking outside. He states the purchase of cruisers will be done by the MAA and the new hires will go to work in their own vehicles and then transfer to the cruisers provided by the MAA. The Sheriff reports that he worked with Theresa to find a way to disburse and reimburse the money to be paid back and it appears that this cannot be done, so in order to get approval for this the Sheriff thinks that the approval of the Delegation is needed to overspend the Outside Detail Line Item, by "X" number of dollars which will be 100% reimbursed because administrative fees will be included within the contract so that the administration in his office and the CBO will be paid for by the airport authority.

Rep. Sytek said her understanding is that there would need to be a special meeting. Sheriff Vetter said the costs of the special meeting would be absorbed by the MAA. Rep. Woods asked if the new hires would be from Rockingham County and Sheriff Vetter responded, hopefully, yes. Rep. Beaulieu moved to overspend Line Item 01-4140-08.00, Grant Salaries/outside Details, not to exceed the bid price for the security package with the Manchester Airport Authority, seconded by Rep. Pantelakos.

Rep. Sytek asked if the County Commissioners support this? Commissioner Henderson said there has been no official action taken by the County Commissioners regarding this proposal. Comm. Barka said he represents Londonderry and he will not take a position on this issue. Comm. Walker said the Commissioners have not seen a proposal and have not seen the figures and her main concern is that it does not cost the County any money which would be her stipulation. Comm. Henderson has two levels of concern, how the money would be accounted for and separate, segregated lines to ensure that these expenses do not slip into the County budget and he hopes that the contract would be negotiated so that the County would be compensated for expenses already made so that the process begins in the black by having the airport make the first contribution equivalent to one month's expenses. His other reservation is that there are a lot of large bills coming up and he is not comfortable with anything that would expand the bottom line of county government, even if it was fully compensated. He is convinced that there is a legitimate public service to be provided here and if Rockingham County can provide it most effectively and the right steps are taken to absolve the County of any expenses, he hopes the experts can provide that assurance whereby he will accept it without enthusiasm.

Rep. Sytek/Pantelakos moved to endorse the concept of Rockingham County bidding on the security contract if the County is held harmless and if there is segregated accounting.

At this point it was decided to open the floor to discussion from representatives of Londonderry. Rep. Bill Boucher spoke as a member of the Town of Londonderry and provided background on the issue. He reported that the Manager of the Manchester Airport Authority and the Chief of the Town of Londonderry have been working together on this for a year and a half.

The Chief of Police in Londonderry comes from Florida and is familiar with this kind of police action and knows what is required of an airport security system where the Sheriff's department does not. He stated that the authority had told him only minimal security is needed, however, the Chief of Londonderry knows what's going to happen and where the liabilities occur and where training is needed. The MAA suddenly notified the Chief that they were going out to bid because the price was too high.

Rep. Dan Blake from Londonderry addressed liability and stated it cannot be denied and that when it comes down to the final crunch it is the individual police officer, it's the Sheriff's Department County, the MAA and the FAA and that cannot be avoided. Rep. Blake does not question capability he questions the institutional experience of the Sheriff's office, what they are trained to do now and what their limited mission is now.

At this point in the meeting, Rep. Woods asked Rep. Sytek to restate her motion. Rep. Sytek said her motion was to endorse the concept of the Sheriff bidding the security contract at the airport only if the County can be held harmless and that there be segregated accounting within the County budget. Rep. Welch moved the question. Rep. Sytek moved to limit debate and the motion passed with Rep. Warburton opposed. A vote was taken on the original motion and was 7-6 in favor of the motion with Rep. Katsakiores abstaining due to the fact that he is on an airport task force. Rep. Christie abstained from voting due to a conflict since he was a Deputy Sheriff. Rep. Woods voted in the affirmative making the vote 8-6 in favor of the motion and the motion passed.

Sheriff Vetter spoke in regard to the Telephone line item and said that it will be overexpended because of "pulling of the plug" in the Atkinson tower and the Sheriff's department has to take on the phone bills until there is a solution to the problem. The Sheriff reports that work is in progress for a solution to this issue, but that does not cover the additional phone bills and with the extra charges on top of his regular phone bill he will be over. Rep. Beaulieu moved that the Telephone Line Item, 01-4140-32.00 be overspent by \$3,000, seconded by Rep. Sytek, and voted on unanimously in the affirmative.

At this point in the meeting, Rep. Welch returned to Chair the meeting.

**REPORT FROM THE MAINTENANCE DEPARTMENT** -Rep. Sherman Packard, Chairman of the Maintenance Subcommittee, presented the report. He reports that there may be problems by the end of the year due to added unexpected expenses and the harsh winter.

He reports that the Maintenance Overtime line item is at 105% due to the bad winter; the line item for Office Equipment Repair is at 67% due to the repair of a piece of equipment, but this is not expected to occur again this year; the Service Contracts line item is at 85% and is for three service contracts, two of which have been paid and the third will be paid in the fall; the line item for Uniforms is at 74% because the bulk of uniform purchases is done with a single order and this is not expected to go over by year's end; the Natural Gas line item is at 82% and is expected to be overexpended by the year's end and is due to the weather; the Water & Sewer line item is expected to be over by year's end due to the increase of fees by Exeter; the RCNH Equipment line item is at 74% due to the replacement of a hot water heater for the Children's Day Care and a valve for the domestic hot water system; the RCNH Equipment Repairs is at 96% due to the replacement of a compressor in an air conditioner; the RCNH Motor Service Equipment Repairs is at 74% due to repairs of the transmission on the bus for the Adult Day Care; Jail Maintenance Supplies and Expenses is at 66% and is due to bulk purchases that were made and this line item should not be over by the end of the year; the Boiler Equipment Supplies & Expenses is at 86% due to the cost of chemicals and the cost of boiler parts; the Boiler Plant Equipment is at 73% due to the replacement of program boards for the RCNH boilers and this is not expected to be over by the end of the year; most of the Fuel Accounts have leveled out since the 1st quarter, but the Farm Fuel account is at 96% due to the fuel for the piggery furrowing barn which has been closed - minimal heat may be needed in this building; the Administration Fuel Account is at 128% due to the fact that the building had a stand-alone heating system for the first time and this was the actual cost; the Waste

Water Treatment Facility Equipment Repairs line item is at 1,224.22% because of the expense for the Muffin Monster; the Spray Irrigation Equipment is at 75% because of the purchase and installation of a truck mounted crane for servicing the spray irrigation equipment; Bench Stock and Supplies Expenses are at 69% with no anticipated increase by the end of the year; Grounds & Road Supplies & Expenses is at 86% because of the severe weather conditions this spring; Grounds & Roads Equipment Repairs is at 86% because of the weather; Vehicle Insurance is at 91% due to a one-time payment in January with expenses for additional vehicles due. Rep. Packard reports that the actual bottom line is that the budget is at 47.57% expended, but there is no way to determine costs for maintenance. Rep. Welch asked that Rep. Packard provide copies of his report for the Executive Committee.

Rep. Sytek asked about an overexpended line item that she doesn't remember voting on - Maintenance Overtime, 01-4160-08.01. Rep. Packard replied that at the first quarter this line item was over-expended at 80% and it is now at the present figure of 105% and there has not been a vote on this. Rep. Sytek stated that she hoped that management systems were in place so that this would not happen again. She adds that line items cannot be overspent unless there is permission by the Executive Board and that the line item is not over by a large amount, but she wants everyone to get in the habit of paying attention to the spending on these line items. Ernest Woodside, Director of Maintenance, responded that this was an oversight and that he would follow this up with a letter and that for the record, this line item will be well overexpended by year end because of the severity of the weather last winter. He adds that the total for the 1992-1993 season which involves labor, salt, sand, ice melt, motor services labor, and motor services materials for maintaining the vehicles, was \$134,751.

Rep. Sytek moved to authorize Mr. Woodside to overexpend the Maintenance Overtime Line Item, 01-4160-08.01, by \$6,000 with the understanding that \$1,000 has already been spent, seconded by Rep. Packard. Chairman Welch called for a vote on the motion and the motion carried.

Mr. Woodside said he doesn't know why Vehicle Insurance, 01-417345.00 is in his budget, but it is, and he reports that this line item is at 91% expended and should be an even figure, but this will not happen again. He reported that he received a packet of information from Insurance Exchange and has reviewed the section addressing the vehicles and there was some duplication of vehicles that took place during a transition from old vehicles to new vehicles while at the same time the cost of the new vehicles will bring an anticipated overexpenditure of \$12,000 on that line item. He reports that the Fiscal Officer, Theresa Young, and his Administrative Assistant, Jude Gates, have researched and listed the vehicle inventory and verified that list with the insurance people and found that there was some duplications of equipment and that a review is being done on changing the insurance deductible to offset the cost of the new vehicles.

Theresa Young stated that the reason the insurance has not been changed, to date, is because the Sheriff has some concerns because he replaces a lot of windshields and the \$50 on comprehensive insurance covers that cost and if he replaces a lot of windshields and the deductible is raised, the County will bear the cost of those replacements, so she prefers to wait for the quote.

Theresa Young stated that there will still be an overexpenditure on this line item by more than \$1,000 and increasing the deductibles will not bring the total down far enough to prevent overspending. Rep. Sytek moved to authorized the Maintenance Department to overspend the Vehicle Insurance line item, 01-417345.00, by an amount not to exceed \$10,000, seconded by Rep. Christie, and voted on unanimously in the affirmative. Motion carries.

## REPORT FROM THE JAIL

Rep. John Flanders, Chairman of the Jail Subcommittee, presented his subcommittee's report.

Rep. Flanders referred the Committee to the Maintenance Line Item, 01-6100-36-00, and asked them to recall the fact that the Executive Committee met on the last day of the Legislature and approved the overexpenditure of \$1,950 which brought the total up to \$7,450 and only \$5,500 had been appropriated. He reports that he has attached a list of things to be repaired to his report for which there is no money. These include, two dryers, camera, weight equipment, chairs, and the ice machine which, he reports, has been repaired by the County for the last four years because the warranties have run out. He adds that most of these items are for repairs on things where the warranties have run out. Rep. Flanders states that the Jail Superintendent has asked that this line item be overexpended \$6,400 more to take care of the repairs listed above and the Jail Subcommittee has agreed with that request. Rep. Flanders states that at the last budget the top line was \$13,000 and this time it was only \$5,500.

Rep. Christie moved to authorize the Jail to overexpend Line Item, 01-6100-36-00, Equipment Repairs Replacement, not to \$13,850, seconded by Rep. Sytek, voted on unanimously in the affirmative.

## REPORT FROM NON-COUNTY SPECIALS

Rep. John Sytek, Chairman of the Non-County Specials Subcommittee, presented his subcommittee's report. Rep. Sytek reports that everyone in this area seems to be on-line and the percentages that are over exceedingly above 50% are due to the fact that some agencies bill four times a year, every quarter, and they bill at the end of the quarter, so payment is made in the next quarter as opposed to the quarter for which it is intended. Rep. Sytek said he has spoken to Theresa Young about this and the subcommittee wants to insist that these agencies bill us on time so that payment is made in the quarter to which it is applied which will avoid encumbering funds as has been done in the past.

Rep. Sytek mentioned a "rumor" that the County Conservation District is asking for more funds and have approached the County Commissioners.

Rep. Sytek's last item for discussion involved the Mass Air Truck which is in Stratham and the issue of payment needs to be resolved. Rep. Donna Sytek stated that Theresa Young had been asked to provide the Executive Committee with methods of financing for the Mass Air Truck which Rep. Sytek would like to discuss. Rep. McKinney wanted to talk about the Conservation District.

At this point of the meeting, 12:30 PM, the Executive Committee adjourned for lunch, saving the discussion on the Mass Air Truck and the Conservation District for when the Committee reconvened.

The Rockingham County Executive Committee reconvened their meeting to discuss the 2nd Quarter budgets at 1:15 PM.

Rep. Welch opened the floor for discussion on the Mass Air Truck. Theresa Young referred the Committee to the handout she had distributed at the onset of the report from the chairman of the Fiscal Officer Subcommittee. She reports that one of the things that needs to be corrected is that

payment of \$32,365 has been made on the Mass Air Truck which costs \$42,000; \$11,000 was appropriated and the \$32,365 charge was put on the Capital Improvement account, and the \$11,310 will be backed out and put in the right account. She reports that right now \$21,055 needs to be financed. Mike Morin, the Assistant Treasurer, reports that he looked at financing the truck and that instead of looking for outside sources of financing, he is offering the Committee two alternatives that will provide in-house financing. Since the \$21,055 has not been appropriated, the first alternative is to issue a short term note in that amount and propose to have the General Fund borrow from the Worker's Comp. fund in the MBIA account. He reports that earlier the Committee saw a Trial Balance Sheet on the Worker's Comp. funds and there is a balance in excess of over \$500,000 which won't be used soon and therefore could be used for this fiscal year and when the 1994 budget is done, the loan can be repaid with interest at a variable rate to the Worker's Comp. fund. Basically, he states, this is an internal funding financed at an earnings rate of between 3.5% and 4.5% which is a better rate than could be found on the open market through a lease/purchase or straight loan. He adds that there is no material benefit to going outside and though this shouldn't be done all the time, it is the most cost effective way to do it in this situation. Obviously, he states, you can't use a fund if it doesn't have enough money or if it might be needed.

Assistant Treasurer Morin states that the second alternative is to issue a three-year, inter-fund loan in which annual payments can be scheduled at the beginning of each fiscal year. Again, he adds, the General and Worker's Comp. funds would be used and this would provide more flexibility as opposed to going out and contracting with a third party for a loan. Mr. Morin would personally recommend the shorter term alternative loan.

Rep. John Sytek moved to select Alternative #1, seconded by Rep. Donna Sytek, voted on and passed unanimously in the affirmative.

Rep. McKinney spoke about the Rockingham Conservation District and said that one of her constituents is chairman of the supervisors of the Rockingham Conservation District and she has learned a lot about this group. She reports that the District is running out of money and they had asked the Executive Committee for \$50,000 and the Committee gave them \$30,000. She states that in 1990 the District was receiving \$30,750 and they have been cut to \$30,000 every year since. Rep. McKinney reports that they have been making money by selling trees, trout, doing soil maps, etc., but because of the economy they have not been receiving the revenues they had been receiving in previous years and they are \$3,500 short in the first six months and they will not be able to meet their obligations through the end of the year and they are requesting that the Executive Committee give them another \$15,000. Rep. McKinney said she does not see how this money could be given to them without a Special Delegation meeting and she is asking the Committee if there is some way these people can be helped.

Rep. McKinney said that another problem they have had is that they are a political subdivision of the State of New Hampshire and responsible for enforcing the new Current Use law in which any landowner in the County has to prepare a soils report and there has been 15 of these in the last month, with 125 last year, and they expect to exceed 200 this year. Rep. McKinney said they have had additional work, they bring money in the County through over \$300,000 of federal funds for other people for their soil and conservation work and their educational program brought over 500 responses this year. Rep. McKinney said their services are being used more because of the economy and yet their revenues are not coming in at the same rate.

Rep. Sytek said that she, like Rep. McKinney, learned a lot about this agency and when she was a chairman of the non-county specials, a member of this agency came to her with a request for health benefits. Rep. Sytek stated that as chairman of the non county specials she checked into seeing if this agency could be pulled under the county umbrella and she checked in the rest of the State with some counties having this agency as part of county government, and some having them free-standing as is done here where funding is done as a grant. She reports that the agency was offered the opportunity to become part of county government so that in case there was a shortfall, their budgets would be available and they would be treated as "one of the family." Rep. Sytek reports that the agency turned the offer down; that they receive a lot of money and nothing is shown to the Committee so that the Committee cannot see the whole budget. Rep. Sytek said the Executive Committee should recognize that this agency does not perform any of the services that have been talked about, they are just a broker and they get someone else to do this and if they are short of money, they should charge more for their brokering. She adds that they knew when they asked for \$50,000 and they only received \$30,000 that there would be budget problems and it would seem that responsible managers would arrange to have their administrative costs reflect the costs of delivering the service and this is apparently not done. Rep. Sytek said she would like to see the agency managed better and she does not know how the Executive Committee can authorize overexpenditure of this line because there is no other line item it could be taken from. She states that the Committee could request a supplemental appropriation or it could be borrowed from some other line, but due to the history of this agency where they were offered to become part of county government and they elected not to do so, and given the fact they are only a broker and all these services will still be out there for towns and for individuals who want to get their land into current use this agency will not be in the loop if they are not there. Rep. Sytek said this agency had been put on notice like other Non-County Specials, that it was the intent of the Executive Committee to either phase out or level fund these agencies and since she was on that committee, the Executive Committee has not increased the budgets of any of these agencies except for one. Rep. Sytek said there was a wish to do away with Non-County Specials except in those cases where they saved the county money; the Nutrition Program and Homemakers save the county nursing home beds, but this agency does not meet that criteria and as much as these are wonderful people and performing a valuable service, the users of those services should pay for them. Rep. Welch stated that it doesn't appear that anything can be done by the Executive Committee.

**REPORT FROM THE NURSING HOME** - Rep. Deborah Woods, Chairman for the Nursing Home Subcommittee, presented her subcommittee report and reports that overall the budget is in pretty good shape with the budget slight over 50% which was primarily due to salary related items such as dental, insurance, worker's comp., etc. as this department is highly labor intensive and contains most of the county employees. She adds that other items such as service contracts and equipment purchases are made at the first part of the year and account for why those items are above 50%. Rep. Woods said she would not go over those individually but there are some line items that deserve to be discussed and they are listed in her report. She states that these items are over 50% and if the Committee has questions on other items, she should be able to answer them.

Rep. Woods began with Administration costs and stated that the Accounting and Auditing line item is over 100% but they are finished and it was over because there was more work than expected and it took longer. Travel, she states, is at 75.48% and may go over \$1,000 by the end of the year. She reports that this line item involves when one or more persons from the nursing home needs to travel to the state hospital or when an incoming patient needs to be evaluated and travel is needed to review records.



Rep. Woods reports that there are quite a few items in Dietary that have gone over such as supplies and Expenses which is at 80% and should be fine at the end of the year. The Dishwashing Supplies, she reports, may run over by \$475 and Mr. Sturtevant is watching this line item and will do his best to keep it down. She states that the Supplies-Paper line item shocked her at the possibility of going over by \$3,000. She asked Mr. Sturtevant about this and he stated that there have been shutdowns of water during the construction phase and the paper supplies have been used and that is why there will be a substantial overage on this item. Rep. Woods said that Provisions are up slightly but should be okay by the end of the year and the Fuel in Dietary may be over by \$700. Rep. Woods states that this is one of the areas where she has questions and does not understand.

Rep. Woods reports that Salaries-Doctors under Medical and Nursing is over a little, but the revenues are also up and this is based on resident need.

Rep. Welch asked about Line Item 5140-06, Salaries-Per Diem. Rep. Woods said this line item has been overspent by \$4,500 and she does not remember taking a vote on this. Rep. Welch said they had \$1 budgeted. Rep. Woods replied that last quarter Mr. Sturtevant told the Committee that this is for people in-house who are used rather than bringing an outside per diem person in.

Rep. Sytek said that there should have been a request to overspend on this line item and that she remembered talking about this at the last meeting and was it approved then? The minutes were checked for verification and no vote on this issue was found. Rep. Sytek moved to authorize the Nursing Home to overspend Line Item 5140.06, Per Diem Nursing, by \$7,500, seconded by Rep. Woods. Rep. Katsakiores stated that the Executive Committee ought to get a clear understanding with Mr. Sturtevant with regard to whether he understands what the Committee's intent was in coming back to them for authorization for overexpenditures. Rep. Welch said that the best way to communicate this to Mr. Sturtevant would be in the form of a letter authorizing the overexpenditure. A vote was taken on the motion and was passed unanimously. Rep. Welch asked Theresa Young to notify Mr. Sturtevant of the action taken.

Rep. Woods reports that the Maintenance line item has a lot of problems also but the bottom line was only 51.01% for the six months. She reported about the Labor-Grounds which is in trouble and will stay in trouble due to the weather and this is another line item that was expended more than \$1,000 without a vote being taken. Rep. Welch asked the Commissioners if they had any knowledge of this line item. Commissioner Henderson responded, no. Mr. Woodside believes, without seeing this particular line item, that this is the direct charge that the Maintenance Department charges to the nursing home for labor under the Roads and Grounds department for the maintenance of all the grounds, spring or summer, and that it is a certain percentage of the total cost of maintaining the nursing home. Rep. Woods said that a lot of line items in this area are a direct cost from the Maintenance Department to the nursing home and that a lot of them are over. She cites the Sewer Plant as a direct cost. Rep. Welch said there are a lot of line items expended over 100% in this particular budget as well as a few others. In an effort to authorize the overexpenditure of Line Item 5100.22, Labor Grounds, there was discussion as to what figure would be used as Rep. Sytek moved to authorize Mr. Sturtevant to overexpend Line 5110.22, Labor-Grounds, by \$2,000 bringing the line of authorization to \$12,000, seconded by Rep. Christie. The motion was voted on and passed unanimously in the affirmative.

Rep. Woods reports that line item 5110.61, Purchased Services, is high but should be done for the year; Supplies and Expenses for Carpentry at 64.85% is okay for this time of year; Supplies and

Expenses for the Motor Service is over 100% and Mr. Sturtevant has asked for an accounting from that department; Supplies & Expenses for Plumbing and the Sewer Plant is over because of repairs; Utilities-Electricity line item is under now, but may go over because the heat wave was not considered or factored in; Equipment Repairs for Carpentry is at 94% due to the time of the year - good time for repairs.

Rep. Woods reports that the Laundry departments salaries are over because there was an employee who left last quarter and had accumulated compensatory time, sick time, etc. and Mr. Sturtevant is concerned about this item. She adds, however, that Mr. Sturtevant hired a new person at a lower rate and he will try to keep this line at budget, though it may go over slightly.

Rep. Woods reports that Environmental Services salaries line item may run over at the end of the year because Mr. Sturtevant inadvertently omitted one person whose salary is \$16,009 which does not mean the line item will go over by that amount, but it may go over. The Salaries line item for the Pharmacy is okay; the Consultant Fees on the Communications line item is at 57% and is based on resident need; Recreational Therapy is a little over; the Medical Day Care Unit, Transportation line item 5196.72, is at 57% because the van needed repairs.

Rep. Woods reported that the Child Day Care Center's budget is on line at this time and Mr. Sturtevant said the budget may end up under by \$4,200.

Commissioner Henderson is in the process of preparing a survey of private day care agencies. Commissioner Henderson reports that the figures on the Day Care Center depend on where the center is housed and to alter the current situation would require renovation. He reports that private funding has been looked at as reported earlier and until sources of renovation are identified, there will be no renovation. He states that the other issue is whether to open the day care center to the private sector and he has gotten strong responses both ways to the issue with some feeling if there is an unmet need in the area that the county could fulfill it would be a good use of county resources and others feel that it is a conflict with the private sector and the county should not be in conflict with the private sector. Comm.- Henderson said the survey was postponed because he was looking at other options, but in order to ascertain whether there is any part of the day care population that has an unmet need, the operators in the area must be surveyed. Comm. Henderson said the survey will contain not just the ages of children currently being served, but also asks the operators how they feel about having a publicly funded operation providing care in various age areas. Comm. Henderson believes that the survey will reveal that there is a surplus of older children, ages 3,4,5, and 6, and that should not be an area the county should look at, but the younger children may present a sustained, significant shortage and if the survey bears this out, he will be back before the Executive Committee to discuss this.

Rep. Woods referred the Committee to line item 5034.38, CDC Grant, which has been received and said there had been some discussion that the grant money was part of the 5% diversion moneys given to programs in the counties and Rep. Woods does not feel that this is proper and that the summer program should not be eligible for this money.

Comm. Henderson responded that three of the seven members of the selection committee were from DCYF, one from the office in Concord and two field workers who work in the area. Comm. Henderson stated that this does not speak to the legality, but does suggest that DCYF is not unaware of the circumstances.

Rep. Woods said that one of the reasons she was so troubled by this was that she received a letter from the Town of Raymond whose application had been denied and it was their understanding that the programs who did not submit formal applications were told that they would get money anyway.

Rep. Warburton spoke to this issue by stating that a letter went out to all the towns informing them of the possibilities of available money for summer programs and the letter contained a date for submission of application with the money to be awarded the day after the application due date. Rep. Warburton said Raymond followed procedure and submitted their application and a day afterwards representatives from towns who had not submitted applications were invited to the meeting and asked if they would like some of the funds and were told they could submit an application if they wished. He adds that Raymond objected to this action and invited Commissioner Henderson to a meeting in Raymond to discuss this and that Commissioner Henderson did not respond to specific issues. Rep. Warburton said Comm. Henderson admitted talking about the date of application in the letters and there was a suggestion that there should be some objective standards and Comm. Henderson had insisted that the standards had to be subjective and the people in Raymond objected to this.

Regarding Rep. Warburton's issues, Comm. Henderson stated that a letter that he and others sent out to the towns was taken to be a far more formal document than it was intended to be and he did not include an application or any standards within that letter; he contacted the towns within his district as a courtesy to inform them of something new that was being done and it was his idea to do this. At the March quarterly meeting, he adds, when he discovered that there would be no decisions on summer programs until June, the committee identified \$30,000 from funds available within the diversion grant and instituted a special cycle, with a broad search for potential applicants. Comm. Henderson stated that the majority of the representative's towns do not get these moneys and there are members on the committee from DCYF who work in area towns who are aware of the needs.

**REPORT FROM THE FARM** - Representative Anthony Syracuse, Chairman of the Farm Subcommittee, said there is no written report and that he had gotten the farm subcommittee together yesterday based on the information given out Monday to ascertain what the facts were behind the decision that was made on Monday at the Rockingham County Commissioners meeting which was to phase out the beef program and seeing how the pork has already been phased out, this would in effect close the farm. Rep. Syracuse said he would not spend a lot of time on the budget because it does not reflect the reality of what is going on and if the farm continues down the path it is on, there will be a surplus of money at the end of the year because resources are being sold which are the meat products. Rep. Syracuse commented that there were a couple of reports done on the farm, one in 1972 which was a very thorough study of which he has a copy, and that study recommended that the farm remain open and there were recommendations of courses of action for the Commissioners to take and the Commissioners pretty much followed the guidance suggested in that report. He adds there is also a letter dated around 1973 which talked about the farm and management recommendations and these also appear to have been followed. In 1992, Rep. Syracuse reports, a comprehensive study was done with the help of the Cooperative Extension Services who are the experts and that report recommended that the farm be kept open and that some management recommendations be considered. To date, he reports, none of those have been followed or considered as appropriate action by the Commissioners. One of those management recommendations was that something should be done with the cost accounting procedures and record tracking in order to find out what the real operating costs of the farm are, what the real revenues are, the cost of producing the products there, primarily beef and pork, and

none of these have been done. Rep. Syracuse said a Fiscal Officer has been hired recently and at least two of the Commissioners he spoke with agree that the county now has the ability to do a cost benefit analysis of the farm operation to determine whether or not it was appropriate action which is a matter of fiscal policy to phase out the products of the farm.

Rep. Syracuse moved to ask the Commissioners to have the County Fiscal Officer perform a cost benefit analysis of the County Farm operation using appropriate cost accounting procedures to determine if closing the farm is a sound financial action, seconded by Rep. Sytek.

Rep. Dube asked what good this motion is if the farm has already been voted on? Rep. Welch replied that it would determine for the taxpayers that the decision was made on sound, financial reasoning, rather than an emotional one.

Commissioner Henderson responded to the discussion on the motion. He states that it is not the intention of the County Commissioners to authorize the study proposed in the motion and it will not be the intention of the County Commissioners to revisit their motion to phase out the farm operations. It is their intention to apply a methodical set of objective standards to state precisely how they should maintain the remaining assets as they relate to the farm, the land, the buildings, the maintenance of the spray irrigation system, necessary equipment over the long term, and other related factors that need consideration. He adds that the second motion taken on Monday was to solicit a request for proposals from the private sector which means the agricultural community, for alternate uses for some or all of the property.

Comm. Henderson said he wished to candidly express what he believes the decision will be on Monday when he assumes the Commissioners will receive this motion, which he bets passes, and that decision will be not to revisit their previous decision nor will they authorize the Fiscal Officer to make this type of cost benefit analyses. Rep. Welch asked then that on the motion as it currently stated, you would refuse to accept it? Comm. Henderson said anything is public information and you are entitled to it, but historically and recently the cooperation of the Commissioners has extended far beyond what they are required to do because everyone is trying to get along and by and large we do get along, but there are some questions that we will not agree on and you will exercise your influence to pursue your interests and so will we and this is one where it is our intention to use the limited resources we have for addressing fiscal issues and will be devoted to more pressing issues.

Rep. Syracuse would like to suggest an amendment to his own motion to say the Executive Committee rather than the Commissioners. Rep. Welch asked if Rep. Syracuse wished to be recognized to amend his motion? Rep. Syracuse said he would make a new motion which will be that the County Fiscal Officer perform a cost benefit analysis of the County Farm operation using appropriate cost accounting procedures to determine if closing the farm is a sound financial action, seconded by Rep. Christie. Rep. Welch asked if the previous motion was withdrawn and Rep. Syracuse replied, yes. Rep. Syracuse said the only addition he would add would be to have it by the next quarterly meeting.

Rep. Sytek spoke and said before the Committee votes on this, she would like to point out that although they have changed the language here whereby the Committee is not asking the Commissioners to ask the Fiscal Officer, she will point out that RSA 24:14 says that the "Convention may require the County Commissioners to report once each quarter to the Convention or to the Executive Committee the expenditures of the County as compared to the budget as voted

in such detail as determined by the Convention." Rep. Sytek said the Executive Committee is asking for some detail on this line so she is not asking the Commissioners directly to avoid confrontation, the law is on their side. Rep. Sytek moves the previous question, duly seconded. Rep. Welch called for a vote on moving the question, passed unanimously in the affirmative. The Chairman called for a restatement of the motion from the Administrative Assistant who stated the County Fiscal Officer shall perform a cost benefit analysis of the County Farm operation using appropriate cost accounting procedures by the next quarter. Rep. Sytek said that she offered an amendment to strike the last phrase that was objectionable. Rep. Welch said that was the motion to be voted on, Rep. Sytek's amendment. A vote was taken unanimously in the affirmative and the motion has been amended. A vote was then taken on the adoption of the main motion, as amended, and was voted on unanimously in the affirmative.

**REPORT FROM COOPERATIVE EXTENSION** - Representative Charles Felch, Chairman of the Cooperative Extension Subcommittee, presented his subcommittee report. Rep. Felch reports that he contacted the Cooperative Extension Coordinator, Robin Wojtusik, and discussed the budget with her and everything seems to be on line. Rep. Felch said she had presented a report which states that the Salaries line item was at 37% at the time the report was done; expenses were at 46% and the operating expenses were at 41% and the total budget was at 39-36%; computer purchases and service contracts were at 81% which are paid for annually; the travel was at 5.14% and is cost effective and will be reflected at the end of the year and Rep. Felch asked if there were any questions. Rep. Felch said the salaries will be 50%.

**REPORT FROM THE DELEGATION** - Representative David Welch, Chairman of the Delegation Subcommittee, presented the report for his subcommittee. Rep. Welch said the only question he had on this budget was the large expense in Office Supplies and he is wondering what the supplies are? Rep. Sytek responded that it was stationery. The Administrative Assistant confirmed that new stationery was ordered to reflect the new address. Rep. Welch said the bottom line was in good shape. Rep. Sytek asked who decides when charges are made to the Delegation account? She went on to say that the Delegation has been receiving secretarial support and has not been charged for it and Rep. Sytek asked when that determination is made? Comm. Henderson said the amount to be charged would be significantly less than budget because the salary expense for the Administrative position this year, to-date, is less. Rep. Sytek asked how the costs are allocated and have the costs been tracked, is it a percentage of something? Comm. Henderson said he would go back to prior years.

**REPORT FROM REVENUES** - Representative Donna Sytek, Chairman of the Revenues Subcommittee, presented the report for her subcommittee. Rep. Sytek said that there has been a lot of talk about changes to GAAP accounting and some of this is on a cash basis but we have not received the actual money from the towns and cities and taxes is the very first line, \$21M. Rep. Sytek said that with GAAP accounting, half of that amount could be accrued and counted as being here and in the next quarter it will be accrued and it will show three quarters of that amount as if it had already been received, on a cash basis it hasn't, but on a GAAP basis, it would, and is nothing to worry about.

Rep. Sytek mentioned Superior Court Lease payments are going to come in less than estimated and that will be at \$247,079, however it has been made up for in interest earned which is ahead of where it should be due to good investments by the Treasurer and Assistant Treasurer. Rep. Sytek said the telephone is higher than expected and said she was wondering about Miscellaneous and why nothing was budgeted, but \$6,000 was received. Rep. Sytek said the Committee might want

to compare this to the Commissioners Miscellaneous where \$2,000 was budgeted and only \$3.00 was received and she thinks it was assigned to the wrong account. Rep. Sytek said the Real Estate Transfer Taxes are below estimates because it was estimated high and the taxes are not coming in as hoped, however it is offset by the other charges that the Register of Deeds receive revenues from. Rep. Sytek reports that there is revenue from the Sheriff's Outside Detail reimbursements but no expenditures and she doesn't know how that was done - how can he get revenue from something that he hasn't expended money for? She reports that the salary reimbursement is slightly behind; this is reimbursed from the State and is a matter of timing; under Civil, 41%, the Sheriff has said there is at least \$18,000 pending; the grant salary reimbursement under Dispatch is received in one lump sum later in the year; the gas reimbursement is received by Maintenance from the Sheriff and because the new cruisers get better mileage he is spending less for gas; nursing home reimbursement is almost at 50% with part of it patient census and part timing. Rep. Woods reported that the nursing home will receive a rate increase retroactive as of October 1, 1992 and that money, about \$50,000, will be coming in also. Rep. Sytek said the federal prisoner line item is ahead of expected; the farm numbers will change because they are predicated on the farm being open and the figure seen for pork sales is the final figure; the beef sales will come in at \$90,000 because 2.5 months of sales have been lost because no beef was bought in May and in June it was contaminated; the lease payments for slaughtering were budgeted for \$9300 and only \$9000 will be received because though there was a vote to increase the rent it was not included in the lease; personnel services is a wash item. Rep. Sytek referenced the last page which was money left over from last year and it shows "0" and this was improper accounting. Rep. Sytek reports that there is revenue of \$100,000 from prior authorizations for nursing home pay.

**REPORT FROM THE LONG RANGE PLANNING COMMITTEE** - Representative Kenneth Malcolm, Chairman of the Long Range Planning Committee, presented and distributed his report to the Committee. He reports that the things that the committee felt would come in the next budget are As-Built Plans for all county property. He reports that this has been talked about for several years and the committee felt it would request that for the next budget and that an outside engineer should be hired. The second issue, he reports, is a Communications system. He stated that the Committee had heard comments from the Sheriff and from the press about the poor radio system in Atkinson and the committee sent out a survey to all the fire, police, ambulance and any other dispatch personnel to ascertain their needs and expectations from the county for emergency dispatch and when it comes in, the Committee will get a report. He reports that Rep. Kruse did an exceptional job on this and is very knowledgeable. Rep. Malcolm said the committee has also been to State Police Troop A who are testing a new digital system, the only digital radio system in existence in the country for police radios and the committee would like to talk Motorola into extending the system into the Sheriff's area at no cost, but that is down the road. The next item is the tower and some of the members of the Committee have heard about a tower being put in Rockingham State Forest and that the Sheriff has an arrangement with NYNEX for \$250,000 worth of equipment and it has been cleared with Gregg and it can be forgotten. Gregg has not cleared it and he was told yesterday that it probably would not be cleared for the county or the Town of Kingston to put a tower there with the inclusion of a private outlet. Rep. Malcolm said there is a chance to get a tower free of charge in Derry because a gentlemen owns that and has talked with Rep. Aranda about putting an antennae up there which would increase the radio transmission for the county, but it doesn't serve the interests of the police establishment. Rep. Malcolm said the parking lot in the nursing home needs to be reconstructed and enlarged. It was suggested that space be left in the center where snow can be plowed and they won't have to bring it somewhere else. He reports there is \$326,000 left in the expansion bond and the nursing home is planning to use this because the expansion of the property allows expansion of the parking lot and

stays within the legality of the bond. Rep. Malcolm said the nursing home needs to improve the ventilation and cooling in the rooms of the elderly people who suffered in this last heat wave. The last item was the problem Ernie Woodside presented to the committee with the Rockingham County Building.

Rep. Warburton moved to adjourn the meeting, seconded by Rep. Christie and the meeting adjourned at 4:00 PM.

Respectfully submitted,  
Rep. Janet Conroy  
Acting Clerk for the Rockingham County Executive Committee

THIS IS A SUMMARIZED VERSION OF THE 2ND QUARTER EXECUTIVE COMMITTEE MINUTES OF JULY 19, 1993.

**MINUTES  
PUBLIC HEARING  
SUPPLEMENTAL APPROPRIATIONS  
Hilton Auditorium  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 26, 1993**

**PRESENT: HONORABLE EXECUTIVE COMMITTEE MEMBERS:** D. Welch, Chairman, D. Woods; Vice Chairman; P. Skinner, Clerk; R. Beaulieu; A. Christie, Jr.; J. Conroy; L. Dube; N. Flanagan; G. Katsakiores; T. Klemarczyk; B. McKinney; K. Malcolm; L. Pantelakos; A. Smith; A. Syracuse; D. Sytek; C. Warburton.

**OTHERS:** Rockingham County Commissioners Ernest Barka, Chairman; Jane Walker, Vice Chairman; Warren Henderson, Clerk; High Sheriff Wayne Vetter; Chief Deputy Mike Alden; Deputy Joseph Akerley; Deputy James Prendergast; Deputy Ray Crossland; Deputy Al D'Urso; Deputy Wayne Powers; Deputy Neil Janvrin; Mr. Charles Vetter; May Casten, Pat Donovan, Superintendent of the Rockingham County Department of Corrections; Jude Gates, Administrative Assistant to the Rockingham County Maintenance Department, William Sturtevant, Director of the Rockingham County Nursing Home; Treasurer Patricia Kelley; Theresa Young, Fiscal Officer; Mike Morin, Assistant Treasurer; Denise Breidegam of *Foster's Daily Democrat*; Steve Haberman of the *Portsmouth Herald*; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

Rep. Donna Sytek, Chairman of the Rockingham County Delegation opened the Public Hearing at 4:05 PM and stated that the purpose of the meeting was to discuss proposed supplemental appropriations for the Sheriff's Department for airport security, the Department of Corrections for medical expenses, and for Capital Expenditure for the Water Treatment Plant and that the Public Hearing is limited to those three items. The Chair announced that notices were sent to all selectmen of the towns in the county and the Mayor of Portsmouth.

The Chair recognized the High Sheriff of Rockingham County, Sheriff Wayne Vetter. Sheriff Vetter presented the history of the Rockingham County Proposal for the Manchester Airport

Authority. Sheriff Vetter stated that he was contacted in June to submit a proposal for security at the airport which is located in the Town of Londonderry and the Town of Manchester and he was advised in July that the security jobs would be put out to bid. After the submission of that bid, Rockingham County was chosen as the low bidder for \$152,467 which will cover the cost of 11 new deputies, eight of which will be scheduled for the New Hampshire Police Academy on September 13, 1993, with the other three being full-time, certified police officers. He reports that the bid also covered the cost of additional training after academy training for airport security, airport familiarization, and all other training necessary to open the airport on January 1, 1994. The Sheriff said the bid covered all costs for airport security and that all the money will be reimbursed by the Manchester Airport Authority within 30 days as stated in the contract. The Sheriff reports that there has been a lot of stories passed around on this issue and he wanted to set the record straight on them. Sheriff Vetter states there will not be new cruisers purchased, new hires will go to work in their own vehicles and will use a cruiser at the airport supplied by the airport; there is a separate line item section of his budget which encompasses all the anticipated costs line by line and that the airport will pick up ALL costs including the cost of this meeting.

Chairman Sytek recognized Councilor May Casten from Derry who stated after reading all the newspaper articles about the security at the airport that money and service is the issue. Equating it to her own philosophy she states that if the quality and service is available in Derry, she shops in Derry and that if the airport could not find the price and service in Londonderry, they looked to Rockingham County. Ms. Casten speaks in favor of the contract because the Sheriff's Department handed in the lowest price.

Rep. Patricia Skinner reported that the Sheriff's Subcommittee endorsed this proposal.

Mr. Fred Testa, Director of the Manchester Airport, reported that he would answer any questions anyone may have on the issue of security at the airport. He states that he had been asked to read a statement from Robert Early, Vice-Chairman of the Manchester Airport Authority, who is one of the two Londonderry representatives on the seven-member board. He reads, "The Derry News of 8/25/93 has unfortunately attributed quotations from me that I did not make nor does it in any way reflect my thinking on the subject of the provisions of law enforcement services for the Manchester Airport. In fact, Catherine Destazio of the Derry News has called my home and apologized for the mistake. The quote attributed was that this was a sovereignty issue and that I said the Sheriff's Department had no damn business being in Londonderry, while the fact is my belief is exactly the opposite and I fully believe the Rockingham County Sheriff's Department has every right and business to be at the airport - it is not a sovereignty issue."

Mr. Testa states that the MAA is not an independent authority, he is a city department head for the City of Manchester, Department of Aviation and that the Manchester Airport Authority is a seven member policy making board. Mr. Testa says he does not work for them, he works for the Mayor, the Aldermen and the citizens of Manchester and as such he is subject to all of the provisions of the City Charter, City Code of Ordinances and Statutes of the State of New Hampshire. Mr. Testa said he must go out to bid on all services over \$2,500 and there was no ability for him or the Authority to award any contract to anyone without the bidding process.

Rep. Sytek asked Mr. Testa, for the record, if the Delegation does not approve this supplemental appropriation for the Sheriff's Department today, what happens to security at the airport? Mr. Testa replied that the bid would then be awarded to the Hillsborough County Sheriff's Department as they are the next low bidder.



Rep. Vaughn asked what protection the County had against felonious assault and false arrests. Mr. Testa replied that all insurance costs for liability are paid for each police officer and in addition the Manchester Airport carries a \$100M liability policy for any acts committed on the airport by any contracted personnel. Rep. Vaughn asked if the language in the contract specifically states that the Rockingham County Sheriff's Department would not be responsible for lawsuits that may be incurred? Rep. Sytek said copies of a draft version of the contract are available. Mr. Testa responded to Rep. Vaughn's question by saying that anyone can sue someone if they so choose and there is no way to prevent that, and that is the reason why liability insurance is carried.

Rep. Vaughn stated that since these new hires would be county employees, not airport employees, for three years, what would happen after three years to the pension benefits that were accrued during the three-year period? Rep. Skinner responded that this is one of the many details that the Subcommittee looked at and that these people will be hired for a contract and if the contract is not awarded to Rockingham County after three years, they will have a certain percentage of vested rights in the retirement system and they would receive those back.

Chairman Sytek concluded the Public Hearing on the Supplemental Appropriation and stated that she had a special request from the Rockingham Conservation District who wish to inform the public of some special problems they are having.

Ms. Mary Currier, District Manager for the Rockingham County Conservation District, spoke for her agency. She addressed the Delegation by stating that she apologizes for not knowing the protocol and inner workings of the county budget process but the Conservation District is in financial trouble and it is Rockingham's Conservation District. She reports that five supervisors that are appointed by the State Conservation Committee only direct the program and it was established that way so that the local landowners would decide where federal tax dollars would be best spent. She states that a few years ago the Conservation District asked if their employees could be considered as county employees in order to receive benefits and that they were told the only way that could be done is if the county controlled the District and by State law that cannot be done so the request was withdrawn and funding was continued through the Non-County Specials section of the budget. Mary states that the District does not belong under that category because they are not a non-profit organization. As a recent letter from the Stratham Board of Selectmen to Rep. Sytek stated, the District is an integral part of the county's natural resource management system, she states. The District employs a small staff and there have been no pay increases since 1992. Mary listed some of the many services the District provides, past and present, and stated that booklets on what they do are available from their office if anyone wants to know more about them.

Rep. Skinner asked Ms. Currier what her original request was from the County? Mary responded that the District requested \$50,000 for Fiscal Year 1993 and Rep. Skinner said that the County level funded this group at the same amount for the previous fiscal year. Mary adds that the District has worked very hard to supplement the money received from the budget and that hard economic times have impacted the amount received from those efforts.

Rep. Sytek cited RSA 24:14(a) and stated that this issue cannot be taken up at this meeting because notices have to be sent out to the Delegation and the Secretary of State with the specific purposes and amounts to be spent and this provision was not included in that notice and therefore, cannot be properly addressed. Rep. Sytek said that allowances have been made to allow Ms. Currier to bring this to the public's attention.

Upon questioning from Rep. Klemarczyk, Ms. Currier stated that the District will only be able to stay open until October 1, 1993 as a result of an advancement on the money released by the County Commissioners.

At this point Rep. Vaughn questioned the differences in the amount requested by the Sheriff's Department as evidenced by his receipt of a second notice in which the Sheriff's Department figures had risen by \$40,000. The Sheriff responded that the increase was due to the incorporation of the costs of this meeting and the request of the Authority to have the Sheriff provide additional services at the airport which was not part of the original bid.

Rep. Stone asked about the deficit in the self-insurance for the county and if the Commissioners had addressed this issue? Rep. Sytek spoke about the Commissioner's recent decision to cut department budgets by 2.5% in order to make up for the deficit and Comm. Henderson spoke about the county's Insurance Committee which is made up equally of management and labor from the county and a report on their findings will be available at a later date so that the problems of this year will not be repeated next year.

Rep. Sytek closed the Public Hearing at 4:45 PM and reminded those in attendance that the Executive Committee will meet at 6:00 PM and the Full Delegation at 7:00 PM.

Submitted by,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Rockingham County Delegation

**MINUTES  
SUPPLEMENTAL APPROPRIATIONS MEETING  
EXECUTIVE COMMITTEE  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 26, 1993**

A scheduled meeting of the Executive Committee of the Rockingham County Delegation was held this date, April 16, 1993 at 10:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives, David A. Welch, Chairman, Executive Committee; Deborah L. Woods, Vice Chairman, Executive Committee; Patricia M. Skinner, Clerk, Executive Committee/Rockingham County Delegation; Donna P. Sytek, Chairman, Rockingham County Delegation; Kenneth W. Malcolm, Vice Chairman, Rockingham County Delegation; Representatives Jon P. Beaulieu; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Sherman A. Packard; Laura Pantelakos; Arthur W. Smith; Anthony Syracuse; Calvin Warburton.

**OTHER PRESENT:** Rockingham County Commissioners Ernest P. Barka, Chairman, Rockingham County Commissioners; Jane Walker, Vice Chairman, Rockingham County Commissioners; Warren Henderson, Clerk, Rockingham County Commissioners; Representative James R. Rosencrantz; Representative Betsy Coes; Theresa Young, Rockingham County Fiscal

Officer; Patricia Kelley, Rockingham County Treasurer; Mike Morin, Assistant Treasurer; Wayne Vetter, High Sheriff of Rockingham County; Jude Gates, Administrative Assistant/ Rockingham County Maintenance Department; Pat Donovan, Superintendent of the Rockingham County House of Corrections; William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Fred Testa, Director of the Manchester Airport Authority; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Steve Haberman of the *Portsmouth Herald*; Denise Breidegam from *Foster's Daily Democrat*.

Chairman David Welch called the meeting to order at 6:00 PM. Roll call was taken and a quorum was present. The purpose of the meeting was to discuss proposed supplemental appropriations for the Sheriff's Department for airport security, the Department of Corrections for medical expenses, and for Capital Expenditures for the Water Treatment Plant.

Representative Patricia Skinner moved to table the Executive Committee Minutes of July 19, 1993 due to their length, seconded by Rep. Welch. It was decided that the Administrative Assistant would reduce the length of the minutes.

The next item on the agenda was the correction of figures for appropriations and revenue which concerned the transferring of money for departmental line items as a result of the recent 2.5% reduction in departmental budgets to cover the shortfall in health insurance. Comm. Henderson spoke regarding this issue and stated that some departments had submitted deferred spending, not cuts, in response to the Commissioners' request for reductions and that in those cases the Commissioners adjusted those departmental budget line items. He added that a Health Insurance Committee consisting of management and labor was set up to thoroughly review all aspects of health insurance in an attempt to prevent further shortfalls in the future. Comm. Henderson stressed that the reductions do not represent fat in the budget, but shared sacrifice. Rep. Sytek/Conroy moved that the Executive Committee approve the spending reductions by county departments and to authorize the spending increases as suggested by the Fiscal Officer, Theresa Young. The motion was voted on and carried unopposed.

In order to correct the budget to document the original intent of the Delegation a series of motions were made and adopted. Rep. Sytek stressed that these motions were a "housekeeping" function.

Rep. Sytek/McKinney moved that the Human Service Incentive funds budget line appropriation 01-4192-50.00 be increased by \$131,355 from \$150,059 to \$281,414 for reserved revenues that were approved for appropriation in February, 1993. Motion carried.

Rep. Sytek/Malcolm moved that the Sheriff's Dispatch Grant Equipment budget line appropriation 01-4141-35.10 be increased from \$0 to \$11,730 for reserved fund balance that was approved for appropriation in February, 1993. Motion carried.

Rep. Malcolm/Sytek moved that a line item be created to increase the Fund Balance by \$388,088 for a reserve for encumbrances carried over from the prior year and approved for appropriation in February, 1993. Motion carried.

Since the above amendments resulted in \$245,003 of unappropriated revenue, the following recommendations were made to the Executive Committee, voted on and approved.

Rep. Malcolm/Skinner moved that the Jail Medical Expenses/Medication (for inmates) budget line appropriation 01-6100-57.02 be increased by \$3,500 and Outside Medical Care (for inmates) 01-6100-57.03 be increased by \$44,000 in anticipation of overexpenditures by these amounts. Motion carried.

Rep. Skinner/Christie moved that the Capital Improvements budget line appropriation 01-4212-01.07 be increased by \$197,503 to increase the spending authority from \$305,124 to \$502,627 for the ongoing Water Treatment Project and once transferred, that the \$197,503 be drawn down from 01-4212-01.07 and \$305,124 be drawn down from the Mitchell Construction Project Fund and transferred to the Capital Fund (Capital Fund C) account for accounting purposes. Motion carried.

Another housekeeping issue was the approval to transfer another line item. Rep. Sytek/Malcolm moved that \$85,500 be transferred from the Interest on Temporary Loan 01-9100-01.00 appropriation of the Capital Fund (Capital Fund C) to increase the current spending authority from \$502,627 to \$588,127 for the ongoing Water Treatment Project. Motion carried.

The last item on the agenda was the supplemental appropriation for the Sheriff's Department. Rep. Pantelakos/Dube moved to provide the Sheriff with \$152,467 for the training of officers for security at the Manchester Airport. The motion was voted on and carried with Rep. Warburton opposed. Motion carried.

Chairman Welch/Sytek moved to adjourn the meeting at 6:50 PM.

Approved by,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Rockingham County Delegation

**MINUTES  
SUPPLEMENTAL APPROPRIATIONS MEETING  
FULL DELEGATION  
HILTON AUDITORIUM  
Rockingham County Nursing Home  
Brentwood, New Hampshire  
August 26, 1993**

A scheduled meeting of the Rockingham County Delegation was held this date, August 26, 1993 at 7:00 PM in the Hilton Auditorium of the Rockingham County Nursing Home in Brentwood, New Hampshire. In attendance were the following:

**FULL DELEGATION:** Rep.'s: Kathryn Aranda, Janet Arndt, Marjorie Battles, Juanita Bell, Daniel Blake, William Boucher, Martin Bove, Marilyn Campbell, Sherman Chester, Andrew Christie, Vivian Clark, Betsy Coes, Charles Cote, Patricia Cote, Harold Crossman, Jr., Carmela DiPietro, Sandra Dowd, Charles Felch, Sr., David Flanders, John Flanders, Sr., Louis Gargiulo, Don Gorman, Bonnie Groves, Sharleene Hurst, Robert Johnson, William Johnson, Cecelia Kane, Phyllis Katsakiores, Arthur Klemm, Jr., Fred Kruse, Rebecca Lee, Don Miller, Richard Noyes, Patricia O'Keefe, Katharin Pratt, Robert Pullman, Ed Putnam, II, Bernard Raynowska, David

Richards; James Rosencrantz; George Rubin; Marilyn Senter; Joseph Stone; Donald Stritch; John Sytek; Charles Vaughn; Carol Yennaco.

**EXECUTIVE COMMITTEE MEMBERSHIP:** Honorable Representatives, David A. Welch, Chairman, Executive Committee; Deborah L. Woods, Vice Chairman, Executive Committee; Patricia M. Skinner, Clerk, Executive Committee/Rockingham County Delegation; Donna P. Sytek, Chairman, Rockingham County Delegation; Kenneth W. Malcolm, Vice Chairman, Rockingham County Delegation; Representatives Jon P. Beaulieu; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Sherman A. Packard; Laura Pantelakos; Arthur W. Smith; Anthony Syracuse; Calvin Warburton.

**OTHERS PRESENT:** Rockingham County Commissioners Ernest P. Barka, Chairman, Rockingham County Commissioners; Jane Walker, Vice Chairman, Rockingham County Commissioners; Warren Henderson, Clerk, Rockingham County Commissioners; Representative James R. Rosencrantz; Representative Betsy Coes; Theresa Young, Rockingham County Fiscal Officer; Patricia Kelley, Rockingham County Treasurer; Mike Morin, Assistant Treasurer; Wayne Vetter, High Sheriff of Rockingham County; Jude Gates, Administrative Assistant/ Rockingham County Maintenance Department; Pat Donovan, Superintendent of the Rockingham County House of Corrections; William Sturtevant, Administrator of the Rockingham County Nursing Home; Mr. Fred Testa, Director of the Manchester Airport Authority; Chief Deputy Mike Alden; Deputies Joseph Akerley, James Prendergast, Roy Crossland, Al D'Urso, Wayne Powers and Neil Janvrin; Mr. Charles Vetter, May Casten of Londonderry, Steve Row from radio station WGIR; Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners; Steve Haberman of the *Portsmouth Herald*; Denise Breidegam from *Foster's Daily Democrat*.

Chairman Donna Sytek called the meeting to order at 7:00 PM with Representative Lee leading the assembly in the Pledge of Allegiance. Rep. Pat Skinner took roll call and a quorum was present. Rep. Sytek stated the purpose of the meeting was to vote on supplemental appropriations for Rockingham County. Rep. Sytek introduced Theresa Young, Fiscal Officer, and explained that it was largely as a result of her expertise that errors had been identified prior to her arrival.

Chairman Sytek reported that the first item of business was the correction of figures for appropriations and revenues which is unfinished business from February, 1993. The Chair recognized Rep. Welch.

Rep. Welch/Skinner moved that the Human Service Incentive Funds budget line appropriation 01-4192-50.00 be increased by \$131,355 from \$150,059 to \$281,414 for reserved revenues that were approved for appropriation in February, 1993. The Chair called Theresa Young to provide the Delegation with explanation. Theresa explained that there were appropriated revenues at year end which were encumbered during the budgeting process for 1993, line item by line item, the items were approved to appropriate and spend but they were not included in both sides of the budget - budget and revenue. Chairman Sytek stated that this is a housekeeping measure for the 5% Incentive Funds of which \$131,355 was unspent and it can't be spent until it is voted on to appropriate it. The motion was voted on and carried.

Rep. Welch/Skinner moved that the Sheriff's Dispatch Grant Equipment budget line appropriation 01-4141-50.00 be increased from \$0 to \$11,730 for reserved fund balance that was approved for appropriation in February, 1993. The motion was voted on and carried.

Rep. Welch/Skinner moved that a line item 01-9095-01.00 be created to increase the Fund Balance by \$388,088 for a reserve for encumbrances carried over from the prior year and approved for appropriation in February, 1993. The motion was voted on and carried.

Rep. Sytek reports that as a result of these adjustments there is about \$245,000 more in revenue than what was appropriated which will go towards some unanticipated expenditures and the next two motions will be proposed uses for that money.

Rep. Welch/Malcolm moved that the Jail Medical Expenses/Medication (for inmates) budget line appropriation 016100-57.02 be increased by \$3,500 and Outside Medical Care (for inmates) 01-6100-57.03 be increased by \$44,000 in anticipation of overexpenditures by these amounts. Upon questioning from Rep. Vaughn, Comm. Walker reported that the original appropriation for the Jail Medical Expenses/Medication was for \$21,000, with \$3,500 being added, and \$120,000 for the Outside Medical Care, with \$44,000 being added. The motion was voted on and carried.

Rep. Welch/Malcolm moved that the Capital Improvements budget line appropriation 01-4212-01.07 be increased by \$197,503 to increase the spending authority from \$350,124 to \$502,627 for the ongoing Water Treatment Project and once transferred, that the \$197,503 be drawn down from 01-4212-01.07 and \$350,124 be drawn down from the Mitchell Construction Project Fund and transferred to the Capital fund (Capital Fund C) account for accounting purposes. The motion was voted on and carried, with Rep. Putnam opposed.

Chairman Sytek recognized Rep. Skinner for motions on the Sheriff's Department. Rep. Skinner stated that the Chair of the Subcommittee has been actively working with the Sheriff's Department regarding the security proposal at the Manchester Airport and that the Subcommittee unanimously approved it and the Executive Committee has voted to support the measure and she moves that the sum of \$152,467 be appropriated for the Sheriff's Department security detail at the Manchester Airport. The motion was seconded by Rep. Malcolm. Rep. Skinner explained that this is a "wash" item and that all funds will be reimbursed, in total, by the Manchester Airport Authority, and that tonight's meeting will be paid for by the Manchester Airport Authority.

Rep. Bove spoke in opposition to the motion and, without questioning the Sheriff's Department's capabilities, wished to vent his anger and frustration at the process that selected the agency who would be doing the security. Rep. Bove reported that Londonderry had a Municipal Agreement with the Town of Londonderry after years of negotiations and that only after Londonderry announced their prices at a selectmen's meeting did they go out to bid. Rep. Bove also stated that the bid was flawed as he understood that recently there were adjustments to the bid not included on the original specs. Rep. Bove wants the Delegation to consider this very carefully before they vote on this issue. Rep. Bove is voting against this on principle not because he feels the Sheriff's Department is not capable of doing the job.

Rep. Skinner responded to Rep. Bove's statements and asked if there was a contract between Londonderry and the Airport? Rep. Bove said the Municipal Agreement was the basic contract and the details were being worked out in negotiations. Rep. Skinner said that the City of Manchester has to legally go out to bid and that Rockingham County did not seek this, they were asked to bid on it and it is a credit to our Sheriff's Department and its quality of service. She adds that if this is not approved, it will go to Hillsborough County and 75% of the land mass that the airport is on is in Rockingham County.

Rep. St. Martin stated that he had a Parliamentary Inquiry. He states that he is personally disturbed that the Delegation is deliberating on a question and the expenses of that deliberation are being paid for by one of the people involved in the deliberations. Rep. St. Martin moved to reduce the line called Administrative Costs which is currently \$7,158 by \$2,000, which is the amount of the expense for the Delegation meeting, bringing the total for that line item to \$5,158. The motion was duly seconded by Rep. Vaughn and that the Delegation was here to do public business which should not be tainted by having the meeting paid for by the airport. Rep. Sytek encouraged the Delegation to vote down this motion so that a subsequent motion can be made which would allow the airport to pay half of the bill for this meeting. She adds that there are two other items of business that need the Delegation's attention tonight and she does not feel that the taxpayers of the county should be paying for a special meeting that benefits only the Manchester Airport Authority. Rep. St. Martin asked if it was true that the people being hired for this would start at a lower pay grade than the currently hired people, that the airport will be picking up the training expenses for those people, and that the county will be able to train new employees at the airport's expense and promote those people out of the airport jobs. Sheriff Vetter responded to Rep. St. Martin's questions and said that is the case in all three cases.

Rep. Welch moved to limit debate, voted on and the debate was limited. The motion was voted on and was voted down.

- : Rep. Rubin spoke to the issue of sovereignty and asked if all three bidders had sovereignty in the Manchester Airport? Rep. Sytek stated that county Sheriffs' Departments have authority throughout the state. Sheriff Vetter responded to the question by stating that the Londonderry Police Department like the Manchester Police Department only has jurisdiction within their boundaries. He reports that there is a state law called the Municipal Aid Agreement which states that any police department can be called in to another area on an emergency and will have the same authority as the department who called them in.

Mr. Fred Testa from the Manchester Airport Authority spoke to the question of the additional money requested by the Sheriff's Department and explained that the Authority had identified other needs at the airport since the bid was originally submitted that could be fulfilled by the Sheriff's Department for a dispatch unit. Upon questioning from Rep. Rubin regarding up front money, Mr. Testa went on to say that he is a city department head for the City of Manchester and must go under municipal codes, the city charter, and the same bidding and payment procedures that other municipal, state, and county governments must follow. He cannot, he says, appropriate a sum of money and write a check to give to the county in anticipation of expenses.

Rep. Boucher spoke on a Point of Order and said that the Delegation has been very tolerant on unanimous consent but it is getting into a debate area. Rep. Sytek stated that she hears a series of questions and answers and if it gets into a debate it is among ourselves and not Mr. Testa.

Rep. Vaughn asked about medical benefits and centered on workers compensation. He asked if one of the new hires was injured at the airport with a long term injury, who would be responsible for those costs beyond the term of the three-year contract, Rockingham County or the Manchester Airport Authority? Rep. Skinner responded to that question by stating that the Manchester Airport Authority will carry a private carrier policy on those employees in case of long-term need.

Rep.'s Boucher and Blake went on record to speak against the motion and Rep's Hurst and Vaughn spoke in favor of the motion. Rep. St. Martin wanted to go on record as not accepting his check for this meeting.

A roll call vote was taken on the original motion to appropriate \$152,467 for the Sheriff's Department and the motion carried with 51 voting yes and 9 voting no.

Rep. Welch/Malcolm moved that the Delegation approve to amend the bottom line budget for appropriations and revenues from \$38,292,994 to \$38,833,549 for a total increase of \$540,555. The motion was voted on and carried.

The Chair recognized Rep. Flanders, Chairman of the Nominating Committee, for her Committee's report. Rep. Flanders reported that the Nominating Committee would like to put the name of Betsy Coes of Newfields to fill the vacancy caused by the death of Margaret Terninko who is from the same district, seconded by Rep. Welch. Rep. McKinney moved the nomination and the clerk cast one ballot for Rep. Coes.

There being no further business to come before the Delegation, Chairman Sytek adjourned the meeting at 8:40 PM.

Submitted by,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Rockingham County Delegation

**MINUTES - 3RD QUARTER  
ROCKINGHAM COUNTY EXECUTIVE COMMITTEE  
October 22, 1993  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire 03833**

A scheduled meeting of the Rockingham County Executive Committee met on this date, October 22, 1993 at 9:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were the following:

Executive Committee Membership: Honorable Representatives David A. Welch, Chairman, Executive Committee; Deborah L. Woods, V. Chairman, Executive Committee; Patricia Skinner, Clerk, Executive Committee/Delegation; Jon P. Beaulieu; Andrew Christie, Jr.; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth W. Malcolm; Sherman A. Packard; Arthur W. Smith; Anthony Syracuse; Donna P. Sytek; Betsy Coes; Calvin Warburton; Kenneth L. Weyler.

Others Present: Honorable Representatives Sandra Dowd; John Flanders; Fred Kruse; Steve Libbey from Motorola; Keith Clark, Sheriff's Department; Mike Alden, Sheriff's Department; Theresa Young, Fiscal Officer; Jude Gates, Administrative Assistant/Maintenance Department; Ernest Woodside, Director of Maintenance; Mike Morin, Assistant Treasurer; Denise LaRoche, Director of the Child Day Care Center; William Sturtevant, Director of the Rockingham County Nursing Home; Patricia Donovan, Superintendent of the House of Corrections; Denise Breidegam



of *Foster's Daily Democrat*, John Hart of the *Union Leader*, Robert Linder of *WERZ/Exeter*, Pam Tessier, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman David Welch called the meeting to order at 9:10 AM. Roll Call was taken and a quorum was present. The purpose of the meeting was to review and discuss the Rockingham County Budget for the 3rd Quarter of 1993.

**SHERIFF'S DEPARTMENT** - Rep. Pat Skinner

Representative Skinner presented her subcommittee report for the Sheriff's Department and stated that the budget is on-line. Rep. Skinner mentioned that Mike Alden, Deputy Sheriff of Rockingham County would bring the Committee up-to-date on the Manchester Airport Security detail and that there would also be a report from Rep. Fred Kruse on the county's radio system. Rep. Donna Sytek/Klemarczyk moved to accept the Sheriff's Subcommittee Report, voted on and the motion passed. The Chair called Mr. Mike Alden who extended the Sheriff's apologies for not being in attendance at the meeting as he was on vacation. Mr. Alden said there has been significant progress on the Airport Detail to this point. Mr. Alden reported that eight candidates out of a field of 100 entered the Police Academy and on the first day one of the recruits sustained a back injury and there are now seven who will graduate from the Academy on November 19, 1993, in the top 10% of their group. Mr. Alden reported that due to this man's injury there are four certified officers who work at the airport.

Rep. Skinner asked Mr. Alden to explain the Workmen's Compensation for the airport. Mr. Alden explained that because the County is self-insured, the airport and the Sheriff obtained a private insurance company for Workmen's Compensation at the insistence of the Delegation.

Rep. Fred Kruse reported the status on the County's radio system and stated that his analysis of the current system showed two problems, one political and the other, technical. Rep. Kruse stated that the political one was the decision of the Executive Committee/Delegation and the technical one was out of their hands. Rep. Kruse said the system either needs to be updated or it will crash. Rep. Kruse reports that the radio system is twenty years old with sections patched over the years. Rep. Kruse handed out a report on the radio system based on a survey of all the communities using the service. The report, he adds, states only what needs to be accomplished, not what specific equipment needs to be purchased, and that the entire communications gear has to be replaced throughout the system. Rep. Kruse recommends that the County contact a systems company to design the system.

Rep. Malcolm thanked Rep. Kruse for all his work on the radios and stated that he felt the County should get out of the communications business. Rep. Flanagan asked if there would be some benefit when 911 enters the county and Rep. Kruse said 911 is only a partial answer and does not take care of the distribution system. Rep. Malcolm stated that the Long Range Planning Committee will be listening to representatives from MCI and Nynex and any representative interested in attending is invited.

Deputy Alden presented a short term proposal developed by the county's radio technician and a computerized printout of the 22 communities who are dispatched by the county which contains a listing of all the equipment used. Deputy Alden also presented a copy of the Astro Digital Solution that the State currently has in place for testing. Deputy Alden mentioned that a representative from Motorola, Mr. Steve Libbey, was in attendance at this meeting and offering his services to any

committee who may meet on this issue. The cost of a new digital system will run about \$1.3M. Deputy Alden said that the difference in costs would be how many mobile units and portable units would be assigned to which towns and he has spoken to the State Police who are pleased with the digital system which can be built on and Deputy Alden has looked at the possibility of federal funding such as FEMA.

Rep. Welch asked for comments from the Executive Committee on which course of action to pursue and suggested setting up a Committee to examine the issue and present a report at a later date. Rep. Sytek wished to make it clear that this committee was information gathering, only. There being no objections from the Executive Committee, Chairman Welch stated that he will appoint a smaller committee to deal directly with this issue and to pursue this until a decision can be made.

#### COMMISSIONERS/PERSONNEL - Rep. Janet M. Conroy

Rep. Conroy presented her subcommittee's report for the Commissioners and Personnel Departments by stating that the budget is on-line. Rep. Conroy asked the Commissioners about rumors on possible changes in personnel job descriptions in the Commissioners office. Comm. Henderson said that the only staff realignment that is currently being contemplated is the job description for a position in the Central Business Office. Rep. Conroy said that the rumors she heard concerned the Administrative Assistant's position and she asked Comm. Henderson if the Administrative Assistant's position would be taking on more job responsibility? Comm. Henderson replied that there has been, at this point, no informal or formal proposal on this and that the Commissioners are looking at the amount of staff, the cost factors, and how the costs align with responsibilities. Rep. Donna Sytek questioned a section of the budget, citing actions previously taken at Executive Committee meetings, which concerned a transfer of travel money for Commissioner Walker and did not appear on the budget. Theresa Young, Fiscal Officer, explained that the authorizations for overexpenditures have not been transferred and do not appear on the budgets. Rep. Patricia Skinner/Sytek moved to approve the Commissioners/Personnel Subcommittee report, voted on with the motion passing.

#### COUNTY TREASURER/FISCAL OFFICER - Rep. Kenneth Weyler

Rep. Weyler reported for his subcommittee and stated the budgets are on target and that the Fiscal Officer has set up a schedule to work towards setting up GAAP procedures. Rep. Weyler informed the Executive Committee that he has filed a bill to make the Fiscal Officer position statutory. Rep. Weyler reports that extensive work was done with the Commissioners to develop a job description which could not be changed in the future by any Board and that in order to protect the work that was done, he has filed a bill and he has asked the Executive Committee for an endorsement on this legislation. Rep. Weyler/Malcolm moved that the Executive Committee endorse a bill to make statutory the position of Fiscal Officer. Rep. Donna Sytek asked how Rep. Weyler would describe the position and stated that she supports the idea, but prefers not to vote on this without looking at a description of the position. Rep. Weyler responded that the LSR is not printed yet. Rep. Weyler suspended his motion until the LSR was completed and available. The motion was amended to state that the Executive Committee endorses the concept of making the Fiscal Officer's position statutory, seconded by Rep. Malcolm, voted on and the motion carried. Rep. Katsakiores moved to accept the Treasurer/Fiscal Officer's subcommittee report, duly seconded, voted on and the motion carried.

**REGISTRY OF DEEDS - Rep. Calvin Warburton**

Rep. Calvin Warburton reported for his subcommittee and stated that everything is on-line with 74.77% spent and the problem areas involve overexpenditures which will be discussed at the end of the session. Rep. Weyler moved to accept the Registry of Deeds Subcommittee Report, seconded by Rep. Malcolm, with the motion voted on and carried.

**MAINTENANCE DEPARTMENT - Rep. Sherman Packard**

Rep. Packard presented his subcommittee's report and stated that there are several high items which will be voted on at the end of the session, but that the bottom line will be held. Rep. Skinner/Flanagan moved to accept the Maintenance Department report, voted on unanimously in the affirmative.

**HUMAN SERVICES - Rep. Sandra Dowd**

Rep. Sandra Dowd presented the subcommittee report for the Human Services Department and stated that it was nice to report that the court orders for juveniles was much higher than expected at 61% which is a relief and everything appears to be in line. Rep. Sytek referenced that she had heard that the Alcohol and Drug Counselor had not been approved at the last grant meeting and asked if there will be an obligation to pay unemployment compensation? Rep. Dowd said that she would contact Mrs. Diane Gill, Director of Human Services and report back to the Committee. Rep. McKinney/Klemarczyk moved to accept the Human Services report, voted on and the motion carried.

**NON-COUNTY SPECIALS - Rep. Kenneth Malcolm**

Rep. Malcolm presented the subcommittee report on the Non-County Specials for Rep. John Sytek who was not in attendance at this meeting. Rep. Malcolm reported that the Non-County Specials budget was in good shape with the exception of the Rockingham County Conservation Commission which is seeking more money. Rep. Malcolm stated that this another political decision that must be made in the future. Rep. Malcolm stated that Rep. John Sytek questioned a \$20,000 payment for the Mass Air Truck. Theresa Young, Fiscal Officer, said that she just received a bill this week and it was not paid yet. Another concern the Chairman of the subcommittee had was that some non-county specials had not drawn all their money to date and some had more money to date. Rep. Malcolm stated that Rep. Sytek is working towards getting all non-county specials to not carry money over on December 31, 1993. Rep. Weyler asked if the Chairman of this committee had made any recommendations for the Rockingham County Conservation Commission and Rep. Malcolm responded that he had not. Rep. Welch clarified that there was no money to transfer from one line item to another and that because of this the Executive Committee cannot help this group. Rep. Welch asked Theresa Young about the status on the Mass Air Truck and Mrs. Young responded that two things have happened since the last time the Executive Committee met. Mrs. Young reports that at the last Executive Committee meeting the Committee had asked to have Workmen's Comp. fund the cost of the truck and the change reflected in the budget is the original payment in the Capital Improvement Fund which has been moved and will show in the Emergency Unit Fire Training line item. Rep. Sytek/Weyler moved to accept the Non-County Specials Subcommittee Report, and voted on unanimously in the affirmative.

## NURSING HOME/CHILD DAY CARE - Rep. Deborah Woods

Rep. Woods presented the subcommittee report on the Nursing Home/Child Day Care and stated that the bottom line is in good shape and the projections for the end of the year are that the nursing home may underspend by about \$200,000 which includes the 2.5% reduction. On the revenue side, the new rates from the State are \$102.45/day, effective October 1, 1993, which is an increase. With regard to the Child Day Care, Rep. Woods reports that the subcommittee voted unanimously to accept the concept of moving the day care to the Carlisle building. The endorsement of this concept was based upon a report presented by Mr. Mike Morin, Assistant Treasurer which presented 12 scenarios that do not show a deficit. Rep. Woods reports that the committee did not see a proposal yet of the costs for renovations which is why the subcommittee only endorsed the concept. Rep. Woods praised the report for its comprehensive facts and figures.

Rep. Welch stated that the Carlisle building formerly housed the work release program and he expressed concern about a "one-time" expense for the renovation of this building along with the renovation of trailers recently purchased by the County and renovation of the two buildings where the day care is currently housed. Rep. Woods responded by stating that the renovation of the trailers is not done by the county, but by the Program who plans on utilizing the trailers, and in 18 months these trailers could be sold at a benefit to the county. Upon a question from Rep. Smith on privatization, Rep. Woods, stated that this was one of a number of options presented in the report.. Comm. Henderson responded to this by stating that the report's numbers do not presuppose type of ownership or management of the day care and that the numbers are independent of whether it is county run or privately run, for profit or not for profit, and there are plus or minus variables presented for both. Comm. Henderson said that the report will show reasonable calculations to show that the center can pull its own weight. Rep. Weyler noted that the treatment the county receives on property taxes from the Town of Brentwood may change as a result of any change in ownership and he suggests keeping this in mind when looking at calculations. Rep. Malcolm presented a map showing the current buildings in the county complex.

Mr. Mike Morin, Assistant Treasurer, was introduced and he spoke about a plan he had developed at the request of the Commissioners which offers flexible spending accounts where individuals can put money into an account, before taxes, which can be used for child care and will offset any increases that may come about with the day care. Mr. Morin spoke about the report he created which involved putting together twelve different scenarios that can be grouped into three groups based on enrollment of 30, 35, and 40 children and the two main variables that change within the scenarios are the staffing levels and whether five free days are given to parents or eliminated. Mr. Morin reported that all of the other assumptions are stable, assuming a \$2/day increase in fees. Mr. Morin asked that the Committee note that all scenarios include the consolidation of the day care program into one building, the Carlisle building. Comm. Henderson stated that if the decision is not to have the day care program in the Carlisle building, the imposition of the flexible spending plan will provide a savings factor.

Rep. Sytek questioned having the center at the Carlisle building as she has received a copy of correspondence from the Fire Marshall who questioned, among other things, the structural stability of the Carlisle building. Rep. Sytek asked if there has been any resolutions to the Fire Marshall's concerns. Comm. Henderson responded to Rep. Sytek's questioning by stating that some of the actions have been taken and some are in dispute such as the issue of structural stability. Rep. Sytek suggested that a professional engineer look at the building. Mr. Ernest Woodside, Director of Maintenance, spoke to this issue and said that one of the issues was the sprinklers and he explained that some of the old tags were not taken off the main valves and did not show that they

were updated. In regard to the structure, Mr. Woodside said there were two issues, one of which was a connecting corridor to the nursing home which had a door and stairwell. Mr. Woodside reports that the door had been blocked off, but the stairwell had not been blocked and was considered a fire hazard. Mr. Woodside explained that all that was needed was to install a door and sheet rock the area. Mr. Woodside said he still has not been able to determine what the Fire Marshall meant by structural problems. Rep. Welch said the Fire Marshall had told him that there were lolly columns in the basement of the building and the pins that go through the columns are being sheared off by the weight of the building. Mr. Woodside stated that he has inspected that building often and has not found that kind of structural damage. Chairman Welch questioned why the report from the Fire Marshall had not been adequately addressed? Mr. Woodside said he was not present at the time of the inspection and that the Fire Marshall had stated that he would return to the complex and Mr. Woodside has not heard from him for follow up. Rep. Welch said the report from the Fire Marshall has to be addressed before any consideration can be given to putting children in that building. Copies were distributed to the Committee of the proposed costs of around \$15,000 to renovate the Carlisle building.

Comm. Henderson asked what the Executive Committee wanted to do with regard to the Children's Day Care program. Is it, he asked, worth pursuing with the Executive Committee as they represent a cross section of the Delegation? Rep. Welch responded that it was difficult to respond to Comm. Henderson's question since the Committee just received the report and had not had an opportunity to review it. Rep. Welch stated that there would be another meeting of the Executive Session in November, 1993, to discuss the budget and that the Committee will look over the material presented today and present any questions they may have and the Commissioners need to respond to the issues raised by the Fire Marshall and could present a specific proposal if they wish at that time. Rep. Conroy moved to accept the Nursing Home/Child Day Care Subcommittee Report, seconded by Rep. Christie and voted on unanimously in the affirmative.

At this point in the meeting, Rep. Dowd reported that Mrs. Diane Gill does not feel that the County will be sued by Mr. David Frost, the alcohol counselor whose grant was not picked up this round. Rep. Dowd reported that Mr. Frost goes to several schools and that his work is invaluable and she asked the Commissioners why the grant was rejected? Comm. Henderson responded to the question by stating that there were a variety of issues considered and one of those issues was that the position was funded by a grant and that the recipient received a buyout from health insurance and vacation pay, mileage, and sick time. Comm. Henderson said he considers these to be unacceptable policies for grant moneys and that this was set up by a previous Board of Commissioners. Comm. Henderson went on to say that the use of grant money has changed significantly in Rockingham County and that as recently as last year, there was more money available than applications so the committee could afford to be generous. Comm. Henderson said he does not question the importance or effectiveness of Mr. Frost's job, but it involves a \$40,000 expense which was nearly 1/4 of all the county money the county spent for the entire county for the entire year and that Mr. Frost does not serve the entire county, only five school systems, with the largest school system being in Exeter, which has five guidance counselors, providing duplication of jobs. Comm. Henderson further stated that the loss of someone's job is an unreasonable pressure to put on the grant committee and this grant should not be used for the sole source of this position. Comm. Henderson said that if the schools wish to contribute to this position, it could be looked at a future grant meeting. The grant program, Comm. Henderson stated, should make the county a minor contributor to the overall program and for the above mentioned reasons, this is why the grant was rejected. Comm. Barka agrees with Comm. Henderson.

## HOUSE OF CORRECTIONS - Representative John Flanders

Rep. Flanders presented the subcommittee report for the House of Corrections and reports that the overtime line item has been overexpended because the Superintendent of the House of Corrections, Mrs. Patricia Donovan, has been unable to fill vacancies within her department and has had to use county personnel and pay them overtime to fill the shifts. Rep. Flanders reported two more line items, Outside Medical Care and Medical Expenses and Medication, which were overspent but that everything else appears to be on-line.

Mrs. Donovan was asked by the Chair, Rep. David Welch, to comment on Rep. Flander's report. Mrs. Donovan explained that she has a total of eight open positions and that she has not received one application for the vacancies. Mrs. Donovan reports that Rockingham County is second from the bottom on pay rates for correctional facilities within the State and that everyone is aware that negotiations are still ongoing. Mrs. Donovan stated that the Outside Medical Care put aside at the last Executive Committee Meeting was for revenue and was not an extra appropriation and that the jail has had a bad year with medical care. Mrs. Theresa Young explained that the corrections in appropriations provided Mrs. Donovan with more money as well as the increase in revenue from federal prisoners. Rep. Weyler asked if a medical referee had been looked at and Mrs. Donovan replied that she had brought this to the attention of the Commissioners and that Comm. Walker was working on this issue and is putting together a proposal on this. Rep. Skinner moved to accept the jail subcommittee report, seconded by Rep. Malcolm, voted on and the motion passed.

## ROCKINGHAM COUNTY FARM - Representative Anthony Syracuse

Rep. Anthony Syracuse presented the report for the Farm Subcommittee and reported that the farm is in a state of transition because it is being phased out and the budget numbers for this quarter reflect that transition, some high, some low. The budget figures for the end of the third quarter show a \$46,000 negative cash flow position and Rep. Syracuse asked the Farm Manager, Robert Kidder, for projected figures for the 4th quarter and Mr. Kidder's response was that expenses would come to \$191,000, revenues at \$151,000, for a \$40,000 projected cash flow. Rep. Syracuse stated that the Executive Committee asked the Fiscal Officer for figures on the closing of the farm and Chairman Welch corrected Rep. Syracuse by stating that the Executive Committee did not specifically ask the Fiscal Officer for these figures, but the Committee did ask for a report. Rep. Syracuse said he had the report and turned the floor over to Commissioner Henderson who will speak to this issue.

Chairman Welch stated that a recent article in the *Union Leader* indicated the \$40,000 deficit as the reason for closing the farm but that information presented later spoke about a \$70,000 projected budget for 1994 with at least \$25,000 projected revenue from hay sales which indicates that the Commissioners are willing to accept a higher deficit than what exists under the current situation.

Comm. Henderson spoke to the issue of the farm and stated that the issue is the real bottom line by doing what the farmer has been doing or by doing something different. Comm. Henderson adds that the benefit of looking at budget figures at the end of the third quarter is that there are actual budget figures available, not just projections, and that the actual deficit is approximately \$108,000 for a number of reasons. The report, he states, provides an item by item analysis of the farm with backup documentation. Comm. Henderson reports that one of the miscalculations was in the amount of revenues that the farm would derive from the sale of pork and this projected figure did

not take into account the actual pork purchases and consumption by the Nursing Home. Comm. Henderson reports that the slaughterhouse contamination and the period of time during which the slaughterhouse was not in operation produced a loss of revenue for the farm. Comm. Henderson stated that the recent study Comm. Walker did on the reduction of the portions for jail meals also contributed to a reduction of pork and beef consumption.

Comm. Henderson reported that the last part of the report contains facts and figures on the costs of maintaining the farm equipment and lands. Comm. Henderson stated that most of the local farmers who were surveyed advised that the land should be sold or developed and that the haying the fields should be continued because they would become impassable and non-productive. Haying the field for maintenance purposes would offer a source of revenue. Comm. Henderson reported that the advice of the Farm Manager was sought and Mr. Kidder agreed with the recommendations of Mr. Woodside from the Maintenance Department.

Rep. Weyler asked Comm. Henderson if there would be savings in the nutrition area of the nursing home and Comm. Henderson responded, yes, because there would be a significant reduction in pork consumption.

Rep. Syracuse stated that the report was interesting but that the budget figures represent the reality and he asked Comm. Henderson how he resolved the conflict between the report and the budget figures. Comm. Henderson responded that when the beef and pork are liquidated for sale to the general public there is additional revenue reflected on those lines which will exceed projections. Rep. Syracuse asked if the farm was being phased out wouldn't there still be a need to have someone manage the farm? Comm. Henderson replied that the salary the Farm Manager receives exceeds what is necessary to manage the farm and a lower position will be recommended to maintain the operation with a substantial change in the job description. Rep. Donna Sytek moved to accept the report on the farm, seconded by Rep. Malcolm and voted on unanimously in the affirmative.

#### COOPERATIVE EXTENSION - Representative Charles Felch

Rep. Thaddeus Klemarczyk presented the report for Cooperative Extension in the absence of Rep. Felch and reported that the Director, Robin Wojtusik, is asking to replace a piece of equipment in her department. Mrs. Theresa Young, Fiscal Officer, reports that the equipment is an on-going problem that is ruining a lot of supplies and she is asking for it to be replaced this year because she has the ability to overspend this year due to two vacant positions that have been left open which will not be available to them next year. Rep. Skinner moved to accept the Cooperative Extension report, seconded by Rep. McKinney, voted on, and the motion carried.

#### DELEGATION - Representative David Welch

Rep. Welch presented the subcommittee report for the Delegation and stated that there is not a lot to report. Rep. Sytek asked when and if the Commissioners are going to charge for the secretarial support services for the Delegation. Comm. Henderson responded that it will be done by the next meeting. Rep. Sytek moved to accept the Delegation report, seconded by Rep. Christie, voted on, and the motion carried.

## REVENUES - Representative Donna Sytek

Rep. Sytek presented her subcommittee report for Revenues. Rep. Sytek mentioned that the Personnel Manager's salary is \$37,900 and \$35,000 of that is for the Nursing Home. Rep. Sytek asked Mr. Sturtevant if 90% of the Personnel Manager's time was spent doing Nursing Home business and Mr. Sturtevant replied that the allocation was based on figures from 1992-1993 at 70% and those allocations will be refigured in 1994 to reflect the time that the Personnel Manager spent on union negotiations and that the Personnel Manager has not yet billed the Nursing Home for the third quarter which would also explain why the revenues are down.

Rep. Sytek stated that because of the new accounting procedures the effect of property taxes from the towns in Rockingham County has already been reflected in the budget report. Rep. Sytek said that her only comment was the New Hampshire Unemployment Insurance Reimbursement in which \$19,000 was received as a result of an audit of the county's unemployment insurance line item where there was too much allocated last year and so this year there was a refund. Rep. Sytek reports that the Registry of Deeds may exceed their projected revenues and that money from the Office of Emergency Management has not been received yet. Rep. McKinney/Conroy moved to accept the report for Revenues, voted on and the motion carried.

## COUNTY ATTORNEY/MEDICAL EXAMINER - Rep. William Crum

Rep. Malcolm stated that he met with Rep. William Crum and that Rep. Crum said he was not upset with the County Attorney's budget. Rep. Malcolm said that the Chairman, Rep. Welch, told him that a resolution on a concern regarding computer equipment is being resolved between the County Attorney and the Board of Commissioners. Rep. Malcolm said he was unable to report on the Medical Examiner. Rep. Sytek mentioned that the Administrative Assistant line item is at 81% and Rep. Malcolm said that it was due to an overlapping of training, the position was divided between two people. Rep. Sytek reminded the Committee that they had voted for a salary for a new position and the County Attorney had called her to say that it was not put into the budget and pay increases for members of the County Attorney's staff may have exceeded the amount authorized. Rep. Sytek asked the Commissioners if the Personnel Manager or the Fiscal Officer could provide the Executive Committee with the actual pay increases for the staff in the County Attorney's office? Comm. Henderson responded that the Board will provide that information. Rep. Christie moved to accept the County Attorney/Medical Examiner Report, seconded by Rep. Skinner, voted on and the motion carried.

Rep. Pat Skinner, Clerk of the Executive Committee/Delegation moved to accept the minutes of July 1, 1993, the complete and condensed minutes of July 19, 1993, and the Minutes from the Supplemental Appropriation Meeting of August 26, 1993 which includes the Public Hearing, the Executive Committee and the Full Delegation minutes, duly seconded, and the motion carried.

## APPROVAL OF OVEREXPENDITURES

Nursing Home: Rep. Pat Skinner moved to approve the overexpenditure of Line Item 5110.22, Labor/Grounds, in the amount of \$1,420.57, seconded by Rep. Conroy, and voted on unanimously in the affirmative. The nursing home had various line item requests for overexpenditures and Mrs. Young stated that Mr. Sturtevant had projected for the end of the year and if the Executive Committee was going to meet monthly until the end of the year, she requested that Mr. Sturtevant be allowed to present his requests as they occur. Rep. Pat Skinner/Sytek moved that Line Item



5110.24, Labor/Plumbing, in the amount of \$5,657, be approved for overexpenditure, and voted on unanimously in the affirmative.

Registry of Deeds: Rep. Warburton stated that the one clerical position was not funded at the beginning of the year and needed to be addressed before the end of the year. Rep. Sytek requested an explanation from the Register of Deeds, Mrs. Betty Luce, on line item 4120.03, Clerical Salaries. Rep. Sytek stated that Mrs. Luce was given an exemption for an across the board cut that other departments had to comply with in order to make up for the unbudgeted position and she would like further clarification on this line item. Rep. Skinner/Conroy moved to authorize overexpenditure for line items 4120-12.00, Employee Health, and 4120-33.00, Postage, and voted on unanimously in the affirmative.

Maintenance: Rep. Christie/Weyler moved to handle the approval of overexpenditures for Maintenance as a group instead of separately. The Chair hearing no opposition accepted the group motion. Rep. Woods/Conroy moved to approved the overexpenditure of various line items for the Maintenance Department in the amount of \$30,000, voted on unanimously in the affirmative.

Jail: Rep. Skinner/Sytek moved to approve the overexpenditure of all line items for the Jail, and voted on unanimously in the affirmative.

General Government: Rep. Skinner/Conroy moved to approve the overexpenditure of the line item 4206-01.01, Union Negotiations, in the amount of \$2,500, voted on unanimously in the affirmative.

Cooperative Extension: Rep. Skinner/Conroy moved to approve the overexpenditures of line item 8360-35.00, Office Equipment, in the amount of \$7,500 and line item 8360-37.00, Service Contracts, in the amount of \$2,400, voted on unanimously in the affirmative.

Mrs. Theresa Young, Fiscal Officer, spoke about an authorization for overexpenditure from the County Attorney, Carleton Edlredge, which concerned a service contract, salaries, and supplies that had not been signed by the Board of Commissioners. Mrs. Young stated that she normally does an analysis and had not had sufficient time to prepare an analysis on this request. Mrs. Young asked the Executive Committee if they would approve an overexpenditure on service contracts contingent on a completed analysis because that line item was already overspent. Rep. Welch said that the Executive Committee does not have the authority to approve this unless there is a signed request from the Board of Commissioners. Mrs. Young asked for a meeting to resolve this issue to include two members of the Executive Committee, the Fiscal Officer, and the Board of Commissioners and Chairman Welch agreed to this request.

Rep. Donna Sytek reported that she and Rep. Welch received a packet of information from the Board of Commissioners, as did all County departments, with regard to submitting numbers for the 1994 budget. Rep. Sytek stated that the Commissioners requested that the Delegation and all other departments bring in a level funded budget. Rep. Sytek commended the Commissioners for trying to hold the line on budgets and directing the department heads by not having them consider expanding their budgets. Rep. Sytek stated that salary increases will be beyond that request, but this a good start to begin thinking in terms of level funding. Rep. Sytek moved to have the Executive Committee endorse the idea of level funding, seconded by Rep. Malcolm, and voted on unanimously in the affirmative.

Comm. Henderson stated that the Treasurer, Patricia Kelley, had submitted the idea of an Incentive Plan some time ago where county employees would receive an award of some type for ideas that would ultimately save the county money and Comm. Henderson submitted a program which was almost solely developed by the Personnel Manager, Mr. Roy Morrisette. The program would give an employee a share of the savings, when they occur, as a reward.

Comm. Henderson also told the Executive Committee that since the Delegation approved the move of \$500,000 for the self-funded health insurance, none of the budget lines have been overexpended and the department heads have held the line.

**LONG RANGE PLANNING COMMITTEE** - Rep. Kenneth Malcolm

Rep. Malcolm presented his report on the Long Range Planning Committee and stated that the parking lot renovations are being addressed by the Board of Commissioners and the medical waste that was found in the back of the parking lot of the nursing home several years ago has been removed, but more work still needs to be done. The estimate for this work, Rep. Malcolm states, is \$150,000 to \$200,000 and this will go into next year's budget.

Chairman Welch announced that the next meeting of the Executive Committee will be on Monday, November 22, 1993 at 9:00 AM in the Commissioners Conference Room.

There being no further business to come before the Executive Committee, Rep. Dube moved to adjourn, seconded by Rep. Weyler. The meeting adjourned at 12:15 PM.

Respectfully submitted,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Delegation

**MINUTES**  
**ROCKINGHAM COUNTY EXECUTIVE COMMITTEE**  
**November 22, 1993**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire 03833**

A scheduled meeting of the Rockingham County Executive Committee met on this date, November 22, 1993 at 9:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were the following:

Executive Committee Membership: Honorable Representatives David A. Welch, Chairman, Executive Committee; Deborah L. Woods, V. Chairman, Executive Committee; Patricia Skinner, Clerk, Executive Committee/Delegation; Jon P. Beaulieu; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth W. Malcolm; Sherman A. Packard; Laura Pantelakos, Arthur W. Smith, Donna P. Sytek; Betsy Coes.

Others Present: Honorable Representatives Fred Kruse, Andrew Christie, John Flanders, Theresa Young, Fiscal Officer; Jude Gates, Administrative Assistant/Maintenance Department; Ernest Woodside, Director of Maintenance; Mike Morin, Assistant Treasurer; Commissioner Ernest

Barka, Louise Nash, Wayne Vetter, High Sheriff of Rockingham County, Keith Clark, Sheriff's Department, Steve Haberman of the Portsmouth Herald, Denise Breidegam of Foster's Daily Democrat, and John Hart of the Union Leader, Janice DeFilippo, Temporary Administrative Assistant to the Rockingham County Commissioners,

Chairman David Welch called the meeting to order at 9:05 AM and then called for a short recess to go over the packet of materials that was provided for the meeting. The meeting reconvened, Roll Call was taken, and a quorum was present.

The Executive Committee decided that minutes do not have to be approved since the clerk had previously revised and approved the minutes. This meeting provides the opportunity to see them and make corrections as needed.

#### APPROVAL OF OVEREXPENDITURES

Representative Pantelakos requested the total amount of money to be approved for overexpenditures and Mrs. Theresa Young replied that the amount requested for approval was \$70,589. Rep. Pantelakos asked where the money would be coming from and Rep. Welch explained that it was not the Executive Committee's concern, that the money would be coming from within the department's budget and will not affect their bottom line. Rep. Pantelakos then asked how she should explain to her constituents where they expect to find the money in their budget? Rep. Welch explained that when an answer to that question could be provided, the other representatives would be informed.

Rep. Welch explained that the cover sheet provided with the packet for line item over expenditures indicates those that have already been approved are designated with an "A".

Nursing Home: Since the requests from the nursing home were lengthy, a request was made for Theresa Young to give guidance through the expenditures so that approvals could be made. Mrs. Young explained that there were only six line items that are needed for approval today for the nursing home. The Line Items are 5730.38, Paper, in the amount of \$1700; 5110.25, Sewer, in the amount of \$2285; 5110.62, Generator, in the amount of \$1193; 5110.30, Boiler, in the amount of \$3000; 5110.39, Sewer, in the amount of \$3520; and 5110.50, Electric, in the amount of \$25,000. The total of the overexpenditures is \$36,698. Discussion ensued over the fact that the expenses were going to be reimbursed but they are going to be sitting in revenues and not used for the next year. Reimbursement occurs in the following year for the expenses from this year.

Rep. Woods stated when she spoke with Mr. Stutevant about these figures he assured her that he would not overexpend his bottom line. The department was doing very well in their spending and that these over expenditures would not exceed the bottom line. The Cogenics contract is not going to be dealt with at this time. There was no historical data last year on the expenditures for the new wings so they didn't know how to estimate what they would be spending on the new wings.

Rep. Smith questioned whether or not the Cogenics energy management thing was ancient history which has already been settled. The answer was that it was a matter of allocating expenses. Mrs. Young explained that Cogenics was paid for last year and it was \$167,000. When it was paid for it was funded from two sources. \$100,000 was brought over from interest and \$67,000 came out of the operating budget. \$100,000 never got allocated. The money was paid. This is an accounting entry and will be dealt with next month. There is no expense going out, no payment, no revenue

coming in it's just an accounting entry to show that \$100,000 of it is also attributed to the nursing home so they can claim reimbursement for it.

Commissioner Barka explained that there is 69% reimbursement at the nursing facility.

Rep Woods/Sytek moved to approve the overexpenditure of \$36,698.00 as line items as presented today, voted on unanimously in the affirmative.

Sheriff's Department: Rep. Welch indicated that the next item was for \$500 but it didn't indicate the department. Theresa Young explained that she had requested the Sheriff to submit this request since they were already getting close to the \$1000 limit for overexpenditures. Sheriff Vetter doesn't

anticipate that it is going to be an overexpenditure. Sheriff Vetter stated that he put a freeze on that particular line item because unless there was a total emergency there was no way that the money would be spent. This is a contingency amount in case there are problems with cars or some other unexpected thing. Rep McKinney/Skinner moved to approve the overexpenditure of Line Item 01-4140-46.00, Cruiser, in the amount of \$500.00, and voted on unanimously in the affirmative.

Attorney: Three line items are to be approved. One has been signed by one of the commissioners but the other two have not. One of the reasons for the county commissioner's signatures was so the county commissioners could be informed of requests to overexpend line items. Rep Welch has been informed that even though they may not all sign request, the executive board has the ability to grant or deny the request as they deem appropriate. Therefore he would like to take each request separately since there are differences. Commissioner Barka stated that the reason they weren't signed is because Commissioner Walker left for her trip. However, commissioner Henderson saw them also and did not sign. Commissioner Barka and Commissioner Henderson agreed on two of them but not the last one. Request was made to have Theresa Young explain the requests and vote on them separately.

Line Item 01-4110-34.00, Office Supplies: Mrs. Young explained that originally when they were going through the line item budget and identifying line items that they could withdraw or draw on appropriations to pay the extra health insurance of \$500,000, the attorney didn't participate and others had to evaluate his line items and figure out where it might be best to take out money. Office Supplies was one of the line items identified by the commissioner's office that they could transfer funds out of and apply to the health funds. The line item shows \$6500/\$5000. \$6500 was the original appropriation and \$1500 went towards the health insurance which left \$5000. Since this figure was reduced by \$1500, Attorney Eldredge needs an additional \$1000 through year end.

Rep Sytek moved to approve the overexpenditure of Line Item 01-4110-34.00, Office Supplies, in the amount of \$1000, seconded by Rep Malcolm and voted on unanimously in the affirmative.

Line Item 01-4110-37.00, Service Contracts: Mrs. Young stated that there was a letter from Attorney Eldredge dated October 18 certifying the committee's support. Rep Welch asked if this issue was about the disputed computer and thought that it had been resolved. Mrs. Young replied that it had been resolved. Checking the second page of the explanation where it says "the part of the problem with this account is \$1924 charge for the 1993 telephone service contract." Attorney Eldredge had budgeted this amount in his telephone line but it was in actuality paid through the service contract line, which put him over. The money is in the telephone line item which means that the bottom line will stay the same.

Rep Katsakiores asked if it was budgeted in the wrong line was it on the attorney's part or on the committee's part? Mrs. Young replied that it wasn't a matter of being right or wrong. It was just budgeted in one place and it's better to account for it in the proper line. So next year those kinds of contracts should go through the proper service contract line. It wasn't any body's fault. Rep Sytek clarified that the \$9000 reflects the disputed warrant. All items over \$1000 had to go out for bid and if so does Attorney Eldredge put out the bid or do the commissioners put out the bid and where the law only requires you to go out to bid for equipment or materials and this was service Attorney Eldredge didn't think he had to do it and so there was a great deal of unhappiness. Rep. Bill Crum, who is chairman of the sub committee and two of the commissioners sat in and the commissioners are now happy and Attorney Eldredge has agreed to go through the commissioners for bidding for things, even though the law doesn't require him to go through for service contracts, he has agreed to

do it and that was the condition under which commissioner Henderson signed it. The bill has to be paid. The service has been received on the equipment and it's an argument about whether it really is service or equipment. That was also the condition that Commissioner Barka signed it. We think we have a gentlemen's agreement.

Rep Skinner moved to approve the overexpenditure of Line Item 01-4110-37.00, Service Contracts, in the amount \$9000, seconded by Rep. McKinney. More discussion followed with Mrs. Young clarifying that the \$2200 and the \$9000 that is being discussed is being paid through a different line. They are paying it through line 35 which is office equipment and it is already set up to be paid it just has not been sent down yet. But here Attorney Eldredge is saying that the \$2200 on the computer bond that would have to be paid and is part of the \$9000. It does not need to come out of this line. So it should be corrected by \$6800. The motion is corrected to reflect \$6800 in overexpenditures for Line Item 01-4110-37.00; Service Contracts. This motion was voted on unanimously in the affirmative.

Rep Klemarczyk asked about the commissioners use of \$1500. What is it? Rep Welch replied that Attorney Eldredge was not cooperative in the beginning in identifying funds that could be transferred out to achieve the required budget reductions. So it was done for him by the commissioners. And he is just underlining the fact that it was done for him.

Line Item 01-4110-02.00, Assistant Attorney Salaries: Rep Sytek explained about the salaries that only have one signature. In that same meeting with Attorney Eldredge they looked back in their files to determine why his assistant county attorney salary line appeared to be inadequate for the year. They had authorized \$18,000 for Attorney Eldredge to hire an additional attorney starting in June. The committee gave him enough for half a year to spend however he wanted. He did have that person come in on October but it still looked like he was going to be short and the committee checked to see if \$18,000 was added to an incorrect base line. What had happened is that he had budgeted for a position that was lower paid. He made a mistake or whoever did the numbers made a mistake in budgeting so the baseline was incorrect. It was just a mistake. There were two positions that were changed at some other time. Somebody left who was relatively high paid. Mrs. Young explained that Brian Kenyon was the assistant county attorney. He left and there was another individual that Attorney Eldredge felt deserved that pay but that pay was not budgeted for because Kenyon left and it was budgeted for the regular pay of the individual plus the increase. Attorney Eldredge felt that the other individual deserved the pay and opted for it. It was not budgeted for. Rep Sytek explained that it could not be acted on since it had not been approved by two commissioners. We have looked into it and are not terribly happy.

Mrs. Young explained that if they go to overspend because payroll is due, she wasn't sure what the effect would be but if payroll is not met the Department of Labor may get involved. Rep Welch suggested a meeting in December to authorize the treasurer to borrow and then possibly defer this overexpenditure to the December meeting when all commissioners are present. This issue is not properly before committee and therefore no motion is made. Rep. Welch explained that the memo that was originally sent to establish this procedure was to allow the commissioners to have all requests pass through them. Whether they are approved or denied by the commissioners this committee still has the ability to approve or deny. So the committee has the authority to do that. Whether we choose to or not is a policy decision that the committee is making and having heard no motions to that, effectively the policy is to go along with the commissioner at the present time. Commissioner Barka recommended that they handle this issue at the next meeting. Rep Conroy replied that if they commissioners don't approve it, it's a moot point because the commissioners

obviously have a disagreement on it and they are not going to approve it so why do we? Rep Welch again said that he would rather wait until other commissioners are present who did not sign and hear their reasoning. This issue is deferred until the December meeting.

**General Government:** Rep. Sytek asked if this issue pertains to union negotiations that were increased last month. Commissioner Barka stated the issue pertains to Seabrook and the constant cost of appearing in court. Rep Skinner moves to approve the overexpenditure of Line Item 01-9130-01.00, Legal Fees, in the amount of \$25,000, seconded by Rep. Malcolm and voted on unanimously in the affirmative.

**Sheriff:** Sheriff Vetter reported the graduation ceremonies of the deputy sheriffs for the Manchester Airport Authority will be on November 19. There were 7 people who went through the academy and all graduated in the top 15% of class. Sheriff Vetter explained that he has authority through Manchester Airport Authority to put on another four starting Monday, November 29.

Rep. McKinney moved to approve the overexpenditure of Line Item 01-4142-38.00, Radio Receiver (Auburn/Candia Area), in the amount of \$7,696, seconded by Rep. Skinner. Question from floor about voter expansion rack and what it is. Mr. Keith Clarke, radio tech, explained about the radio system throughout the county. There are receivers all over the place which get fed back to a central unit which takes all the signals from all receivers decides which signal is the best and then feeds that back to the consoles which allows them to listen in a lot of areas. The voter system is full. It holds six panels to expand it and another rack must be purchased to be able to hold six more channels. They start by putting one more channel in and expand from there. Rep Skinner replied that the special committee looking into the communications approved this issue.

Rep Sytek asked about the \$3000. The money as explained by Sheriff Vetter is for telephone lines. That money is not included in the issue. It is just to inform of a \$3000 increase for phone lines for next year. The budget for 1994 budget does not reflect this increase yet. Rep Sytek clarifies that authorizing this additional equipment, results in an incurred cost of an additional \$3000 for next year.

Rep Kruse discussed the poor conditions in Candia with no reliable portable communications. No further discussion the motion is voted on and passed.

A letter from the Town of Kingston was passed out to all members. Sheriff Vetter discussed the problem. Paragraph one talks about the purchase of equipment in putting in a new radio system. The sheriff's office along with the communications committee has not come up with the best possible plan and this is going to take some time. It will cost some money. they don't wish to jump into anything without exploring all possibilities. One possibility would be to purchase the new digital system and a certain amount of radios that would accommodate the towns that are on the system now and/or to include the towns that are not on the system that want to be. Major communities like Salem, Plaistow, Portsmouth, Exeter, and Windham that are dispatching for themselves now would come through the new system but their dispatch system would not change. They would still maintain the dispatcher at the office and push the button. The transmission would go through a county owned system and back to the Windham cruiser or Salem or Portsmouth. Nothing would change for these police departments. No authority would be taken away, only a new system would be provided which either the county buys (at a lot less cost) or they buy at the local level (for a large cost). So this is still being explored. It will cost these towns from \$2500 to \$3000

per mobile unit. If we incorporate that in the original cost for every town then the cost of this whole project is put county wide - It may work and then it may not.

The second paragraph about splitting the channels has already been tried. In 1988 or 1989 Sheriff Vetter attempted to split the channels and contacted the FCC and asked for another frequency. Right now the channels consist of the Rockingham County Sheriff's Department Channel and what's called the local 4 which all these local police departments are on. What is being suggested and what was originally planned was to take one part of the county and put it on one frequency, the other part on the second frequency dividing it up by east and west or north and south or some division that makes sense for law enforcement cruisers. Sheriff Vetter would get a separate frequency from FCC and put the sheriff on the separate frequency and use the two frequencies they already have and those would be the primary dispatch channels. Sheriff Vetter contacted Congressman Smith, Senator Rudman, and Senator Humphrey and they contacted the FCC. An application was submitted for a frequency nine months prior to when the town of Derry gave up their frequency. The day after Derry gave up the frequency, the town of Salem submitted their application and received the frequency. To this day, the frequency still has not been awarded. The FCC is instituting Rule 88 which means that frequencies are going to have to be split anyway. The \$75 deposit is still on file with the application for the frequency.

Rep Pantelakos brought up the seacoast area and the rumors about regional dispatch for fire and police. Is this issue being pursued? Rep Kruse explained that there is a difference between dispatch and a communications system. The communications end is a front end signal processing for dispatch by radio to various parts of the county. This issue has to do with a radio communications system and that's the system that must be updated. Whether there is a regional communications center or individual communications in the towns or through the sheriff's department and they dispatch for everyone is another set of issues. This doesn't cause duplication. But the radio communications system causes tremendous duplication and expense because that is the area that is county wide. Sheriff Vetter explained to some of the towns about dispatch centers and the cost of dispatch. If the assessment is \$1.50 per thousand and the sheriff's budget is 4.9% of the overall county budget, the amount of money is 7.5 cents or rounding off to 8 cents. The dispatch budget is less than 25% of that 8 cents which is 2 cents. If the towns can afford to get a dispatch center in for less than 2 cents on a thousand then there is no problem. Sheriff Vetter has talked to the towns who are considering their own dispatch center. Most chiefs want to stay with the county dispatch center but want a new system. The current technology is around 1960's and this is antiquated by today's standards. Rep Kruse commented about full coverage for communications and the cost of implementation of 21 full shifts. These shifts have to be paid for and have to be paid with local taxes. Or the communities that can use a regional dispatch center whether it is the sheriff's office or whatever, they can share those costs. For a large community, it may not make sense because they may have sufficient call load that they could fully employ 21 shifts.

Sheriff Vetter discussed the implications of E-911 coming in 1995 and the calls going over the radio are the emergency calls. The dispatch center would take all the administrative calls and everything else would be going through Concord through the Sheriff's department, except for the towns that have their own dispatch, like Portsmouth, Salem and some of the major cities. These cities will have their own 911 screen but the rest of the calls will come through us. What this eliminates is a police dispatcher that is getting paid \$21,000 per year or whatever and telling people when the school is open today and when is the dump open and so forth.



Maintenance: Line Item 01-4165-36.00, Jail Equipment Repairs: Maintenance and Jail equipment repairs overexpenditure of \$2500. Mrs. Young discussed a late request to overexpend for their overtime. This item is not part of the package today but some clarification is needed on overexpending. Mr. Woodside did not think they would overexpend by more than \$1000 but because it was contingent upon the weather it was hard to say. He felt that he might overexpend by \$1000 without the weather. If this is not voted on before the December meeting then it is possible that overtime might cause an overexpenditure before the approval is made. Mrs. Young suggested that this request could be approved via phone vote. Rep. Welch suggested that Rep Skinner conduct a poll of the members of the executive committee via telephone. This was agreed to. Rep Dube stated that the weather is a factor and Mr. Woodside has no control over the weather, then that constitutes an emergency and Mr. Woodside would have to plow and therefore would do the job. Rep. Welch suggested that to handle this in a timely manner and when all commissioners are apprised of the request then members of the executive committee could be polled by phone.

Rep Skinner moves to approve the overexpenditure of Line Item 01-4165-36.00, Jail Equipment Repairs, in the amount of \$2,500, seconded by Rep. Dube and voted on unanimously in the affirmative.

Jail: Line Item 01-6100-34.00; Office Supplies Exp: Louise Nash explained that when the state came in for inspection the recording keeping was not in compliance with the state regulations. They must comply by December 1. Rep Welch stated that the inspection was for the accreditation of the jail and the state's rules and criteria has changed. Mrs. Nash stated that the one place that they have to comply with is the state. In order for compliance by the proper date the work must be done this year. Rep Welch stated that the records that will be used at the Jail will be the same as the ones used at the nursing home. Commissioner Barka reiterated that this had to be done by December 1. Rep Pantelakos asked how long the jail was aware that the compliance had to be done by December 1. Mrs. Nash stated that the inspection was done on October 12. Rep Klemarczyk moves to approve the overexpenditure of Line Item 01-6100-34.00, Office Supplies Exp., in the amount of 4,3000; seconded by Rep Sytek and voted on unanimously in the affirmative.

#### County Communications Needs Committee - Rep. Kruse

Rep. Kruse spoke about the meeting he had in Candia on Monday November 15. The townspeople were very concerned about coverage of their area and expressed a desire for immediate change if possible. The committee then met on Tuesday morning and one of it's actions was to suggest the approval of authorization to overexpend to improve the situation in Candia so that particular end of the county will have some reliable radio communications. That is a short term fix. There are a number of short term fixes that will probably come in for next year's budget. These should be viewed as having to pay for themselves over a period of about three years. Long term solution is basically a whole new radio communications system, updating all of the communications. This will take two to three years to even begin to put into place. In the meantime it means supplying Band-Aids to the system. There are multiple problems, ones that deal with short term fixes to keep the system operating. We will probably recommend that you get rid of any tube types of equipment currently in service. That consists of radio transmitters. A request will be made to improve the situation for the Kingston area. That will be more expensive than the overexpenditure just approved. These are short term fixes. The long term is dependent upon whether the state will buy a new system, whether a decision is made to regionalize the system. There are a number of political questions which need to be answered that will be coming up in the future. The committee will continue to work on the problem. There are no figures for what the cost will be at this moment.

There are several players, such as Motorola, Erickson GE They aren't ready to market a system that will meet new FCC requirements (Par 88). This is a new requirement which splits the channels and makes all radio equipment as it is currently stands, obsolete. Rep. Packard questioned about budgeting for this system next year, but was concerned about a two or three year time frame to come on line. He wanted to know how long it would be before the whole thing actually came together. Rep. Kruse explained that after the equipment is marketed (which it is not currently), it would be a period of 6 to 12 months during RFP and response to bids and negotiations. It would be another 12 months to put the system in to function and test it. Rep. Welch stated that there will be updates as things change. Rep Malcolm asked if it would be sensible to start building a fund for replacement of system in two to three years instead of having it financed through a bond issue. Rep Kruse said that the number is going to be so large you will want to pay for it through a bond. Rep Welch explained that the discussion is for equipment that does not exist to handle the anticipation of the needs and hoping to determine the specifications for what it is that needs to be solved. Rep Kruse stated that you could buy a whole new system and it would serve the needs for about 5 years. It would never reach the end of its life because it would be obsolete by regulation before it reaches the equipment life. The FCC is splitting every channel in the public radio sector. Some of them by two, many of them by four and that is part of their notice of rules making that has occurred at this present time. The FCC has not decided on what the splits are going to be. Even if the equipment is ordered today it will be obsolete in five years. On the proposed standards, neither one of the makers can deliver a transmitter which is one of the key items to meet the specs that are being talked about to be implemented five years from now.

Rep Flanagan asked if this was a federal mandate and if it would come under that mandate. Rep Kruse said that it was not. The FCC is charged with the use and licensing of the airwaves for the public good. Rep Klemarczyk asked if any federal funding could help out with the cost. Rep Kruse said that there could be some federal funding but he felt that goes to the hiring of "blue uniforms". Rep Malcolm stated that the county does not have to provide radio transmission service for the communities only for our own sheriff's cars. However, if we put out a dispatch system for towns and villages and cities there is nothing in the RSA's saying we have to have it. Rep Welch stated that if you are providing it for your sheriff's departments you are covering the entire county and it is available for use if we choose so.

#### Update on Carlisle Building -- Rep. Weyler

Rep Weyler was not in attendance so Rep Welch explained that the fire inspector was to have been called back to look at the Carlisle Building which is being proposed as a new location for the child day care. The inspection was supposed to be done on October 29. Rep. Weyler attended and submitted a memo regarding the findings. Ernie Woodside reported on these findings. After reviewing the fire marshal's concerns the board asked Mr. Woodside to get a cost from the structural engineers who were the designers of this facility for the expansion of the Mitchell building and the lake. That was done. The cost factor was turned over to the board of commissioners and it was approved. The structural engineers are coming in on November 23 to review the area, give an overview of their concerns and submit a report. The structural engineers and the board of commissioners will review the cost factor and the work that has to be done and decide what they want Mr. Woodside or his department to do. They may even look to an outside company to do it. Mr. Woodside will do a final inspection and notify all parties concerned for their final approval and apprise the fire marshal respectively.

Rep Woods states that this was being done to address a letter from the fire marshal and had nothing directly to do with the day care center being moved to that building. The inspection and newspaper articles should not connect the inspection with the day care center. Rep Welch stated that the inspection was done in June of this year and it was a request that the report be answered by the end of August. If that building is used for day care then it would have to meet the state code for a day care center. At the present time it seems doubtful that it meets the code for anything. Rep Woods stated the main issue is that the work needs to be done for this building to be used for any purpose and then it has to be determined what needs to be done to use it for a day care. That is an additional concern. Rep Welch stated that this was so. He also stated that depending on the recommendation it would be either routine maintenance or a larger item.

Rep Coes asked about the two trailers that were purchased and what their purpose was. Rep Welch explained that there are a series of scenarios that could occur. One being the youth attender program which is supposed to be funded by a grant from the federal government. The Carlisle building had been used to house inmates on a work release program. Therefore that building is set up for a light security detention center. It is also a building that would be suitable for the youth attender program. With regard to the day care, in order to make the deficit smaller, we are considering combining it under one roof and moving it into an area that is suitable for that purpose. The two trailers are being considered to house youths in and then the two houses that would be vacated if the day care moves would have to be retrofitted for some other use. Should all of these items be separated and deal with the day care simply as a day care issue and separate it from all the various renovations and retrofits that are going to have to occur? Rep Pantelakos stated that she would like to have it conducted separately. Rep Woods stated that this is something that has to be done to comply with federal regulations for which funds are received. They have been threatening to pull federal funds from us now.

Rep Klemarczyk asks if the manufactured homes are owned by the county. Mr. Woodside explained that the trailers were purchased from the Pease Air Force Base. Chief Parker was one of the people who went to see the trailers and is trying to institute the youth attender program. The board of commissioners chose to take the trailers and move them on to this site. The trailers cannot be sold for 18 months by the government rules. Chief Parker has looked at them and he is responsible for getting the federal grant to upgrade the trailers for the use of the program. Rep Skinner asked about the condition of the trailers. Mr. Woodside stated that the trailers were fair to middling, modifying the statement to indicate that they have not been winterized when they were shut down. Rep Skinner stated that the youth attender program established in Windham was not funded by county funds. Rep Pantelakos asked about the grant and the availability of funds for upkeep of the program. Mr. Woodside said that the grant is entirely a cost that is associated to the juvenile program and is absolutely no cost to the county. Rep Welch stated that the trailers were purchased at \$100 each and were transported (paid through the Sheriff's department). Mr. Woodside stated that two trailers are at the old jail, one trailer belongs to the emergency management program and one trailer belongs to the board of commissioners. The trailer meets state standards for residential type.

Rep Pantelakos asked that someone update this issue at the next meeting. Rep Sytek stated that the youth attender program is already in existence and being paid for by the federal government (page 27 of budget). The location of the site is unknown but it is in operation. Believe that it is in Windham, Kingston or Exeter.

### Child Day Care--Mike Morin

Mr. Morin started a requested study of the day care quite a while ago to see if the committee would continue to fund it. The last committee meeting members were presented with a packet that outlined 12 different scenarios for developing alternatives by consolidating the day care in one location. The question about increasing enrollment and having full time enrollment would allow the day care to break even or turn a profit and not continue to be subsidized as currently. After meeting with Denise Laroche, day care director, the enrollment breaks down to 31 children in the day care; 6 full time (5 days per week); part time equals: 9 children 4 days per week; 8 children 3 days; 2 children 2 1/2 days; 5 children 2 days; and 1 child 1 day. Based on this enrollment a budget was put together for 1994 which shows revenue of \$109,000 next year, expenses being \$163,000 leaving a deficit of \$54,000. These figures are based on current situation, staffing, two buildings and number of children/hours remains the same. Summer provides opportunity to take in full time children which is not reflected in these figures. Possible solutions might include revenues for summer children (approximately \$7,000). Moving the center into one facility has the potential to increase the enrollment. The only other option to cut deficit is to cut costs. That means cutting staff because the staff is 95% of the expenses of the day care. Staffing levels must stay the same with the increase of children. Another way to increase enrollment might be different permutations of children attending, for instance 20 part time children as opposed to 10 full time children. Staffing levels have to stay the same despite a 10 children increase. You can reduce staff by cutting back their hours.

Rep Pantelakos asked for clarification of the 1993 salary level at \$159,700. Mr. Morin stated that the salary levels were actually \$155,805. The other figure is the 1993 salaries multiplied by 2.5%. Rep Pantelakos also questioned the expenses at less than \$4,000. Mr. Morin said that it is all that is budgeted. Rep. Pantelakos asked how many people make up the salary level. Mr. Morin stated that there are six full time and part time staff. Rep Conroy raised the question of ratio of teachers per students. Mr. Morin stated that the Director would have to look at the numbers and see the mix of the children that are there. If you have one child over that requirement then you would need another teacher. Some discussion ensued about salaries of personnel and what the actual salary is but that information was not readily available. Rep Woods asked about revenues through October of 93 and what the likelihood was of receiving all the revenue. October revenue collected has amounted to 60.59% so almost 40% in fees have not been collected through October of 93. Mr. Morin said that the only question would be the Title 20 children. Those funds may not come in until the end of the fiscal year or beyond. This money might account for 10%-15% of the other 40%. Mrs. Young stated that the rest of the money was an estimate of revenue based on certain assumptions and those assumptions didn't happen.

Rep. Welch believes that a decision must be made to have a day care center or not to have one. This item will be discussed again at next month's meeting. A request was made to bring a list of all the day care centers in the county. Rep. Beaulieu felt that polling could be done with the parents to see who would be willing to pay for a five-day week.

Rep Pantelakos requested a total amount of the overexpenditures that have occurred this year with moving money around. The summary sheet shows this information all it needs to be is added up.

### Registry of Deeds -- Rep Warburton

Will be deferred to next meeting.

## Salary Subcommittee

The committee met with the personnel commission last week with the idea of informing the committee of the rationale behind their recommendations for salary increases. It was suggested that the discussions would remain amongst the committee but it was leaked to the newspapers. The salary subcommittee did not meet for the purpose of making any decisions but only to meet with the personnel commission to go through that part of the process. A request was made of Mrs. Young a menu of options that the subcommittee will be considering. The subcommittee will meet some time in the future. We have already been put on notice that if we give more than they recommended it is our fault, if we give less than they recommended it is our fault. We have been accused of not looking at the county employees as well as we do the state employees. It's unfortunate that it is already in the paper at this stage of the game.

Rep Sytek stated that the personnel committee has an unusual arrangement with its personnel commission. In most counties the commissioners being the elected officials charged with running the county adopt and implement personnel policies and procedures. In this county they have delegated that to a personnel committee made up of themselves plus the five other elected officials. So even if all the commissioners hate it there are five votes. They are outvoted. They set up a situation where they don't have control.

Rep. Welch suggests that the commissioners take back the authority that they have. If they want to create a personnel commission to act as a body to make recommendations and hear complaints or whatever it is that they want to do, there is nothing wrong with that. It's a good way to go. To give up the authority that they have and then complain about it when they have the opportunity to correct a situation. Rep. Malcolm suggests that they don't want to take the blame for something that happens which isn't nice. That's why they do it. They are delegating the priorities that they are paid to do.

The next meeting will be on December 10 at 9:00 AM for the notification of a request to borrow funds. Budgets will be delivered by December 7, 1993 to Rockingham county town halls.

Rep Pantelakos asked for a total amount of the moneys approved for overexpenditures. Mrs. Young stated the amount was \$190,295 before today and including today brings it up to approximately \$258,684 .

Rep Klemarczyk made a motion to adjourn the meeting. Seconded by McKinney. Meeting was adjourned at 11:45 AM

Respectfully submitted,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Delegation

**MINUTES**  
**ROCKINGHAM COUNTY EXECUTIVE COMMITTEE**  
December 10, 1993  
Commissioners Conference Room  
Rockingham County Nursing Home  
Brentwood, New Hampshire 03833

A scheduled meeting of the Rockingham County Executive Committee met on this date, December 10, 1993 at 9:00 AM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were the following:

Executive Committee Membership: Honorable Representatives David A. Welch, Chairman, Executive Committee; Deborah L. Woods, V. Chairman, Executive Committee; Patricia Skinner, Clerk, Executive Committee/Delegation; Jon P. Beaulieu; Andrew Christie, Jr.; Betsy Coes; Janet M. Conroy; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth W. Malcolm; Hon. Laura Pantelakos; Arthur W. Smith; Anthony Syracuse; Donna P. Sytek; Kenneth L. Weyler.

Others Present: Hon. James Rosencrantz; High Sheriff Wayne Vetter; Mrs. Theresa Young, Fiscal Officer; Mr. Ernest Woodside, Director of Maintenance; Mr. Mike Morin, Assistant Treasurer; Denise LaRoche, Director of the Child Day Care Center; Denise Breidegam of *Foster's Daily Democrat*, John Hart of the *Union Leader*, Steve Haberman of the *Portsmouth Herald*; Pam Calzini, Temporary Administrative Assistant to the Rockingham County Commissioners.

Chairman David Welch called the meeting to order at 9:10 AM. and reported the purpose of this meeting was to authorize the Treasurer to borrow money in anticipation of tax revenues, to approve overexpenditures and to discuss the farm and the Children's Day Care Center..

Rep. Welch presented the Committee with a chart from the Rockingham County Department of Corrections which showed the comparison in population at the jail between last year and this year.

Chairman Welch recognized Rep. Donna Sytek for the next order of business. Rep. Sytek moved that the money in the treasury of the County being insufficient to meet the demands upon it, beginning January 1, 1994 approval is hereby given to the Treasurer, upon the order of the County Commissioners to borrow up to \$25,000,000 under RSA 29:8, as amended, seconded by Rep. Syracuse, voted on and the motion passed.

Chairman Welch recognized Rep. Donna Sytek for a further motion. Rep. Sytek moved that the Executive Committee of the County Convention authorize the County to spend \$6.5M for 1994 expenses during the months of January and February in anticipation of the subsequent approval of the 1994 budget and further that the \$6.5M be allocated proportionately to the line items based on 1993's approved appropriations, seconded by Rep. Weyler, voted on unanimously in the affirmative.

The next item on the agenda was line item overexpenditures. Chairman Welch asked the Fiscal Officer to assist the Committee in discussing and voting on the overexpenditures. Mrs. Young told the Committee that there is a request that is not on their cover sheet which Sheriff Vetter will address. Sheriff Vetter explained to the Committee that he had secured a private company to do the Worker's Comp. for the Manchester Airport and that \$8563.00 was paid in September to start up the Worker's Comp. Sheriff Vetter said the cost for Worker's Comp. is \$17,000. The Sheriff stated that he has received a quarterly bill from Liberty Mutual, the private carrier, which needs to be paid, and that this is reimbursable. Sheriff Vetter requests overexpenditure of the Worker's Comp. line item for the Manchester Airport in the amount of \$8574. Rep. Malcolm moved to approve overexpenditure of the Workman's Comp. Line Item #01-4143-14.00 for the Manchester Airport by \$8,574, duly seconded, voted on and the motion carried.

Mrs. Young stated the next item for approval was for the Registry of Deeds. Rep. Sytek moved to approve overexpenditure of the Clerical Salaries Line Item # 01-4120-03.00 in the amount of \$12,210, seconded by Rep. Skinner, voted on and the motion passes.

Mrs. Luce presented the Committee with a request to grant her employees a \$500 bonus for their unceasing efforts in 1993. Mrs. Luce told the Committee that the Registry will bring in over \$2M in revenues and that her staff has worked very hard this past year. Mrs. Luce stated that if she had hired an extra person it would have cost \$22,000 and if she hired a part-time person it would have cost between \$8,000 and \$10,000. Mrs. Luce stated that her request for bonuses is less than if she had hired new people and that her bottom line would not be overspent. Rep. Skinner spoke to this issue and stated that the Committee respected and admired Mrs. Luce's dedication to the Registry of Deeds and to her staff, but that this would set a precedent and other departments would then seek bonuses if Mrs. Luce's request was granted. Rep. Malcolm asked the Commissioners if they were aware of any bonuses that have been authorized at any time? Comm. Walker replied that in the past the Clerk of the Works was dismissed and a county employee took over the additional responsibility, in addition to running his department, and the Commissioners gave two bonuses out of the Clerk of the Works line item. Comm. Walker stated that this is the only instance where bonuses were given out that she was aware of. Rep. Welch stated that the issue is a management issue and the Executive Committee is not in the business of managing the county and in the absence of Commissioner approval on this request, the Committee should not set a precedent by overriding the decisions of the managers of the county. Rep. Welch added that he sympathizes with the request and that there has been some controversy recently which comes from other people who also feel that they deserve bonuses. Rep. Smith asked if the staff was paid overtime and Mrs. Luce replied that she has not been able to offer overtime. Rep. Smith said that if overtime was paid her salary line item would reflect that and it would provide the Committee with an indication that further help was needed. Rep. Welch stated that he would entertain a motion to congratulate Mrs. Luce for coming in on behalf of her employees to recognize their efforts, but it is a management decision. Rep. Malcolm so moved, seconded by Rep. Syracuse. Rep. Syracuse stated that he hoped an Employee Recognition Program would be instituted by the management team. Rep. Weyler suggested performance adjustments due to the new record of productivity by the office of Deeds which would be granted if productivity reached a certain level and if employees were receiving bonuses for productivity, they would be less inclined to ask for more help. Rep. Sytek said there have been a lot of good ideas talked about today to recognize employees for a job "well done" and she spoke to Mrs. Luce saying that her staff was fortunate to have a department head willing to "go to bat" for them. However, she adds, even if the Committee were to vote for this, the Commissioners are unwilling to spend the money and she reminded everyone that salary increases will be looked at for county personnel this year and she strongly suggests that the Salary Committee look into putting merit into the formula so that department heads can recognize those employees who have gone above and beyond.

Comm. Henderson provided clarification on the issue and said there are allusions here today to the two people from the County Commissioners area who each received \$1,000 in compensation and to the County Attorney's salary actions. Comm. Henderson said that the bonuses given to the Central Business Office employees do not overexpend the bottom line or the salary line item. Comm. Henderson explained the reasons why these employees were given bonuses and added that it is his intention to propose a uniform policy to provide equality to all county employees at the next Personnel Commission meeting.

Rep. Welch called for a vote on the motion on the floor which was to have the Executive Committee Clerk send a letter of appreciation to all county employees, and to single out Deeds by having each member of the Executive Committee sign the letter. The motion was voted on and the motion passed.

The Committee next discussed House Bill 108 which concerned adopting up to a \$2 surcharge for recording documents and the Chairman reported to the Committee that the Commissioners had approved this at one of their meetings. Rep. Sytek moved to approve the establishment of the Register of Deeds equipment account to be funded by \$1 per document surcharge on the recording fee, with an effective date of January, 1995, and to recommend to the Convention that they approve House Bill 108, seconded by Rep. Pantelakos. Motion was voted on and the motion passed.

Returning to the approval of overexpenditures, Rep. Skinner moved to approve the General Government line item for NHACO Dues in the amount of \$1,150, seconded by Rep. McKinney. A roll call vote was taken on the motion and the motion passed.

The Committee next voted on Maintenance requests for overexpenditures. Rep. Weyler moved to approve Line Item 01-4160-08.01, Overtime, seconded by Rep. Christie, voted on and the motion passed. Rep. Skinner moved to approve the following line items: 01-4164-37.00 - Nursing Home Purchases & Services, in the amount of \$7,500; 01-4165-34.00, Jail Maintenance & Supplies, in the amount of \$2,000; 01-4165-37.00, Jail Purchases Services, in the amount of \$1,500; 01-4171-34.00, Building Purchases Services, in the amount of \$1,000; 01-4172-34.00, Ground and Roads, in the amount of \$3,000. The motion was seconded by Rep. Christie, voted on and the motion passed.

Rep. Woods moved to approve various line items for the Nursing Home in the amount of \$77,966.59, seconded by Rep. Skinner, voted on and the motion passed.

Rep. Skinner moved to approve the Jail line item, 01-6100-65.00, Jail Meals, in the amount of \$11,100.00, seconded by Rep. McKinney, voted on and the motion passed.

Rep. Conroy moved to approve the requests for overexpenditures for UNH Cooperative Extension, seconded by Rep. Syracuse. Rep. Sytek asked to divide the requests. The Committee voted on Line Item 01-8360-37.00, Service Contracts, in the amount of \$1,600, and the motion passed.

Rep. McKinney spoke to the next line item, 01-8360-35.00, Office Equipment, in the amount of \$2,500. Rep. McKinney stated that she has been on the Cooperative Extension Subcommittee and also on their Council who overlooks their department and she is disturbed by this because they always do this at the end of the year. In some years, she adds, it is justified due to the condition of their equipment and the use it gets. Rep. McKinney said she is against approving this line item. The motion was voted on and did not pass.

Rep. Sytek moved the approval of the County Attorney's line item 01-4110-02.00, Assistant Attorney Salaries in the amount of \$6,895.20, for the purposes of discussion, seconded by Rep. Skinner.

Rep. Conroy stated that there was only one Commissioners signature on the request and Comm. Henderson responded, correct. Comm. Henderson stated that there are legal ramifications to this line item. Comm. Henderson said this brings up the issue of whether there are constraints placed



on an elected official or department head to change job descriptions, and provide pay raises or actions which amount to a pay raise. Comm. Henderson said the current Rockingham County Personnel Manual places no restrictions on this, the O/A can go through the Personnel Department and it requires no authorization from the Commissioners or the Personnel Commission. Comm. Henderson added that he doesn't know what the legal options are but that this kind of situation should not occur and until there are uniform procedures, this should not be allowed. Rep. Conroy asked who was the responsible party if the bottom line of the County budget is overexpended and who are the administrators of the bottom line of the entire budget? Rep. Sytek responded that is not clear and she has started legislation to try to clarify the statutes. Comm. Henderson responded that the Commissioners feel the responsibility is theirs because their signature is required before any action is taken and if an O/A can make this decision, he does not feel that was the intent of the statute. Rep. Christie suggested that the Committee vote "no" and see what the legal ramifications will be. Rep. Syracuse stated that if the Committee voted "yes" it would weaken the Committee's position that the responsibility for the finances rest with the Executive Committee and the Delegation. Rep. Sytek withdraws her motion because the overexpenditure request does not contain two Commissioners' signatures and Rep. Skinner withdraws her second of the motion.

Mrs. Young spoke to this issue by stating that the employees in question have already been receiving paychecks for a certain period of time which is an acknowledgment of a contract. Mrs. Young said if this is not approved and it is not paid, the Department of Labor will be involved. She adds that it is difficult to take money away from an employee who has already been receiving this in their paycheck. Chairman Welch stated that the packet that the County Attorney sent indicated that the Personnel Director was notified of this situation and it appears that the management tools the Commissioners have are not working as they would like it to. Comm. Henderson responded that steps were taken at the last Commissioners meeting to order that the Personnel Director and the Fiscal Officer provide the Commissioners with advanced notification of any irregular personnel action prior to its being instituted. Rep. Welch stated that the County Commissioners should retain the power they have by statute and deal with the Personnel Commission in a way that allows them to take back the control they have. Rep. Klemarczyk stated that a representative from the County Attorney's office should be present at these meetings to provide the Committee with answers to their questions. Comm. Henderson clarified that the area of conflict does not relate to department heads but to elected officials because the lines of authority are clear as it relates to department heads, but less clear when it relates to elected officials. Comm. Henderson stated that the Personnel Commission will have one more opportunity on Tuesday, December 14, 1993 to provide a uniform policy to ensure that all county employees are treated equitably.

Chairman Welch asked for a motion on the floor to overspend the County Attorney's line item 41-4110-02.00, Assistant Attorney's Salaries. Chairman Welch stated that the record show there was no motion and therefore no action can be taken.

Chairman Welch asked the Executive Committee if they wished to revisit this issue via a telephone poll, assuming the motion would come from Rep. Sytek and seconded by the Clerk, Rep. Skinner. The Clerk was given authorization to conduct a phone poll, if needed. This being the will of the Committee, the Chairman moved on to further business.

Mrs. Young presented the Executive Committee with a report on EUA Cogenex. Rep. McKinney moved that the accounting entries necessary to accomplish obtaining reimbursement be completed resulting in subsequent reimbursement and overexpenditure in the current year budget line items

identified in the report presented by Mrs. Young, seconded by Rep. Malcolm. The motion was voted on and passed.

At this point in the meeting, Chairman Welch turned the meeting over to Rep. Woods, Vice Chairman of the Executive Committee, who assumed the Chair for discussion on the Farm closure. Rep. Woods recognized Rep. Syracuse who presented the report on the Farm closure.

Rep. Syracuse presented copies of the Rockingham County Farm Report to the Executive Committee for their review. Rep. Syracuse spoke with regard to the report and stated that he was not content with the report provided by the Commissioners at a previous meeting because he did not feel it provided an analysis of the decision making process used to determine the phasing out of the livestock at the farm. Rep. Syracuse states that the farm deficit figure of around \$100,000 was not substantiated by factual evidence and he has gone through the public records on the issue and has presented a more realistic picture of the financial status of the farm. Rep. Syracuse reports that the record produced from the County accounting system using GAAP procedures shows the farm deficit to be about \$44,000/year over the past eight years and that this is the actual deficit figure. Rep. Syracuse pointed out that of all the departments in the County that lose money, this department had the least. Rep. Syracuse added that he has no problem closing the farm if the process for arriving at that decision was based on factual information. Rep. Syracuse suggests, in his report, that the Executive Committee, as legislators, take the time to look at the management model and decision making processes that are being used to run county government and added that there may be an inadequate management model used to arrive at informed decisions. Rep. Katsakiores stated that this is not a time to place blame and that most of the statutes regulating county government have not been addressed adequately over the last 30 years and they need to be looked at and upgraded. Rep. Sytek thanked Rep. Syracuse for his work on this report and she has looked at the statutes which make it almost impossible to govern due to unclear lines of authority. Rep. Sytek adds that she found a chapter put in the statutes in 1986 which provides the authority to establish a County Charter. Rep. Sytek said that this means if the Executive Committee decides that the statutes are not operating correctly, the Legislature can adopt a Charter which will state how to run the county and this is something that should be looked at.

At this point in the meeting, Rep. Welch, resumed chairing the meeting and called on Rep. Woods to discuss the Children's Day Care Facility. Rep. Woods moved to adopt the report of the Rockingham County Nursing Home Subcommittee, as submitted, which states, "That the Rockingham County Day Care Center be continued through 1994; that the Carlisle Building be renovated for this purpose and that the renovations for this purpose not exceed \$15,000; and that a survey of County Employees be conducted in an attempt to find out how many would take advantage of the Center, seconded by Rep. Conroy for discussion purposes. Rep. Conroy asked about the survey which was asked for at the last Executive Committee meeting. Rep. Woods responded that this was discussed, though it may not have been clear that the Committee wanted this done. She adds that it is included in the motion, but it was not done.

Rep. Welch stated that the people involved in the Children's Day Care Center have done an extraordinary amount of work trying to make the Center work and one of the proposals he heard about but never saw was to look at the public/private relationship and his understanding is that this would be a situation where the county would provide the space and another group would supply the day care center. Rep. Welch said this would take the county out of the day care business, but would still provide employees with day care opportunities.

Rep. Conroy stated that she got the impression there would always be a deficit with the day care and Mr. Morin responded to this saying that by adding children and moving to the Carlisle building there would be a chance of breaking even or making a profit. Mr. Morin added that he never intended to say the day care would always have a deficit and if that was the impression, it was a misimpression.

General discussion ensued on this issue with comments suggesting that the day care only served a small portion of the total county employment, even if the Carlisle building was renovated. Mrs. Denise LaRoche said currently there are children who cannot be served and they are on a waiting list until slots become available. Mrs. LaRoche also stated that 31 children are served, but in the last five years over 150 children have been served which represents 20% of the employees over that five-year span.

The Chair called on Mr. Ernie Woodside, Director of Maintenance, who discussed a report on the Carlisle building. Mr. Woodside stated that the cost was divided into two parts -- the first part involved the original proposal and the estimated cost and the second part involved a cost which evolved after the Subcommittee met which includes the report from the structural engineers on what needs to be done. Mr. Woodside said the estimated costs, if done in-house, would not exceed an additional \$2,000 to take care of the structural issue providing a minimum figure of \$15,000 and a maximum figure of \$17,000. Upon questioning from Rep. Skinner, Mr. Woodside responded that it could cost more than \$17,000 if the work cannot be done in-house. Mr. Woodside stated that regardless of whether the Carlisle building was used for a day care center or not, the building still had to be fixed.

Rep. McKinney spoke to this issue and said that she was tired of listening to reports and that this has been studied for four years and she is in favor of giving a subsidy to parents of these children to find alternative child care and shut the center down.

Rep. Conroy asked for clarification on the question and asked if a yes on the report would keep the center and a no would phase it out? Rep. Welch responded, yes. Rep. Weyler moved the question. A request for a roll call on the motion was made. The motion was voted with thirteen nays (13) and four (4) yeas. The motion was defeated. Rep. Welch stated that the effect of the vote was to signify disapproval of the subcommittee report and did not include phasing the day care out. Rep. Sytek moved to include enough money to phase out the day care program by a date no later than June 30, 1993, duly seconded. The motion was voted on and passed.

Chairman Welch provided an update to a request from Rep. Pantelakos on two trailers located at the rear of the old jail. Rep. Welch stated that he visited the county complex with regard to the trailers and they are being stored at the present time with no immediate plans for them.

Rep. Sytek presented the schedule for budget meetings in January and February, 1994 which will be given to the Administrative Assistant for typing and distribution.

There being no further business to come before the Executive Committee, Rep. McKinney moved to adjourn the meeting at 12:30 PM, seconded by Rep. Syracuse.

Submitted by,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Delegation

**MINUTES**  
**ROCKINGHAM COUNTY EXECUTIVE COMMITTEE**  
**December 29, 1993**  
**Commissioners Conference Room**  
**Rockingham County Nursing Home**  
**Brentwood, New Hampshire 03833**

A scheduled meeting of the Rockingham County Executive Committee met on this date, December 29, 1993 at 1:30PM in the Commissioners Conference Room of the Rockingham County Nursing Home in Brentwood, New Hampshire. Those in attendance were the following:

**Executive Committee Membership:** Honorable Representatives David A. Welch, Chairman, Executive Committee; Deborah L. Woods, V. Chairman, Executive Committee; Patricia Skinner, Clerk, Executive Committee/Delegation; Jon P. Beaulieu; Andrew Christie, Jr.; Leroy Dube; Natalie S. Flanagan; George Katsakiores; Thaddeus Klemarczyk; Betsy McKinney; Kenneth W. Malcolm; Sherman A. Packard; Laura Pantelakos, Arthur W. Smith; Anthony Syracuse; Donna P. Sytek; Betsy Coes; Calvin Warburton.

**Others Present:** Mrs. Theresa Young, Fiscal Officer; Mrs. Jeanette Hauschel, Central Business Office, Mr. Michael Morin, Assistant Treasurer, Mr. Chris Dorobek of *Foster's Daily Democrat*, John Hart of the *Union Leader*, and Mr. Steve Haberman of the *Portsmouth Herald*.

Chairman David Welch called the meeting to order at 1:35 PM. Roll Call was taken and a quorum was present. The purpose of the meeting was to review, discuss and approve overexpenditures for various departments with Rockingham County Budget for the end of 1993.

Chairman Welch announced that there was no agenda for this meeting and that there was a request to vote on specific line item overexpenditures at the beginning of this meeting in order to release the county payroll. Chairman Welch asked Mrs. Theresa Young to provide background information on overexpenditure requests, and that she start with the salary line items.

Mrs. Young stated that the first two requests for overexpenditure involved the County Attorney's salary line items. Rep. Sytek stated that one of these requests had been denied at an earlier Executive Committee meeting.

Rep. Sytek moved to approve the overexpenditure of the County Attorney's Line Item 01-4110-02.00, Assistant Attorney Salaries, by the amount of \$12,500, and Line Item 01-4110-03.01, Administrative Assistant, by the amount of \$1,200, seconded by Rep. Skinner.

Rep. Sytek stated that she can support this motion today because of action recently taken by the Rockingham County Board of Commissioners at their last two Commissioners meetings. Rep. Sytek added that the Executive Committee was concerned that unless a system was in place to prevent this from happening again, the Committee would not be comfortable authorizing an overexpenditure and she yielded to the Commissioners.

Comm. Warren Henderson responded to this issue by stating that under the previous Personnel Manual and the authority of the previous Personnel Commission, officials or administrators could make adjustments in compensation, change duties, create new positions, and change classifications in March or April that would dramatically increase the compensation for their employees and yet

would not overexpend the budget line items until November or December. In order to prevent a reoccurrence of any action that might violate RSA 24:15, the Board of Commissioners decided to resume authority of the Personnel Commission and to place its functions back under the Board of Commissioners. Comm. Henderson added that the Board also instructed the Personnel Director not to implement any change that would involve extraordinary compensation without prior approval of the County Commissioners and instructed the Fiscal Officer in the Central Business Office not to process any extraordinary personnel related compensation without written approval of the Board.

Comm. Henderson stated that the salaries in question have been paid for the last six months and if the Executive Committee authorizes this it would encourage the continuation of what may be construed as abuse. He further stated that if the Executive Committee does not approve the overexpenditure, the Board of Commissioners will be open to suit by the Dept. of Labor. Comm. Henderson said that steps have been taken to prevent any reoccurrence of this situation and to control the policies to prevent further abuse.

Chairman Welch distributed a copy of a letter written in response to an inquiry with legal council which provided further information as to the alternatives available in this case.

The Chairman called for a vote on the motion and the Executive Committee members requested that their vote be recorded. The motion passed on a 12-5 vote with Representatives Beaulieu, Christie, Coes, Flanagan, Katsakiores, Klemarczyk, Malcolm, Skinner, Smith, Syracuse, Sytek, and Woods voting yea and Representatives, Dube, McKinney, Packard, Pantelakos and Warburton voting no.

Rep. Sytek moved to approve the overexpenditure of the Sheriff's Line Item 01-4140-02.01, Deputy Salaries, in the amount of \$4,000 and Line Item 01-4140-11.00, Social Security, in the amount of \$3,800, seconded by Rep. Skinner. The motion was voted on and carried unanimously.

Rep. Sytek moved to approve the overexpenditure of the Maintenance Line Item 01-4160-08.01, Overtime, in the amount of \$800.00, seconded by Rep. Malcolm. The motion was voted on and carried unanimously.

Rep. Sytek moved to approve the overexpenditure of the Jail Line Item 01-6100-10.01, Overtime, in the amount of \$1,900 and Line Item 01-6100-08.02, Nurses Salaries, in the amount of \$13,200, seconded by Rep. McKinney. The motion was voted on and carried unanimously.

Comm. Henderson stated that as a result of these actions all county employees will be paid on time. Chairman Welch spoke to this issue and stated that he had heard that county employees were unhappy that checks were being held up and he reported that it was explained to them that there was no authority to cut and distribute checks without the approval of the Executive Committee and that is why the Committee met today. He added that today is pay day and all employees have been paid.

Rep. Skinner moved to approve the overexpenditure of the County Attorney's Line Item 01-4110-34.00, Office Supplies, in the amount of \$200.00, seconded by Rep. McKinney. The motion was voted on and carried unanimously.

Rep. McKinney moved to approve the overexpenditure of the Sheriff's Line Item 01-4140-32.00, Telephone, in the amount of \$4,000.00, seconded by Rep. Pantelakos. The motion was voted on and carried unanimously.

Rep. Malcolm moved to approve the overexpenditure of the Maintenance Line Item 01-4165-37.00, Jail Purchases & Services, in the amount of \$1,800.00, seconded by Rep. Sytek. The motion was voted on and carried unanimously.

Rep. Sytek moved to approve the overexpenditure of the Human Service Line Item 01-4190-86.02, APTD, in the amount of \$57,000, seconded by Rep. Malcolm. The motion was voted on and carried unanimously.

Rep. Woods moved to approve the overexpenditure of the Nursing Home Line Item 01-5180-32.00, Medications, in the amount of \$9,500.00 and Line Item 01-5130-50.00, Provisions, in the amount of \$14,900.00, seconded by Rep. Malcolm. The motion was voted on and carried unanimously.

Rep. Skinner moved to approve the overexpenditure of the Jail Line Item 01-6100-34.00, Supplies, in the amount of \$600.00, seconded by Rep. McKinney. The motion was voted on and carried unanimously.

Rep. Sytek moved to approve the overexpenditure of the General Government Line Item 01-4206-01.01, Union Negotiations, in the amount of \$1,000, seconded by Rep. Skinner.

Rep. Malcolm asked if there has been an agreement on this yet? Comm. Walker responded that there has been no formalized agreement contrary to what the SEA has stated. Rep. Skinner stated that the Executive Committee had probably seen the SEA newspaper yesterday and if they took the time to read the article they would find it is not accurate. Comm. Walker stated that their paper said that the Commissioners had signed an agreement in December and went on to list a number of things reputed to have been signed. Comm. Walker said there has been no vote by the Board or the union to accept or ratify a contract and nothing has been signed. Chairman Welch stated that the parked cars in the nursing home were leafleted yesterday and the Commissioners responded to the leaflet's information which the Commissioners felt was misleading. Comm. Henderson reported that the Commissioners response to the flyer was to quote the main points contained in the leaflet and then responded with the following: There has been no ratification by any party and the County Delegation has not seen the agreement, the jail employees have been negotiating for a year and have no contract and receive no raises, the jail employees have had no more voice in their health insurance than any other county employee group, and 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. Comm. Henderson said that this response has been posted on all county bulletin boards. The motion was voted on and carried unanimously.

Chairman Welch referenced a telephone poll taken by the Clerk and authorized by the Executive Committee, on the County Attorney's salaries for the last pay period. The result of the vote: 19 Votes cast with 16 in favor and 3 against. Chairman Welch reported that this effectively approved that line item at that point. Rep. Sytek moved to confirm the telephone poll, seconded by Rep. Skinner. The motion was voted on and carried unanimously in the affirmative.

Chairman Welch reported that the Executive Committee needed to amend their previous motion which allowed the county to pay 1994 expenses. Rep. Sytek stated that at the last Executive Committee meeting, the vote was that \$6.5M be allocated based on the amount *appropriated* last year and it should have been based on the amount *expended* last year. Rep. Sytek stated that the new motion is "That the \$6.5M be allocated proportionately to line items based on year-to-date expenditures as of November 30, 1993." The motion was seconded by Rep. Malcolm. Rep. Sytek explained that the first motion would not have sufficed because there are bills for insurance that are paid in January and this will give them the authority to pay those bills in January. The motion was voted on and carried unanimously in the affirmative.

There being no further business to come before the Executive Committee, moved to adjourn, duly seconded at 2:45PM.

Respectfully submitted,  
Rep. Patricia Skinner, Clerk  
Rockingham County Executive Committee/Delegation

## **ROCKINGHAM COUNTY COMMISSIONERS' ANNUAL REPORT - 1993**

The Rockingham County Commissioners are the chief elected officials responsible for the management of county government agencies as well as fiscal matters for all county activity. It is their responsibility to authorize all purchases and payments on behalf of the county. Any purchase in the amount of \$1,000.00 or more must be submitted to public bid.

The Board of Rockingham County Commissioners continue to work towards providing the citizens of Rockingham County with quality services at the lowest possible cost.

1993 saw an exceptional expansion of the on-going effort to increase the efficiency and professionalism of the County's Central Business Office. The creation of the position of Fiscal Officer, streamlining of bookkeeping systems, separation of duties related to bookkeeping and Treasury, and the conversion of County accounting systems to conform to GAAP standards are evidence of the success of this effort. It is the expectation of the Board that this process will continue until it's completion.

In 1993 the County made the painful decision to phase out the beef and pork operations of the County Farm after many decades of operation. The County Farm /Land Management continues to produce vegetables for consumption at the County Nursing Home and the County Jail. Land Management has continued to produce hay for sale to the general public. Based upon the vote of the Board, the livestock and related equipment of the County Farm was phased out at the end of 1993.

During 1993 the County completed an extensive expansion of the County Nursing Home to increase the number of nursing beds available to eligible County residents. The design of the expansion and it's construction were widely and appropriately lauded by all parties. Particularly notable was the creation of an atrium within the Nursing Home. This pleasant indoor environment, complete with natural sunlight and diverse greenery, quickly became a gathering point for guests and residents alike. The expansion of the Nursing Home also permitted space to become available for the creation of consolidated offices for the Nursing Home staff and the Board of Commissioners and Central Business Office.

In order to increase its representation of the people and communities of Rockingham County, the Board began in 1993 to aggressively publicize the availability of so-called "Diversion Grants" funded by statute, comprised of 5% of the state budget for the Diversion of Children, Youth and Family Services, and designed to provide funding for locally-based delinquency prevention programs. Previous to 1993, Rockingham County periodically found that the demand for such funds did not match the amount available. The Board undertook a program to notify every town and potentially eligible program of the existence of the funds. This program stimulated considerable interest in the funds. As a result, demand quickly exceeded supply for Diversion Funds. While this development made the decision-making process more difficult, the Board believes that the people of the County are well-served by this policy.

The Board of Commissioners would like to take this opportunity to extend their thanks for the support and cooperation that we received from the residents of Rockingham County, our fellow elected officials, the County Delegation Executive Board, the entire Delegation and especially the county employees whose dedication makes it all work and worthwhile for those whom we serve.



**Rockingham County Commissioners**

**Ernest Barka, Chairman**

**Jane Walker, Vice Chairman**

**Warren Henderson, Clerk**

## ROCKINGHAM COUNTY NURSING HOME 1993 ANNUAL REPORT

I respectfully submit the Annual Report of the Rockingham County Nursing Home for the year ending December 31, 1993.

The past year has been extremely busy for all individuals who have been related to the County Nursing Home.

The highlight of the year was the significant completion of the additions and renovations to the County Home. In late 1992, we occupied the Driscoll Building and looked forward to the renovations of the former Mitchell Memorial Hospital for the use as administrative offices for the Home and the County Commissioners. On the morning of May 3, 1993, the administrative offices of the Home were relocated from the Blaisdell Ground Floor to the first floor the Mitchell Building. On the morning of May 10, 1993, the offices of the County Commissioners were relocated to the second floor. Each day brought with it anticipation for new surroundings and sadness for leaving areas that many had worked in for years.

The arrival of spring signaled the opportunity for the residents to begin to maximize the use of the Elizabeth "Betty" Greene Atrium, and to return to the "court yard" that had not been available for so long due to construction. Throughout the spring, summer, and fall residents, families, visitors, and staff enjoyed the use of these areas. The atrium continued to be popular over the winter months and the Christmas decorations were the topic of conversation throughout the season.

On Sunday, August 22, 1993, we celebrated with an open house and formal dedication of the buildings, court yard and atrium. Former County Commissioner John Driscoll was present for the formal dedication of the Driscoll Building. The family of former County Commissioner Thomas Prentiss were present for the dedication of the "Prentiss Court Yard." Former County Commissioner Helen Wilson was present to observe the formal dedication of the "Helen F. Wilson, Adult Medical Day Care Center." The Elizabeth "Betty" Greene Atrium was also dedicated that day to Mrs. Greene, a former State Representative. A time capsule with mementos from the past two years was also sealed that day.

I wish to recognize the team responsible for the completion of this project. Members of the "team" included staff, families, the County Commissioners, County Delegation, the architectural firm of Aring Schroeder, and representatives of Stabile Construction.

We were not visited in 1993, by the Bureau of Health Facilities for its Annual Survey of Long Term Care Facilities, as required by the Federal Government. Survey results from December 1992, were excellent. The survey team may visit anytime for the "annual visit" between nine and fifteen months of the previous visit. We anticipate a visit no later than March 31, 1994.

In late spring, while removing construction debris from the rear of the facility, medical waste that had been disposed of many years ago was discovered. The County Commissioners instructed Mr. Woodside, Director of Maintenance, to take the appropriate steps for the clean-up of this site. Mr. Woodside contacted authorities from the State of New Hampshire Department of Environmental Services, who excavated test pits to determine the extent of possible exposure. Following these tests it was determined that although the possible exposure is limited it is in the best interest of

Rockingham County to remove all the debris. This has been scheduled for late spring or early summer 1994.

In late summer the Food Service Department detected possible contamination of beef delivered from the slaughter house. A report was immediately filed with the County Commissioners and the Federal Food Inspection Service, Boston. The results of the investigation and inspection forced us to destroy the beef that had been delivered. The destruction was completed under the direction of the Federal Authorities.

Personnel from the Food Service Department were commended by the Board of County Commissioners for their responsible action in discovering this potential problem.

As of December 31, 1993, the average age of all residents in the facility was 80.54 years. There are currently 120 residents age 85 or older, 40% of the Home's population; an increase of 13 residents or 3.1%. The turnover of residents this year was extremely high. As of December 31, 1993, there have been 125 new admissions and 129 deaths or discharges recorded.

During National Nursing Home Week, C. Beverly Rohr, Adult Geriatric Nurse Practitioner, was named the "Employee of the Year". Mrs. Rohr has been employed by RCNH for over twenty years and is one its ambassadors to the community. Mrs. Rohr was nominated in September to the New Hampshire Association of Counties, and was selected among all nominations as the "County Nursing Home Employee of the Year", for the state of New Hampshire.

Projects planned for 1994 include:

- ◆ The installation of replacement windows for the Underhill Building.
- ◆ Installation of air conditioning for the Fernald and Underhill Buildings, this will provide quality air for all residents of the Home.
- ◆ Remodeling of the bath and tub rooms as well as the nursing stations in the Underhill Building.
- ◆ Repairs to the floor in the main kitchen. located in the Fernald Building.
- ◆ Resurfacing and repairs to the parking lots located in the rear of the Blaisdell and Underhill Buildings.

We will be reviewing and where necessary rewriting all job descriptions to meet the requirements of the Americans with Disabilities Act. The policy and procedure manuals for each department are also up for review in 1994.

The third year of the "Giving Tree" was successful. Many individuals and community organizations returned gifts to assist in providing a joyous Christmas morning for all residents. Thank you again to all who participated.

A word of thanks to Mrs. Patricia Donovan, Corrections Administrator; Sheriff Wayne Vetter; and members of their respective departments for their assistance and cooperation throughout the year.

Thank you to Mr. Ernest Woodside and members of the Maintenance Department for their hard work to keep the Home and its grounds well maintained. The assistance provided by Mr. Woodside. overseeing the final phases of the construction and renovation project for the Home is greatly appreciated.

I would also like to thank the many families and volunteers for their support and assistance.

This report would not be complete without again recognizing the fine personnel who provide quality care and quality of life to the residents of Rockingham County Nursing Home. We are well aware that without this group of dedicated employees the Home would not continue to enjoy its fine reputation throughout the State of New Hampshire. My personal thanks to each of them and their families.

An expression of gratitude to the Rockingham County Delegation and Board of Rockingham County Commissioners for their assistance, guidance and support this past year.

Respectfully submitted,  
William F. Sturtevant  
Administrator

**ROCKINGHAM COUNTY NURSING HOME  
1993 ANNUAL REPORT**

**CENSUS 1993**

**TOTAL CENSUS JANUARY 1, 1993: 276**

TOTAL ADMISSIONS..... 125  
TOTAL DISCHARGES..... 129  
Hospital/Admits & Return..... (24)  
\*Permanent Discharges..... (8)  
Deaths..... (97)

**TOTAL CENSUS DECEMBER 31, 1993: 297**

**TOTAL RESIDENT DAYS: 108,545**

DAILY AVERAGE CENSUS:..... 297.38  
HIGHEST CENSUS..... 300.00  
LOWEST CENSUS..... 276.00

**DAILY AVERAGE BY BUILDING:**

UNDERHILL BUILDING:..... 57.42  
FERNALD BUILDING:..... 83.17  
BLAISDELL BUILDING:..... 106.68  
DRISCOLL BUILDING:..... 49.79

**AVERAGE AGE OF RESIDENTS, DECEMBER 31, 1993: 80.54**

**AVERAGE AGE OF RESIDENTS AT DEATH:..... 84.24**

**AVERAGE AGE OF RESIDENT AT ADMISSION..... 80.29**

**AVERAGE LENGTH OF STAY: 2 YRS - 4 MOS. -14 DAYS**

- \* 2 residents expired while at hospital
- \* 2 residents discharged to another nursing facility
- \* 4 residents discharge to home

**ROCKINGHAM COUNTY NURSING HOME  
1993 ANNUAL REPORT**

**MEDICAL DIRECTOR' S REPORT**

The trends which we have seen over the last few years, sicker patients, dying shortly after admission, have continued. This reflects the continued improvement in Home Care and Day Care services available which allows patients to remain out of facilities for longer periods of time. The result of this is when they are admitted they have end-stage disease and often die shortly after admission. This situation was particularly noted at the end of 1993 when our census fell below 100 per cent for some period of time.

It is likely that as we continue to improve Home Care services that support families, we will see this trend continue. It is likely to mean that we will not need increases in nursing home bed over the next few years unless there are dramatic changes in population of this area.

A recent report from a nursing home with 24-hour physician staffing documented a zero percent survival for CPR in nursing home residents, even when there is a physician on site. This confirms the wisdom of our decision not to offer CPR, which is a futile therapy for nursing home patients. Rather we should continue to strive to put our resources into comfort care and maximizing function for all of our residents.

Karl Singer, MD  
Medical Director

**ROCKINGHAM COUNTY TREASURER  
ANNUAL REPORT - 1993**

Rockingham County ended fiscal year 1993 with an estimated increase to surplus of over \$250,000. This was a result of yearlong efforts by the County Commissioners and all County departments to keep expenditures in line and an inflow of unanticipated revenues.

The County borrowed a record \$19,000,000 to finance operations and had budgeted \$470,000 in interest on temporary loans. The actual interest expense for temporary loans was \$336,433. Historically low interest rates for the period contributed to this positive variance.

Interest income for the year totaled \$208,485 which was in excess of \$125,000 budgeted. Typically, interest rates on investments will be less than borrowing rates. This effect was countered in 1993 when the County entered into an agreement with the New Hampshire Public Deposit Investment Pool. Returns from investments in the pool were much greater than those of the usual investment vehicles available through the County's traditional banking sources. It is anticipated that attractive rates through the pool will continue in the future.

The major capital project for the year, a Rockingham County Nursing Home addition, was substantially completed and will be financed through a \$6.6M bond offering in early 1994.

Since 1989 the County continues to maintain a reserve fund of \$600,000 for the Seabrook tax abatement case in 1988. The County claims no responsibility for this situation but has set aside this amount to limit any future property tax impact. Seabrook withheld an amount of \$121,696 in 1993 taxes and has appealed to the state Board of Tax and Land Appeals in another dispute over valuation of the Seabrook Nuclear Power Plant. The County again claims no responsibility for this issue and is charging the Town of Seabrook interest at 10% per annum.

The main goal of the Department for 1993 was to provide the most professional treasury management services to the County. This was accomplished by adding an Assistant Treasurer as a full-time staff member and by reviewing all aspects of the County's cash management systems. This ongoing review led to a consolidation of cash account, more efficient use of funds, easier reporting, and increased savings in bank related charges.

**OFFICE OF THE REGISTER OF DEEDS  
1993 ANNUAL REPORT**

As you know the Registry of Deeds had an extremely busy year in 1994 with a completely unexpected increase in recordings. We processed over 70,000 documents with the help of only sixteen employees. The last time the Registry handled that number of documents we had a staff of nineteen employees (plus one part-time). Each of my employees worked over and above what is normally expected and received no monetary reward. The County is fortunate to have such dedicated and uncomplaining employees.

The copy department continues to be an extremely busy area. Over \$376,000 worth of copies were made in 1993. Approximately \$42,000 was earned through our FAX copies.

Thank you for the continued cooperation of the Board of Commissioners and the County Delegation.

Respectfully submitted,  
Betty Waitt Luce  
Register of Deeds

**1993 STATISTICS**

Number of Recordings	Documents - 70,666
Pages Filmed	189,000
Number of Copies Made	Pages - 322,976
FAX Copies Sent	Pages - 14,044s
1993 Receipts	\$2,104,439.35
1993 Expenditures	\$ 610,829.51

**ROCKINGHAM COUNTY SHERIFF DEPARTMENT  
ANNUAL REPORT - 1993**

The year closed with the Civil Division serving 16,070 civil papers for 1993 and the County receiving \$367,022 in revenue for this service.

The Warrant Division processed approximately 1,517 warrants resulting in 705 arrests and 1,393 cleared by departmental action. There were over 369 other services performed by the department such as interdepartmental investigations, polygraphs and related activities. Prisoner transports totaled 3,527 with 3,409 in-state transports and 118 out-of-state runs. The mandated Involuntary Emergency Admissions to the State Mental Facilities totaled 156 for 1993.

The Rockingham County Dispatch Center continues to serve the people of Rockingham County in day-to-day Police and Fire Emergency services. The Dispatch Center is the sole Emergency Dispatch for 22 Police Departments and 11 Fire Departments. We also assist with the coordination of all the other full-time Police and Fire Dispatch Centers and other Law Enforcement Agencies in the County. Our 24-hour, 365-days a year Dispatch Center is handling in excess of 1,000 calls for service every day. Again, the Dispatch Center would like to thank the continued support from Rockingham County we may serve the people of Rockingham County in their time of need.

I would like to take this opportunity to thank all the members of the Rockingham County Delegation, the Sheriff's Subcommittee and the County Commissioners for their support of the new Rockingham County Sheriff's Airport Unit. We are very proud of our men and women who competently represent the Sheriff's Office and the County of Rockingham. Their presence at the Airport is upholding the high tradition of the Rockingham County Sheriff's office and is a credit to the citizens of Rockingham County.

Respectfully submitted,  
Wayne E. Vetter  
High Sheriff of Rockingham County



**DEPARTMENT OF HUMAN SERVICES  
ANNUAL REPORT - 1993**

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The Department of Human Services is responsible for approving payment for court-ordered expenses of juveniles; including children in need of services, delinquents, and children who may be found to be abused or neglected. Rockingham County funds twenty-five percent of these costs, and the State of New Hampshire, Division of Children, Youth and Families, seventy-five percent. Rockingham County paid expenses for an average of 367 children on a monthly basis; the cost averaging \$141,000 per month.

This department is also responsible for the payment of bills for Old Age Assistance. This program provides cash grants to income-eligible elderly persons. The county pays a fifty percent share of the total cost. Rockingham County had approximately 260 clients per month a total average cost of \$15,000 monthly.

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The Intermediate Nursing Care line item of the budget represents the most costly portion of this department's budget. The program pays for medical services to patients in private nursing homes, as well as the Rockingham County Nursing Home, with costs split - fifty percent federal share, 19.25 percent State share, and 30.75 percent county share. There was an average caseload of 885 patients, at an average monthly cost of \$650,000.

Rockingham County receives \$307,000 per year from the budget of the Division of Children, Youth and Families to be granted to community prevention programs. It is the purpose of these programs to provide services which will prevent children and families from becoming involved in the juvenile justice system, or to provide judges with alternatives to costly placements or services once a juvenile petition has been filed.

I would like to express my appreciation to the Board of Commissioners for their support of the initiatives of this department, and to the legislative sub-committee who have shown an interest in, and knowledge of, the functions of the Department of Human Services. The excellent staff of this department, including the Parent-Child mediation Program coordinators, deserve high praise for their service on behalf of the families of Rockingham County.

Respectfully submitted,  
Diane D. Gill  
Director, Human Services

## **ENGINEERING & MAINTENANCE SERVICES ANNUAL REPORT - 1993**

This has been another exciting year for the department and since I have been on board we have made what I believe is a very professional, highly skilled, and well respected department, which provides services in a multitude of fields throughout the County Complex. This could not have been done without the support and expertise of the team in the department, who continue to maintain a high level of service in all areas, in both response time and results.

The Department continues to take on any and all major and minor projects in all areas. This year we have seen the expansion of the new Nursing Home wing and the renovations to the Mitchell wing. We have also seen the start of the new water treatment facility.

It should also be noted that while most of this work has been done under my direction as I have continued to take on the responsibility of overseeing the construction projects for the Board, the support and hard work of my office staff has been a great asset, and has made the work possible.

The following are just some of the projects we have undertaken in 1993:

- Installation of new valves for the heating system in the Fernald building.
- Installation of security cameras and monitor at the County Nursing Home.
- Landscaping work in front of the Driscoll wing.
- Installation of a new hot water heater in Children's Day Care.
- Installation of pressure relief valves and controls at the spray irrigation site.
- Installation of new dry hydrants on the fire protection system.
- Construction of a retaining wall for the sewer pump station on the south side of North Road.
- Painting and upgrading of the Slaughter House facility to meet Federal standards.
- Replacement of the sewer line system on the south side of North Road.
- Temporary repairs to the Jail roof.
- Installation of new valves in the main boiler plant.
- Installation of a new boiler in the Engineering and Maintenance building.
- Replacement of the Ladd farm trailer.

I would like to thank the Board of Rockingham County Commissioners and all department heads for their support; and a special thanks to all the men and women in the department for a JOB WELL DONE!

Respectfully submitted,  
Ernest G. Woodside, Director  
Engineering & Maintenance Services

## ROCKINGHAM COUNTY DEPARTMENT OF CORRECTIONS ANNUAL REPORT - 1993

During 1993 our inmate population was consistently higher than previous years. For the first time our population reached 212 during the month of November. All six wings are open, staffed and occupied.

Nine officers attended the New Hampshire Association Correctional Academy. Upon successfully completing the Academy, they were all certified by the N.H.A.C. Certification Board.

The year the Academy awarded the *Distinctive Graduate Award* to C.O. Ronald Farrell, Rockingham County.

Seventy-one percent of our corrections staff are certified through the Corrections Academy and the N.H.A.C. Certification Board. One hundred percent of our certified staff have met or exceeded the required twenty hours of training for 1993.

A note of appreciation to Lt. Albert Wright for his commitment to our in-house training program, enabling our Correctional Officers to meet their 20 hours of training for continued certification.

Thank you to Chaplain Walter Johnston who continues to address all the spiritual needs of the inmates.

We wish to thank all the volunteers, individuals, as well as groups who continue to do so much each and every year for our inmate population.

A word of thanks to Mr. William Sturtevant, Nursing Home Administrator; Mr. Roy Morrisette, Director of Personnel; Sheriff Wayne Vetter; Carleton Eldredge, County Attorney; and members of their respective departments for their assistance and cooperation throughout the year.

Margaret Colcord, Director of Medical Services, retired December 26, 1993 following twelve years of service to the county. We wish Mrs. Colcord best of luck as she faces new adventures in her life.

Welcome aboard to Fred Record, RN Director of Medical Services. Hope you enjoy complete success in this new responsibility.

An expression of gratitude to the Rockingham County Delegation and to the Board of Rockingham County Commissioners for their assistance, guidance and support this past year.

This report would not be complete without recognizing the professional and dedicated Officers, Control Operators, Supervisors, and Administrative staff for their performance and support throughout the year. My personal thanks to each and every one of you.

Patricia M. Donovan, Superintendent  
Rockingham County Department of Corrections

**INMATE POPULATION - 1993**

	Pre-Trial	Sentenced	Total
Inmate Count on January 1, 1993	91	58	149
Inmate County on December 1, 1993	100	88	188
Number Committed from January 1, 1993 to December 31, 1993	2118	624	2742

**AVERAGE DAILY COUNT**

1986 -- 86  
 1987 -- 108  
 1988 -- 111  
 1989 -- 130  
 1990 -- 164  
 1991 -- 149  
 1992 -- 149  
 1993 -- 178

First Offenders Booked During 1993 ..... 54%  
 Repeat Offenders Booked During 1993 ..... 46%  
 Males Booked During 1993..... 91%  
 Females Booked During 1993 ..... 9%

Average Age of Inmates Booked During 1993 .....29

**DISTRIBUTION OF COMMITMENTS BY TOWN AND AGENCIES**

TOWN..... NUMBER  
 Atkinson.....4  
 Auburn.....24  
 Brentwood.....5  
 Candia.....8  
 Chester.....6  
 Danville.....6  
 East Kingston.....10  
 Epping.....117  
 Exeter.....60  
 Fremont.....13  
 Greenland.....28  
 Hampstead.....19  
 Hampton.....265  
 Hampton Falls.....7  
 Kensington.....9  
 Kingston.....103  
 Londonderry.....42  
 Newcastle.....2  
 Newfields.....2  
 Newington.....50  
 Newmarket.....64  
 Newton.....67  
 North Hampton.....42

AGENCIES  
 Rockingham County Sheriffs  
 Department..... 578  
 NH State Police..... 128  
 US Marshall..... 76  
 Sullivan County..... 1  
 Deerfield..... 39  
 Hillsborough County..... 2  
 Derry..... 117  
 Probation/Parole..... 1  
 Fish & Game Dept..... 2  
 Self Turn-Ins ..... 23

Northwood.....	22
Nottingham.....	13
Plaistow.....	74
Portsmouth.....	100
Raymond.....	152
Rye.....	19
Salem.....	226
Sandown.....	8
Seabrook.....	67
South Hampton.....	8
Stratham.....	76
Windham.....	32

SUMMARY OF CHARGES DURING 1993

Acts Prohibited.....	4	Indecent Exposure.....	108
Aggravated Fel. Sex. Assault.....	20	Issuing Bad Checks.....	39
Assault (First Degree).....	20	Kidnapping.....	6
Assault (Second Degree).....	54	Lewdness.....	2
Assault (Simple).....	206	Littering.....	4
Assault on Police Officer.....	1	Loitering.....	1
Arson.....	13	Manslaughter.....	1
Att. Theft of Motor Vehicle.....	1	Motor Vehicle Violations.....	9
Bail Jumping.....	7	Murder (First Degree).....	2
Bail Revoked.....	12	Murder (Attempted).....	4
Burglary.....	125	Non-Payment of Fines.....	48
Conduct After Accident.....	21	Non-Support.....	15
Contempt of Court.....	69	Oper. After Revo./Susp.....	254
Contrib. to Delinq. of Minor.....	1	Oper. w/o License.....	14
Criminal Liability.....	4	Open Container.....	34
Criminal Mischief.....	61	Overnight Holds.....	27
Criminal Restraint.....	2	Poss. of Burglary Tools.....	15
Criminal Threatening.....	45	Poss. of Cont. Drugs.....	149
Criminal Trespass.....	68	Poss. C/D w/Intent to Sell.....	36
Default.....	104	Sale of Cont. Drugs.....	67
Disobeying Police Officer.....	58	Mfg. of Cont. Drugs.....	1
Disorderly Conduct.....	87	Poss. Hypodermic Needle.....	20
Domestic Violence.....	6	Poss. Prop. w/o Serial Number... 7	
D.W.I. (Sentenced).....	160	Prohibitive Sales.....	3
D.W.I. (Pre-Trial).....	259	Prowling.....	2
Endangering Welfare/Child.....	6	Protective Custody.....	223
Escape.....	9	Rec. Stolen Property.....	81
Extortion.....	2	Reckless Conduct.....	22
Failure to Keep Records.....	1	Resisting Arrest.....	99
False Alarms.....	4	Robbery.....	31
False Imprisonment.....	1	Shoplifting.....	138
False Report to Police.....	49	Stalking.....	3
False Prescriptions.....	1	Theft.....	117
Federal Inmates.....	76	Theft (Motor Vehicle).....	1
Felon in Poss. Firearm.....	9	Theft (Unauth. Taking).....	38
Felon Sexual Assault.....	48	Transport. Cont. Drugs.....	1
Forgery.....	64	Unlawful Poss. of Alcohol.....	25
Fugitive from Justice.....	47	Viol. of Protective Order.....	2
Fraud. Use of Credit Card.....	13	Warrants.....	161
Habitual Offender.....	57	Welfare Fraud.....	1
Harassment.....	12	Witness Tampering.....	12
Hindering Apprehension.....	7	Viol. Prob./Parole.....	128
Illegal Possession of Weapon.....	4	Fish & Game Violation.....	2

END OF YEAR REPORT

January 1, 1993 - December 31, 1993

WORK RELEASE:

Inmates Participating in Court Ordered Work Release ..... 57  
Inmates Remaining in Program until Released ..... 50  
Inmates Removed from Program for Non-Compliance ..... 7  
SUCCESS RATE - 1993 ..... 87%

EDUCATION:

Inmates Participating in G.E.D. Classes ..... 121  
Inmates Receiving G.E.D. Certificates ..... 9

Pre-Trial ABE/GED classes are now conducted by a teacher whose specialty focuses on students outside the mainstream and special education/learning disability issues.

PROGRAMMING:

DECISIONS: Inmates that Completed the Ten-Week Course ..... 5

COUNSELING:

A psychiatrist is now available twice a month on-site to support staff/medical department in areas of psycho tropic medications, intake assessments, diagnosis and clinical supervision.

**ROCKINGHAM COUNTY ATTORNEY  
ANNUAL REPORT - 1993**

In 1993 the operation of the office continued much as it had in the last two or three preceding years. The Assistant County Attorneys still carry unwieldy case loads and are able to perform as well as they do because the Superior Court can supply only two jury trials courtrooms.

In 1993 a total of 2,421 new cases were entered and 2,363 disposed of. Following are numbers of cases entered in various categories:

**1993 CRIMINAL CASE COUNTS**

Total Cases Entered in 1993: ..... 2,421  
Total Cases Disposed of in 1993 ..... 2,363

Types of Cases Entered in 1993:

Sexual Assaults (Felonies & Misdemeanors).....	493
Drug Charges (Felonies & Misdemeanors).....	403
Issuing Bad Checks (Felonies & Misdemeanors).....	91
Forgeries.....	172
Burglaries.....	213
Negligent Homicides.....	17
Assaults (1st Degree, 2nd Degree, Simple).....	183
Habitual Offenders.....	113
Thefts (Felonies & Misdemeanors).....	310
Welfare Fraud.....	5
DWI.....	67
Simple DWI.....	19
DWI Subsequent.....	37
Aggravated DWI, Misdemeanor.....	5
Aggravated DWI, Felony.....	6

**JURY TRIALS - DISTRICT COURT PILOT PROGRAM  
(BEGUN JANUARY 1, 1993)**

Total Cases Entered in 1993.....	450
Total Cases Disposed of in 1993.....	275
Numbers of Trials.....	33

The District Court Jury Trial Pilot Program continued to grow in 1993; so that all the district courts in the county became involved. By year's end (1993), misdemeanor appeal cases in the Superior Court had all but disappeared.

The office is in dire need of its own investigator, most prosecuting offices have them. We also need additional clerical help. At such time as the anticipated new courthouse is completed, the office will definitely need additional attorneys. For the moment with the limited resources of the superior court, we are holding our own.



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G&C

GRZELAK AND COMPANY, P. C.

CERTIFIED PUBLIC ACCOUNTANTS

Laconia Office (603) 524-6734  
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MEMBERS  
American Institute of Certified  
Public Accountants (AICPA)  
New Hampshire Society of  
Certified Public Accountants  
AICPA Division for CPA Firms-  
Private Companies Practice Section

INDEPENDENT AUDITOR'S REPORT

To the County Commissioners  
County of Rockingham, New Hampshire

We have audited the accompanying general-purpose financial statements of the County of Rockingham, New Hampshire as of and for the year ended December 31, 1993, as listed in the table of contents. These general-purpose financial statements are the responsibility of the County's management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general-purpose financial statements referred to above do not include the General Fixed Assets Account Group, which should be included to conform with generally accepted accounting principles. The amounts that should be recorded in the General Fixed Assets Account Group are not known.

In our opinion, except for the effect on the general-purpose financial statements of the omission described in the preceding paragraph, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the County of Rockingham, New Hampshire as of December 31, 1993, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The individual and combining fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of the County of Rockingham, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general-purpose financial statements taken as a whole.

*Grzelak & Co.*

GRZELAK AND COMPANY, P. C.  
Laconia, New Hampshire

March 1, 1994

P. O. BOX 8 • LACONIA, NEW HAMPSHIRE • 03247

Exhibit A  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
 December 31, 1993

ASSETS	Governmental Fund Types		Proprietary Fund Types		Fiduciary Funds		Account Groups		TOTALS Memo Only
	General Fund	Capital Projects Funds	RCNH Enterprise Funds	Internal Service Funds	Trust and Agency Funds	General Long-Term Debt	General Fixed Assets		
Cash and Cash Equivalents	\$0	\$369,270	\$204,749	\$333,381	\$51,231	\$0	\$0	\$958,631	
Restricted Cash	0	0	49,430	0	0	0	0	49,430	
Accounts Receivable	130,123	0	1,610,364	0	0	0	0	1,740,487	
Allowance for Doubtful Accounts	0	0	0	0	0	0	0	0	
Investments	1,559,054	0	0	912,872	0	0	0	2,471,926	
Due from other Governments	121,696	0	0	0	0	0	0	121,696	
Interest Receivable	431,037	42,001	0	150,000	0	0	0	623,038	
Inventory	0	0	0	0	0	0	0	0	
Other Current Assets	372,884	0	146,781	0	0	0	0	519,665	
Restricted - Patient Assets	0	0	3,040	0	0	0	0	3,040	
Property and Equipment, Net	0	0	226,301	0	0	0	0	226,301	
Restricted Fixed Assets	0	0	12,058,986	0	0	0	0	12,058,986	
Other Assets	0	0	0	0	0	0	0	0	
Amount to be Provided for Retirement of General Long-Term Debt and Other Obligations	0	0	8,147	0	0	0	0	8,147	
<b>TOTAL ASSETS</b>	<b>\$2,614,794</b>	<b>\$411,271</b>	<b>\$14,307,798</b>	<b>\$1,396,253</b>	<b>\$51,231</b>	<b>0</b>	<b>12,503,344</b>	<b>\$31,284,691</b>	

The notes to the financial statements are an integral part of this statement

Exhibit B  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS  
 For the Year Ended December 31, 1993

	Governmental Fund Types		Fiduciary Funds Expendable Trust Funds	TOTALS
	General Fund	Capital Projects Funds		
<b>REVENUES</b>				
Taxes	\$21,411,685	\$0	\$0	\$21,411,685
Interest	208,485	0	112	208,597
Charges for Services				
Deeds	2,117,079	0	0	2,117,079
Sheriff's Department	683,593	0	0	683,593
Maintenance	608,654	0	0	608,654
Commissioners	1,905	0	0	1,905
County Attorney	866	0	0	866
Corrections	205,992	0	0	205,992
County Farm	180,790	0	0	180,790
Extension Service	45	0	0	45
Human Services	269,062	0	0	269,062
Personnel Services	30,467	0	0	30,467
Other	398,628	8,999	0	407,627
	<u>26,117,251</u>	<u>8,999</u>	<u>112</u>	<u>26,126,362</u>
<b>OTHER FINANCING SOURCES</b>				
Operating Transfers In	0	283,003	0	283,003
Proceeds from Sale of Bonds	0	0	0	0
	<u>0</u>	<u>283,003</u>	<u>0</u>	<u>283,003</u>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>26,117,251</u>	<u>292,002</u>	<u>112</u>	<u>26,409,365</u>

The notes to the financial statements are an integral part of this statement.  
 Exhibit Page - 3

**EXPENDITURES**

Current				
Public Assistance	10,455,381	0	0	10,455,381
Corrections	3,971,448	0	0	3,971,448
Maintenance	2,017,501	0	0	2,017,501
General Government	313,699	0	0	313,699
Commissioners	251,729	0	0	251,729
Personnel Services	49,589	0	0	49,589
Sheriff's Department	1,882,207	0	0	1,882,207
Register of Deeds	617,243	0	0	617,243
County Attorney	836,608	0	0	836,608
Medical Examiner	62,076	0	0	62,076
Cooperative Extension	292,644	0	0	292,644
County Farm	194,448	0	0	194,448
Treasurer and Deputy	66,124	0	0	66,124
Delegation	15,679	0	0	15,679
Human Service Specials	189,825	0	0	189,825
Debt Service - Principal	1,030,000	0	0	1,030,000
Debt Service - Interest	1,068,801	0	0	1,068,801
Capital Outlay	216,533	616,760	0	833,293
	<u>23,531,535</u>	<u>616,760</u>	<u>0</u>	<u>24,148,295</u>
<b>OTHER FINANCING USES</b>				
Operating Transfers Out	2,464,288	0	0	2,464,288
	<u>2,464,288</u>	<u>0</u>	<u>0</u>	<u>2,464,288</u>
	25,995,823	616,760	0	26,612,583
	<u>25,995,823</u>	<u>616,760</u>	<u>0</u>	<u>26,612,583</u>

**TOTAL EXPENDITURES AND OTHER FINANCING USES**

**EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES**

	121,428	(324,758)	112	(203,218)
	<u>164,323</u>	<u>0</u>	<u>0</u>	<u>164,323</u>
<b>CHANGE IN RESERVES</b>				
<u>UNRESERVED FUND BALANCE</u>				
CHANGE, NET	285,751	(324,758)	112	(38,895)
BALANCE - January 1	337,885	283,573	6,665	628,123
BALANCE - December 31	<u>623,636</u>	<u>(41,185)</u>	<u>6,777</u>	<u>589,228</u>

The notes to the financial statements are an integral part of this statement.  
Exhibit Page - 4

Exhibit C  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP) AND ACTUAL - GOVERNMENTAL FUND TYPES WITH ADOPTED BUDGETS  
 For the Year Ended December 31, 1993

	<u>General Fund</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<i>Favorable or (Unfavorable)</i>
<b>REVENUES</b>				
Taxes	\$21,533,381	\$21,411,685	(\$121,696)	
Interest	125,000	208,485	83,485	
Charges for services				
Deeds	1,750,000	2,117,079	367,079	
Sheriff's Department	761,197	683,593	(77,604)	
Maintenance	627,941	608,654	(19,287)	
Commissioners	2,000	1,905	(95)	
County Attorney	0	866	866	
Corrections	92,000	205,992	113,992	
County Farm	226,888	180,790	(46,098)	
Extension Service	0	45	45	
Human Services	358,618	269,062	(89,556)	
Personnel Services	35,112	30,467	(4,645)	
Other	258,100	398,628	140,528	
	<u>25,770,237</u>	<u>26,117,251</u>	<u>347,014</u>	
<b>OTHER FINANCING SOURCES</b>				
Operating Transfers In	0	0	0	
	<u>0</u>	<u>0</u>	<u>0</u>	
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<u>25,770,237</u>	<u>26,117,251</u>	<u>347,014</u>	

The notes to the financial statements are an integral part of this statement.  
 Exhibit B-100 5

Exhibit E  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINED STATEMENT OF CASH FLOWS - ALL PROPRIETARY FUND TYPES**  
 For the Year Ended December 31, 1993

	Proprietary Funds		TOTALS
	Enterprise Fund	Internal Service Funds	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Operating Income(Loss)	(\$2,155,832)	\$498,728	(\$1,657,104)
Adjustments:			
Depreciation	604,359		604,359
Changes in Assets and Liabilities:			
Accounts Receivable	(500,809)	(38,062)	(538,871)
Inventories and Prepaids	477,270	0	477,270
Accounts Payable and Accrued Expenses	(16,384)	(340,356)	(356,740)
<i>Net Cash (Used for) Provided by Operating Activities</i>	(1,591,396)	120,310	(1,471,086)
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Bond Principal Payments	(263,613)	0	(263,613)
Operating Transfers In(Out)	2,181,285	0	2,181,285
<i>Net Cash (Used for) Provided by Noncapital Financing Activities</i>	1,917,672	0	1,917,672
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Proceeds (Payments)	(27,263)	(914,672)	(941,935)
<i>Net Cash (Used for) Provided by Capital and Related Financing Activities</i>	(27,263)	(914,672)	(941,935)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Fixed Asset Additions	(1,377,918)	0	(1,377,918)
<i>Net Cash (Used for) Provided by Investing Activities</i>	(1,377,918)	0	(1,377,918)
<b>NET INCREASE (DECREASE) IN CASH</b>	(1,078,905)	(794,362)	(1,873,267)
CASH BALANCE - January 1	1,283,684	1,127,743	2,411,427
CASH BALANCE - December 31	\$204,779	\$333,381	\$538,160

The notes to the financial statements are an integral part of this statement.  
 Exhibit Page - 8

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the County of Rockingham, New Hampshire (hereinafter referred to as the "County" or "Government") have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units, except as disclosed. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the GASB's generally accepted accounting principles applicable to the County, and the County's conformity with such principles, are described below. These disclosures are an integral part of the County's financial statements.

A. THE REPORTING ENTITY

The County of Rockingham operates under the Delegation - Commissioner form of government and provides County services as authorized by state statutes. As required by GAAP, specifically *Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity"* and effective for fiscal years beginning after December 15, 1992 (i.e., calendar year 1993), these financial statements are required to present the County of Rockingham (the "*primary government*") and its "*component units*" (if any).

A *primary government* is defined by the GASB as any state government or general-purpose government. Additionally, a primary government may also consist of a special-purpose government (such as a school district) that meets *all* of the following criteria (a) it has a *separately elected* governing body, (b) it is *legally separate*; and (c) it is *fiscally independent* of the other state and local governments.

A *component unit* is defined by the GASB as a legally separate organization for which the *elected officials of the primary government are "financially accountable."* The primary government is financially accountable if it *appoints a voting majority* of the organization's governing body *and* (1) it is able to *impose its will* on that organization *or* (2) there is a potential for the organization to provide specific financial *benefits* to, or impose specific financial *burdens* on, the primary government. A primary government may also be financially accountable if an organization is "*fiscally dependent*" on the primary government. *Fiscal independency* is defined by the GASB as the ability to complete certain *essential fiscal events* without substantive approval by a primary government; (a) determine its budget without another government's having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government.

For the year ended December 31, 1993 there were no potential component units identified upon which the application of these criteria were applied.

Note - 1



COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

**B. BASIS OF PRESENTATION - FUND ACCOUNTING**

The accounts of the County are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The County has created several types of funds and a number of discrete funds within each fund type. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, expenditures/expenses. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. Funds are classified into three broad fund categories: *Governmental, Proprietary and Fiduciary funds*.

Each fund category, in turn, is further divided into separate fund types described as follows:

**Governmental Funds**

Governmental funds are used to account for most of a government's programs and activities, including the collection and disbursement of earmarked monies (*special revenue funds*), and the acquisition or construction of general fixed assets (*capital projects funds*) or the accumulation of resources for the payment of principal and interest (*debt service funds*). The *general fund* is used to account for all activities of the government not accounted for in some other fund. The presentation format of the general-purpose financial statements includes all governmental fund types, funds with account balances or transaction activity for the year ended December 31, 1993 are clearly identifiable.

**Proprietary Funds**

Proprietary funds are used to account for activities *similar to those found in the private sector*, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (*enterprise funds*) or to other departments or agencies primarily within the County (*internal service funds*)

The Rockingham County Nursing Home is accounted for through an Enterprise Fund. Although the Nursing Home Enterprise Fund is designated as self-supporting, a significant component of its income and funding is in the form of a subsidy from the General Fund on an annual and recurring basis.

As more fully described in Note 2, several self-insured risk management programs are operated by the County and are accounted for through Internal Service funds in accordance with GASB Statement 10, "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues".

Note - 2

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

Fiduciary Funds

Fiduciary funds are used to account for the *assets held on behalf of outside parties*, including other governments, *or on behalf of other funds* within a government. When these assets are held under the terms of a formal trust agreement, either a pension trust fund, a nonexpendable trust fund or expendable *trust fund* is used. The terms "nonexpendable" and "expendable" refer to whether or not a government is under an obligation to maintain the trust principal. *Agency funds* generally are used to account for assets that the government holds on behalf of others.

*Account Groups*

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, GAAP requires that capital acquisition and construction are reflected as expenditures in the governmental funds, and the related assets are to be reported in the General Fixed Assets Account Group.

All *purchased* fixed assets are to be valued at cost where historical records are available and at an estimated historical cost where no historical records exist.

*Donated fixed assets* are to be valued at their estimated fair market value on the date received.

*Public domain ("infrastructure") general fixed assets* consisting of parking lots, walkways, curbs and gutters, drainage systems and lighting systems are not required to be capitalized, as these assets are immovable and of value only to a government.

Assets that should be reported in the general fixed assets account group are not depreciated.

The County does not maintain a record of its general fixed assets and accordingly, a General Fixed Assets Account Group, required by Generally Accepted Accounting Principles (GAAP), is not included in these financial statements. Accordingly, this has resulted in a report modification (qualification).

Note - 3

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

Long-term debt is recognized as a liability of a governmental fund primarily when due. For other long-term obligations, including compensated absences, only that portion *expected to be financed from expendable available financial resources* is reported as a fund liability of a governmental fund. The remaining portion of such debt and other obligations are reported in the General Long-Term Debt Account Group.

The General Fixed Asset and Long-Term Debt Account Groups are not "funds." They are concerned only with the measurement of financial position and not with results of operations.

C. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a *current financial resources measurement focus*. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds and nonexpendable trust funds are accounted for on a *flow of economic resources measurement focus*. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. *Fund equity* (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both *measurable and available*). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Licenses and permits, fines and forfeits and miscellaneous revenues, are recorded as revenues when received in cash. General property taxes and investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except principal and interest on debt service and other long-term obligations, which are recognized when due to be paid.

Note - 4

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded when incurred.

The County may report *deferred revenue* on its combined balance sheet when a potential revenue does not meet both the "*measurable*" and "*available*" criteria for recognition in the current period or when resources are received by the government before it has a legal claim to them (such as grant monies). In subsequent periods, when both revenue recognition criteria are met, or when the County has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

**D. BUDGETS**

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary system in accordance with various legal requirements which govern the County's operations. The County budget is formally acted upon at the County Convention. The County's General Fund Budget (the only fund with a formally adopted budget) is on a basis which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations.

At year end, all unencumbered "*annual*" appropriations lapse. Other appropriations which have a "*longer than annual*" authority (such as special warrant or capital related activities) *may carry over at year end if the governing body intends to continue or complete the special purpose for which the funds were established.*

State legislation also require *balanced budgets* and in most cases, the use of some portion of the beginning General Fund unreserved fund balance to reduce the amount of taxes to be raised. For the year ended December 31, 1993, \$524,909 was used to reduce taxes.

**E. ENCUMBRANCES**

Encumbrances accounting is utilized in the governmental funds to account for commitments relating to unperformed contracts for goods and services. Encumbrances outstanding at year end are reported as reservations of fund balance and do not constitute expenditures or liabilities of the governmental fund, but are carried forward to supplement appropriations of the succeeding year.

Note - 5

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
 NOTES TO FINANCIAL STATEMENTS  
 December 31, 1993

**F. CASH, CASH EQUIVALENTS AND INVESTMENTS**

Cash and equivalent accounts include amounts in demand and savings account deposits as well as short-term investments (such as certificates of deposits) with a maturity date within three months of the date acquired by the County Investments, if any, are stated at cost (for equity instruments) or amortized cost (for debt instruments). Supplemental disclosure of cash flow information for the Rockingham County Nursing Home Enterprise Fund are as follows:

Cash paid for interest \$200,965

**G. DUE TO AND DUE FROM OTHER FUNDS**

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which the transactions are executed. *Quasi-external transactions* are accounted for as revenues, expenditures or expenses. Transactions that constitute *reimbursements* to a fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. Nonrecurring or permanent transfers of equity are reported as *residual equity transfers*. All other interfund transfers are reported as *operating transfers*. Individual interfund balances at December 31, 1993 were as follows:

Fund	Due From	Due To
General Fund	\$431,037	\$ 0
Capital Projects Fund	42,001	0
Enterprise Fund	0	473,038
Internal Service Fund	150,00	150,000
Trust and Agency Fund	<u>0</u>	<u>0</u>
	<u>\$623,038</u>	<u>\$623,038</u>

**H. INVENTORIES**

Inventories in the Rockingham County Nursing Home Enterprise Fund, under the accrual basis of accounting, are valued at the lower of cost (first-in, first-out basis) or market

Inventories of the General Fund are accounted for utilizing the *purchase method*. Under this method, inventories are recorded as expenditures when purchased. When material (significant), General Fund inventory amounts are to be reported as General Fund assets and equally offset by a fund balance reserve.

Note - 6

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 1993**

**I. FIXED ASSETS**

Fixed assets and accumulated depreciation of the Rockingham County Nursing Home Enterprise Fund were as follows:

Land	\$ 196,187
Buildings & improvements	14,246,164
Movable equipment	<u>1,490,183</u>
	15,932,534
Less accumulated depreciation	<u>-3,873,548</u>
	<u>\$12,058,986</u>

Fixed assets of the Rockingham County Nursing Home Enterprise Fund, a Proprietary Fund Type, are valued at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Buildings and improvements	10 - 30 years
Movable equipment	3 - 15 years

Depreciation expense was \$604,359 for the year ended December 31, 1993.

FASB #62, "Capitalization of Interest Costs in Situations Involving Certain Tax-Exempt Borrowings," concludes that constructed assets financed with the proceeds of tax-exempt debt should include capitalized interest only to the extent that interest cost exceeds interest earned on related interest-bearing investments acquired with the proceeds of the related tax-exempt borrowing. During 1993, \$77,800 in interest expense was capitalized as there was no interest income earned.

**J. COMPENSATED ABSENCES**

County employees are sometimes entitled to certain *compensated absences* based, in part, on their length of employment. *Compensated absences that are expected to be liquidated with expendable available financial resources* are reported as an *expenditure* and a *fund liability of the governmental fund that will pay it*. Amounts of compensated absences that are *not expected to be liquidated with expendable available financial resources* are reported in the *general long-term debt account group* (and no expenditure is reported for these amounts). In accordance with provisions of Statement of Financial Accounting Standards No. 43, Accounting for Compensated Absences, no liability is recorded for nonvesting accumulated rights to receive compensatory time benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as "terminal leave" prior to retirement. Compensated absences of the Rockingham County Nursing Home Enterprise Fund are included in accrued expenses as a fund liability as required by generally accepted accounting principles.

Note - 7

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

**K. LONG-TERM OBLIGATIONS**

Long-term obligations of the County are reported in the General Long-Term Debt Account Group. Expenditures for debt service and other long-term obligations (including compensated absences) are recorded when they are due, or when they are expected to be liquidated with the expendable available financial resources of a governmental fund. Long-term debt of the Rockingham County Nursing Home is reported, net of current portion, in the Enterprise Fund in accordance with generally accepted accounting principles.

**L. FUND EQUITY**

For *governmental funds*, the *unreserved fund balances* represent the amount available for budgeting future operations; the *reserved fund balances* represent the amounts that have been legally identified for specific purposes and are not appropriable for expenditure; and the *designated fund balances* represent tentative plans for future use of financial resources. For *governmental and other funds*, equities can be *reserved for endowments* (the principal balances of nonexpendable trust funds plus any unspent income balances), *reserved for encumbrances* (commitments relating to unperformed contracts for goods and services), *reserved for continuing appropriation* (commitments relating to unperformed non-lapsing appropriations) or *reserved for inventory* (recorded at year end, if material, under the purchase method) or *prepaids*. For *proprietary funds*, fund equity is comprised of retained earnings and contributed capital.

At December 31, 1993 there is a \$41,185 deficit in the Capital Projects Fund. As more fully described in Note 6 - Subsequent Events, the County issued general obligation long-term bonds on March 31, 1994 which are to be allocated to the participating funds, including the Capital Projects Fund.

At December 31, 1993 there is a \$58,018 deficit in the Health Insurance Risk Management Fund. During 1993 an interfund loan of \$150,000 was authorized from the Worker's Compensation Risk Management Fund to the Health Insurance Risk Management Fund. Management expects subsequent insurance assessments will restore the Health Insurance Risk Management Fund to equity.

**M. MEMORANDUM ONLY - TOTAL COLUMNS**

The combined general-purpose financial statements include total columns that are described as memorandum only. Data in these columns do not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Interfund transactions have not been eliminated from the total column of each financial statement.

Note - 8

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

**Deposits and Investments.** The County Treasurer is authorized by State Statutes to invest excess funds, with the approval of the Commissioners, in obligations of the United States Government, in savings bank deposits or certificates of deposit of banks incorporated under the laws of the State of New Hampshire, or in national banks located within the states of New Hampshire or Massachusetts. For the year ended December 31, 1993, the County was in compliance with these applicable deposit and investment state laws and regulations.

**Risk Management.** The County is exposed to various *risks of loss* related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County purchases commercial insurance coverage for all general insurance risks, property liability risks and for the protection of assets. During the year ended December 31, 1992, the County implemented early adoption of Governmental Accounting Standards Board Statement 10, "Accounting and Financial Reporting for Risk Financing and Related Insurance Issues," [hereinafter referred to as "GASB #10"] and established risk management fund types (accounted for and reported in an Internal Service Fund) to account for and finance its uninsured risks of loss retained (below stop loss thresholds purchased from commercial carriers) for employee health, dental, unemployment and workers compensation. Settled claims, if any, have not exceeded the County's coverage in any of the past three fiscal years.

All funds of the County participate and make payments to the risk management Internal Service Funds. The claims liabilities of the funds of \$441,623 reported in the Internal Service Fund at December 31, 1993 is based on the requirements of GASB #10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the Internal Service Fund's claims liability amount represents the current year effect of claims and changes in estimates, net of claims payments

**Claims, Judgments and Contingent Liabilities**

**Grants and Funding Sources.** Amounts received (in the current or past years) or receivable from grantor and funding agencies (federally assisted Medicaid) are subject in later years to review and adjustment by grantor agencies, principally the federal and state governments. At such time, any disallowed claims, including amounts already collected, may constitute a liability of the County and the applicable funds. At December 31, 1993 the County believes that disallowed expenditures, if any, based on subsequent review will not have a material effect on any of the individual funds or the overall financial position of the County.

Note - 9



**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 1993**

**Litigation.** The County is a defendant in various lawsuits. Litigation which may have an adverse effect on the County is outlined below, the resolution of all other matters, although not currently determinable, is not expected to have an adverse material effect on the County.

**Designated Fund Balance for Litigation Contingency.** The Town of Seabrook, New Hampshire has filed a claim to recover \$687,997 of taxes paid by the Town of Seabrook to Rockingham County. This asserted amount represents Rockingham County's portion of an \$8,037,285 tax abatement awarded to the Seabrook Nuclear Power Plant. Although the Superior Court dismissed the Town's claim the Town has appealed to the New Hampshire Supreme Court. The outcome of the appeal is uncertain and as a result the County Commissioners have reserved \$600,000 of its fund balance for the potential claim contingency.

**3. CASH AND INVESTMENTS**

**Deposits.** At December 31, 1993, the carrying amounts and bank balances of the County's cash deposits (and cash equivalents) with financial institutions were as follows:

	<u>Book Amount</u>	<u>Bank Amount</u>	<u>FDIC Insured</u>	<u>Collat- eralized</u>	<u>Deposit Risk</u>
General	\$ (294,644)	\$ 716,787	\$192,716	\$ 0	\$ 524,071
Capital Project	369,270	519,219	0	0	519,219
Proprietary Funds	538,131	493,348	100,000	0	393,348
Fiduciary Funds	<u>51,231</u>	<u>45,560</u>	<u>0</u>	<u>0</u>	<u>45,560</u>
	<u>\$663,988</u>	<u>\$1,774,914</u>	<u>\$292,716</u>	<u>\$ 0</u>	<u>\$1,482,198</u>

Of the bank balances amount, \$1,576,015 represents the amount covered under a Master Repurchase Agreement with Fleet Bank. Under the agreement, the bank agrees to transfer to the County securities or financial instruments against the transfer of funds by the County, with a simultaneous agreement by the County to transfer to the bank such securities at a date certain or on demand (usually overnight) against the transfer of funds by the bank. The amount generally becomes part of the bank's overnight investment in U.S. Treasury Bills that are held (book entry) by the bank's custodian in the name of the bank.

**Investments.** Investments made by the County, and collateral for the deposits identified above, are summarized below. The investments that are represented by specific identifiable investment securities are classified as to credit risk by the three categories described below.

Note - 10

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 1993**

*Category 1 - Insured or registered, or securities held by the County or its agent in the County's name.*

*Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the County's name.*

*Category 3 - Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the County's name.*

	1	Category 2	3	Carrying Amount	Market Value
Collateral - U.S. Obligations	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Public Deposit Investment Pool	0	0	0	2,471,926	2,471,926
<b>Investments</b>					
<i>Short-term Investments</i>	0	0	0	0	0
<i>U.S. Obligations</i>	0	0	0	0	0
<i>Corporate Bonds</i>	0	0	0	0	0
<i>Foreign Bonds</i>	0	0	0	0	0
<i>Common Stocks</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$2,471,926</u>	<u>\$2,471,926</u>

**4. LONG-TERM DEBT**

**General Obligation Debt**

The County can issue general obligation debt instruments to provide funds for the acquisition and construction of major capital equipment, infrastructure and other facilities. General obligation debt instruments are "direct government obligations" and consequently are a pledge of the full faith and credit of the County. General obligation debt instruments currently outstanding, and reported in the General Long-Term Debt Account Group or in the Rockingham County Nursing Home Enterprise Fund, are as follows:

Purpose	Rate	Amount
<b><u>Long-Term Debt Account Group</u></b>		
Jail Improvement Bond	6.00%	\$ 300,000
Public Improvement Bond	VAR%	<u>11,785,000</u>
		<u>\$12,085,000</u>
<b><u>Nursing Home Enterprise Fund</u></b>		
General Obligation	6.775%	<u>400,000</u>
		<u>\$ 400,000</u>

Note - 11

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 1993**

Annual debt service requirements to maturity for general obligation debt reported in the Long-Term Debt Account Group are as follows:

Year	Principal	Interest	Total
1994	\$ 1,075,000	\$ 784,025	\$ 1,859,025
1995	825,000	692,550	1,517,550
1996	875,000	691,838	1,566,838
1997	930,000	519,856	1,449,856
1998	990,000	473,355	1,463,355
After	<u>7,390,000</u>	<u>1,872,519</u>	<u>9,262,519</u>
	<b>\$12,085,000</b>	<b>\$5,034,143</b>	<b>\$17,119,143</b>

Future annual principal maturities of bonds payable to maturity for the Nursing Home Enterprise Fund are as follows:

Year	Principal
1994	\$200,000
1995	<u>200,000</u>
	<u>\$400,000</u>

**Changes in Long-Term Liabilities**

During the year ended December 31, 1993, the following changes occurred in liabilities reported in the General Long-Term Debt Account Group

	1/1/93	Additions	Reductions	12/31/93
<i>General Obligation Debt</i>	\$13,115,000	\$ 0	\$1,030,000	\$12,085,000
<i>Capital Lease Obligations</i>	\$ 0	\$ 0	\$ 0	\$ 0
<i>Compensated Absences</i>	\$ 422,597	\$ 0	\$ 4,253	\$ 418,344

Note - 12

**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 1993**

**5. DEFINED BENEFIT PENSION PLAN**

The County participates in the *New Hampshire Public Employees Retirement System* (the NHPERS), a cost-sharing multiple-employer public retirement system. The System's defined benefit contributory retirement plan is administered by the State of New Hampshire. The System covers substantially all employees of the State of New Hampshire and participating New Hampshire political subdivisions, including certain employees of local education authorities. For the year ended December 31, 1993 the following amounts related to the NHPERS are disclosed.

	<u>County</u>	<u>Nursing Home</u>
Payroll - Employees Covered by the Plan	\$5,234,115	\$6,833,475
Payroll - Total Payroll All Employees	5,625,546	8,825,401
Contribution Obligation - Total	447,365	534,039
Amount Paid by the County	152,355	192,365
Amount Paid by the Employee	295,010	341,674

**Eligibility and Benefits.** Eligibility to participate in the NHPERS is granted to all full-time employees. The defined retirement benefit basically consists of an annual amount equal to one-half of average final compensation, modified by Social Security System entitlements as effective for after-65 retirements.

**Contribution Obligations.** Employee contributions, set by State legislation, are a percent (varied by employment class) of employee salary. The County is required to contribute a percent of the employees salary in an amount necessary to fund the system under an actuarial valuation performed on the entire state-wide plan.

**Pension Benefit Obligation.** The amount reported as benefit obligation is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and any step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to assist users to assess the plan's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among government pension plans and employers. The NHPERS does not determine or measure on an individual employer basis (such as the County) the pension benefit obligation or the net assets available for benefits.

The audited December 31, 1991 NHPERS report indicates that the pension benefit obligation at June 30, 1991 was \$1,676,309,803 and the net assets available for benefits on June 30, 1991 were \$1,348,799,019. The County's percentage of these amounts cannot be determined. Other GAAP disclosures, including the 10-year historical trend information on the NHPERS accumulation of sufficient assets to pay benefits when due, is presented in the above-mentioned annual audited plan report.

Note - 13

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE  
NOTES TO FINANCIAL STATEMENTS  
December 31, 1993

6. SUBSEQUENT EVENT - BOND ISSUANCE

On March 31, 1994 the County issued \$6,600,000 in long-term public improvement bonds at a variable rate from 4.25-5.00% over ten years. The bond proceeds were used to pay off the Bond Anticipation Notes outstanding and the remaining capital improvement obligations.

Note - 14

Schedule 1

COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

SCHEDULE OF GENERAL FUND REVENUES AND OTHER FINANCING SOURCES - ESTIMATED (GAAP) AND ACTUAL  
For the Year Ended December 31, 1993

REVENUES AND OTHER FINANCING SOURCES	Current Year Estimate			Actual	Variance Favorable or (Unfavorable)
	Original Estimate	Changes (Net)	Final Estimate		
<b>GENERAL GOVERNMENT</b>					
Taxes	\$21,533,381	\$0	\$21,533,381	\$21,411,685	(\$121,696)
Interest	125,000	0	125,000	208,485	83,485
Other:					
Superior Court Lease	256,600	0	256,600	246,951	(9,649)
Telephone	1,500	0	1,500	3,229	1,729
Escheat Funds	0	0	0	118,936	118,936
Other	0	0	0	29,512	29,512
	21,916,481	0	21,916,481	22,018,798	102,317
<b>DEEDS</b>					
Registry of Deeds	1,750,000	0	1,750,000	2,117,079	367,079
Other	0	0	0	0	0
	1,750,000	0	1,750,000	2,117,079	367,079
<b>SHERIFF'S DEPARTMENT</b>					
Salary Reimbursement	175,000	0	175,000	160,300	(14,700)
Civil	400,000	0	400,000	370,766	(29,234)
Dispatch Salary Reimbursement	22,000	0	22,000	22,000	0
Airport Security	152,467	0	152,467	127,270	(25,197)
Other	11,730	0	11,730	3,257	(8,473)
	761,197	0	761,197	683,593	(77,604)
<b>MAINTENANCE</b>					
Gas Reimbursement	20,600	0	20,600	13,736	(6,864)
Nursing Home Services	552,160	0	552,160	594,785	42,625
Other	55,181	0	55,181	133	(55,048)
	627,941	0	627,941	608,654	(19,287)
<b>COMMISSIONERS</b>					
	2,000	0	2,000	1,905	(95)

	0	0	0	866	866
<b>COUNTY ATTORNEY</b>					
<b>CORRECTIONS DEPARTMENT</b>					
Federal Prisoners	40,000	0	40,000	126,283	86,283
Telephone	25,000	0	25,000	34,994	9,994
Work Release/Board	25,000	0	25,000	43,184	18,184
Other	2,000	0	2,000	1,531	(469)
	92,000	0	92,000	205,992	113,992
<b>COUNTY FARM</b>					
Rent	4,800	0	4,800	4,800	0
Sales	212,598	0	212,598	143,249	(69,349)
Lease	9,300	0	9,300	7,778	(1,522)
Other	190	0	190	24,963	24,773
	226,888	0	226,888	180,790	(46,098)
<b>EXTENSION SERVICE</b>					
	0	0	0	45	45
<b>HUMAN SERVICES</b>					
State Incentive Funds	218,363	0	218,363	264,037	45,674
Other	140,255	0	140,255	5,025	(135,230)
	358,618	0	358,618	269,062	(89,556)
<b>PERSONNEL SERVICES</b>					
	35,112	0	35,112	30,467	(4,645)
<b>OTHER FINANCING SOURCES</b>					
Transfers In (Out)	0	0	0	0	0
Proceeds from Long-Term Debt	0	0	0	0	0
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$25,770,237	\$0	\$25,770,237	\$26,117,251	\$347,014
<b>FUND BALANCE USED</b>					
	524,909				
<b>TOTAL REVENUES, OTHER FINANCING SOURCES AND FUND BALANCE USED</b>				\$26,295,146	

**GENERAL GOVERNMENT**

Fiscal Officer	0	54,462	0	54,462	0	54,220	0	54,220	242
Insurance	0	170,000	0	170,000	0	170,000	0	126,945	43,055
Retirement	0	18,000	0	18,000	0	17,672	0	17,672	328
Audit Fees	0	20,000	0	20,000	0	19,820	0	19,820	180
Legal Fees	0	25,000	0	25,000	0	26,652	0	26,652	(1,652)
County Dues	0	8,964	0	8,964	0	9,431	0	9,431	(467)
Software Maintenance	0	3,500	0	3,500	0	359	0	3,141	359
Property Taxes	0	23,000	0	23,000	0	21,600	0	21,600	1,400
Union Negotiations	0	15,000	0	15,000	0	17,836	0	17,836	(2,836)
Other	0	1	0	1	0	19,164	0	19,164	(19,163)
	0	337,927	0	337,927	0	313,689	0	313,689	24,228

**COMMISSIONERS**

Operations	0	212,907	57,167	270,074	0	251,729	0	251,729	18,345
	0	212,907	57,167	270,074	0	251,729	0	251,729	18,345

**PERSONNEL SERVICES**

Operations	0	49,113	0	49,113	0	49,589	0	49,589	(476)
	0	49,113	0	49,113	0	49,589	0	49,589	(476)

**SHERIFF'S DEPARTMENT**

Law Enforcement	7,443	1,209,705	4,480	1,214,185	4,190	1,241,641	0	1,241,641	(24,203)
County Dispatch Center	11,730	482,046	(4,480)	477,566	0	459,934	0	459,934	29,362
Radio Shop	0	53,659	0	53,659	0	57,118	0	57,118	(3,459)
Airport Duty	0	152,467	0	152,467	0	123,514	0	123,514	28,953
Other	0	0	0	0	0	0	0	0	0
	19,173	1,897,877	0	1,897,877	4,190	1,882,207	0	1,882,207	30,653

**REGISTER OF DEEDS**

Operations	0	620,708	0	620,708	1,629	617,243	0	617,243	1,836
	0	620,708	0	620,708	1,629	617,243	0	617,243	1,836



Schedule 2  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

SCHEDULE OF GENERAL FUND EXPENDITURES AND OTHER FINANCING USES - BUDGET (GAAP) AND ACTUAL  
 For the Year Ended December 31, 1993

	Beginning	Budget	Current Year Budget		Budget	Ending	Actual	Variance
	Reserve Items (Expenditures Only)	Voted	Transfers (Net)	Total	Total	Reserve Items (Expenditures Only)		Favorable or (Unfavorable)
<b>EXPENDITURES AND OTHER FINANCING USES</b>								
<b>PUBLIC ASSISTANCE</b>								
Old Age Assistance	\$0	\$8,397,514	(\$158,366)	\$8,239,148	\$0	\$8,092,084	\$147,064	
Board and Care of Children	0	1,842,201	158,366	2,000,567	0	1,978,221	22,346	
Mediation Programs	131,355	358,185	0	358,185	15,659	385,076	88,805	
Other	0	0	0	0	0	0	0	
	131,355	10,597,900	0	10,597,900	15,659	10,455,381	258,215	
<b>CORRECTIONS</b>								
Operations	0	4,021,525	0	4,021,525	0	3,971,448	50,077	
	0	4,021,525	0	4,021,525	0	3,971,448	50,077	
<b>MAINTENANCE</b>								
Operations	0	2,045,425	0	2,045,425	8,303	2,017,501	19,621	
	0	2,045,425	0	2,045,425	8,303	2,017,501	19,621	

Schedule 2 (Continued)  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

SCHEDULE OF GENERAL FUND EXPENDITURES AND OTHER FINANCING USES - BUDGET AND ACTUAL (BUDGETARY BASIS)  
 For the Year Ended December 31, 1993

	Beginning	Budget	Current Year	Budget	Ending	Actual	Variance
	Reserve Items (Expenditures Only)	Voted	Transfers (Net)	Total	Reserve Items (Expenditures Only)		Favorable or (Unfavorable)
<b>EXPENDITURES AND OTHER FINANCING USES</b>							
<b>COUNTY ATTORNEY Operations</b>	\$0	\$822,350	\$3,427	\$825,777	\$0	\$836,608	(\$10,831)
	0	822,350	3,427	825,777	0	836,608	(10,831)
<b>MEDICAL EXAMINER Operations</b>	0	73,000	(3,427)	69,573	0	62,076	7,497
	0	73,000	(3,427)	69,573	0	62,076	7,497
<b>EXTENSION SERVICE Operations</b>	585	294,438	0	294,438	0	292,644	2,379
	585	294,438	0	294,438	0	292,644	2,379
<b>COUNTY FARM Operations</b>	0	247,589	0	247,589	0	194,448	53,141
	0	247,589	0	247,589	0	194,448	53,141
<b>TREASURER AND DEPUTY Operations</b>	0	84,841	0	84,841	0	66,124	18,717
	0	84,841	0	84,841	0	66,124	18,717
<b>DELEGATION EXPENSES Operations</b>	0	24,365	(2,701)	21,664	0	15,679	5,985
	0	24,365	(2,701)	21,664	0	15,679	5,985

HUMAN SERVICE SPECIALS

Child Care Association	0	25,000	0	25,000	0	25,000	0	25,000	0
Area Homemakers	11,000	44,000	0	44,000	0	44,000	0	44,000	0
Rockingham VNA	0	43,000	0	43,000	0	43,000	0	43,000	0
Women's Resource Center	0	5,000	0	5,000	0	5,000	0	5,000	0
A Safe Place	3,750	15,000	0	15,000	0	15,000	0	18,750	0
Emergency Fire Training	11,310	10,000	0	10,000	0	10,000	8,250	13,075	(115)
Conservation District	0	30,000	0	30,000	0	30,000	0	30,000	0
Other	0	0	0	0	0	0	0	0	0
	26,060	172,000	0	172,000	8,250	189,825	0	189,825	(115)

DEBT SERVICE

Principal Long Term Debt	0	1,065,000	(35,000)	1,030,000	0	1,030,000	0	1,030,000	0
Interest Long Term Debt	0	734,293	(1,925)	732,368	0	732,368	0	732,368	0
Interest on RAN's	0	470,000	(103,041)	366,959	0	366,959	0	366,959	30,526
Other	0	0	0	0	0	0	0	0	0
	0	2,269,293	(139,966)	2,129,327	0	2,098,801	0	2,098,801	30,526

CAPITAL OUTLAY

Capital Outlay Land & Improvements	0	0	0	0	0	0	0	0	0
Capital Outlay Machinery & Equip.	0	0	0	0	0	0	0	0	0
Capital Outlay Buildings	0	0	0	0	0	0	0	0	0
Other	179,000	342,603	(197,503)	145,100	153,819	216,533	(46,252)	146,252	(46,252)
	179,000	342,603	(197,503)	145,100	153,819	216,533	(46,252)	146,252	(46,252)

OTHER

Other	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0

OPERATING TRANSFERS OUT

Transfer to Capital Projects	0	0	283,003	283,003	0	283,003	0	283,003	0
Transfer to Enterprise Funds	0	2,181,285	0	2,181,285	0	2,181,285	0	2,181,285	0
Other	0	0	0	0	0	0	0	0	0
	0	2,181,285	283,003	2,464,288	0	2,464,288	0	2,464,288	0

TOTAL EXPENDITURES AND OTHER FINANCING USES

	\$356,173	\$26,295,146	\$0	\$26,295,146	\$191,950	\$25,995,823	\$463,646
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Schedule 3  
COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

SCHEDULE OF GENERAL FUND CHANGES IN UNRESERVED FUND BALANCE  
 For the Year Ended December 31, 1993

SCHEDULE OF CHANGES IN UNRESERVED FUND BALANCE

	<i>Exhibit C</i>	<i>Schedule 1 &amp; 2</i>
Unreserved Fund Balance		
January 1 - Beginning of Year	\$337,885	\$337,885
December 31 - End of Year	<u>623,636</u>	<u>623,636</u>
Change in Unreserved Fund Balance	<u>\$285,751</u>	<u>\$285,751</u>
 <u>ANALYSIS OF CHANGE</u>		
Revenue Variance - Favorable (Unfavorable)	\$347,014	\$347,014
Expenditure Variance - Favorable (Unfavorable)	299,323	
Change in Fund Balance Reserves - (Increase) Decrease	164,323	463,646
Expenditure Variance, Net of Change in Reserves		
Unreserved Fund Balance Used to Reduce Taxes	<u>(524,909)</u>	<u>(524,909)</u>
Change in Unreserved Fund Balance	<u>\$285,751</u>	<u>\$285,751</u>

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COUNTY OF ROCKINGHAM, NEW HAMPSHIRE

COMBINING BALANCE SHEET - INTERNAL SERVICE FUNDS  
December 31, 1993

	Internal service funds				TOTALS
	Health Insurance Risk Mgmt Fund	Dental Insurance Risk Mgmt Fund	Worker's Comp Risk Mgmt Fund	Unemployment Insurance Risk Mgmt Fund	
<b>ASSETS</b>					
Cash and Cash Equivalents	\$256,892	\$109,138	(\$40,426)	\$7,777	\$333,381
Investments	0	0	912,872	0	912,872
Due from Other Funds	0	0	150,000	0	150,000
Other Assets	0	0	0	0	0
<b>TOTAL ASSETS</b>	<b>\$256,892</b>	<b>\$109,138</b>	<b>\$1,022,446</b>	<b>\$7,777</b>	<b>\$1,396,253</b>
<b>LIABILITIES</b>					
Claims Liability	\$164,910	\$18,291	\$258,422	\$0	\$441,623
Due to Other Funds	150,000	0	0	0	150,000
Other Liabilities	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	<b>314,910</b>	<b>18,291</b>	<b>258,422</b>	<b>0</b>	<b>591,623</b>
<b>FUND EQUITY</b>					
Retained Earnings	(58,018)	90,847	764,024	7,777	804,630
<b>TOTAL FUND EQUITY</b>	<b>(58,018)</b>	<b>90,847</b>	<b>764,024</b>	<b>7,777</b>	<b>804,630</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$256,892</b>	<b>\$109,138</b>	<b>\$1,022,446</b>	<b>\$7,777</b>	<b>\$1,396,253</b>

Schedule 6  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND EQUITIES**  
**INTERNAL SERVICE FUNDS**  
 For the Year Ended December 31, 1993

	Internal Service Funds				TOTALS
	Health Insurance Risk Mgmt Fund	Dental Insurance Risk Mgmt Fund	Worker's Comp Risk Mgmt Fund	Unemployment Insurance Risk Mgmt Fund	
<b>REVENUES</b>					
Charges to Other Funds	\$2,318,518	\$183,020	\$514,494	\$42,554	\$3,058,586
Reimbursements/Refunds	229,780	0	0	0	229,780
Other	0	7,475	299,826	265	307,566
	2,548,298	190,495	814,320	42,819	3,595,932
<b>OTHER FINANCING SOURCES</b>					
Operating Transfers In	0	0	0	0	0
	2,548,298	190,495	814,320	42,819	3,595,932
<b>EXPENSES</b>					
Claims and Premiums	2,298,795	181,495	578,313	0	3,058,603
Third Parties	0	0	0	36,360	36,360
Other	760	71	1,334	76	2,241
	2,299,555	181,566	579,647	36,436	3,097,204
<b>EXCESS OF REVENUES &amp; OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES &amp; OTHER FINANCING USES</b>	248,743	8,929	234,673	6,383	498,728
<b>CHANGE IN RESERVES</b>	0	0	0	0	0
<b>UNRESERVED FUND BALANCE</b>					
CHANGE, NET	248,743	8,929	234,673	6,383	498,728
BALANCE - JANUARY 1	1306,7611	81,918	529,351	1,394	305,902
BALANCE - DECEMBER 31	1558,0181	90,847	764,024	57,777	804,630

Schedule 7  
**COUNTY OF ROCKINGHAM, NEW HAMPSHIRE**

COMBINING BALANCE SHEET - FIDUCIARY FUND TYPES  
 December 31, 1993

	Agency Funds		TOTALS	
	Inmates Account	Commissary Account	Expendable Trust Fund	Memo Only
<b>ASSETS</b>				
Cash and Cash Equivalents	\$28,398	\$16,056	\$6,777	\$51,231
Due from Other Funds	0	0	0	0
Other Assets	0	0	0	0
<b>TOTAL ASSETS</b>	<u>\$28,398</u>	<u>\$16,056</u>	<u>\$6,777</u>	<u>\$51,231</u>
<b>LIABILITIES</b>				
Accounts Payable	\$0	\$0	\$0	\$0
Due to Other Governments	0	0	0	0
Other Liabilities	28,398	0	0	28,398
<b>TOTAL LIABILITIES</b>	<u>28,398</u>	<u>0</u>	<u>0</u>	<u>28,398</u>
<b>FUND EQUITY</b>				
Fund Balance	0	0	0	0
Reserved	0	0	0	0
Unreserved	0	0	0	0
Designated	0	0	0	0
Undesignated	0	16,056	6,777	22,833
<b>TOTAL FUND EQUITY</b>	<u>0</u>	<u>16,056</u>	<u>6,777</u>	<u>22,833</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u>\$28,398</u>	<u>\$16,056</u>	<u>\$6,777</u>	<u>\$51,231</u>



